



LIBRARY BOARD

For meeting to be held on: Friday January 8, 2015	Submitted by: Julie Gonyou, County Librarian	For: Action
Subject: 2015 Library Budget		

BACKGROUND:

The budget for the Library has been prepared by staff in November in consultation with the County Treasurer. The draft will be reviewed by Library Board and prior to presenting to the modified Zero Based Budget Committee of the County January 29-30th 2015.

ANALYSIS:

Analysis will be provided to the Library Board by County Librarian at January 9, 2015 meeting.

The budget workbooks will be included with the January Library Board meeting package. Notes and explanations for the relevant sections will be updated after the January 9th, 2015 special meeting.

The purpose of this report is to present to the Library Board the 2015 budget submission of \$4,157,991 which represents a \$635,521 or 18.0% increase over the 2014 budget.

RECOMMENDATION:

That the 2015 budget estimates for the Library as presented be received and forwarded to the modified Zero Based Budget Committee of Middlesex County Council for further consideration and approval.

Attachment.



County of Middlesex Library Board

2015 BUDGET

LIBRARY

	2014 PROJECTED	2014 BUDGET	2015 BUDGET	% Inc/(Dec)	REF #
REVENUES					
COUNTY OF MIDDLESEX	\$3,281,289	\$3,281,289	\$3,770,444	14.9%	
PROV. OF ONT. - OPERATING	\$134,047	\$134,047	\$134,047		1
SERVICE ONTARIO	\$6,375	\$6,375	\$0		
MINISTRY OF HEALTH AND LONG TERM CARE			\$175,000		2
SOCIAL SERVICES	\$36,236	\$36,236	\$40,000		3
DONATIONS / FUNDRAISING	\$8,000	\$10,000	\$10,000		4
FINES & LOST BOOKS	\$25,000	\$25,000	\$25,000		5
OTHER REVENUES	\$6,804	\$3,500	\$3,500		6
SURPLUS PRIOR YEAR	\$34,533	\$26,023	\$0		
Total REVENUES	\$3,532,284	\$3,522,470	\$4,157,991	18.0%	
EXPENDITURES					
SALARIES	\$1,894,310	\$1,894,310	\$2,222,375		7
BENEFITS	\$367,808	\$367,808	\$403,971		8
OPERATIONS	\$220,222	\$183,419	\$183,135		9
BOOKS	\$425,000	\$425,000	\$450,000		10
BRANCH DEVELOPMENT	\$40,000	\$40,000	\$40,000		11
BRANCHES - RENT	\$402,019	\$434,608	\$493,067		12
AUTOMATION	\$43,709	\$38,109	\$104,906		13
TRANSFER TO CAPITAL	\$131,400	\$131,400	\$127,604		14
LIBRARY OFFICE MAINTENANCE	\$7,816	\$7,816	\$7,933		15
HEALTHY KIDS COMMUNITY CHALLENGE			\$125,000		16
Total EXPENDITURES	\$3,532,284	\$3,522,470	\$4,157,991		

REVENUES 1 - 3

PROVINCE OF ONTARIO - OPERATING

Includes the Ministry of Culture operating grant of \$125,674 plus pay equity funding of \$8,283
The Ministry has not changed this grant for many years; no changes for 2014 are anticipated.
Ministry of Culture budget year is April 1 2013 - March 31 2014
Cheque typically arrives in late fall; grant is contingent on adherence to the Public
Libraries Act and its Regulation 976 plus filing of annual return and audited statement to Ministry

Service Ontario

MINISTRY OF HEALTH AND LONG TERM CARE

HEALTHY KIDS COMMUNITY CHALLENGE

SOCIAL SERVICES REVENUE FOR RENTAL OF OFFICE SPACE

Strathroy Library, Parkhill and Lucan

	2014 PROJECTED	2014 BUDGET	2015 BUDGET	REF #
	<u>\$ 134,047</u>	<u>\$ 134,047</u>	<u>\$ 134,047</u>	1
	<u>\$ 6,375</u>	<u>\$ 6,375</u>	<u>\$ -</u>	
			<u>\$ 175,000</u>	2
	<u>\$ 36,236</u>	<u>\$ 36,236</u>	<u>\$ 40,000</u>	3

REVENUES 4 - 6

DONATIONS / FUNDRAISING

bequests
booksales at local branches;
Adopt a Magazine
Honour With Books programs
donations from individuals
donations from service clubs
Charitable receipts to individuals.
Donations support individual branch
programs or furnishings
public photocopier fees

2014 PROJECTED	2014 BUDGET	2015 BUDGET	REF #
\$ 8,000	\$ 10,000	\$ 10,000	4

FINES & LOST BOOKS

based on previous years

\$ 25,000	\$ 25,000	\$ 25,000	5
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OTHER REVENUE

photocopier revenue from public copiers

\$ 6,804	\$ 3,500	\$ 3,500	6
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2014 PROJECTED	2014 BUDGET	2015 BUDGET	REF #
\$ 1,894,310	\$ 1,894,310	\$ 2,222,375	7

