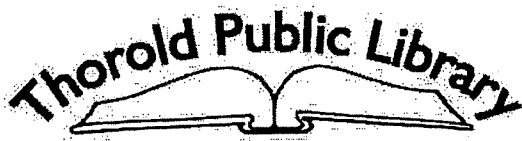


LIBRARY BUDGET



14 Ormond St. N., Thorold, ON L2V 1Y8

905.227.2581

www.thoroldpubliclibrary.ca

August 30, 2022

VIA Email

Maria Mauro
Director of Finance
Corp. of the City of Thorold
3540 Schmon Parkway
P.O. Box 1044
Thorold, ON
L2V 4A7

Dear Maria;

RE: THOROLD PUBLIC LIBRARY BOARD PROPOSED 2023 BUDGET

Please find enclosed the Library Board's proposed 2023 Operating Budget, and Capital Forecast as passed by motion SP22-07-04.

Please contact me if you should have any questions or require any clarifications.

Yours truly,

Joanne DeQuadros, B.A. Hon., M.L.S.
Chief Librarian

THOROLD PUBLIC LIBRARY

PROPOSED 2023 OPERATING BUDGET

REVENUE ANALYSIS

Municipal Grant

The Board is seeking an increase of 4.00% (\$28,160) in operating and capital funding. Major line items affecting funding include:

Wages have been increased to reflect a 2% increase due to potential Collective Agreement negotiations increase and an additional Part Time Library Programmer is respectfully requested in the 2023 proposed budget.

The Library provides both virtual and in person programming. The library saw an increase of 15% in the number of programs and an increase of 62% in 2021 from 2020. An additional part time Library Programmer is required to meet the demands of additional programs. Please see the statistics below:

Year	Number of Programs	Number of Participants
2020	658	9,274
2021	780	24,987
2022 (as of June 30, 2022)	497	14,717

Capital Grant

The Board is requesting \$10,000 in Capital funding to meet the capital needs as presented in the 2023-2033 Capital Forecast. These funds will be used for much needed makerspace furniture for patron use. Makerspace Furniture is required to store the items and for patrons to use them in the public accessible space. Also, a new microfilm reader is required as the current microfilm machine does not have the ability to save images or print. The Library Board is embarking on a digitization project with community organizations and the microfilm reader will help in this endeavor with a grant to cover the remainder of the cost of the microfilm reader. Additional Launchpad's will be purchased for the collection. The Library currently has 12. They are educational tablets loaded with stories and games for children that families can borrow and they cost \$170.00 each.

Development Charge Fund

The Library will not be pulling Development Charge Funds this year in anticipation of a weeding and re-organization project.

Provincial Grants

The Library receives a per household grant from the Ministry of Tourism, Culture and Sport. It is uncertain what or if the Library's funding from the Ministry of Tourism, Culture and Sport and the Pay Equity Grant funding will remain at the 1998 level.

The Capacity Grant which funds electronic resources and the Connectivity Grant for Internet access are provided by the Ministry of Tourism, Culture and Sport through Ontario Library Services (OLS). The Capacity grant is not expected to continue.

Employment Grants

Employment grant: This is a projected amount based on funding applied for and received in past years.

Self-Generated Income

Bank Interest

This amount includes interest earned from term deposits.

Book Revenue

This revenue comes from the sale of discarded materials and payments for lost and damaged materials.

Donations

This revenue comes from money donated to the library for acquisitions, and special purchases.

Fines and Fees

As of April 1, 2022, the Thorold Public Library is fine free. Fees are still collected for lost or damaged items.

Printing Revenue

Revenue is derived from public use of the photocopier and Internet printers at \$0.20 per copy.

Programme Revenue

This represents projected revenue from charges for children's story time sessions, craft sessions, performances, and adult programmes.

Sundry Revenue

Fees charged for laminating materials, audio visual equipment rental, meeting room rental.

EXPENDITURES ANALYSIS

Debt Reduction – City of Thorold

The Debt was repaid in 2022. It is the Board's request that the \$10,000 remain in the Library's budget to help offset the required Part time Programmer noted above.

Acquisitions:

Books

Funds used to purchase new books. Almost half of this budget line is funded by Development Charges.

DVDs

This account is used to acquire new DVDS and Blu-Rays and to replace lost or damaged DVDs and Blu-Rays.

Periodicals

This account is used for the purchase of periodical and serial subscriptions.

Electronic Resources

Funds used to purchase subscriptions to on-line information sources, electronic subscriptions, and software programmes.

Administrative Expenses:

Advertising

Funds used for advertising library programmes and initiatives.

Audit Fees

Fees paid for the audit and preparation of financial statements for the Library Board.

Collection Fees

This account covers the cost of collection charges for the return of delinquent materials, charges for lost or damaged materials, and other outstanding patron charges. No amount has been allocated to this line for 2023.

Library Supplies

This account covers all supplies required for the processing of library materials for circulation and in house use, specialized bar codes and membership cards, as well as basic office supplies.

