



A Regular Meeting of  
the Richmond Hill Public Library Board  
will be held in the boardroom at Central Branch  
on Thursday, September 18, 2025 at 4:00pm

## **AGENDA**

### **1.0 Call to Order**

### **2.0 Land Acknowledgement Read by Board Chair**

*We are gathering on lands that have been home to First Nations Peoples from time immemorial. We acknowledge that what we now call Richmond Hill is on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation and the Mississauga and Chippewa Nations of the Williams Treaty. We also recognize that we are on part of the traditional territories of the Haudenosaunee and the Huron Wendat.*

*We would also like to acknowledge all First Nation, Inuit and Métis peoples from across North America, also known as Turtle Island, who now reside in the City of Richmond Hill. We are committed to rebuilding constructive and cooperative relationships.*

### **3.0 Regrets**

Sadra Nasseri

#### **4.0 Opening Remarks Board Chair**

##### **4.1 Adoption of Agenda - Motion**

##### **4.2 Board Membership Update – Motion**

#### **5.0 Disclosure of Pecuniary Interest and the General Nature Thereof**

#### **6.0 Delegations**

None

#### **7.0 Approval of Consent Agenda Items - Motion**

All Consent Agenda Items (\*) are considered to be routine, which require no discussion or debate, and are recommended for approval by the Chair. They may be enacted in one motion or any item may be held for discussion.

7.1 \*Library Board Draft Minutes – June 19, 2025

#### **8.0 Presentations**

8.1 “Building a Smarter, Kinder, More Connected Richmond Hill”

#### **9.0 Reports - Motion**

9.1 Richmond Hill Public Library 2025 Q2 Budget Update SRLIB25.17

9.2 Richmond Hill Public Library 2026 Capital and Operating Budgets  
SRLIB 25.18

#### **10.0 New Business**

##### **10.1 New Motions**

10.1.1. Fundraising Position (report to follow)

##### **10.2 Correspondence**

#### **11.0 CEO Updates – B. Gorman**

**12.0 Media**

None

**13.0 Date of Next Meeting**

The next Regular Meeting of the Library Board will be held on:

**Thursday, October 16, 2025 @ 4:00 p.m.** at Central Branch

**14.0 Adjournment - Motion**

Please advise Bruce Gorman and Toula Myriklis of regrets for attendance  
by noon of the day of the meeting at e-mail: [bgorman@rhpl.ca](mailto:bgorman@rhpl.ca) and  
[tmyriklis@rhpl.ca](mailto:tmyriklis@rhpl.ca)

Dear Bruce and Mona,

This letter is to notify you of my resignation from the Richmond Hill Public Library Board effective August 1st, 2025 to take on a role with the City of Richmond Hill.

It has been a pleasure serving on the Board since December of 2022 and I thank all the other Board members for our time served together. I wish the Board and the Library all the very best in the remainder of the term and beyond.

*S. Nasseri*

2025/07/28



The Richmond Hill Public Library Board  
Thursday June 19, 2025

## MINUTES

The Richmond Hill Public Library Board held a regular meeting on Thursday, June 19, 2025, at 4:00 p.m. via teleconference and in person at the Central Branch, Richmond Hill, Ontario.

**Present:** Mona Shahnazari, Chair  
Jennifer Paige, Vice Chair  
Stephen Chait  
Jason Cherniak  
Councillor Carol Davidson  
Councillor Castro Liu  
Sadra Nasser  
Councillor Scott Thompson  
Shelly Wu

**Staff:** Bruce Gorman, CEO  
Joshua Dyer, Director, Collections & Community Engagement  
Robin Fribance, Director, Strategy & Service Innovation  
Yunmi Hwang, Director, Customer & Branch Experiences  
Shawn Dillon, Finance & Administrative Assistant  
Toula Myrikis, Executive Assistant, Secretary

**Guests:** Haley Leung, Financial Management Advisor, City of Richmond Hill  
Gigi Li, Director Financial Services & Treasury, City of Richmond Hill  
Shirley Tu, Manager Financial Reporting and Accounting, City of Richmond Hill  
Maria Khoushnood, Partner, KPMG Private Enterprise

### **1.0 Call to Order**

The Chair called the meeting to order at 4:00 p.m.