SALARIES

The library staff consist of the following:

- 1 CEO (Management)
- 1 Library Services Manager (Management)
- 1 Children's Librarian - Library Office
- 3 FT Library Technicians - Library Office
- 1 FT Library Assistant - Library Office
- 1 Systems Librarian and Area
- 1 FT Reference Librarian and Area
- 2 FT Library Supervisors: Komoka and Strathroy
- 1 FT Library Technician Strathroy
- 1 FT Library Technician - Dorchester Library and ERC
- 1 FT Library Technician - Parkhill Library and ERC
- 7 part-time Large Branch Supervisors - Branches
- 3 part-time Small Branch Supervisors - Branches
- 29 part-time Branch Assistants - Large Branches
- 13 part-time Student Assistants - Large Branches

Total Library Office, Strathroy, Branches = 64 staff

GRAND TOTAL SALARY COSTS

\$2,222,375

***NOTES:**

grid steps for approved nonunion staff;
est. 1.5% salary increase for 2014;

EXPENDITURES - BENEFITS

2014 PROJECTED	2014 BUDGET	2015 BUDGET	REF #
\$ 367,808	\$ 367,808	\$ 403,971	8

OPERATIONS

REF
9

	2014 PROJECTED	2014 BUDGET	2015 BUDGET
GRAND TOTAL	\$ 220,222	\$ 183,419	\$ 183,135
TRAVEL/EXPENSE	\$28,000	\$20,000	\$20,000
mileage @ \$0.45/km paid for staff travelling to work at neighbouring branches, workshops, meetings, training Train/air fare to conferences; meals; hotel for overnights			
Furniture and Equipment	\$8,000	\$12,000	\$12,000
STAFF TRAINING	\$17,500	\$20,500	\$17,000
Education & Workshop registrations; EXCEL tuition refund for branch staff upon successful completion of course; Kempenfelt course; Conferences registration (OLA;SirsiDynix;Kempenfelt) first aid training;supervisor's training;emergency training			
MEMBERSHIPS	\$16,449	\$9,550	\$9,550
ARUPLO \$475 Ontario Library Assoc. \$190 (any 2 staff) Ontario Library Assoc. \$190 (any 2 staff) OLBA - Ontario Library Boards' Association \$475 Dorchester Business Assoc. \$100 Strathroy Chamber of Commerce \$185 Mt Brydges Business Assoc.\$250 Middlesex Municipal Association \$250 OLC membership for 2015 \$6,751 ESCLM Employment Sector London/Midd \$650 Total = \$9,041			
AUDIT	\$ 5,000	\$ 5,000	\$ 5,000
Library audit completed with County			
Sub Totals	\$74,949	\$67,050	\$63,550

OPERATIONS

**REF
#9**

	2014 PROJECTED	2014 BUDGET	2015 BUDGET
TELEPHONE	\$24,000	\$24,000	\$24,000
<i>Monthly costs including HST</i>			
Ilderton (voice)			
Coldstream (voice, fax)			
Library Office (phone system, fax)			
Strathroy Library (phone system, fax)			
Thorndale (phone,fax)			
Wardsville (phone)			
Newbury (phone)			
Dorchester (phone, fax)			
Delaware (phone, fax)			
Melbourne (phone, fax)			
Mt. Brydges (phone)			
Ailsa Craig (phone)			
Glencoe (phone,fax)			
Lucan (phone)			
Parkhill (phone)			
Komoka (phone)			
long distance all sites combined			
cell phones (CEO, Library Services Manager)			
 DEBIT MACHINES/ BANK CHARGES	 \$100	 -	 \$2,000
 OFFICE SUPPLIES	 \$40,000	 \$30,000	 \$30,000
centralized purchasing for all branches, includes toner, paper, pens, labels, tape, cases for new materials processing and book repair tape,glue, etc. library cards, barcodes			
 POSTAGE & EXPRESS	 \$39,804	 \$40,000	 \$40,000
postage (book bags, first class, meter/scale) book deliveries for exchanges shipping charges - books postal box rental fees courier; customs fees occasionally			
Each branch library receives a monthly book delivery for book exchange. Library Book rate used for book bags for title requests (Canada Post). Postage for regular first class mail. Postage meter and scale service contract - Shipping charges for new books arriving at Library Office.			
 INSURANCE	 \$17,369	 \$17,369	 \$18,585
 LEGAL and PURCHASE OF SERVICE	 \$24,000	 \$5,000	 \$5,000
rental agreements human resource matters			
 Sub TOTALS	 \$ 145,273	 \$ 116,369	 \$ 119,585

