

CMLibraries

2024 2nd Budget Submission
January 25th, 2024

Presented by: Karla Buckborough, CEO & Chief Librarian

Our Vision

Enriching the lives of the community through books and beyond.

Our Mission

Empowering the community to read, learn, and connect through quality resources, safe and welcoming spaces, innovative programs, and creative services.

Our guiding values

Learning: fostering life-long learning and literacy for residents

Accountability: ensuring our services have a measurable and positive impact on the social and economic success of residents

Collaboration: working together with our partners to meet the needs of residents

Quality: offering creative and innovative programs and services

Inclusion: creating safe and welcoming spaces for everyone



NEW PATRONS

374

BORROWED
ITEMS

49.6K

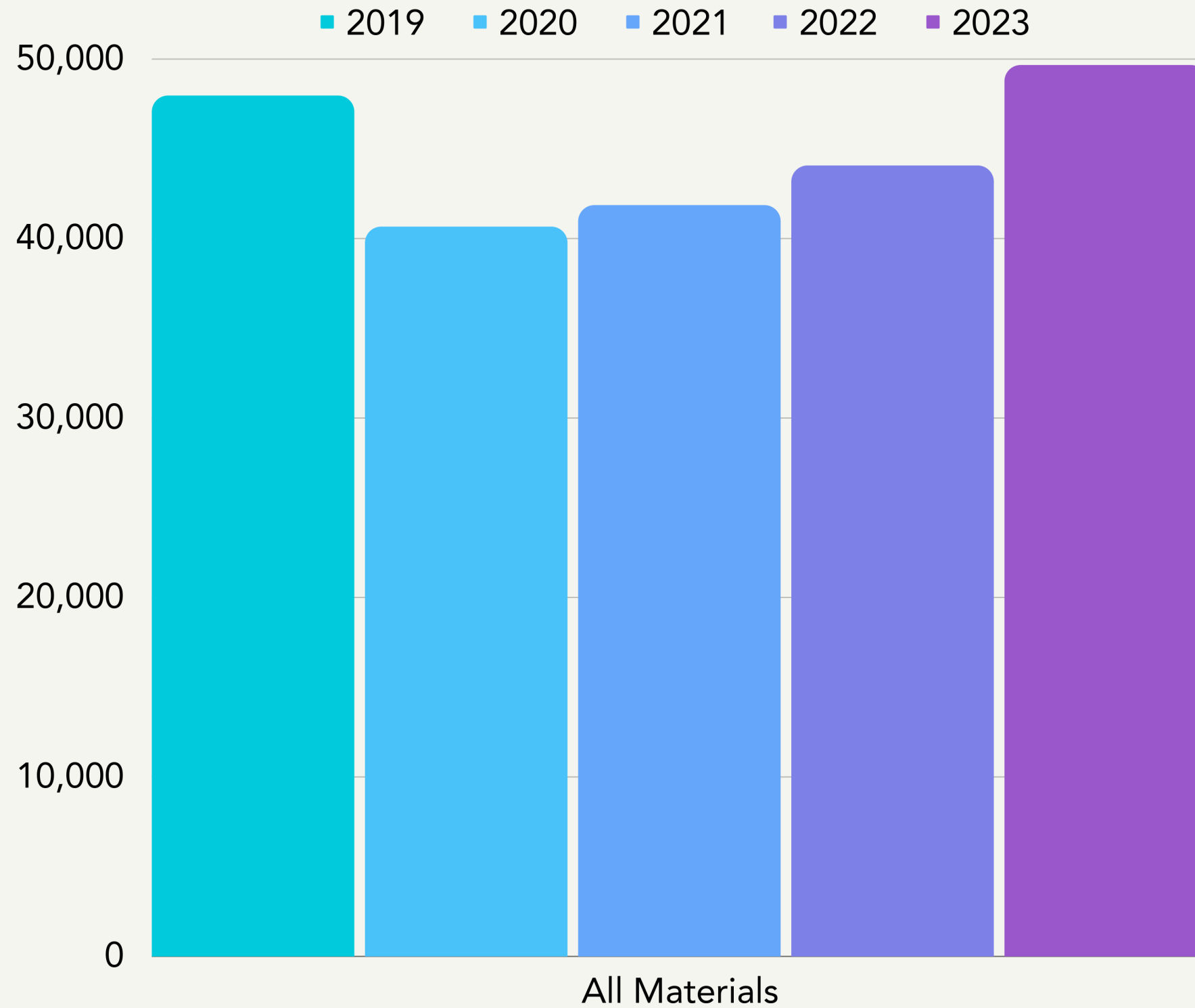
EXCEEDS
CIRCULATION
OF 2019!

