



Meeting of the Milton Public Library Board – Finance Committee
Thursday September 11, 2025 at 12:00 pm
Virtual Meeting

Mission Statement

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

Agenda

Meeting Link:

https://teams.microsoft.com/join/19%3ameeting_NDBjMmYyOTQtODQyNi00OGRjLTk2MWUtOTViZjEzMzE2Mjkx%40thread.v2/0?context=%7b%22Tid%22%3a%22bee4319c-1631-4b0e-979e-626c956c8f7e%22%2c%22Oid%22%3a%223d1d1bec-9ba7-4479-aa4a-072de8f79517%22%7d

Members: Sana Malik, Sibyl Shen

Staff: Sarah Douglas-Murray, Chris Dorscht, Kanta Kapoor, Sonia Li (Recorder)

Agenda

- 1. 2026 Operating Budget Draft Version Review**
- 2. 2026 10-Year Capital Forecast Draft Version Review**
- 3. Town of Milton Council Meeting Budget Direction**

Library 2026 Preliminary Operating Budget

Library P&L	2025 Budget	2026 Budget	\$ Growth vs 2025 Budget	% Growth vs 2025 Budget
LIBRARY				
LIBRARY				
8025 LIBRARIES				
EXPENDITURES				
Salaries and Benefits				
3005 Salaries Full Time	\$ 2,320,146	\$ 2,508,368	\$ 188,222	8.11%
3020 Hourly Part Time	\$ 1,084,237	\$ 1,188,173	\$ 103,936	9.59%
3023 Overtime Pay	\$ -	\$ -	\$ -	0.00%
3025 Employee Benefits	\$ 843,029	\$ 800,656	\$ (42,373)	-5.03%
3026 Training/WSIB Contributions	\$ -	\$ -	\$ -	0.00%
3027 Staff Gapping	\$ -	\$ -	\$ -	0.00%
Total Salaries and Benefits	\$ 4,247,412	\$ 4,497,197	\$ 249,785	5.88%
Administrative				
3120 Memberships	\$ 15,330	\$ 18,340	\$ 3,010	19.63%
3125 Mileage/Car Allowance	\$ 4,801	\$ 6,001	\$ 1,200	24.99%
3130 Professional Development	\$ 60,451	\$ 60,451	\$ -	0.00%
3135 Recognition Plan Awards	\$ 1,600	\$ 675	\$ (925)	-57.81%
Total Administrative	\$ 82,182	\$ 85,467	\$ 3,285	4.00%
Financial				
3205 Bank Charges	\$ 6,500	\$ 6,500	\$ -	0.00%
Total Financial	\$ 6,500	\$ 6,500	\$ -	0.00%
Transfers to Own Funds				
3292 Transfer to Reserve	\$ 753,543	\$ 763,857	\$ 10,314	1.37%
Total Transfers to Own Funds	\$ 753,543	\$ 763,857	\$ 10,314	1.37%
Purchased Goods				
3310 Equip-Data	\$ 129,881	\$ 149,559	\$ 19,678	15.15%
3330 Copies	\$ 18,907	\$ 16,851	\$ (2,056)	-10.87%
3335 Electronic Products	\$ 273,863	\$ 310,299	\$ 36,436	13.30%
3375 Office Equipment	\$ 10,220	\$ 8,220	\$ (2,000)	-19.57%
3380 Office Supplies	\$ 12,525	\$ 12,819	\$ 294	2.35%
3400 Materials & Supplies	\$ 11,625	\$ 38,884	\$ 27,259	234.49%
3410 Program Expenses	\$ 111,264	\$ 113,879	\$ 2,615	2.35%
3474 Region Garbage Tags Expense	\$ 3,601	\$ 3,601	\$ -	0.00%
Total Purchased Goods	\$ 571,886	\$ 654,112	\$ 82,226	14.38%
Purchased Services				
3610 Advertising	\$ 41,860	\$ 42,844	\$ 984	2.35%
3630 Audit	\$ 8,599	\$ 8,801	\$ 202	2.35%
3635 Automation Equip Maint	\$ 147,970	\$ 165,639	\$ 17,669	11.94%
3650 Board Expenses	\$ 3,066	\$ 2,500	\$ (566)	-18.46%
3670 Bldg Maintenance	\$ 14,666	\$ 1,000	\$ (13,666)	-93.18%
3726 Telecommunications	\$ 74,478	\$ 80,865	\$ 6,387	8.58%
3740 Contracts	\$ 38,224	\$ -	\$ (38,224)	-100.00%
3755 Equip Maintenance & Repairs	\$ -	\$ 3,000	\$ 3,000	0.00%
3799 Insurance	\$ 11,283	\$ 3,380	\$ (7,903)	-70.04%
3825 Lease-Other	\$ 531	\$ 531	\$ -	0.00%
3868 Facility Rental Expense	\$ 5,115	\$ 10,115	\$ 5,000	97.75%
3895 Postage	\$ 3,373	\$ 3,373	\$ -	0.00%