### **2.0 Land Acknowledgement**

The land acknowledgment was read by the Board Chair.

### **3.0 Opening Remarks – Board Chair**

The chair welcomed members and guests to the meeting and noted there are no scheduled meetings in July and August.

#### **4.0 Adoption of Agenda**

**Motion:** 25:37      THAT the Richmond Hill Public Library Board adopts the agenda.

Moved by: C. Davidson

Seconded by: S. Nasser

**CARRIED**

#### **5.0 Disclosure of Pecuniary Interest and the General Nature Thereof**

There were no disclosures of pecuniary interest.

#### **6.0 Delegations**

None

#### **7.0 Approval of Consent Agenda Items\***

**Motion:** 25:38      THAT the Richmond Hill Public Library Board approves the items within the consent agenda.

**7.1    RHPL Board Meeting Draft Minutes – May 15, 2025\***

**7.2    RHPL Finance Steering Committee Draft Minutes – June 11, 2025\***

**7.3    RHPL Board Special Meeting Draft Minutes – June 12, 2025\***

Moved by: C. Liu

Seconded by: J. Paige

**CARRIED**

#### **8.0 Presentations**

None.

#### **9.0 Reports**

**9.1    Draft 2024 Richmond Hill Public Library Board Financial Statements  
SRLIB25.13**

**Motion:** 25:39

**THAT** the Richmond Hill Public Library Board approves the 2024 Financial Statements ending December 31, 2024.

Moved by: C. Davidson

Seconded by: S. Chait

**CARRIED**

**9.2    Circulation Policy Update Report SRLIB25.14**

**9.3    Collection Development Policy Update Report SRLIB25.15**

**9.4    Non-Union Personnel Policy Report SRLIB25.16**

**Motion:** 25:40

**THAT** the Richmond Hill Public Library Board approves the following policies as presented:

- **Circulation Policy**
- **Collection Development Policy**
- **Non-Union Personnel Policy**

Moved by: C. Davidson

Seconded by: S. Chait

**CARRIED**

### **10.0 New Business**

None

### **11.0 CEO Updates – B. Gorman**

B. Gorman provided an update to the Board.

### **Date of Next Meeting**

The next Regular Meeting of the Library Board will be held on:  
Thursday, September 18, 2025 @ 4:00 p.m. at Central Branch.

### **12.0 Adjournment**

**Motion:** 25:41

**THAT** the meeting be adjourned at 4:45 p.m.

Moved by: S. Nasser

Seconded by: S. Thompson

**CARRIED**



**Subject:** 2025 Second Quarter (Q2) Financial Report

**For:** Receipt & Approval

**Date:** September 18, 2025

**Report #:** SRLIB25.17

**To:** Richmond Hill Public Library Board

**From:** Bruce Gorman, CEO

## **SUMMARY**

Financial updates are provided to the Library Board on a quarterly basis. The attached Financial Reports, for the period ending **June 30, 2025**, reflect the expenditures and revenues to date compared to the annual budget. The year-to-date actuals are also presented alongside the approved budget for comparison purposes.

As a general guideline, revenues and expenses are assumed to occur evenly throughout the year. Given that the Q2 reports cover 6 months (January–June), the general benchmark for actual spend is approximately **50% of the total annual budget**.

Attached documents include the Statement of Operations and Status of Capital Projects.



