

2025
Library Board Operating Budget Request to Council

	Final actuals for 2024 may change after year-end	2024 Budget	2024 Actuals	2025 Budget	% Change	
REVENUE						
MUNICIPAL GRANT						
3-7-3100100-3010	Operating Grant	2,655,000	2,655,000	2,776,000		
	TOTAL MUNICIPAL GRANT	2,655,000	2,655,000	2,776,000	4.56%	
	Increase over previous year			121,000		
PROVINCIAL GRANTS						
3-7-3100102-3030	Provincial Grant	85,000	80,567	80,000		
3-7-3100102-3035	Pay Equity Grant	4,000	3,790	4,000		
3-7-3100102-3040	Technology Grant	7,000	6,729	7,000		
3-7-3100102-3051	Summer Work Grant	0	0	3,000		
3-7-3100102-3055	Canada Council Grant	0	0	0		
	TOTAL PROVINCIAL GRANTS	96,000	91,086	94,000	-2.08%	
USER FEES						
3-7-3100200-3100	Fines	500	280	500		
3-7-3100200-3101	Damage Fees, Lost Books	3,000	2,874	3,000		
3-7-3100200-3102	Non Resident Fees	4,000	5,734	4,500		
3-7-3100200-3120	Program & Event Fees	2,000	2,215	2,000		
3-7-3100200-3130	Equipment Rental Fees	0	225	0		
3-7-3100200-3135	Room Rental Fees	6,000	5,825	6,000		
3-7-3100200-3152	Gallery Commission Fees	6,000	6,840	6,000		
3-7-3100200-3160	Photocopier Fees	7,000	7,806	7,000		
3-7-3100200-3162	Research Fees	0	26	0		
3-7-3100200-3164	Friends Books Store	17,500	9,670	17,500		
3-7-3100200-3168	Other Sales	0	612	0		
3-7-3100200-3170	Cash Over & Short	0	0	0		
	TOTAL USER FEES	46,000	42,107	46,500	1.09%	

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DONATIONS REVENUE						
3-7-3100300-3300	Donations - General	3,000	3,721	3,000		
3-7-3100300-3305	Donations - Gallery	3,000	2,563	3,000		
3-7-3100300-3310	Donations - Painting Sponsors	0		0		
	TOTAL DONATIONS REVENUE	6,000	6,284	6,000	0.00%	
INVESTMENT INCOME						
3-7-3100400-3200	Interest Income - General	20,000	28,965	25,000		
3-7-3100400-3205	Interest Income - Trust	5,000	3,942	5,000		
	TOTAL INVESTMENT INCOME	25,000	32,907	30,000	20.00%	
OTHER REVENUE						
3-7-3100600-3910	Library Inventory Sales	500	212	500		
3-7-3100500-7101	Archives Occupancy Contribution	23,500	18,414	24,000		
3-7-3100500-7102	Hastinet Cost Sharing	39,000	28,398	34,000		
3-7-3100500-3999	Development Charge Funds	30,000	0	30,000		
3-7-3100500-7100	Other Revenue	0		0		
	TOTAL OTHER REVENUE	93,000	47,024	88,500	-4.84%	
RESERVE FUND TRANSFERS						
3-7-3100800-4999	Transfer from Reserves	25,500	0	30,000		
	TOTAL RESERVE FUND TRANSFERS	25,500	0	30,000		
3-7-3100900-3900	Trust Funds	1,000	0	1,000		
	TOTAL TRUST FUNDS	1,000	0	1,000		
	TOTAL REVENUE	2,947,500	2,874,408	3,072,000	4.22%	

