

Library Board 2026 Operating Budget for Council Approval

<b>Actuals as of Oct 14</b>	<b>Final actuals for 2025 will be set at year-end (February 2026)</b>	<b>2025 Budget</b>	<b>2025 Actuals</b>	<b>2025 Projected</b>	<b>2026 Budget</b>	<b>% Change</b>
<b>REVENUE</b>						
<b>MUNICIPAL GRANT</b>						
3-7-3100100-3010	Operating Grant	2,776,000	2,311,000	2,776,000	2,845,500	
	<b>TOTAL MUNICIPAL GRANT</b>	<b>2,776,000</b>	<b>2,311,000</b>	<b>2,776,000</b>	<b>2,845,500</b>	2.50%
	Increase over previous year				69,500	
<b>PROVINCIAL GRANTS</b>						
3-7-3100102-3030	Provincial Grant	80,000	3,045	83,500	80,000	
3-7-3100102-3035	Pay Equity Grant	4,000	0	3,800	4,000	
3-7-3100102-3040	Technology Grant	7,000	4,999	4,999	7,000	
3-7-3100102-3051	Summer Work Grant	3,000	0	0	3,000	
3-7-3100102-3055	Canada Council Grant	0	0	0	0	
	<b>TOTAL PROVINCIAL GRANTS</b>	<b>94,000</b>	<b>8,044</b>	<b>92,299</b>	<b>94,000</b>	0.00%
<b>USER FEES</b>						
3-7-3100200-3100	Fines	500	527	527	500	
3-7-3100200-3101	Damage Fees, Lost Books	3,000	2,753	3,000	3,000	
3-7-3100200-3102	Non Resident Fees	4,500	5,861	6,000	6,000	
3-7-3100200-3120	Program & Event Fees	2,000	610	1,500	2,000	
3-7-3100200-3130	Equipment Rental Fees	0	150	150	0	
3-7-3100200-3135	Room Rental Fees	6,000	3,825	5,000	5,000	
3-7-3100200-3152	Gallery Commission Fees	6,000	7,278	7,500	7,000	
3-7-3100200-3160	Photocopier Fees	7,000	7,433	8,000	7,500	
3-7-3100200-3162	Research Fees	0			0	
3-7-3100200-3164	Friends Books Store	17,500	8,647	12,500	13,000	
3-7-3100200-3168	Other Sales	0	85	85	0	
3-7-3100200-3170	Cash Over & Short	0			0	
	<b>TOTAL USER FEES</b>	<b>46,500</b>	<b>37,169</b>	<b>44,262</b>	<b>44,000</b>	-5.38%

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<b>DONATIONS REVENUE</b>						
3-7-3100300-3300	Donations - General	3,000	2,513	3,000	3,000	
3-7-3100300-3305	Donations - Gallery	3,000	1,779	2,500	3,000	
3-7-3100300-3310	Donations - Painting Sponsors	0			0	
	<b>TOTAL DONATIONS REVENUE</b>	<b>6,000</b>	<b>4,292</b>	<b>5,500</b>	<b>6,000</b>	0.00%
<b>INVESTMENT INCOME</b>						
3-7-3100400-3200	Interest Income - General	25,000	16,776	23,000	20,000	
3-7-3100400-3205	Interest Income - Trust	5,000	6,405	6,405	6,000	
	<b>TOTAL INVESTMENT INCOME</b>	<b>30,000</b>	<b>23,181</b>	<b>29,405</b>	<b>26,000</b>	-13.33%
<b>OTHER REVENUE</b>						
3-7-3100600-3910	Library Inventory Sales	500	134	250	500	
3-7-3100500-7101	Archives Occupancy Contribution	24,000	13,603	25,000	25,000	
3-7-3100500-7102	Hastinet Cost Sharing	34,000	22,999	34,000	34,500	
3-7-3100500-3999	Development Charge Funds	30,000	0	30,000	15,000	
3-7-3100500-7100	Other Revenue	0	3,236	3,236	0	
	<b>TOTAL OTHER REVENUE</b>	<b>88,500</b>	<b>39,972</b>	<b>92,486</b>	<b>75,000</b>	-15.25%
<b>RESERVE FUND TRANSFERS</b>						
3-7-3100800-4999	Transfer from Reserves	30,000	0	30,000	110,000	
	<b>TOTAL RESERVE FUND TRANSFERS</b>	<b>30,000</b>	<b>0</b>	<b>30,000</b>	<b>110,000</b>	266.67%
3-7-3100900-3900	Trust Funds	1,000	0	0	1,000	
	<b>TOTAL TRUST FUNDS</b>	<b>1,000</b>	<b>0</b>		<b>1,000</b>	0.00%
	<b>TOTAL REVENUE</b>	<b>3,072,000</b>	<b>2,423,658</b>	<b>3,069,952</b>	<b>3,201,500</b>	4.22%