## RECOMMENDATIONS

That the Richmond Hill Public Library Board:

1. Receive the **2025 Second Quarter (Q2) Financial Report** for the period ending June 30, 2025.
2. That the Richmond Hill Public Library Board approve the closure of the following capital projects:
  1. P/000615.01 – 2019 STEAM Tech RV&RG
  2. P/000620.03 – 2021 Collection Development
  3. P/000620.04 – 2022 Collection Development
  4. P/000621.01 – 2019 Workstations & Peripherals
  5. P/001115.01 – RHPL Staff Technology Replacements
  6. P/001148.01 – RHPL IT Foundational Program 2024

## 1.0 RATIONALE

The attached financial reports highlight RHPL's financial results and position as of Q2 2025. Additional commentary is provided below regarding key variances from the budget.

## 2.0 Revenues

As of the end of Q2, RHPL has generated approximately **46.0%** of total budgeted revenues.

- **General Revenues** (fees, room rentals, program revenues, and material sales) are currently at **55.9%** of the annual budget, reflecting seasonal trends and gradual uptake of services. However, revenues associated with the planned Manager,

Fund Development position continue to be unrealized as the role remains vacant.

- **Provincial Grants** are at only **0.3%**, as Q2 did not include the timing of grant receipts. This is consistent with prior years, where funds are typically received in later quarters.
- **YRDSB Funding** is at **66.7%**, in line with historical patterns of funding allocation.
- **Transfer from the R&R Reserve Fund** is at **50.0%**, consistent with quarterly allocations supporting collection development.
- **Transfer from Reserve** was not utilized in Q2, consistent with budget expectations.

### 3.0 Expenditures

As of June 30, 2025, RHPL has spent **45.5%** of its approved annual budget. This is below the Q2 benchmark of 50%, demonstrating prudent budget management and the seasonal timing of expenditures.

- **Personnel** expenditures are at **46.5%**. These costs remain within expectations for the mid-year mark. The cost-of-living adjustment (COLA) applied April 1 is now reflected in Q2 expenditures. Personnel gapping continues to generate savings due to vacancies, including the unfilled Manager, Fund Development role.
- **Collection Development** expenditures are at **57.7%**, ahead of benchmark due to timing of order fulfillment and invoicing. Annual spend is still expected to align with budget by year-end.
- **Contracts & Services** are underspent at **32.2%**. This reflects timing of IT support and consulting agreements, which are scheduled for later in the year, as well as lower program-related costs in the first half of 2025.

- **Materials & Supplies** are at **37.9%**, reflecting on-demand procurement and timing of requirements.
- **Transfer to the R&R Reserve Fund** is tracking at **50.0%**, aligned with planned quarterly allocations tied to collection funding.

### **Status of Capital Projects Report**

The attached chart provides an overview of the Library's capital projects that remain open as of June 30, 2025. Capital project delivery timelines vary by complexity and resource availability. Staff continue to advance all outstanding projects.

As part of routine capital management, several projects that have been completed or substantially completed are being recommended for closure in Q2. These projects include technology upgrades, collection development allocations from prior years, and IT-related replacements. In each case, either the full approved budget has been spent, or the remaining unspent funds are minor and will be returned to reserves. The projects recommended for closure are as follows:

1. P/000615.01 – 2019 STEAM Tech RV&RG
2. P/000620.03 – 2021 Collection Development
3. P/000620.04 – 2022 Collection Development
4. P/000621.01 – 2019 Workstations & Peripherals
5. P/001115.01 – RHPL Staff Technology Replacements
6. P/001148.01 – RHPL IT Foundational Program 2024

## Richmond Hill Public Library Reserve Activity

- **Donation and Bequest Reserve Fund:** Balance remains **\$703,943** as of Q2, unchanged and undesignated.
- **Special Purpose Reserve:** Balance is **\$331,350**. Current allocations:
  - \$36,000 for 2022 Community Foundations of Canada Grant
  - \$295,350 unallocated

### Q2 Summary

Overall, RHPL's expenditures are tracking below the Q2 benchmark at **45.5%** of budget. Revenues are at **46.0%**, with variances primarily linked to the timing of provincial grants and YRDSB funding. Financial performance in Q2 remains consistent with historical patterns and indicates stable operations heading into the second half of 2025.

