

**Fort Frances Public Library**

**Board Meeting Minutes**

**Thursday, December 18, 2025**

The meeting of the Fort Frances Public Library Board took place in the Shaw Community Hub at the Fort Frances Public Library Technology Centre on Thursday, December 18, 2025 @ 4:35pm.

**Board Members in attendance:** Sheri De Gagné, Robin Dennis, Tanis Fretter, Hue Eldridge, Deputy Mayor Mike Behan, Ken Kellar, Mayor Andrew Hallikas

**Staff in attendance:** Nadine Cousineau - CEO

**Regrets:** Councillor Bill Morrison Jr.

**Call to order** @ 4:35pm by Sheri De Gagné

**1. Declaration of Conflict of Interest – none**

**2. Approval of the Agenda & Call for Non-Agenda Issues**

**MOTION#2025-96** Motion to accept the agenda of December 18, 2025.

Moved by Hue E.

Seconded by Tanis F.

CARRIED

**3. Financial Report**

**a. Budget YTD**

- i. Discussion of 2025 revenue: Nadine received notification that the PLOG will be deposited within the next 10 business days in the amount of \$19,137; we are still waiting on a check from the Community Policing Committee for Trunk or Treat in the amount of \$3095; and the Library has received several donations in the last few days.
- ii. There are a few outstanding invoices from 2025, ie. VISAs, utilities, janitorial, etc.
- iii. Overall for 2025, revenues are above the projected amounts and expenses are below. It is estimated the Library will conclude 2025 approximately \$100,000 under the approved operating budget.

**b. 2025 Capital Expense**

**MOTION#2025-97** Motion to approve capital expense of \$11,727.65 for purchase of computer lab furniture from Library Reserve Fund.

Moved by Ken K.

Seconded by Robin D.

CARRIED

**4. Items for Action/Discussion**

**a. 2026 Operating Budget**

- i. Nadine presented the forecasted 2026 operating budget.
- ii. Discussion regarding forecasted revenue from the Shaw Community Hub. Nadine is confident that, based on 2025 actual revenue and additional advertising efforts, the projected amount can be met and possibly surpassed.
- iii. Discussion regarding HST exempt revenue from federal grants. Nadine will apply for the Young Canada Works grant and the Canada Summer Jobs grant, however she is not convinced both will be received as we were only approved for CSJ in 2025.
- iv. Discussion of other HST exempt revenue lines of the budget, including Ontario Library Service, Donations and Service Agreements. We are in our last year of the current service agreement with the Township of Alberton. A new agreement will be negotiated in 2026.
- v. Forecasted Sundry Revenue HST exempt has been lowered as there are not many items that fall under this category. Going forward, small admission fees may be charged for special programming to help with cost recovery which would fall under this category.
- vi. Discussion of Salaries, Wages and Benefits and calculations of estimated amounts for Salaries Full Time and Hourly Part Time budget lines.
- vii. Discussion regarding Contracted Services including the Communications, Postage, Legal Fees and Membership budget lines.
- viii. Discussion regarding Municipal Buildings & Yards, utilities and contracted services for alarm monitoring and fire safety systems.
- ix. Discussion regarding building maintenance and the ongoing concern of having repairs done in a timely manner. Discussion of creating a preventative maintenance plan with the Operations and Facilities department to help keep repairs on schedule.

- x. A 66.7% increase for Repairs and Maintenance has been budgeted for 2026. This is due to a substantial list of existing maintenance issues that will need to be repaired in 2026.
- xi. We are in the final year of the current janitorial contract. A tender will be posted for the next contract in 2026.
- xii. There is a 41.4% increase on insurance costs for 2026, which is information provided by the ToFF.
- xiii. Library Services budget lines, ie. books, programming, e-books, etc, has remained the same.
- xiv. The Hardware/Software Maintenance line has been increased 33% to cover 2026 associated costs.
- xv. Discussion regarding the purpose of the Board Discretionary budget line.

**MOTION#2025-98** Motion to approve 2026 Draft Operating forecast as presented @ December 18, 2025 Budget Meeting.

Moved by Mike B.

Seconded by Hue E.

CARRIED

**b. User Fees**

- i. Nadine presented proposed user fees for 2026.
- ii. Discussion regarding an increase in fee for exam proctoring.
- iii. Non-resident user fees have been adjusted based on a 1.9% increase which aligns with the ToFF user fee increase.
- iv. Discussion regarding “household” memberships vs “individual” memberships.
- v. Discussion regarding Shaw Community Hub rental rates. Nadine is hesitant to raise the price as it was just increased in 2025. The goal is to increase revenue with additional advertising efforts in 2026 and reevaluate.

**MOTION#2025-99** Motion to approve 2026 User Fees as presented @ December 18, 2025 Budget Meeting.

Moved by Robin D.

Seconded by Hue E.

CARRIED

## 5. Adjournment

**MOTION#2025-100** Motion to adjourn the Library Board meeting of December 18, 2025

@ 6:05pm.

Moved by Mike B.

Seconded by Ken K.

CARRIED



Sheri De Gagné, Board Chair



Nadine Cousineau, CEO

Date: 22 JANUARY 2026