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EXPENDITURE	Final actuals for 2024 may change after year-end					
LIBRARY LABOUR - REGULAR						
3-8-3100100-0010	Library Service - Salaries & Wages	1,780,500	1,671,829	1,870,000	5.03%	
3-8-3100100-0012	Sick Leave Payout	5,000	15,416	5,000	0.00%	
3-8-3100100-0020	Library Service - Benefits	235,000	211,984	220,000	-6.38%	
3-8-3100100-0030	Library Service - Pensions	195,000	206,532	210,000	7.69%	
3-8-3100100-0990	Library Service - Recovered	-2,500	0	-2,500		
	TOTAL LIBRARY LABOUR - REGULAR	2,213,000	2,105,761	2,302,500	4.04%	
LIBRARY LABOUR - SUMMER						
3-8-3100150-0010	Library Summer - Labour	0	0	5,500		
3-8-3100150-0020	Library Summer - Benefits	0	0	500		
3-8-3100150-0030	Library Summer - Pensions	0	0	500		
	TOTAL LIBRARY LABOUR - SUMMER	0	0	6,500		
GALLERY OPERATION						
3-8-3100160-3501	Gallery Operation	2,500	3,479	2,500		
3-8-3100160-3502	Collection Development and Maintenance	2,500	3,643	2,500		
	TOTAL GALLERY OPERATION	5,000	7,122	5,000	0.00%	
	Cost of sales - Inventory	0		0		

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LIBRARY MATERIALS - BOOKS						2023 Cost per Circ
3-8-3200100-3005	Books - Adult Fiction	27,000	25,668	27,000		0.38
3-8-3200100-3010	Books - Adult Non Fiction	22,000	21,729	22,000		0.38
3-8-3200100-3015	Books - Adult French	1,000	681	1,000		0.38
3-8-3200100-3030	Books - Children Fiction	7,500	7,586	7,500		0.21
3-8-3200100-3031	Books - Children Non-Fiction	5,500	6,114	5,500		0.21
3-8-3200100-3032	Books - Children Picture	8,500	8,290	8,500		0.21
3-8-3200100-3035	Books - Children French	500	445	500		0.21
3-8-3200100-3050	Books - Young Adult	5,000	4,691	5,000		0.38
3-8-3200100-3051	Books - Adult Multilingual	1,500	3,402	1,500		0.38
3-8-3200100-3070	Books - Children Multilingual	500	1,511	500		0.21
3-8-3200100-3071	Books - Large Print	9,000	8,367	7,000		0.38
3-8-3200100-3075	Books - Literacy	500	689	500		0.38
3-8-3200100-3095	Processing & Binding Supplies	4,000	5,695	4,000		
TOTAL LIBRARY MATERIALS - BOOKS		92,500	94,868	90,500	-2.16%	
LIBRARY MATERIALS - PERIODICALS						
3-8-3200150-3451	Newspapers	2,500	2,365	2,500		
3-8-3200150-3455	Periodicals	1,000	1,526	1,000		
TOTAL LIBRARY MATERIALS - PERIODICALS		3,500	3,891	3,500	0.00%	
LIBRARY MATERIALS - DISC MEDIA						2023 Cost per Circ
3-8-3200250-3201	CD Audiobooks	12,000	10,999	12,000		2.47
3-8-3200250-3230	DVD Movies	20,000	20,664	20,000		0.54
3-8-3200250-3280	CD Music	0	0	0		
TOTAL LIBRARY MATERIALS - DVD		32,000	31,663	32,000	0.00%	
LIBRARY MATERIALS - TOTAL PHYSICAL COLLECTIONS		128,000	130,422	126,000	-1.56%	

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LIBRARY MATERIALS - ELECTRONIC RESOURCES						
3-8-3200270-3379	Research Databases (formerly electronic database)	16,000	21,998	23,000	43.75%	
3-8-3200270-3384	Medici TV	3,000	2,500	3,000		2023 Cost per Circ
3-8-3200270-3380	Overdrive	30,000	22,463	40,000		0.30
3-8-3200270-3381	Hoopla	42,000	44,597	42,000		3.39
3-8-3200270-3382	Kanopy	3,000	2,711	3,000		1.13
TOTAL LIBRARY MATERIALS - ELECTRONIC		94,000	94,269	111,000	18.09%	
TOTAL COLLECTION BUDGET		222,000	224,691	237,000	6.76%	
LIBRARY MATERIALS - MICROFILM						
3-8-3200300-3401	Microfilm	2,500	2,417	2,500		
3-8-3200300-3402	Circulation supplies	2,500	3,355	3,000		
TOTAL LIBRARY MATERIALS - MICROFILM		5,000	5,772	5,500	10.00%	
LIBRARY MATERIALS - PROGRAMS						
3-8-3300100-0220	Programs	4,500	4,387	8,000		
3-8-3300100-0227	Information services Programs	2,500	1,337	0		
TOTAL LIBRARY MATERIALS - PROGRAMS		7,000	5,724	8,000	14.29%	

