



Meeting of the Milton Public Library Board – Finance Committee
Thursday July 24, 2025 at 12:00 pm
Virtual Meeting

Mission Statement

The Milton Public Library empowers the community to: Read. Learn. Create. Connect.

Agenda

Meeting Link:

[MPL Finance Committee Meeting | Meeting-Join | Microsoft Teams](#)

Members: Sana Malik, Sibyl Shen

Staff: Sarah Douglas-Murray, Sonia Li (Recorder)

Agenda

1. **2025 Year-to-date Operating Expense**
2. **2025 Year-to-date Capital Project Summary**
3. **2026 Operating Budget – Draft version**
4. **New Capital Request – Library Outreach Vehicle**
5. **New Capital Request – Beauty Branch - Renovations**
6. **2026 10-Year Capital Forecast – Draft version**

**TOWN OF MILTON
MONTHLY FINANCIAL REPORT
JUNE 2025**

Library

	MTD ACTUAL	YTD ACTUAL	ANNUAL BUDGET	FORECAST CHANGES	FORECAST BUDGET	VARIANCE	PERCENT of BUDGET
LIBRARY							
LIBRARY							
8025 LIBRARIES							
EXPENDITURES							
3005 Salaries Full Time	171,788	1,023,931	2,320,145		2,320,145	1,296,214	44.13%
3020 Hourly Part Time	85,260	516,938	1,084,237		1,084,237	567,299	47.68%
3023 Overtime Pay	291	867				-867	#DIV/0!
3025 Employee Benefits	56,621	399,946	843,029		843,029	443,083	47.44%
3027 Staff Gapping				-113,269	-113,269	-113,269	
3120 Memberships	98	11,397	15,330		15,330	3,933	74.34%
3125 Mileage/Car Allowance	261	1,733	4,801		4,801	3,068	36.10%
3130 Professional Development	70	12,452	60,451		60,451	47,999	20.60%
3135 Recognition Plan Awards			1,600		1,600	1,600	
3205 Bank Charges		2,975	6,500		6,500	3,525	45.77%
3292 Transfer to Reserve		753,543	753,543		753,543		100.00%
3310 Equip-Data	1,250	61,521	129,881		129,881	68,360	47.37%
3330 Copies	332	8,170	18,907		18,907	10,737	43.21%
3335 Electronic Products	15,898	137,168	273,863		273,863	136,695	50.09%
3375 Office Equipment	738	768	10,220		10,220	9,452	7.51%
3380 Office Supplies	220	4,353	12,525		12,525	8,172	34.75%
3400 Materials & Supplies		3,935	11,625		11,625	7,690	33.85%
3410 Program Expenses	2,608	68,860	111,264	14,077	125,341	56,481	54.94%
3474 Region Garbage Tags Expense		1,700	3,601		3,601	1,901	47.21%
3610 Advertising	43	13,666	41,860		41,860	28,194	32.65%
3630 Audit	8,446	8,446	8,599		8,599	153	98.22%
3635 Automation Equip Maint	7,096	64,047	147,970		147,970	83,923	43.28%
3650 Board Expenses			3,066		3,066	3,066	
3670 Bldg Maintenance	-16,549	8,346	14,666		14,666	6,320	56.91%
3726 Telecommunications	936	29,008	74,478		74,478	45,470	38.95%
3740 Contracts	1,294	18,493	38,224		38,224	19,731	48.38%
3799 Insurance	2,921	6,202	11,283		11,283	5,081	54.97%
3825 Lease-Other		146	531		531	385	27.50%
3868 Facility Rental Expense		434	5,115		5,115	4,681	8.48%
3895 Postage		935	3,373		3,373	2,438	27.72%
3900 Printing/Stationery	1,877	7,596	12,164		12,164	4,568	62.45%
3905 Processing	3,377	27,593	76,650		76,650	49,057	36.00%
3910 Professional Fees	750	1,250	20,440		20,440	19,190	6.12%
3945 Service Agreements			3,694		3,694	3,694	
3950 Shipping & Courier	1,381	7,026	25,656		25,656	18,630	27.39%
4010 Subscriptions		1,804	2,044		2,044	240	88.26%
4050 Utilities-Gas/Oil	234	3,713	7,424		7,424	3,711	50.01%
4053 Utiilities - Hydro	1,383	5,771	20,253		20,253	14,482	28.49%
4057 Utilities - Water	352	1,276	3,624		3,624	2,348	35.21%
6805 CS Infrast. Reallocated Exp			420,766		420,766	420,766	
Total EXPENDITURES	348,976	3,216,009	6,603,402	-99,192	6,504,210	3,288,201	49.45%
REVENUE							
5050 Tax Levy		-6,312,940	-6,312,940		-6,312,940		100.00%
5234 Public Library Operating Grant			-52,429		-52,429	-52,429	
5235 Public Library Pay Equity Gran			-3,275		-3,275	-3,275	
5270 New Horizons for Seniors		-25,000				25,000	#DIV/0!
5300 Recoveries from Others		-2,523		-2,523	-2,523		100.00%
5315 Fundraising and Donations	-50	-19,127	-5,000	-14,077	-19,077	50	100.26%
5365 Salaries & Benefits Recovered		-2,124		-2,124	-2,124		100.00%
5400 Fees & Service Charges	-796	-4,314	-43,307		-43,307	-38,993	9.96%
5407 Administration Fees	-14	-153	-540		-540	-387	28.33%
5493 Region Garbage Tags Revenue	-77	-907	-3,061		-3,061	-2,154	29.63%
5665 Stat-Fines	-6,693	-46,591	-100,000		-100,000	-53,409	46.59%
5666 Stat-Lost Items	-504	-3,849	-4,880		-4,880	-1,031	78.87%
5667 Stat-Book Sales	-20	-277	-1,887		-1,887	-1,610	14.68%
5668 Photocopies	-2,748	-20,137	-40,000		-40,000	-19,863	50.34%