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<b>EXPENDITURE</b>						
<b>LIBRARY LABOUR - REGULAR</b>						
3-8-3100100-0010	Library Service - Salaries & Wages	1,870,000	1,387,711	1,810,000	1,925,000	2.94%
3-8-3100100-0012	Sick Leave Payout	5,000	0		5,000	
3-8-3100100-0020	Library Service - Benefits	220,000	180,242	220,000	225,000	
3-8-3100100-0030	Library Service - Pensions	210,000	173,911	210,000	215,000	
3-8-3100100-0990	Library Service - Recovered	-2,500	0		-2,500	
	<b>TOTAL LIBRARY LABOUR - REGULAR</b>	<b>2,302,500</b>	<b>1,741,864</b>	<b>2,240,000</b>	<b>2,367,500</b>	2.82%
<b>LIBRARY LABOUR - SUMMER</b>						
3-8-3100150-0010	Library Summer - Labour	5,500	0	0	5,500	
3-8-3100150-0020	Library Summer - Benefits	500	0	0	500	
3-8-3100150-0030	Library Summer - Pensions	500	0	0	500	
	<b>TOTAL LIBRARY LABOUR - SUMMER</b>	<b>6,500</b>	<b>0</b>		<b>6,500</b>	0.00%
<b>GALLERY OPERATION</b>						
3-8-3100160-3501	Gallery Operation	2,500	2,309	3,000	3,000	
3-8-3100160-3502	Collection Development and Maintenance	2,500	824	1,500	2,000	
	<b>TOTAL GALLERY OPERATION</b>	<b>5,000</b>	<b>3,133</b>	<b>4,500</b>	<b>5,000</b>	0.00%
	<b>Cost of sales - Inventory</b>	0			0	
<b>LIBRARY MATERIALS - BOOKS</b>						
3-8-3200100-3005	Books - Adult Fiction	27,000	21,818	27,000	30,000	0.38
3-8-3200100-3010	Books - Adult Non Fiction	22,000	17,698	22,000	24,000	0.38
3-8-3200100-3015	Books - Adult French	1,000	419	1,000	1,000	0.38
3-8-3200100-3030	Books - Children Fiction	7,500	6,260	7,500	7,500	0.21
3-8-3200100-3031	Books - Children Non-Fiction	5,500	4,055	5,500	6,500	0.21
3-8-3200100-3032	Books - Children Picture	8,500	6,935	8,500	9,500	0.21
3-8-3200100-3035	Books - Children French	500	359	500	500	0.21