Photocopier and Supplies

This account covers the cost of maintenance for the Canon ImageRUNNER colour copier as well as the cost of supplies.

Postage

Postage for the mailing of overdue and billing notices, as well as for library correspondence.

Professional Development

These funds are used for attendance at library conferences by staff and board members as well as for staff and board member training.

Professional Fees

Funds for costs related to legal, mechanical, and other professional consulting fees including an Integrity Commissioner. As of March 1, 2019, all Councils and their local Boards are required to appoint an Integrity Commissioner. The costs and services will be shared with the City of Thorold.

Professional Membership Fees

Fees for membership to OLA, AMPLO and the Niagara Center Board of Trade and Commerce.

Programming

Funds used to purchase materials for regular and summer programming for children, and adult programming. We anticipate a recovery of \$2,000.00 as reported in the Revenue section.

Public Relations

Expenses incurred for special events, and special printing charges are included in this account.

Facility and IT Expenses:

Electricity

Hydro costs for the library and Chestnut Hall.

Electronic Equipment/ Repairs

Charges for the replacement of computer parts, and repairs, networking, installation and maintenance costs.

Equipment Maintenance and Service Contracts

Our existing service contracts are as follows:

TAS Fire & Security, Abell Pest Control, Access Copyright, PC Reservation, Accu-Lock, Kajeet (data for WiFi hotspots and Chromebooks), Libraries in Niagara Cooperative (SAAS), Library Service Center (LiNC deliveries), Criterion Pictures and Vaxxine (website hosting).

Fuel

Funds for gas used to heat the main branch of the library and Chestnut Hall.

Insurance

Charges for facility insurance.

Janitorial Service

Funds used to pay for the daily cleaning of the library, under contract to Commercial Cleaning Services.

Repairs

This account covers general facility repairs, and maintenance.

Sundry Expenses

This account includes expenditures for miscellaneous items such as bank charges.

Telephone

This account includes the cost of incoming lines for the telephone.

Transportation

This covers travel costs for training and attendance at conferences and professional meetings as well as business related travel. Reimbursement is calculated at the current acceptable rate of the Canada Revenue Agency.

Water

Charges for the supply of water for the library and Chestnut Hall.

Web and Internet Expense

Funds cover Internet provider fees and networking expenses.

Salaries and Benefits

Salaries have been adjusted to reflect a potential 2% increase in wages due to Collective Agreement negotiations. It is still uncertain what the wage increase will be in 2023.

Reserves/Capital Expenses

Capital Expenses/Reserves

Funds transferred to Reserve accounts: Capital Expenses (\$10,000)

THOROLD PUBLIC LIBRARY SALARIES AND BENEFITS 2023

Note: Required adjustments for pay equity reevaluations have been included.

Salaries

Full Time **\$353,171**

Chief Librarian
Public Services Librarian
Library Technician
Public Services Clerk
Library Programmer

Part Time **\$139,329**

Assistant to the Chief Librarian/Bookkeeper
Library Technician
Library Programmer
Pages (2)
Public Services Assistant (3)
Summer Student

Total Salaries **\$492,500**

Benefits **\$137,900**

Total Salaries and Benefits **\$630,400**

	2021	2021	2022	2022	2023
		Actuals		to June 30/22	
REVENUE					
City of Thorold	2%		4.5		4.00%
Municipal Grant	674000	674000	704000	249604	732160
Capital Grant	10,000	10,000	10,000	10,000	10,000
Development Charge Fund	21,000	72,623	25,000	0	0
Province of Ontario					
Per Household Grant	29,700	29,684	29,700	0	29,700
Pay Equity Grant	2,700	2,744	2,700	0	2,700
SOLS Internet & Postage	1,500	1,717	1,500	0	1,500
Trillium Grant	0	58,400	0	0	0
Federal Government					
Employment Grant	4,000	0	4,000	0	6,000
Self Generated Income:					
Bank Interest	1,000	25	1,000	0	1,000
Book Revenue	1,500	340	1,500	438	1,500
Donations	1,000	2,825	1,000	0	1,000
Fines and Fees	8,000	971	2,500	517	0
Printing Revenue	4,500	3,461	4,500	2,587	4,500
Program Revenue	2,000	280	2,500	357	2,000
Sundry Revenue	500	4,088	700	2,961	840
Total	761400	861158	790600	266464	792900
EXPENDITURES					
Debt Reduction - City of Thorold	10,000	10,000	10,000	0	0
Acquisitions:					
Books	60,000	60,677	60,000	30,543	30,000
DVDs	4,000	4,021	3,500	1,179	3,000
Periodicals	1,300	788	1,300	1,754	1,800
Electronic Resources	6,000	5,399	3000	1553	4500
Administrative Expenses:					
Advertising	300	0	300	0	300
Audit Fees	5,000	7,473	8,000	4,579	8,000
Collection Agency Fees	0	0	0	0	0
Library Supplies	5,000	4,653	5,000	3,756	6,000
Postage	500	689	500	203	300
Photocopier & Supplies	2,000	1,936	3,000	1,563	3,000
Professional Development	1,500	855	1,500	2,413	1,000
Professional Fees	1,500	70,726	1,500	400	1,500
Professional Membership Fees	500	460	500	460	500
Programming	3,000	3,053	4,000	2,042	4,000
Public Relations	500	545	500	254	500
Telephone	2,000	2,311	2,400	1,130	2,300
Transportation	500	584	400	138	300
Facility and IT Expenses:					
Electricity	13000	10429	13,000	5,357	13,000
Electronic Equipment/ Repairs	800	1227	800	468	800
Equipment -Maintenance and Service Contracts	15,000	11,145	17,000	11,597	18,000
Fuel	5,000	5,168	6,000	3,953	6,000
Insurance	5,000	8,449	12,000	0	10,000
Janitorial Service	26,500	26,443	26,500	13,480	26,500
Repairs	9,000	5,409	8,000	7,732	8,000
Sundry Expenses	700	5,414	700	1,228	700
Water	1,000	868	1,000	482	1,000
Web and Internet Expense	1,500	1,061	1,500	483	1,500
Salaries and Wages:					
Salaries	442,000	392,958	467,700	197,983	492,500
Benefits	130,000	99,678	131,000	48,189	137,900
Capital					
Capital Expenses	10,000	15,410	10,000	16,682	10,000
Trillium Expenses	0	90,806	0	0	0
	0	0	0	0	0
Total	763,100	848,635	790,600	359,601	792,900