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FACILITY OPERATION						
3-8-4000100-0040	Facility - Heat	23,000	21,292	25,000		
3-8-4000100-0041	Facility - Hydro	70,000	53,632	62,000		
3-8-4000100-0042	Facility - Water	4,000	2,784	4,000		
3-8-4000100-0043	Facility - Sewer	3,000	2,395	3,000		
3-8-4000100-0080	Facility - Repairs & Maintenance	40,000	40,015	40,000		
3-8-4000100-0082	Facility - Maintenance Supplies	12,500	12,160	12,000		
3-8-4000100-0086	Facility - Security System	1,000	728	2,000		
3-8-4000100-0087	Facility - Service Agreements	39,000	46,837	40,000		
	TOTAL FACILITY OPERATION	192,500	179,843	188,000	-2.34%	

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ADMINISTRATION						
3-8-4500100-0050	Administration - Telephone	10,000	9,853	9,500		
3-8-4500100-0051	Administration - Internet	3,000	3,512	3,000		
3-8-4500100-0060	Administration - Office Supplies	5,500	5,452	5,500		
3-8-4500100-0063	Administration - Security Services	75,000	82,542	90,000		
3-8-4500100-0061	Administration - Postage	6,000	5,569	6,000		
3-8-4500100-0090	Administration - Insurance	12,000	13,131	13,000		
3-8-4500100-0110	Administration - Travel	1,500	1,061	1,000		
3-8-4500100-0111	Administration - Staff Recognition	3,000	2,002	3,500		
3-8-4500100-0120	Administration - Advertising & Promotion	3,500	2,892	3,000		
3-8-4500100-0150	Administration - Contingency	0		0		
3-8-4500100-0180	Administration - Furniture & Equipment	20,000	32,074	12,000		
3-8-4500100-0190	Administration - Staff Training	8,500	8,321	8,000		
3-8-4500100-0210	Administration - Memberships	2,000	1,852	4,000		
3-8-4500100-0510	Administration - IT Contract Fee	25,000	25,000	25,000		
3-8-4500100-0511	Administration - IT Equipment	0	6,013	11,000		
3-8-4500100-0516	Administration - Web Site	1,000	12,899	1,500		
3-8-4500100-0520	Administration - Consulting Fees	3,000	80	3,000		
3-8-4500100-0574	Administration - Employee Assistance Program	2,500	2,711	2,500		
3-8-4500100-0530	Administration - Legal	8,000	336	7,000		
3-8-4500100-0540	Administration - Audit	7,000	6,818	7,000		
3-8-4500100-0550	Administration - Photocopying	9,000	14,080	8,500		
3-8-4500100-0567	Administration - Meeting Expense	2,000	504	1,000		
3-8-4500100-0720	Administration - Bank Charges	1,500	1,623	1,500		
3-8-4500100-0575	Administration - WiFi Router Loan Program	6,000	12,922	10,000		
3-8-4600150-0925	Award - Library Board Scholarship	500	0	500		
	TOTAL ADMINISTRATION	215,500	251,247	237,000	9.98%	

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HASTINET	new committee structure / m.o.u. agreement					
3-8-5000100-0061	Hastinet - Courier Service	16,000	14,850	17,500	9.38%	
3-8-5000100-0087	Hastinet - Contract	41,000	37,972	40,000	-2.44%	
3-8-5000100-0511	Hastinet - IT Software/Hardware	10,500	10,724	0	-100.00%	
	TOTAL HASTINET	67,500	63,546	57,500	-14.81%	
LIBRARY FUND						
3-8-6000100-0830	Transfer - Sick Leave Payout Reserve	5,000	0	10,000		
3-8-6000100-0984	Transfer - Capital Reserve	10,000	0	10,000		
3-8-6000100-0987	Transfer - Main Branch Reno Reserve	5,000		5,000		
	Transfer - McConnell Special Projects Reserve					
	TOTAL TRANSFERS TO RESERVES	20,000	0	25,000	25.00%	
	TOTAL EXPENDITURES	2,947,500	2,843,706	3,072,000	4.22%	
	SURPLUS / (DEFECIT)	0	30,702	0		