## **ATTACHMENTS**

1. RHPL Statement of Operations for the period ended June 30, 2025
2. RHPL Status of Capital Projects for the period ended June 30, 2025



**2025 Operating Results**  
**RICHMOND HILL PUBLIC LIBRARY BOARD**  
**Overall Summary**

	<b>2024</b>	<b>2025</b>	<b>2025</b>	<b>Variance</b>	<b>Actuals %</b>
	<b><u>Actuals</u></b>	<b><u>YTD Actuals</u></b>	<b><u>Approved BUDGET</u></b>	<b><u>Fav/(Unfav)</u></b>	<b><u>to Budget</u></b>
<b>Expenditures</b>					
Personnel	8,001,626	3,917,488	8,418,600	4,501,112	46.5%
Collection Development	1,121,595	478,259	829,300	351,041	57.7%
Contracts/Services	1,190,859	414,883	1,288,100	873,217	32.2%
Materials/Supplies	389,558	146,795	387,200	240,405	37.9%
Transfer to R&R Reserve Fund	535,600	196,300	392,600	196,300	50.0%
<b>Total Expenditures</b>	<b>11,239,237</b>	<b>5,153,726</b>	<b>11,315,800</b>	<b>6,162,074</b>	<b>45.5%</b>
<b>Revenues</b>					
Provincial/Other Grants	(179,671)	(737)	(270,900)	(270,163)	0.3%
General Revenues	(155,104)	(107,825)	(192,900)	(85,075)	55.9%
YRDSB Funding	(316,200)	(237,400)	(356,100)	(118,700)	66.7%
Transfer from Reserve	(516,200)	-	-	-	0.0%
Transfer from R&R Reserve Fund	(1,071,300)	(392,650)	(785,300)	(392,650)	50.0%
<b>Total Revenues</b>	<b>(2,238,470)</b>	<b>(738,612)</b>	<b>(1,605,200)</b>	<b>(866,588)</b>	<b>46.0%</b>
<b>Net Budget</b>	<b>9,000,766</b>	<b>4,415,114</b>	<b>9,710,600</b>	<b>5,295,486</b>	<b>45.5%</b>

**2025 Operating Results**  
**RICHMOND HILL PUBLIC LIBRARY BOARD**  
**Overall Summary**

<b>YTD Actuals vs YTD Budget</b>
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<b>2025</b>	<b>2025</b>	<b>Variance</b>	<b>Actuals %</b>
<b><u>YTD Actuals</u></b>	<b><u>YTD Budget</u></b>	<b><u>Fav/(Unfav)</u></b>	<b><u>to Budget</u></b>
3,917,488	4,209,300	291,812	93.1%
478,259	414,700	(63,559)	115.3%
414,883	644,100	229,217	64.4%
146,795	193,600	46,805	75.8%
196,300	196,300	(0)	100.0%
<b>5,153,726</b>	<b>5,658,000</b>	<b>504,274</b>	<b>91.1%</b>
(737)	(135,500)	(134,763)	0.5%
(107,825)	(96,500)	11,325	111.7%
(237,400)	(178,100)	59,300	133.3%
	-	-	0.0%
(392,650)	(392,700)	(50)	100.0%
<b>(738,612)</b>	<b>(802,800)</b>	<b>(64,188)</b>	<b>92.0%</b>
<b>4,415,114</b>	<b>4,855,200</b>	<b>440,086</b>	<b>90.9%</b>

