

## Special Council Meeting

<b>To:</b>	<b>Mayor and Council</b>
<b>Date:</b>	<b>December 7th, 2023</b>
<b>From:</b>	<b>Library Finance Committee, Represented by Karla Buckborough and Earl McLeod</b>
<b>Subject</b>	<b>2024 Library Budget</b>

### Recommendation

That Council receives the Cavan Monaghan Library Presentation and 1st Draft Budget.

### Overview

See attachment #1 - CMLibraries - Presentation to Council for 07 12 2023

### Operating Budget

The 2024 Operating Budget for the Library is \$355,652 compared to the 2023 budget of \$364,859 which was the original budget of \$340,215+\$26,664 in special projects, These amounts are not including inter-departmental transfers. The Special Projects are addressed further down this page.

Operating Budget Levy request for 2024 is \$321,896. This is an increase of \$15,377 or 5% over the 2023 Operating levy amount of \$306,520.

Itemizing the operating budget changes 2024 over 2023:

Amount	GL	Description
\$15,887	01-4245-XXXX	Salaries with 4% COLI, MERC & partial funding for two summer students
-\$450	01-42XX-XXXX	Decrease in non-wage portion of expenses
-\$61	01-42XX-9XXX	Net increase to non-levy portion of revenues
\$15,377		Increase to Operating Levy

### Wages and Benefits

As with most public libraries in Ontario, remuneration represents the largest portion of the Library budget (86.7% of this year's operating budget). After undergoing a pay equity review in 2022, this budget continues to ensure that we maintain pay equity. Part of that maintenance is utilizing the same cost of living increase as is incorporated in the Township budget which is 4%. The wages increase for the Library is \$15,887 - 4% cost of living increase, increased mandatory employment costs, budget for two summer students (dependent on grants).

- Supports Strategic Direction #3, Goal 2 - Focus on Staff and Volunteers

GL	2023	2024	Difference	
01-4245-xxxx Wages	\$246,620	\$259,730	\$13,100	5.32%
01-4245-xxxx Mandatory costs and OMERS	\$46,113	\$48,890	\$2,777	6.00%
	\$292,733	\$308,620	\$15,887	5.43%

### Other Operating Expenses

Operating expenses other than wages and benefits make up the remaining 13.3% of the operating costs of the Library. The total for 2024 is \$47,032 which is \$450 less than in the 2023 budget (\$47,482). Reductions have been made in a few line items where actuals are not matching budget in 2023, while an increase is being requested in "Virtual Branch" (01-4286-XXXX) to accommodate growing usage.

- Supports Strategic Direction #2, Goal 1 - Modernize Resources

## Operating Revenues including Surplus/Rollover

A roll over of \$2068 has been added to the 2024 budget, this is the remaining surplus identified in the 2022 audit. Additional surplus may be added as we close out the 2023 invoices. The adjustment of a few other line items up and down according to actuals, have increased the library non-levy revenues by approximately \$61 for 2024.

## Special Projects

- Supports Strategic Direction #3, Goal 3 - Seek New Revenue Sources
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### GL 01-4104-xxxx

In March, the Library applied for and received a large Seniors Community Grant which spans from July 2023-March 2024. Unspent revenue and applicable expenses will be moved forward to 2024. The grant items are captured in GL accounts beginning with 01-4104-xxxx at the top of the operating budget.

### GL 01-4106-xxxx

The Library applied for and received two grants of money for collection building. Grant #1 for \$1500 was from the Kawartha Credit Union. Grant #2 for \$500 from the International Dyslexia Association of Ontario. The grant items are captured in GL accounts beginning with 01-4106-xxxx at the top of the operating budget. This money will all be spent in 2023.

## Capital Budget

The Library Capital Budget requests funding for two areas: Circulating Materials (Books and DVDs) and IT Hardware.

- Supports Strategic Direction #2, Goal 1 - Modernize Resources

Capital Budget Levy request for Circulating Materials:

GL		2023	2024	Difference
02-4255-XXXX	Circulating Materials (Books and DVDs)	\$25,000	\$27,000	\$2,000
02-4270-9176	Capital Levy	\$20,000	\$22,000*	\$2,000
02-4205-9178	Development Charges for Circulating Materials	\$5,000	\$5000*	\$0

\*The Library Board is investigating how much of the collected Development Charges can be used for the circulating materials. Requests have been to several contacts for advice on determining growth.

Capital Budget Levy request for IT Hardware:

GL		2023	2024	Difference
02-4270-XXXX	IT Hardware	\$7,000	\$7,000*	\$0
02-4270-9176	Capital Levy	\$7,000	\$7,000*	\$0

\*The 2024 IT Hardware request is currently a placeholder as the Library Board and I work through a report received from the County IT department on November 17th. Working with the County IT department we are ensuring that purchases made will be part of our ongoing technology plan.