5686 Ticket Sales		-4,577				4,577	#DIV/0!
5700 Vending Machine Revenue		-1,613	-13,200		-13,200	-11,587	12.22%
5901 Contribution from Capital		-22,884	-22,884		-22,884		100.00%
Total REVENUE	-10,902	-6,467,016	-6,603,403	-18,724	-6,622,127	-155,111	97.66%
Total 8025 LIBRARIES	338,074	-3,251,007	-1	-117,916	-117,917	3,133,090	2,757.03%
Total LIBRARY	338,074	-3,251,007	-1	-117,916	-117,917	3,133,090	2,757.03%
Total LIBRARY	338,074	-3,251,007	-1	-117,916	-117,917	3,133,090	2,757.03%

Milton Public Library
Capital Variance Statement - to June 30, 2025

Closed Projects

Project Code	Project Name	LIFE-TO-DATE ACTUAL SPENT	Current Budget	LIFE-TO-DATE Variance
C80010024	AUTOMATION REPLACEMENT	\$ 279,744	\$ 272,863	-\$ 6,881
C80010025	AUTOMATION REPLACEMENT	\$ 8,294	\$ 284,753	\$ 276,459
C80010317	COLLECTION - NEW	\$ 864,664	\$ 864,664	\$ -
C80010318	COLLECTION - NEW	\$ 96,512	\$ 450,219	\$ 353,707
C80012124	COLLECTION - REPLACEMENT	\$ 419,166	\$ 535,607	\$ 116,441
C80012125	COLLECTION - REPLACEMENT	\$ 16,317	\$ 560,207	\$ 543,890
C80131124	FURNITURE REPLACEMENT	\$ 104,755	\$ 104,755	\$ -
C80131125	FURNITURE REPLACEMENT	\$ 19,241	\$ 105,266	\$ 86,025
C80131221	LIBRARY SERVICE DELIVERY STRATEGY IMPLEMENTATION	\$ 259,943	\$ 259,943	\$ -
C80131424	INTEGRATED LIBRARY SYSTEM	\$ 45,974	\$ 103,000	\$ 57,026
C80131525	REMOTE HOLD LOCKERS	\$ 5,179	\$ 177,815	\$ 172,636
Total		\$ 2,119,789	\$ 3,719,092	\$ 1,599,303