## Attachment 2

COST CENTER DESCRIPTION	BUDGET APPROVAL YEAR	WBS NO.	WBS DESCRIPTION	APPROVED BUDGET	SPENT TO DATE	YTD ACTUAL EXPENSES	NET BUDGET UNDER (OVER) (Budget - Spent to Date)	AVAILABLE BUDGET (Budget - Spent to Date)	OUTSTANDING COMMITMENTS	BUDGET AVAILABLE AFTER COMMITMENTS
Library Administration	2019	P/000615.01	2019 STEAM Tech RV&RG	\$30,000.00	\$29,604.76	\$5,757.58	\$395.24	98.68%	\$0.04	\$395.20
Library Administration	2019	P/000617.01	2019 Maker Space Equipment CE	\$25,000.00	\$6,905.80	\$988.09	\$18,094.20	27.62%	\$17,745.00	\$349.20
IT - Client Support	2019	P/000621.01	2019 Workstations&Peripherals	\$319,500.00	\$318,019.14	\$4,481.34	\$1,480.86	99.54%	\$1,624.28	(\$143.42)
Content	2020	P/000783.01	Collection Inventory	\$141,600.00	\$90,212.27	\$11,948.71	\$51,387.73	63.71%	\$0.07	\$51,387.66
Library Administration	2021	P/000794.01	Cash Registers / POS System	\$68,600.00	\$21,022.79	\$544.89	\$47,577.21	30.65%	\$0.01	\$47,577.20
Library Administration	2021	P/000795.01	Website Redesign	\$300,000.00	\$212,064.67	\$14,075.58	\$87,935.33	70.69%	\$86,216.19	\$1,719.14
Content	2021	P/000620.03	2021 Collection Development	\$356,000.00	\$248,762.86	\$34,702.79	\$107,237.14	69.88%	\$0.00	\$107,237.14
Library Administration	2022	P/000796.03	2022 Strategic Planning Initiatives	\$100,000.00	\$67,821.00	\$0.00	\$32,179.00	67.82%	\$19,919.90	\$12,259.10
Content	2022	P/000620.04	2022 Collection Development	\$366,700.00	\$336,610.75	\$92,074.75	\$30,089.25	91.79%	\$0.00	\$30,089.25
Library Administration	2023	P/001053.01	DEI Strategy Execution	\$50,000.00	\$8,560.56	\$0.00	\$41,439.44	17.12%	\$0.00	\$41,439.44
Library Administration	2023	P/001054.01	Innovation Transformation	\$100,000.00	\$60,603.46	\$50,581.70	\$39,396.54	60.60%	\$39,161.64	\$234.90
Library Marketing	2023	P/001052.01	New Brand Identity Implementation	\$150,000.00	\$117,904.13	\$1,389.02	\$32,095.87	78.60%	\$0.01	\$32,095.86
Strategy & Service Innovation	2023	P/001050.01	Data Strategy Execution and Expansion	\$250,000.00	\$250,000.00	\$51,805.56	\$0.00	100.00%	\$0.00	\$0.00
Strategy & Service Innovation	2023	P/001051.01	Customer Relationship Mgmt. Solution	\$250,000.00	\$9,106.51	\$9,106.51	\$240,893.49	3.64%	\$0.00	\$240,893.49
IT - Application Services	2023	P/001118.01	RHPL - People Counter	\$50,000.00	\$39,265.72	\$9,106.51	\$10,734.28	78.53%	\$0.00	\$10,734.28
