



## **Report to The Nation Municipality Public Library Board**

**Report Number:** CEO-01-2025

**Subject:** 2025 Library Operating Forecast – Core

**Date of the meeting:** June 12<sup>th</sup>, 2025

**Prepared by:** Pierre Leroux, CEO

**Circulated to and/or collaborated with:** Finance department

**Approval:** N/A

*In agreement with the recommendation based on the contents of this report.*

## Recommendation

[That the Library Board receive the 2025 Library Operating Forecast for information, noting that the forecast includes only core operational, and staffing costs and excludes discretionary spending.]

## Financial Considerations

No budget code changes are required.

Financial implications have been verified with annual budget and / or approved applicable policy or by-law: NOT APPLICABLE

## Context

This report presents a financial forecast for the 2025 calendar year, based on actual expenditures from January to May and projected expenses from June to December. The objective is to provide a clear picture of the minimum financial commitments necessary to maintain baseline library operations, following the temporary closure and administrative transition.

## Report

The total estimated operational expenses for 2025 amount to \$160,262, with projected funding totaling \$200,000, resulting in a forecasted surplus of \$39,738. Key expenditure categories include:

Category	Jan–May Actual	June–Dec Projected	2025 Total
Salaries & Benefits	\$16,163	\$97,519	\$113,681
Utilities	\$3,392	\$6,356	\$9,748
Facilities Maintenance (\$53)		\$7,416	\$7,363
Software & IT	\$4,692	\$1,020	\$5,712
Insurance	\$4,539	\$0	\$4,539
Telecommunications	\$5,009	\$7,237	\$12,246
Other	\$6,805	\$168	\$6,973
<b>Total Expenses</b>	<b>\$40,546</b>	<b>\$119,716</b>	<b>\$160,262</b>
<b>Total Funding</b>			<b>\$200,000</b>
<b>Forecasted Surplus</b>			<b>\$39,738</b>

Funding sources include:

\$100,000 from the municipal contribution

\$100,000 from reserve funds

These projections exclude discretionary items such as one-time purchases, special programs, or events. An updated forecast may be presented later in the year, once the Board confirms strategic directions and operational planning.

**Relevance to priorities**

This forecast provides foundational support to maintain continuity of service and aligns with responsible financial oversight during governance renewal.

**Communication Plan**

N/A

**Other Option/Options to the Recommendation**

N/A at this time. Future financial adjustments will be brought forward as needed.

**Attachments**

Appendix A: Financial Forecast – 2025 (Core Operations)