3900 Printing/Stationery	\$ 12,164	\$ 12,450	\$ 286	2.35%
3905 Processing	\$ 76,650	\$ 82,219	\$ 5,569	7.27%
3910 Professional Fees	\$ 20,440	\$ 15,000	\$ (5,440)	-26.61%
3945 Service Agreements	\$ 3,694	\$ -	\$ (3,694)	-100.00%
3950 Shipping & Courier	\$ 25,656	\$ 20,656	\$ (5,000)	-19.49%
4010 Subscriptions	\$ 2,044	\$ 2,092	\$ 48	2.35%
4050 Utilities-Gas/Oil	\$ 7,424	\$ -	\$ (7,424)	-100.00%
4053 Utilities - Hydro	\$ 20,253	\$ -	\$ (20,253)	-100.00%
4057 Utilities - Water	\$ 3,624	\$ -	\$ (3,624)	-100.00%
Total Purchased Services	\$ 521,114	\$ 454,464	\$ (66,650)	-12.79%
Reallocated Expenses				
6805 CS Infrast. Reallocated Exp	\$ 420,766	\$ 510,513	\$ 89,747	21.33%
Total Reallocated Expenses	\$ 420,766	\$ 510,513	\$ 89,747	21.33%
Total EXPENDITURES	\$ 6,603,403	\$ 6,972,110	\$ 368,707	5.58%
REVENUE				
Financing Revenue				
5901 Contribution from Capital	\$ (22,884)	\$ (21,779)	\$ (1,105)	-4.83%
Total Financing Revenue	\$ (22,884)	\$ (21,779)	\$ 1,105	-4.83%
Grants				
5230 Other Grants	\$ -	\$ -	\$ -	0.00%
5234 Public Library Operating Grant	\$ (52,429)	\$ (52,429)	\$ -	0.00%
5235 Public Library Pay Equity Gran	\$ (3,275)	\$ (3,275)	\$ -	0.00%
5250 Canada Summer Jobs	\$ -	\$ -	\$ -	0.00%
5252 Young Canada Work Revenue	\$ -	\$ -	\$ -	0.00%
5270 New Horizons for Seniors	\$ -	\$ -	\$ -	0.00%
5300 Recoveries from Others	\$ -	\$ -	\$ -	0.00%
Total Grants	\$ (55,704)	\$ (55,704)	\$ -	0.00%
Recoveries and Donations				
5315 Fundraising and Donations	\$ (5,000)	\$ (5,000)	\$ -	0.00%
5365 Salaries & Benefits Recovered	\$ -	\$ -	\$ -	0.00%
Total Recoveries and Donations	\$ (5,000)	\$ (5,000)	\$ -	0.00%
User Fees and Service Charges				
5400 Fees & Service Charges	\$ (43,307)	\$ (32,307)	\$ (11,000)	-25.40%
5407 Administration Fees	\$ (540)	\$ (540)	\$ -	0.00%
5493 Region Garbage Tags Revenue	\$ (3,061)	\$ (3,061)	\$ -	0.00%
5580 OTC - Over the Counter Sales	\$ -	\$ (4,000)	\$ 4,000	0.00%
5595 Program Revenue	\$ -	\$ (2,000)	\$ 2,000	0.00%
5665 Stat-Fines	\$ (100,000)	\$ (34,080)	\$ (65,920)	-65.92%
5666 Stat-Lost Items	\$ (4,880)	\$ (4,880)	\$ -	0.00%
5667 Stat-Book Sales	\$ (1,887)	\$ (1,887)	\$ -	0.00%
5668 Photocopies	\$ (40,000)	\$ (56,251)	\$ 16,251	40.63%
5686 Ticket Sales	\$ -	\$ (5,000)	\$ 5,000	0.00%
5700 Vending Machine Revenue	\$ (13,200)	\$ (7,200)	\$ (6,000)	-45.45%
Total User Fees and Service Charges	\$ (206,875)	\$ (151,206)	\$ 55,669	-26.91%
Total REVENUE	\$ (290,463)	\$ (233,689)	\$ 56,774	-19.55%
Total 8025 LIBRARIES	\$ 6,312,940	\$ 6,738,421	\$ 425,481	6.74%
Total LIBRARY	\$ 6,312,940	\$ 6,738,421	\$ 425,481	6.74%