IT - Application Services	2023	P/001121.01	RHPL - ILS Discovery Layer	\$210,000.00	\$175,638.98	\$0.00	\$34,361.02	83.64%	\$12,634.18	\$21,726.84
IT - Infrastructure	2023	P/001117.01	RHPL - Microsoft O365 Program	\$131,000.00	\$18,613.38	\$18,613.38	\$112,386.62	14.21%	\$0.00	\$112,386.62
IT - Client Support	2023	P/001114.01	RHPL - Public Facing Technology Repl.	\$180,000.00	\$140,632.64	\$0.00	\$39,367.36	78.13%	\$59.02	\$39,308.34
IT - Client Support	2023	P/001115.01	RHPL - Staff Technology Replacements	\$40,000.00	\$17,495.22	\$0.00	\$22,504.78	43.74%	\$22,497.89	\$6.89
IT - Client Support	2023	P/001122.01	Library - Digital Modernization Program	\$250,000.00	\$47,729.08	\$0.00	\$202,270.92	19.09%	\$120,339.84	\$81,931.08
Content	2023	P/000620.05	2023 Collection Development	\$377,700.00	\$104,605.30	\$46,776.67	\$273,094.70	27.70%	\$22,720.01	\$250,374.69
Strategy & Service Innovation	2024	P/001197.01	Digital Strategy Pilots and Implement.	\$175,000.00	\$59,114.41	\$2,299.22	\$115,885.59	33.78%	\$0.00	\$115,885.59
Strategy & Service Innovation	2024	P/001219.01	RHPL Strategic Planning	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%	\$98,270.43	\$1,729.57
Branch Experiences	2024	P/001198.01	Express Branch Pilot	\$150,000.00	\$46,096.38	\$3,973.35	\$103,903.62	30.73%	\$0.00	\$103,903.62
Branch Experiences	2024	P/001199.01	Oak Ridges Library Public Furniture	\$80,000.00	\$56,514.45	\$48,884.49	\$23,485.55	70.64%	\$5,949.22	\$17,536.33
IT - Application Services	2024	P/001116.02	RHPL Business Application Evolution 2024	\$320,000.00	\$276,182.69	\$72,024.82	\$43,817.31	86.31%	\$17,172.00	\$26,645.31
IT - Client Support	2024	P/001148.01	RHPL - IT Foundational Program 2024	\$130,000.00	\$124,123.58	-\$459.96	\$5,876.42	95.48%	\$0.00	\$5,876.42
Content	2024	P/000620.06	2024 Collection Development	\$389,000.00	\$146,187.09	\$112,530.93	\$242,812.91	37.58%	\$275,885.24	(\$33,072.33)
Library Administration	2025	P/001301.01	CE - Furniture, Fixtures and Eqp.	\$422,900.00	\$0.00	\$0.00	\$422,900.00		\$0.00	\$422,900.00
IT - Application Services	2025	P/000969.02	RHPL - Business App Evolution 2025	\$270,000.00	\$5,800.32	\$5,800.32	\$264,199.68	2.15%	\$0.00	\$264,199.68
IT - Client Support	2025	P/001148.02	RHPL - IT Foundational Program 2025	\$380,000.00	\$192,713.47	\$192,713.47	\$187,286.53	50.71%	\$22,896.00	\$164,390.53
Content	2025	P/000620.07	2025 Collection Development	\$175,000.00	\$0.00	\$0.00	\$175,000.00		\$0.00	\$175,000.00





