

REPORT

Oakville Public Library Board

Meeting Date: May 15, 2025

FROM: Oakville Public Library

DATE: May 6, 2025

SUBJECT: Comprehensive Financial Report at March 31, 2025

RECOMMENDATION:

That the Comprehensive Financial Progress Report as of March 31, 2025, be received for information.

KEY FACTS:

The following are key points for consideration with respect to this report:

- At March 31, 2025, the Oakville Public Library (OPL) is projecting an operating surplus of \$415,896 (March 31, 2024 projection - \$91,186).
- The Development Reserve fund is projecting a year-end balance of \$28,493 (March 31, 2024 projection - \$62,443)
- The HIP Trust is projecting a year-end balance of \$12,516 (March 31, 2024 projection - \$60,628)
- The Board is provided with detailed quarterly financial reports on operating, capital and reserve funds.

BACKGROUND:

This report provides an update on the OPL financial activities from January 1 – March 31, 2025 and covers all financial matters including: operating and capital expenditures and reserve and trust fund balances. Staff monitor the operating activities monthly to ensure revenue targets are met and potential expenditure overruns are identified early and, where applicable, corrective action is taken. The next financial progress report to the Board will be for the period ending June 30, 2025.

COMMENT/OPTIONS:**Operating Variance Analysis and Projection to Year-end**

The following table illustrates the OPL's variances year-to-date and projection to year-end by expense and revenue type:

	2025 Net Approved Budget	2025 Net Expenditures 31-Mar	Funds Remaining	2025 Projected Year-End Actuals	Projected Year-End Variance	% Budget Remaining
EXPENSES						
PERSONNEL SERVICES & BENEFITS	10,566,000	2,265,256	8,300,744	10,049,191	516,809	4.9%
MATERIALS & SUPPLIES	1,702,900	505,114	1,197,786	1,730,951	(28,051)	-1.6%
CAPITAL OUT OF OPERATIONS	38,000	13,351	24,649	37,351	649	1.7%
PURCHASED SERVICES	1,223,400	318,964	904,436	1,322,373	(98,973)	-8.1%
PAYMENTS & GRANTS	12,500	2,910	9,590	12,537	(37)	-0.3%
INTERNAL EXPENSES & TRANSFERS	357,300	63,799	293,501	341,165	16,135	4.5%
Total EXPENSES	13,900,100	3,169,395	10,730,705	13,493,569	406,531	2.9%
REVENUES						
EXTERNAL REVENUES	(406,300)	(52,970)	(353,330)	(415,665)	9,365	-2.3%
INTERNAL RECOVERY & FUND TRSFs	(332,800)	-	(332,800)	(332,800)	-	0.0%
Total REVENUES	(739,100)	(52,970)	(686,130)	(748,465)	9,365	-1.3%
Total Oakville Public Library	13,161,000	3,116,425	10,044,575	12,745,104	415,896	3.2%

The OPL is projecting a surplus of approximately \$415,896 based on actual results to March 31st and projected spending to year-end. Approximately \$309,000 of the surplus is savings due to the deferred opening of the newly renovated Sixteen Mile branch. Staff turnover in the Innovation and Integration section caused a cascade of vacancies, which have all now been filled. There are also a couple of vacant positions that are being repurposed to fill outreach and strategic needs within the department, and these should be filled by mid-year.

Materials and supplies are projecting over budget due to a large purchase of library cards. Purchased services is also projecting to be over budget in janitorial services due to the higher projected costs at White Oaks and Clearview locations. Both locations had higher costs than budgeted last year, but it was too late to adjust the 2025 budget by the time it was realized. These adjustments will be included for 2026. Revenues are slightly ahead of budget at the first quarter and projected to finish the year ahead of budget as well.

The following table illustrates the OPL variances to date and projection year-to-date by program area:

	2025 Net Approved Budget	2025 Actuals as of 31-Mar	Funds Remaining	2025 Projected Year-end Actuals	Projected Year-end Variance	%
Oakville Public Library						
Administrative Services	777,300	202,798	574,502	781,559	(4,259)	-0.5%
Customer Experience	7,914,900	1,778,847	6,136,053	7,798,177	116,723	1.5%
Innovation and Integration	4,468,800	1,134,780	3,334,020	4,165,368	303,432	6.8%
Total Oakville Public Library	13,161,000	3,116,425	10,044,575	12,745,104	415,896	3.2%

Administrative Services

A deficit of \$4,259 is projected for Administrative Services, due to estimated overages in personnel services and benefits for part-time staffing, offset by vacancies in other service areas.

Customer Experience

A surplus of \$116,723 is projected for the Customer Experience service area. A budget of \$100,000 for estimated staffing vacancies in the OPL is included in this section. Savings of approximately \$309,000 are projected due to the deferred opening of the renovated Sixteen Mile branch. However, these savings are offset by higher projected janitorial services costs at White Oaks and Clearview branches, based on previous years costs. As well, contracted maintenance costs are estimated to be over budget at Central branch. Facility Services is monitoring and will work to minimize these costs as the year progresses.

Innovation and Integration

A surplus of \$303,432 is projected for Innovation and Integration. The Collections and Technology departments have some full and part-time vacant positions that are going to be redeployed to Programming and Administration and thereby showing savings here. These positions will be converted as the year progresses.