PROGRAM
PARTICIPANTS

53%

INCREASE FROM
2022

Overall Materials Circulated, 2020 - 2023



Circulation has surpassed pre-Covid levels.

Almost 50,000 items circulated through the 3 branches: Millbrook Branch, Bruce Johnston Branch and the Virtual Branch.

2022 Data sorted by Population			
Library system or municipality	Population Served	Funds from Municipality*	Cost per capita in 2022
Champlain Twp	8,706	221,407	25.43
Smiths Falls	8,780	421,513	48.01
Arnrior	8,795	293,582	33.38
Cavan Monaghan	8,829	299,140	33.88
West Perth	8,865	332,950	37.56
Penetanguishene	8,962	475,439	53.05
Rideau Lakes	9,050	537,884	59.43
Average	8,855	368,845	41.53

How do we compare?

This data is from the 2022 Annual Survey of Public Libraries - and uses pre-2021 census population data. The table shows data from 7 libraries - 3 on either side of the CMLibraries based on population.

*Funds from municipalities include all funding such as circulating materials and allocated expenses but does not include large capital/building projects or Development Charges.

Comparisons cannot be run yet as the Annual Survey data for 2023 will not be released until mid-2024 but for the CMLibraries, the cost per capita changed to \$35.15 (approx).

	Population	Levies and Allocated Expenses	Cost per capita
2023	10,017	352,070	35.15

Operating Budget

The Operating Budget Levy request for 2024 is \$320,396. This is an increase of \$13,876 or 4.53% over the 2023 Operating levy amount of \$306,520. This is a \$1500 reduction over the Library's first submission.

Operating budget changes 2024 over 2023:

Amount	GL	Description
\$15,887	01-4245-XXXX	Salaries
-\$1950	01-42XX-XXXX	Decrease in non-wage portion of expenses
-\$61	01-42XX-9XXX	Net increase to non-levy portion of revenues
\$13,876		Increase to Operating Lev

The total 2024 Operating Budget for the Library is \$365,175 compared to the 2023 budget of \$364,859 which was the original budget of \$340,215+\$24,664 (Seniors Grant). These amounts do not include inter-departmental transfers.

Operating Surplus

As in the 1st draft, we are committing \$2068 as a roll forward which was marked as surplus in our 2022 audit. We are not ready to commit 2023 surplus until we know how the adjusting entries from the auditor work through for payroll and other expenses.

Capital Budget

The Library Capital Budget requests funding for two areas: Circulating Materials (Ebooks, 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
02-4255-3306	Ebooks	\$0	\$1,500	\$1,500
02-4270-9176	Capital Levy	\$20,000	\$22,000	\$2,000
02-4205-9178	Development Charges for Circulating Materials	\$5,000	\$6,500*	\$0

For the 2024 budget, Ebooks have been moved from operating to capital. Under the Development Charges, they are considered assets and can be funded as such.

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	\$0	-\$7,000
02-4270-9000	IT Roll Forward	\$0	\$7,000	\$7,000

*The Library Board has discussed the IT Investment request at length and has chosen to remove the request for \$7000 that was included in the Libraries' 1st budget submission. The Board is committed to creating a thorough IT plan and will use that as the basis for our 2025 budget.