EXPENDITURES - BOOKS

	2014 PROJECTED	2014 BUDGET	2015 BUDGET	REF #
BOOKS	\$ 425,000	\$ 425,000	\$ 450,000	10
Materials Budget				
Books				
			\$ 130,500	
			25,000	
			25,000	
			8,000	
			63,000	
			19,000	
			2,000	
Serials			19,000	
Ebooks			35,000	
Talking Books			6,500	
DVD's			51,000	
Processing & Bindery & Cancopy license			66,000	
			for 11 copiers=\$750	
TOTAL	\$ 425,000	\$ 425,000	\$ 450,000	

	2014 PROJECTED	2014 BUDGET	2015 BUDGET	REF #
EXPENDITURES - BRANCH DEVELOPMENT 2015	\$ 40,000	\$ 40,000	\$ 40,000	11
This area of the budget covers Security monitoring, panic alarms, furnishings and repairs for 15 branches plus library office. The annual cost is approx \$3,000.	\$ 15,000	\$ 15,000	\$ 15,000	
Donations and bequests frequently pay for branch improvements. With 15 branches, the requested amount maintains the library facilities on an ongoing and as needed basis. Every year, there are small upkeep projects and some years have major projects such as 2012 with Komoka.				
BRANCH PROGRAM EXPENSES	\$ 15,000	\$ 15,000	\$ 15,000	
Supplies and any special costs for branch programs is also included in this area of the budget.				
Donations frequently support branch programs such as author readings or children's entertainers.				
Advertising/Marketing of services \$10,000 added in 2013 outdoor signage at 2 branches (costs shared with municipality)	\$ 10,000	\$ 10,000	\$ 10,000	

EXPENDITURES - RENT

2014 PROJECTED	2014 BUDGET	2015 BUDGET	REF #
\$ 402,019	\$ 434,608	\$ 493,067	12

BRANCHES - RENT

Branch Library	Rate 2014	Current Size	cost using 2014 rate	Municipality
Ailsa Craig	\$7.39	2,335.9	\$17,262.15	North Middlesex
Coldstream	\$6.43	1,200.0	\$7,716.00	Middlesex Centre
Delaware	\$6.43	640.0	\$4,115.20	Middlesex Centre
Dorchester	\$7.39	4,238.0	\$31,318.82	Thames Centre
Glencoe	\$7.39	3,200.0	\$23,648.00	Southwest Middlesex
Ilderton	\$7.39	2,240.0	\$16,553.60	Middlesex Centre
Komoka	\$7.39	6,776.2	\$50,076.12	Middlesex Centre
Lucan January to April	\$7.39	3,880.0	\$9,557.73	Lucan Biddulph
Lucan May to December	\$10.17	7,038.0	\$47,717.64	Lucan Biddulph
Melbourne	\$6.43	632.0	\$4,063.76	Southwest Middlesex
Mt. Brydges	\$7.39	2,220.0	\$16,405.80	Strathroy Caradoc
Newbury	\$6.43	582.0	\$3,742.26	Newbury
Parkhill	\$10.17	7,500.0	\$76,275.00	North Middlesex
Strathroy	\$10.17	11,052.0	\$112,398.84	Strathroy Caradoc
Wardsville	\$6.43	882.0	\$5,671.26	Southwest Middlesex
Thorndale	\$7.39	4,024.0	\$29,737.36	Thames Centre
Library Office	\$7.39	3,608.4	\$26,666.08	Strathroy Caradoc
Total		62,048.48	\$482,926	Estimate 2015 \$493,067

annual CPI rate is available January 23rd

EXPENDITURES - AUTOMATION

2014 PROJECTED	2014 BUDGET	2015 BUDGET	REF #
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Expenditures - Automation

\$ 43,709	\$ 38,109	\$ 104,906	13
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Website development	20,000
Migration of Database	40,000
Ontario Library Consortium	20,256
Comprehensive Library cash registers	4,650
Phone system	20,000

Total	\$ 43,709	\$ 38,109	\$ 104,906
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Lucan Equipment	52,504
Library Software and Hardware	\$ 75,100

Total Capital

\$ 131,400	\$ 131,400	\$ 127,604	14
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EXPENDITURES - MAIL PICKUP AND DELIVERY

	2014 PROJECTED	2014 BUDGET	2015 BUDGET	REF #
EXPENDITURES - MAIL PICKUP/DELIVERY	\$ 7,816	\$ 7,816	\$ 7,933	15

EXPENDITURES - HEALTHY KIDS COMMUNITY CHALLENGE

	2014 PROJECTED	2014 BUDGET	2015 BUDGET	REF #
Healthy Kids Community Challenge	\$ -	\$ -	\$ 125,000	16