RESERVES: (Estimated to end of 2022)

Restricted Reserves

Expansion Fund: \$28,971

Unrestricted Reserves

Capital Reserve: \$18,414

Thorold Public Library 2022 - 2028 Proposed Capital Forecast

Project	Financing Sources																
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total	External Revenue (Projected)	Grants 8,000,000	Capital Grant/ Reserves	Development Charges 200,000
Renovation & Expansion AODA requirements*			\$15,000,000.00										\$15,000,000.00				
			24,830														
Vending Machine						180,000							180,000				180,000
HVAC*													0	0			
													0	0			
Computer Equipment:																	
LaunchPads		2,000	2,000			2,000	8,000		3,000			3,000	4,000				
Workstations	5,500		3,000			1,000							17,500				
Peripherals		3,000	1,000	2,000		2,000		1,000					4,000			5,500	
MakerSpace Equipment				2,000				2,000		2,000			7,000				
Laptop for Chief Librarian			2,000										2,000				
Early Literacy Computer			2,000														
Microfilm Reader/Printer	3,500		4,000									4,000	7,000	1,500	3,000		
Laptop for Public Services Librarian		3,000				2,000											
iPad Replacement																	
Chromebook/Hotspot (lendable)						2,000	4,000				2,000						
Laptop Replacement for Staff								5,000								15,000	
Photocopier	8,000										8,000		8,000				
Furniture:																	
Book Carts																	
Desks, chairs, seating	1,100		4,000					2,000		5,000		3,000				10,100	
Shelving																	
MakerSpace Furniture			10,000			3,000										7,800	
Book Displays	700																
Total	18,800	10,000	15,044,830	10,000	10,000	180,000	10,000	10,000	8,000	7,000	10,000	10,000	18,301,430	1,500	3,000	38,400	380,000

*A new HVAC and AODA requirements will be included in the Library's Renovation and Expansion.

The AODA requirement amount is from the City of Thorold's Audit Results (2020)

**Friends of Library Contribution

BIA BUDGET

2023

			2023 BUDGET
GENERAL SUPPLIES	total		200
PROMOTIONS & EVENTS	total		3100
Event - Christmas			300
Event - Santa Claus Parade			500
Event - Halloween			300
Event - Car Show			500
Event - Welcome			500
Other Events - Firefighters Street Dance, Easter Egg Hunt			500
TSS Bursary (250 for each DM and TSS)			500
ADVERTISING	total		13415
Advertising via the board			2165
Advertising via the Marketing Committee			11250
CARRY OVER FROM 2022			
OFFICE EQUIPMENT RENTAL	total		0
MUNICIPAL AUDIT	total		4000
REPAIRS / MAINTENANCE / EQUIPMENT	total		200
BEAUTIFICATION	total		11000
Beautification Committee			3300
Garbage bin grant \$150 each 6 total			900
Graffiti grant \$150 each 6 total			900
Camera grant \$150 each 6 total			900
Street Cleaner			5000
GENERAL ADMINISTRATION	total		10885
Coordinator			8500
OBIAA			260
NBOTAC			110
WSIB			500
Payweb			700
CRA			450
Banking			65
Website expenses			300
AMORTIZATION	total		0
MISCELLANEOUS	total		1200
Misc.			1000
Taxes			0
Welcome Package			0
Compassionate/Congratulations Fund			200
CARRY OVER FROM 2020	total		
TOTAL	total		44000