Capital Surplus

The Library Board is recommending that the unspent capital funds of approximately \$3300, from our Circulating Materials budget, be allocated towards the proposed shade structure at the Old Millbrook School.

If the structure is not constructed, then the funds may be redirected to lowering the Library's levy request



Development Charges

Using the formula of the 1/10th of the forecasted growth multiplied by 90% (the actual growth rate for the year) then multiplied by the cost per capita. (The cost per capita is based on a quality standard of 3.67 items @ \$32 per item=\$117)

$(2782/10*90%)*117 = \$29,295$ – this would be the maximum amount based on population growth – based on 3.67 new items per new resident. For comparison, our request of \$6500 is less than 1 new item per new resident ($250*\$32 = \8000).

10 Year Average	2012-2021
Quantity Standard	3.6703
Quality Standard	\$32
Service Standard	\$117

D.C. Amount (before deductions)	10 Year
Forecast Population	2,782
\$ per Capita	\$117
Eligible Amount	\$325,633

Chart taken from Library DC Worksheet

	Start of year	Additions	Deletions	End of year	Growth in Collection
2018		34703	310	34393	n/a
2019	34393	2985	2281	35097	704
2020	35097	2893	2928	35062	-35
2021	35062	2133	1700	35495	433
2022	35495	1807	1253	36049	554
2023*	36049	2538	1585	36995	946

THANKYOU

For Your Ongoing Support!

Special Council Meeting - 2nd Budget Submission

To:	Mayor and Council
Date:	January 25th, 2024
From:	Library Finance Committee, Represented by Karla Buckborough and Earl McLeod
Subject	2024 Library Budget

Recommendation

That Council receives the Cavan Monaghan Library Presentation and 2nd Draft Budget.

Operating Budget

The 2024 Operating Budget for the Library is \$365,175 compared to the 2023 budget of \$364,859 which was the original budget of \$340,215+\$24,664 in special projects. These amounts do not include inter-departmental transfers. The Special Projects are addressed further down this page.

The Operating Budget Levy request for 2024 is \$320,396. This is an increase of \$13,876 or 4.53% over the 2023 Operating levy amount of \$306,520. This is a \$1500 reduction over the Library’s first submission.

Itemizing the operating budget changes 2024 over 2023:

Amount	GL	Description
\$15,887	01-4245-XXXX	Salaries
-\$1,950	01-42XX-XXXX	Decrease in non-wage portion of expenses, moving ebook purchases to be funded through Development Charges in the Capital Budget.
-\$61	01-42XX-9XXX	Net increase to non-levy portion of revenues
\$13,876		Increase to Operating Levy

Operating Surplus

As in our 1st draft, we are committing \$2068 as a roll forward which was marked as surplus in our 2022 audit. We aren't ready to commit 2023 surplus until we know how the adjusting entries from the auditor work through for payroll and other expenses.

Special Projects

- Supports Strategic Direction #3, Goal 3 - Seek New Revenue Sources

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 have been 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 02-4255-9140

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 account 02-4255-9140 at the top of the capital budget. This money was spent in 2023. It was originally entered as operating but has been moved to capital as all expenditures were on circulation materials (new books for the collection).

Capital Budget

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

- 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
02-4255-3306	E-books (spent \$1595 in operating in 2023 - see 01-4285-3306)	\$0	\$1,500	\$1,500
02-4270-9176	Capital Levy	\$20,000	\$22,000*	\$2,000
02-4205-9178	Development Charges for Circulating Materials	\$5,000	\$6,500*	\$1,500

*The Library Board is continuing to investigate how much of the collected Development Charges can be used for the circulating materials.

Capital Budget Levy request for IT Hardware:

GL		2023	2024	Difference
02-4270-XXXX	IT Investment	\$7,000	\$7,000*	\$0
02-4270-9176	Capital Levy	\$7,000	\$0*	-\$7,000
02-4270-9179	Roll Forward IT	\$0	\$7,000	\$7,000

*The Library Board has discussed the IT Investment request at length and has chosen to remove the request for \$7000 that was included in the Libraries' 1st budget submission. The Board is committed to creating a thorough IT plan and will use that as the basis for our 2025 budget.