Library Development Reserve

Included in the Innovation and Integration program is administration of the Library Development Fund. For 2025, a budget of \$100,000 is designated for development funded programs and initiatives, and \$30,000 for adult fiction collections from the Jack and Joan Wood Estate fund. \$18,200 is budgeted to be transferred to operating to partially fund the Fund Development Coordinator position. A transfer of \$46,100 is also budgeted to fund the new full-time Customer Information Specialist position at Glen Abbey, that will be moved to the newly renovated Sixteen Mile Library mid-year and funded from operating moving forward. Thus, the total budgeted and projected transfer to operating from the development reserve is \$194,300.

The transfer of \$213,500, budgeted for the OPL Newspaper Digitization and Local History Portal project, is also budgeted as a transfer out of the Development Fund reserve. This capital project was approved in the 2024 budget, and the work has continued through to the current year.

The table below illustrates the unaudited balance of the library's development reserve fund as of March 31, 2025. As illustrated in the table, the opening balance of the reserve fund was \$129,189.

Total donation revenue is targeted for \$100,000 for 2025 and includes individual and major giving, budgeted transfers from the OCF funds, corporate giving, special events and third-party fundraising events and book sales. To March 31, 2025, total donation revenue received is \$17,387. Friendly Finds sales in branches have continued at 8 locations across Oakville. The Friends of the Oakville Public Library will be holding 4 book sales in 2025 as well as participating in community events across Oakville.

	2025	2025
	Actuals to	Projection
	March 31	to Year-end
OPENING BALANCE	129,189	129,189
EXPENDITURES:		
Transfer to Operating		194,300
Transfer for OPL Newspaper Digitization Project		213,500
Total Commitments to Operating Fund		407,800
TOTAL EXPENDITURES from RESERVE		407,800
REVENUES:		
Transfer from OCF		200,000
Donations, Special Events, Grants	17,387	100,000
TOTAL REVENUE to RESERVES	17,387	300,000
CLOSING BALANCE before interest	146,576	21,389
Interest		7,104
CLOSING BALANCE including interest	146,576	28,493

Halton Information Providers (HIP) Trust Fund

OPL is part of the Halton Information Providers (HIP) coalition as well as the managing partner of the HIP Trust Fund. As is detailed in the chart below, the opening balance of the fund was \$63,863 at January 1, 2025.

Halton Region contributes \$52,500 toward management of the program, as it does annually. Interest is also earned on the Trust balance and estimated at \$3,153 for the year. Service fee revenue is projected at approximately \$25,000 as the HIP joint venture partners undertake the development of a new strategic plan. The Information Oakville staff have wrapped up the InfoPod project that was funded by Immigration, Refugees, and Citizenship Canada (IRCC) through to March 31, 2025.

It is projected that the total expenditures for HIP will be \$145,645. These expenditures include a transfer of \$112,000 to the OPL for management of HIP. Expenditures are also budgeted for training, software as a service costs and consulting fees to assist in revenue growth. Thus, the projected ending balance is \$12,516.

	2025	2025
	Actuals to	Projection
	March 31	to Year-end
OPENING BALANCE	63,863	63,863
Revenues		
Interest transfer		3,153
IRCC Grant	31,645	31,645
Service fees	1,061	25,000
Recovery from Halton Region		52,500
Total Revenue	32,706	112,298
Expenditures		
HIP Training, software, consulting, etc.		20,000
IRCC Grant expenses	31,645	31,645
Transfer to OPL Operations	-	112,000
Total Expenditures	31,645	163,645
CLOSING BALANCE	64,924	12,516

Capital Variances

The total capital budget for open projects is \$22,851,600. Year-to-date in 2025, \$3,976,201 has been spent or committed on those projects, bringing the total life-to-date expenditure to \$4,987,229.

Work is underway on the OPL Newspaper Digitization and Local History Portal. The Local History Portal is completed, while the OPL newspaper digitization is advancing as per project plan. The DCH – Library project is currently in the preliminary concept design phase. The OPL website maintenance improvements continue to ensure that the website is sustained and grown. The Public Print Payment System project will provide a modern, user-friendly alternative supporting credit/debit cards and mobile payments. The Library Specialized Equipment replacement project includes the budget to replace a laser cutter. The Library Furniture and Equipment project ensures that equipment and furnishings remain in a state of good repair to support prescribed service levels.

Capital Variance Report - March 31, 2025					
	Life-to-Date Budget	2025 Year-to-Date Actuals	Outstanding Commitment	Life-to-Date Actuals and Commitments	Remaining Approved Budget
Oakville Public Library					
71101811 New Branch Library - Trafalgar Urban Core South	5,040,100	0	0	33,708	5,006,392
71102106 Incubator Libraries (Location TBD)	66,300	0	0	7,204	59,096
71102206 OPL Website Maintenance and Improvements	120,600	200	0	65,320	55,280
71102210 New Branch Library - Palermo (Land Purchase)	8,125,100	0	0	0	8,125,100
71102302 Scheduling Software Needs Review	30,200	0	0	10,122	20,078
71102304 Library Furniture and Equipment	132,600	1,964	0	76,659	55,941
71102305 Sixteen Mile Library Collections	3,266,300	0	0	16,200	3,250,100
71102404 OPL Newspaper Digitization and Local History Portal	313,500	44,877	261,319	306,196	7,304
71102406 DCH - Library	5,587,100	410,958	3,255,583	4,470,520	1,116,580
71102501 Public Print Payment System Replacement	50,400	400	0	400	50,000
71102502 Library Specialized Equipment Replacement	17,700	200	0	200	17,500
71102503 Library Program Equipment and Furniture	101,700	700	0	700	101,000
Total Oakville Public Library	22,851,600	459,299	3,516,902	4,987,229	17,864,371

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