Library Operating Budget - FY2026 Draft

Library P&L	FY24 Actual	FY24 Budget	FY25 Budget	FY26 Bud	Var vs FY25 Bud	FY26 Bud Growth %
LIBRARY						
LIBRARY						
8025 LIBRARIES						
EXPENDITURES						
Salaries and Benefits						
3005 Salaries Full Time	\$ 1,930,151	\$ 2,456,495	\$ 2,320,146	\$ 2,508,368	\$ 188,222	8.11%
3020 Hourly Part Time	\$ 1,077,961	\$ 1,105,499	\$ 1,084,237	\$ 1,107,902	\$ 23,665	2.18%
3023 Overtime Pay	\$ 1,404	\$ -	\$ -	\$ -	\$ -	0.00%
3025 Employee Benefits	\$ 815,374	\$ 779,830	\$ 843,029	\$ 880,926	\$ 37,897	4.50%
3026 Training/WSIB Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
3027 Staff Gapping	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total Salaries and Benefits	\$ 3,824,890	\$ 4,341,824	\$ 4,247,412	\$ 4,497,197	\$ 249,785	5.88%
Administrative						
3120 Memberships	\$ 14,286	\$ -	\$ 15,330	\$ 15,690	\$ 360	2.35%
3125 Mileage/Car Allowance	\$ 3,056	\$ 6,902	\$ 4,801	\$ 4,801	\$ -	0.00%
3130 Professional Development	\$ 38,028	\$ 59,150	\$ 60,451	\$ 60,451	\$ -	0.00%
3135 Recognition Plan Awards	\$ 1,097	\$ -	\$ 1,600	\$ 675	-\$ 925	-57.81%
Total Administrative	\$ 56,467	\$ 66,052	\$ 82,182	\$ 81,617	-\$ 565	-0.69%
Financial						
3205 Bank Charges	\$ 6,232	\$ 6,500	\$ 6,500	\$ 6,500	\$ -	0.00%
Total Financial	\$ 6,232	\$ 6,500	\$ 6,500	\$ 6,500	\$ -	0.00%
Transfers to Own Funds						
3292 Transfer to Reserve	\$ 931,527	\$ 710,139	\$ 753,543	\$ 753,543	\$ -	0.00%
Total Transfers to Own Funds	\$ 931,527	\$ 710,139	\$ 753,543	\$ 753,543	\$ -	0.00%
Purchased Goods						
3310 Equip-Data	\$ 44,043	\$ 38,539	\$ 129,881	\$ 149,376	\$ 19,495	15.01%
3330 Copies	\$ 22,452	\$ 14,275	\$ 18,907	\$ 16,851	-\$ 2,056	-10.87%
3335 Electronic Products	\$ 236,477	\$ 255,750	\$ 273,863	\$ 310,299	\$ 36,436	13.30%
3375 Office Equipment	\$ 511	\$ 10,393	\$ 10,220	\$ 8,220	-\$ 2,000	-19.57%
3380 Office Supplies	\$ 10,151	\$ 4,255	\$ 12,525	\$ 12,819	\$ 294	2.35%
3400 Materials & Supplies	\$ 10,573	\$ 11,375	\$ 11,625	\$ 31,884	\$ 20,259	174.27%
3401 Materials & Supplies Recoverab	\$ -	\$ -	\$ -	\$ 7,000	\$ 7,000	0.00%
3410 Program Expenses	\$ 149,842	\$ 94,192	\$ 111,264	\$ 113,879	\$ 2,615	2.35%
3474 Region Garbage Tags Expense	\$ 2,820	\$ -	\$ 3,601	\$ 3,601	\$ -	0.00%
Total Purchased Goods	\$ 476,869	\$ 428,779	\$ 571,886	\$ 653,930	\$ 82,044	14.35%
Purchased Services						
3610 Advertising	\$ 50,938	\$ 40,958	\$ 41,860	\$ 42,844	\$ 984	2.35%
3630 Audit	\$ 0	\$ 8,446	\$ 8,599	\$ 8,801	\$ 202	2.35%
3635 Automation Equip Maint	\$ 138,202	\$ 136,715	\$ 147,970	\$ 123,625	-\$ 24,345	-16.45%
3650 Board Expenses	\$ 5,779	\$ 12,000	\$ 3,066	\$ 3,066	\$ -	0.00%
3670 Bldg Maintenance	\$ 34,253	\$ 14,666	\$ 14,666	\$ 15,011	\$ 345	2.35%
3726 Telecommunications	\$ 72,417	\$ 72,875	\$ 74,478	\$ 76,228	\$ 1,750	2.35%
3740 Contracts	\$ 51,269	\$ 37,400	\$ 38,224	\$ 39,122	\$ 898	2.35%
3755 Equip Maintenance & Repairs	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000	0.00%
3799 Insurance	\$ 10,720	\$ 9,160	\$ 11,283	\$ 11,548	\$ 265	2.35%
3825 Lease-Other	\$ 218	\$ 531	\$ 531	\$ 531	\$ -	0.00%
3868 Facility Rental Expense	\$ 1,557	\$ 5,115	\$ 5,115	\$ 10,115	\$ 5,000	97.75%
3895 Postage	\$ 2,545	\$ 2,239	\$ 3,373	\$ 3,373	\$ -	0.00%
3900 Printing/Stationery	\$ 14,592	\$ 11,902	\$ 12,164	\$ 12,450	\$ 286	2.35%
3905 Processing	\$ 107,613	\$ 94,124	\$ 76,650	\$ 82,219	\$ 5,569	7.27%
3910 Professional Fees	\$ 811	\$ 31,480	\$ 20,440	\$ 20,440	\$ -	0.00%
3945 Service Agreements	\$ 1,018	\$ 3,694	\$ 3,694	\$ -	-\$ 3,694	-100.00%
3950 Shipping & Courier	\$ 17,928	\$ 15,652	\$ 25,656	\$ 20,656	-\$ 5,000	-19.49%
4010 Subscriptions	\$ 19,217	\$ 18,162	\$ 2,044	\$ 2,092	\$ 48	2.35%
4050 Utilities-Gas/Oil	\$ 6,796	\$ 7,424	\$ 7,424	\$ 7,598	\$ 174	2.35%
4053 Utiliities - Hydro	\$ 20,501	\$ 17,994	\$ 20,253	\$ 20,729	\$ 476	2.35%
4057 Utilities - Water	\$ 3,230	\$ 2,520	\$ 3,624	\$ 3,709	\$ 85	2.35%
Total Purchased Services	\$ 559,604	\$ 543,057	\$ 521,114	\$ 507,158	-\$ 13,956	-2.68%
Reallocated Expenses						
6805 CS Infrast. Reallocated Exp	\$ 383,766	\$ 412,605	\$ 420,766	\$ 430,654	\$ 9,888	2.35%
Total Reallocated Expenses	\$ 383,766	\$ 412,605	\$ 420,766	\$ 430,654	\$ 9,888	2.35%
Total EXPENDITURES	\$ 6,239,355	\$ 6,508,956	\$ 6,603,403	\$ 6,930,599	\$ 327,196	4.95%