## Capital Worksheet

The Library had been maintaining a long-range Capital Worksheet from 2019-2033. This worksheet projects the costs for the circulating materials, IT asset replacement and furniture. Recent changes in budget, strategic plan and IT require it to be rewritten.

## Reserves

Due to the Pay Equity liability, the Library committed all reserves, with the exception of the Donation Reserve, to cover the obligation. The 2022 audit identified a surplus of \$3068. \$1000 was used as a rollover for the 2023 budget; the remaining \$2068 is being put towards the 2024 budget. Surplus from 2023 will be calculated and maybe used in later drafts to offset the Levy request.

Reserves		2022 Audit			2023 Budget			2024 Budget		Estimated
		Withdrawals	Adjusting Entries	12/31/2022	Withdrawals	Adjusting Entries	12/31/2023	Withdrawals	Additions	12/31/2024
01-0000-2710	General Surplus/Deficit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01-0000-2726	Working Fund - operating	-\$2,375	\$3,068	\$3,068	-\$1,000	\$0	\$2,068	-\$2,068	\$0	-\$0
01-0000-2728	Donation/Fundraising Reserve	\$0	\$2,022	\$10,726	-\$4,928	\$0	\$5,798	\$0	\$0	\$5,798
02-0000-2728	IT Hardware Reserve	-\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
02-0000-2726	Future Capital Reserve-DVD	-\$491	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	ICIP Reserve, used for PE Liability	-\$24,935	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
01-0001-2710	New Initiative Reserve	\$0	\$0	\$12	\$0	\$0	\$12	\$0	\$0	\$12
Total Reserves		-\$30,301	\$5,090	\$13,807	-\$5,928	\$0	\$7,879	-\$2,068	\$0	\$5,811

## Attachments

1. CMLibraries - Presentation to Council for 07 12 2023
2. 2024 Operating Budget - November 23, 2023
3. 2024 Capital Budget - November 23, 2023

Respectfully Submitted by,  
Karla Buckborough  
CEO/Librarian

Reviewed by,  
Earl McLeod  
Board Trustee

# General Ledger

## Revenue and Expense Working Current Budget Report

Up To Period 1 Accounts: ?1-4???-???? by Type

Account	Description	2023 Total Budget	2023 Actual	Proposed Budget	Final Budget
01-4104	Miscellaneous Grant-Funded Projects	0.00	-14,854.16		
01-4106	Grants - applied and received	0.00	-1,767.00		
01-4205	Township of CM Levy - Operating	-307,520.00	-307,520.00	-323,964.00	
01-4210	Province of Ontario	-15,184.00	0.00	-15,984.00	
01-4225	Donations, Fundraising, Book Sales	-4,000.00	-6,414.51	-4,000.00	
01-4235	User charges (Fines, Copies, Burn Permits...)	-2,600.00	-1,708.70	-1,340.00	
01-4240	Transfer to/from reserves	0.00	0.00		
01-4245	Salaries and Benefits	282,122.00	259,387.79	298,556.00	
01-4250	Professional Development/Memberships	2,515.00	932.85	2,515.00	
01-4255	Periodicals	1,400.00	1,041.73	1,400.00	
01-4265	Telephone & Internet	7,500.00	5,953.80	6,420.00	
01-4270	IT (Software, Support& Maintenance)	9,100.00	4,431.88	7,100.00	
01-4275	General Administration	11,300.00	4,630.44	10,900.00	
01-4280	Professional Fees & Honorarium	1,640.00	1,017.60	1,640.00	
01-4285	Program and service material	3,227.00	2,173.44	3,257.00	
01-4286	Virtual Branch (E-Resources)	10,500.00	10,218.55	13,500.00	
Total Revenues:		-364,859.00	-337,904.97	-355,652.00	
Total Expenses:		364,859.00	295,428.68	355,652.00	
Report Net:		0.00	-42,476.29		

General Ledger  
Revenue and Expense Working Current Budget Report  
Up To Period 1    Accounts: ??-42??-???? by Department

Account	Description	2023 Total Budget	2023 Actual	Proposed Budget	Final Budget
02-4255	Circulating Materials	0.00	-8,477.95		
02-4270	Infrastructure and Technology (IT)	0.00	-7,000.00		
02-4275	Office Equipment/Furniture	0.00	0.00		
Total Revenues:		-36,928.03	-37,118.23	-34,000.00	
Total Expenses:		36,928.03	21,640.28	34,000.00	
Report Net:		0.00	-15,477.95		