Library Capital Project 10 Year Forecast- Summary

Type	Project ID	Project Name	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
Replacement	C80010026	Automation Replacement	\$ 291,445	\$ 291,445	\$ 291,445	\$ 291,445	\$ 291,445	\$ 291,445	\$ 291,445	\$ 291,445	\$ 292,275	\$ 292,275	\$ 2,916,110
	C80012126	Collection - Replacement	\$ 540,491	\$ 567,794	\$ 592,454	\$ 612,920	\$ 642,469	\$ 675,234	\$ 675,234	\$ 675,234	\$ 816,460	\$ 816,460	\$ 6,614,750
	C80131126	Furniture Replacement	\$ 107,740	\$ 107,740	\$ 107,740	\$ 107,740	\$ 107,740	\$ 107,740	\$ 107,740	\$ 107,740	\$ 129,288	\$ 129,288	\$ 1,120,496
Total Replacement			\$ 939,676	\$ 966,979	\$ 991,639	\$ 1,012,105	\$ 1,041,654	\$ 1,074,419	\$ 1,074,419	\$ 1,074,419	\$ 1,238,023	\$ 1,238,023	\$ 10,651,356
			-1.1%	2.9%	2.6%	2.1%	2.9%	3.1%	0.0%	0.0%	15.2%	0.0%	
New	C80010326	Collection - New	\$ -	\$ -	\$ -	\$ 998,997	\$ 1,057,645	\$ -	\$ -	\$ -	\$ 1,026,004	\$ 1,086,207	\$ 4,168,853
	C80010426	Shelving - New	\$ -	\$ -	\$ -	\$ 572,618	\$ 572,618	\$ -	\$ -	\$ -	\$ 588,094	\$ 588,094	\$ 2,321,424
	C80011126	Library Services Master Plan	\$ -	\$ -	\$ 100,003	\$ -	\$ -	\$ -	\$ 100,003	\$ -	\$ -	\$ -	\$ 200,006
	C80012326	New Branch Computer Equipment	\$ -	\$ -	\$ -	\$ 141,841	\$ -	\$ -	\$ -	\$ -	\$ 141,841	\$ -	\$ 283,683
	C80131426	Integrated Library System	\$ -	\$ -	\$ -	\$ 115,516	\$ -	\$ -	\$ -	\$ -	\$ 129,742	\$ -	\$ 245,258
	C80131626	Library Outreach Vehicle	\$ 297,980	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 297,980
	C80131726	Beaty Branch - Renovations	\$ 154,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 154,500
Total New			\$ 452,480	\$ -	\$ 100,003	\$ 1,828,972	\$ 1,630,263	\$ -	\$ 100,003	\$ -	\$ 1,885,681	\$ 1,674,301	\$ 7,671,704
Total Library Capital Forecast			\$ 1,392,156	\$ 966,979	\$ 1,091,642	\$ 2,841,077	\$ 2,671,917	\$ 1,074,419	\$ 1,174,422	\$ 1,074,419	\$ 3,123,704	\$ 2,912,324	\$ 18,323,060