REVENUE											
Financing Revenue											
5901 Contribution from Capital	-\$	23,622	-\$	21,696	-\$	22,884	-\$	23,422	\$	538	2.35%
Total Financing Revenue	-\$	23,622	-\$	21,696	-\$	22,884	-\$	23,422	-\$	538	2.35%
Grants											
5230 Other Grants	-\$	500	\$	-	\$	-	\$	-	\$	-	0.00%
5234 Public Library Operating Grant	-\$	52,429	-\$	52,429	-\$	52,429	-\$	52,429	\$	-	0.00%
5235 Public Library Pay Equity Gran	-\$	3,275	-\$	3,275	-\$	3,275	-\$	3,275	\$	-	0.00%
5250 Canada Summer Jobs	-\$	18,184	-\$	1,850	\$	-	\$	-	\$	-	0.00%
5252 Young Canada Work Revenue	-\$	23,990	\$	-	\$	-	\$	-	\$	-	0.00%
5270 New Horizons for Seniors	-\$	5,248	-\$	23,734	\$	-	\$	-	\$	-	0.00%
5300 Recoveries from Others	-\$	3,181	\$	-	\$	-	\$	-	\$	-	0.00%
Total Grants	-\$	106,806	-\$	81,288	-\$	55,704	-\$	55,704	\$	-	0.00%
Recoveries and Donations											
5315 Fundraising and Donations	-\$	15,974	-\$	5,722	-\$	5,000	-\$	5,000	\$	-	0.00%
5365 Salaries & Benefits Recovered	-\$	5,223	-\$	8,874	\$	-	\$	-	\$	-	0.00%
Total Recoveries and Donations	-\$	21,197	-\$	14,596	-\$	5,000	-\$	5,000	\$	-	0.00%
User Fees and Service Charges											
5400 Fees & Service Charges	-\$	7,711	-\$	53,307	-\$	43,307	-\$	36,307	-\$	7,000	-16.16%
5407 Administration Fees	-\$	344	\$	-	-\$	540	-\$	540	\$	-	0.00%
5493 Region Garbage Tags Revenue	-\$	1,836	\$	-	-\$	3,061	-\$	3,061	\$	-	0.00%
5595 Program Revenue	\$	-	\$	-	\$	-	-\$	2,000	\$	2,000	0.00%
5665 Stat-Fines	-\$	91,491	-\$	131,839	-\$	100,000	-\$	34,080	-\$	65,920	-65.92%
5666 Stat-Lost Items	-\$	7,391	-\$	9,925	-\$	4,880	-\$	4,880	\$	-	0.00%
5667 Stat-Book Sales	-\$	4,332	-\$	3,737	-\$	1,887	-\$	1,887	\$	-	0.00%
5668 Photocopies	-\$	35,509	-\$	2,229	-\$	40,000	-\$	60,886	\$	20,886	52.21%
5686 Ticket Sales	\$	-	\$	-	\$	-	-\$	5,000	\$	5,000	0.00%
5700 Vending Machine Revenue	-\$	5,745	\$	-	-\$	13,200	-\$	7,200	-\$	6,000	-45.45%
Total User Fees and Service Charges	-\$	154,359	-\$	201,037	-\$	206,875	-\$	155,841	\$	51,034	-24.67%
Total REVENUE	-\$	305,985	-\$	318,617	-\$	290,463	-\$	239,966	\$	50,497	-17.38%
Total 8025 LIBRARIES	\$	5,933,370	\$	6,190,339	\$	6,312,940	\$	6,690,632	\$	377,692	5.98%
Total LIBRARY	\$	5,933,370	\$	6,190,339	\$	6,312,940	\$	6,690,632	\$	377,692	5.98%