Draft Report

Subject: 2026 Capital and Operating Budgets Report

For: Approval

Date: September 18, 2025

Report #: SRLIB25.18

To: Richmond Hill Public Library Board

From: Bruce Gorman, CEO

## **SUMMARY**

RHPL's 2026 Capital and Operating Budgets reflect a balance of fiscal stewardship and service sustainability during a transitional year ahead of the Library's next strategic plan.

The Operating Budget of \$10,417,800 represents an increase of \$707,200 (7.3%) over 2025. The increase is primarily driven by negotiated personnel adjustments and the restoration of collection development funding to its standard service level. In 2025, collection development funding was reduced temporarily in order to utilize accumulated funds from prior years' capital budget, thereby easing pressure on the operating budget.

The Capital Budget totals \$1,569,400, comprising two approved projects. The General Content Development allocation, while recorded in the capital budget, directly supports the operating budget for collections as a core service. The Content Development Growth project, funded through Development Charges, provides additional capital funding to expand collections in line with population growth. Taken together, the 2026 budgets reinforce RHPL's ability to provide high-quality services while ensuring long-term financial sustainability. They also position the organization to deliver stability in 2026 as it prepares its 2026–2030 Strategic Plan.

## **RECOMMENDATION**

That the Richmond Hill Public Library Board approve the Draft 2026 Capital and Operating Budgets and recommend them to City Council for funding consideration.

## **RATIONALE**

The library has been working closely with the City on the upcoming 2026 budget. In a challenging financial year, the directive from the city has been to be as focused on efficiencies and cost deferral/avoidance strategies as possible. As well, new FTE positions would be limited.

The library has not had any new FTEs in over 10 years. Additionally, the library was subject to a reduction in workforce resulting from the change in relationship between the library and the city several years ago.

As partners with the city, the library understands the financial position the city is facing and is committed to being part of the solution.

As related to the operating budget and growth, the library is asking for one conversion position from part time to full time. This enhanced position would allow us to fully operate our creative studio and provide additional programming.

The City of Richmond Hill continues to grow as does the significance and usage of RHPL. Now more than ever libraries are well positioned to support residents in their journey of life. Particularly in a more complex digital, technological and knowledge-based reality. One of the library's primary tools for learning and knowledge transfer is through programming. Our efforts have been focused here during the budget process. This ask for a part time to full conversion would be of great value to taxpayers.

## **2025 ACCOMPLISHMENTS**

In the last year, the Library has:

1. Launched a significantly more user-friendly public-facing digital catalogue, mobile app, and events platform.
2. Unveiled a “Library of Things” collection, offering home and recreation items.
3. Expanded visitor seating and workspaces at Oak Ridges to increase capacity.
4. Established a Community Advisory Group.

The Library performed well across both physical and digital branches, including:

- 1.5 million circulations of items in our collections (1.1 million physical items, 400,000 digital circulations).
- Increased visits to our website from 0.16 million to 1.09 million, an increase of 148.8%.

## **2026 PRIORITIES**

1. Develop the Library’s 2026–30 Strategic Plan.
2. Refurbish Central Branch’s main visitor space on the third floor to accommodate more users with a modern, flexible layout and furnishings.

## 2026 CAPITAL BUDGET

For 2026, RHPL's Capital Budget submission totals \$1,569,400, comprising two projects:

- **General Content Development (\$1,031,700):** Although this request appears in the Capital Budget, it directly supports RHPL's **ongoing collection development in the Operating Budget**. This approach has been used in past years to fund core library collections through the City's Infrastructure Repair & Replacement Reserve. It ensures that the Library can continue to refresh and expand its collections at the level residents expect.
- **Content Development Growth (\$537,700):** Funded through Development Charges, this project provides additional collections capacity tied specifically to population growth and increased demand for library resources.

Together, these two items form the entirety of RHPL's 2026 capital submission. Other proposed initiatives have been deferred to future budget cycles when fiscal capacity permits.

## 2026 OPERATING BUDGET

### Expenditures

The Draft 2026 Operating Budget reflects a net request of \$10,417,800, an increase of \$707,200 (7.3%) over 2025. This increase is primarily driven by two factors: personnel and the restoration of collection development to standard service levels.

**Personnel** accounts for the largest share of the increase in 2026. The overall rise represents 5.4% in base changes and 0.3% tied to growth items, for a combined impact of 5.7%.

The base changes are primarily driven by negotiated cost of living adjustments, step progressions, and corresponding benefit impacts under the collective agreement, as well as adjustments to statutory and fixed benefit rates.

In addition to these base changes, the 2026 budget includes one position conversion, which accounts for an additional 0.3% increase. These staffing changes are designed to strengthen service delivery capacity for our creative studio and align resources with operational needs.