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3-8-3200100-3050	Books - Young Adult	5,000	4,170	5,000	5,000	0.38
3-8-3200100-3051	Books - Adult Multilingual	1,500	0	1,500	1,500	0.38
3-8-3200100-3070	Books - Children Multilingual	500	0	500	500	0.21
3-8-3200100-3071	Books - Large Print	7,000	7,036	7,000	8,000	0.38
3-8-3200100-3075	Books - Literacy	500	668	668	500	0.38
3-8-3200100-3095	Processing & Binding Supplies	4,000	5,566	6,000	5,500	
	<b>TOTAL LIBRARY MATERIALS - BOOKS</b>	<b>90,500</b>	<b>74,984</b>	<b>92,668</b>	<b>100,000</b>	10.50%
<b>LIBRARY MATERIALS - PERIODICALS</b>						
3-8-3200150-3451	Newspapers	2,500	1,649	2,500	2,000	
3-8-3200150-3455	Periodicals	1,000	0	1,700	2,000	
	<b>TOTAL LIBRARY MATERIALS - PERIODICALS</b>	<b>3,500</b>	<b>1,649</b>	<b>4,200</b>	<b>4,000</b>	14.29%
<b>LIBRARY MATERIALS - DISC MEDIA</b>						<b>2024 Cost per Circ</b>
3-8-3200250-3201	CD Audiobooks	12,000	9,057	12,000	11,500	2.47
3-8-3200250-3230	DVD Movies	20,000	13,437	18,000	17,000	0.54
	<b>TOTAL LIBRARY MATERIALS - DISCS</b>	<b>32,000</b>	<b>22,494</b>	<b>30,000</b>	<b>28,500</b>	-10.94%
<b>LIBRARY MATERIALS - TOTAL PHYSICAL COLLECTIONS</b>		<b>126,000</b>	<b>99,127</b>	<b>126,868</b>	<b>132,500</b>	5.16%
<b>LIBRARY MATERIALS - ELECTRONIC RESOURCES</b>						
3-8-3200270-3379	Research Databases (formerly electronic database)	23,000	17,198	18,500	19,500	-15.22%
3-8-3200270-3384	Medici TV	3,000	2,500	2,500	0	
3-8-3200270-3380	Overdrive	40,000	29,159	40,000	43,000	
3-8-3200270-3381	Hoopla	42,000	31,893	42,000	43,000	
3-8-3200270-3382	Kanopy	3,000	1,841	3,000	4,000	
	<b>TOTAL LIBRARY MATERIALS - ELECTRONIC</b>	<b>111,000</b>	<b>82,591</b>	<b>106,000</b>	<b>109,500</b>	-1.35%
<b>TOTAL COLLECTION BUDGET</b>		<b>237,000</b>	<b>181,718</b>	<b>232,868</b>	<b>242,000</b>	2.11%

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<b>LIBRARY MATERIALS - MICROFILM</b>						
3-8-3200300-3401	Microfilm	2,500	2,417	2,417	2,500	
3-8-3200300-3402	Circulation supplies	3,000	2,390	2,750	3,000	
	<b>TOTAL LIBRARY MATERIALS - MICROFILM</b>	<b>5,500</b>	<b>4,807</b>	<b>5,167</b>	<b>5,500</b>	0.00%
<b>LIBRARY MATERIALS - PROGRAMS</b>						
3-8-3300100-0220	Programs	8,000	5,769	8,000	8,000	
3-8-3300100-0227	Information services Programs	0	163		0	
	<b>TOTAL LIBRARY MATERIALS - PROGRAMS</b>	<b>8,000</b>	<b>5,932</b>	<b>8,000</b>	<b>8,000</b>	0.00%
<b>FACILITY OPERATION</b>						
3-8-4000100-0040	Facility - Heat	25,000	22,506	29,000	30,000	
3-8-4000100-0041	Facility - Hydro	62,000	54,284	80,000	70,000	
3-8-4000100-0042	Facility - Water	4,000	2,127	3,000	3,500	
3-8-4000100-0043	Facility - Sewer	3,000	2,006	2,800	3,000	
3-8-4000100-0080	Facility - Repairs & Maintenance	40,000	26,009	35,000	35,000	
3-8-4000100-0082	Facility - Maintenance Supplies	12,000	9,370	12,000	12,000	
3-8-4000100-0086	Facility - Security System	2,000	1,702	2,000	2,000	
3-8-4000100-0087	Facility - Service Agreements	40,000	40,475	49,000	45,000	
	<b>TOTAL FACILITY OPERATION</b>	<b>188,000</b>	<b>158,479</b>	<b>212,800</b>	<b>200,500</b>	6.65%