Library Capital Project 10 Year Forecast - FY2026 Draft

Type	Project ID	Project Name	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
Replacement	C80010026	Automation Replacement	\$ 291,444	\$ 291,444	\$ 291,444	\$ 291,444	\$ 291,444	\$ 291,444	\$ 291,444	\$ 291,444	\$ 292,275	\$ 292,275	\$ 3,200,858
	C80012126	Collection - Replacement	\$ 540,491	\$ 567,794	\$ 592,454	\$ 612,920	\$ 642,469	\$ 675,234	\$ 675,234	\$ 675,234	\$ 816,460	\$ 816,460	\$ 7,174,958
	C80131126	Furniture Replacement	\$ 107,740	\$ 107,740	\$ 107,740	\$ 107,740	\$ 107,740	\$ 107,740	\$ 107,740	\$ 107,740	\$ 129,288	\$ 129,288	\$ 1,225,759
Total Replacement			\$ 939,676	\$ 966,978	\$ 991,638	\$ 1,012,104	\$ 1,041,653	\$ 1,074,418	\$ 1,074,418	\$ 1,074,418	\$ 1,238,023	\$ 1,238,023	\$ 11,601,575
			-1.1%	2.9%	2.6%	2.1%	2.9%	3.1%	0.0%	0.0%	15.2%	0.0%	
New	C80010326	Collection - New	\$ -	\$ -	\$ -	\$ 1,050,253	\$ 1,050,253	\$ -	\$ -	\$ 2,100,508	\$ -	\$ -	\$ 4,201,014
	C80010426	Shelving - New	\$ -	\$ -	\$ -	\$ 339,308	\$ -	\$ -	\$ -	\$ 349,488	\$ -	\$ -	\$ 688,796
	C80010526	Van - New	\$ -	\$ -	\$ -	\$ 44,702	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44,702
	C80011126	Library Services Master Plan	\$ -	\$ -	\$ 82,400	\$ -	\$ -	\$ -	\$ 82,400	\$ -	\$ -	\$ -	\$ 164,800
	C80012326	New Branch Computer Equipment	\$ -	\$ -	\$ -	\$ 85,540	\$ -	\$ -	\$ -	\$ 73,327	\$ -	\$ -	\$ 158,867
	C80131426	Integrated Library System	\$ -	\$ -	\$ -	\$ 115,515	\$ -	\$ -	\$ -	\$ -	\$ 129,741	\$ -	\$ 245,257
	C80131626	Library Outreach Vehicle	\$ 297,980	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 297,980
	C80131726	Beaty Branch - Renovation	\$ 154,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 154,500
Total New			\$ 452,480	\$ -	\$ 82,400	\$ 1,635,318	\$ 1,050,253	\$ -	\$ 82,400	\$ 2,523,323	\$ 129,741	\$ -	\$ 5,955,916
Total Library Capital Forecast			\$ 1,392,156	\$ 966,978	\$ 1,074,038	\$ 2,647,423	\$ 2,091,906	\$ 1,074,418	\$ 1,156,818	\$ 3,597,741	\$ 1,367,764	\$ 1,238,023	\$ 17,557,491