Capital Surplus

The Library Board is recommending that the unspent capital funds of approximately \$3300, from our Circulating Materials budget, be allocated towards the proposed shade structure at the Old Millbrook School. If the structure is not constructed, then the funds may be redirected to lowering the Library's levy request

Summary of changes to 2024 Capital Budget

IT – Roll forward \$7000, no new money requested. Request to Township lowered by \$7000

Collections - \$22,000 from Levy, \$6500 from DCs

Unspent Collection - \$3300 (approx.) – be Library contribution to shade structure

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.

Development Charges

Still some discussion to be done on how best to calculate how much can be drawn.

Using the formula of the 1/10th of the forecasted growth multiplied by 90% (the actual growth rate for the year) then multiplied by the \$ per capita. (The cost per capita is based on a quality standard of 3.67 items @ \$32 per item=\$117)

$(2782/10*90%)*117=\$29,295$ – this would be the maximum amount based on population growth – based on 3.67 new items per new resident. For comparison, our request of \$6500 is less than 1 new item per new resident ($250*\$32=\8000).

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	2022-12-31	Withdrawals	Estimated Additions	2023-12-31	Withdrawals	Additions	
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	\$4,347	\$10,145	\$0	\$0	\$10,145
02-0000-2728 IT Hardware Reserve	-\$2,500	\$0	\$0	\$0	\$7,000	\$7,000	-\$7,000	\$0	\$0
02-0000-2726 Future Capital Reserve-Circulating	-\$491	\$0	\$0	\$0	\$3,372	\$3,372	-\$3,372	\$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	\$13,806	-\$5,928	\$14,719	\$22,597	-\$12,440	\$0	\$10,157

Donations and book sale revenue above estimate are moved to the donation reserve.

Overages in the Virtual Branch are being covered from the donation reserve.

$\$5509 - \$1162 = \$4347$ to be transferred to reserve.

\$3300 (approximately) being offered from Circulating Materials towards sun shade at OMS

Attachments

1. CMLibraries - Presentation to Council for 25 01 2024
2. 2024 Budget - Operating Jan 11 2024
3. 2024 Budget - Capital Jan 11 2024

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	-6,094.19		
01-4205	Township of CM Levy - Operating	-307,520.00	-307,520.00	-322,464.00	
01-4210	Province of Ontario	-15,184.00	-13,690.00	-15,984.00	
01-4225	Donations, Fundraising, Book Sales	-4,000.00	-9,286.74	-4,000.00	
01-4235	User charges (Fines, Copies, Burn Permits...)	-2,600.00	-2,018.25	-1,340.00	
01-4245	Salaries and Benefits	282,122.00	285,757.90	298,556.00	
01-4250	Professional Development/Memberships	2,515.00	1,902.48	2,515.00	
01-4255	Periodicals	1,400.00	1,198.38	1,400.00	
01-4265	Telephone & Internet	7,500.00	7,015.62	6,420.00	
01-4270	IT (Software, Support& Maintenance)	9,100.00	4,633.48	7,100.00	
01-4275	General Administration	11,300.00	8,208.92	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	3,568.20	3,257.00	
01-4286	Virtual Branch (E-Resources)	10,500.00	11,661.85	12,000.00	
Total Revenues:		-364,859.00	-359,987.46	-365,175.19	
Total Expenses:		364,859.00	346,342.71	365,175.19	
Report Net:		0.00	-13,644.75		

General Ledger

Revenue and Expense Working Current Budget Report

Up To Period 1 Accounts: ?2-4???-???? by Department

Account	Description	2023 Total Budget	2023 Actual	Proposed Budget	Final Budget
02-4255	Circulating Materials	0.00	-3,372.12		
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	-39,118.23	-35,500.00	
Total Expenses:		36,928.03	28,746.11	35,500.00	
Report Net:		0.00	-10,372.12		