**Collection development** shows a significant increase in 2026 of \$125,800 which reflects a return to baseline rather than new growth. In 2025, the Operating Budget for collection development was reduced temporarily by \$290,000. This adjustment was achieved by shifting expenditures to underutilized capital funds dating back to 2020, ensuring that no reduction in the number of materials purchased occurred. The restructuring was necessary to support the removal of the Library's reliance on the Special Purpose Reserve as a funding source. With that transition successfully completed, the 2026 budget restores collection development to its normal service level within the Operating Budget. This ensures RHPL continues to deliver on its core function of maintaining a responsive and high-quality collection.

#### Revenues

Revenues are projected at \$1.35M, consistent with past trends, with stable provincial grants and ongoing support from YRDSB.

#### Summary of Changes

Overall, the 2026 Operating Budget provides a measured investment in RHPL's people and collections, supporting the Library's ability to deliver exceptional service and respond to the evolving needs of the community.

#### Attachments

1. Operating Budget
2. Capital Project Requests

## Budget Highlights

Description	Budget Change (Fav)/Unfav	Increase %
Personnel (NU and CUPE) – COLA/grade/step/benefit changes	\$ 521,000	5.4%
Collection Development (net of funding from Infrastructure R&R Reserve Funding)	125,800	1.3%
Contracts/Services – IT hardware/software/website maintenance and Lib security and Operators contract price inc	37,400	0.4%
Library Generated Rev – right sized budget in fees	10,400	0.1%
YRDSB Funding – right-sized budget based on resources allocation	(24,200)	(0.3)%
New Staff Request (2) – Library Technician (PT conversion) – Mar 2026 conversion date (net)	31,900	0.3%
Material/Supplies	4,900	0.1%
<b>Total</b>	<b>\$707,200</b>	<b>7.3%</b>

## Draft Budget Overview By Budget Category

	2024 <u>Actuals</u>	2025 <u>Forecast</u>	2025 Approved <u>BUDGET</u>	2026 Draft <u>BUDGET</u>	Variance (Fav)/Unfav	% Change
<b>Expenditures</b>						
Personnel	\$ 8,001,626	\$ 8,269,900	\$ 8,418,600	\$ 8,971,500	\$ 552,900	6.6%
Collection Development	1,121,595	829,300	829,300	1,078,200	248,900	30.0%
Contracts/Services	1,190,859	1,287,300	1,287,300	1,324,700	37,400	2.9%
Materials/Supplies	389,558	388,000	388,000	392,900	4,900	1.3%
<b>Total Expenditures</b>	<b>\$ 10,703,637</b>	<b>\$10,774,500</b>	<b>\$ 10,923,200</b>	<b>\$ 11,767,300</b>	<b>\$ 844,100</b>	<b>7.7%</b>
<b>Revenues</b>						
Provincial/Other Grants	(179,671)	(122,200)	(270,900)	(270,900)	-	0.0%
General Revenues	(155,104)	(192,900)	(192,900)	(182,500)	10,400	(5.4%)
YRDSB Funding	(316,200)	(356,100)	(356,100)	(380,300)	(24,200)	6.8%
Transfer from Reserve	(516,200)	-	-	-	-	-
Transfer from R&R Reserve Fund	(535,700)	(392,700)	(392,700)	(515,800)	(123,100)	31.3%
<b>Total Revenues</b>	<b>\$ (1,702,870)</b>	<b>\$ (1,063,900)</b>	<b>\$ (1,212,600)</b>	<b>\$ (1,349,500)</b>	<b>\$ (136,900)</b>	<b>11.3%</b>
<b>Net Budget</b>	<b>\$ 9,000,766</b>	<b>\$ 9,710,600</b>	<b>\$ 9,710,600</b>	<b>\$ 10,417,800</b>	<b>\$ 707,200</b>	<b>7.3%</b>



## New Capital Requests

Project Number	Project Name	Location	Requesting Division	2026 Budget Request
100594	General Content Development*	Library	Content and Community Engagement	\$1,031,700
100600	Content Development Growth	Library	Content and Community Engagement	\$537,700

\* Submitted in the capital budget but funds the **operating budget for collections**.