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<b>ADMINISTRATION</b>						
3-8-4500100-0050	Administration - Telephone	9,500	8,258	9,500	9,500	
3-8-4500100-0051	Administration - Internet	3,000	2,472	3,000	3,000	
3-8-4500100-0060	Administration - Office Supplies	5,500	4,341	5,500	5,500	
3-8-4500100-0063	Administration - Security Services	90,000	59,166	88,000	91,000	
3-8-4500100-0061	Administration - Postage and ILLO Shipping	6,000	2,276	6,000	5,000	
3-8-4500100-0090	Administration - Insurance	13,000	12,079	14,475	14,500	
3-8-4500100-0110	Administration - Travel	1,000	289	1,000	1,000	
3-8-4500100-0111	Administration - Staff Recognition	3,500	2,243	4,300	4,000	
3-8-4500100-0120	Administration - Advertising & Promotion	3,000	2,584	3,000	3,500	
3-8-4500100-0150	Administration - Contingency	0			0	
3-8-4500100-0180	Administration - Furniture & Equipment	12,000	10,308	11,000	11,000	
3-8-4500100-0190	Administration - Staff Training	8,000	6,956	8,000	8,000	
3-8-4500100-0210	Administration - Memberships	4,000	3,197	3,500	3,500	
3-8-4500100-0510	Administration - City services reimbursement	25,000		25,000	75,000	new name / amount
3-8-4500100-0511	Administration - IT Equipment	11,000	18,273	18,273	12,000	
3-8-4500100-0516	Administration - Web Site	1,500	624	1,500	1,500	
3-8-4500100-0520	Administration - Consulting Fees	3,000	0	0	3,000	
3-8-4500100-0574	Administration - Employee Assistance Program	2,500	2,371	2,500	2,500	
3-8-4500100-0530	Administration - Legal	7,000	1,208	1,028	5,000	
3-8-4500100-0540	Administration - Audit	7,000	8,955	8,955	9,000	
3-8-4500100-0550	Administration - Public and Staff Printing	8,500	7,158	8,500	8,000	new name
3-8-4500100-0567	Administration - Meeting Expense	1,000	197	1,000	1,000	
3-8-4500100-0720	Administration - Bank Charges	1,500	1,208	1,500	1,500	
3-8-4500100-0575	Administration - WiFi Router Loan Program	10,000	4,150	5,000	4,000	
3-8-4600150-0925	Award - Library Board Scholarship	500	0	0	500	
	<b>TOTAL ADMINISTRATION</b>	<b>237,000</b>	<b>158,313</b>	<b>230,531</b>	<b>282,500</b>	19.20%

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<b>HASTINET</b>						
3-8-5000100-0061	Hastinet - Courier Service	17,500	12,825	17,100	18,000	2.86%
3-8-5000100-0087	Hastinet - Contract	40,000	37,449	37,449	41,000	2.50%
<b>delete all other GLs</b>	<b>TOTAL HASTINET</b>	<b>57,500</b>	<b>50,274</b>	<b>54,549</b>	<b>59,000</b>	2.61%
<b>LIBRARY FUND</b>						
3-8-6000100-0830	Transfer - Sick leave payout reserve	10,000	0	10,000	10,000	
3-8-6000100-0984	Transfer - Capital equipment reserve	10,000	0	10,000	5,000	
3-8-6000100-0987	Transfer - Main Branch reno reserve	5,000	0	5,000	5,000	
<b>new</b>	Transfer - Mobile services reserve (bookmobile)	0	0	0	5,000	
	<b>TOTAL TRANSFERS TO RESERVES</b>	<b>25,000</b>	<b>0</b>	<b>25,000</b>	<b>25,000</b>	0.00%
	<b>TOTAL EXPENDITURES</b>	<b>3,072,000</b>	<b>2,304,520</b>	<b>3,013,415</b>	<b>3,201,500</b>	4.22%
	<b>SURPLUS / (DEFECIT)</b>	<b>0</b>	<b>119,138</b>	<b>56,537</b>	<b>0</b>	