

October 4, 2023

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 2024 BUDGET**

Please find enclosed the Library Board's proposed 2024 Operating Budget, and Capital Forecast as passed by motion 23-09-09.

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 2024 OPERATING BUDGET

### REVENUE ANALYSIS

#### Municipal Grant

The Board is seeking an increase of 8.7% (\$63,440) in operating and capital funding. Major line items affecting funding include:

1. Wages have been increased to reflect a 2.9% increase due to the Collective Agreement negotiations increase and to accommodate the number of programs offered in the community and at the library.
2. Increase programmes budget line to include Indigenous programming.
4. Increase in Staff Development such as mental health initiatives, dealing with incidents and difficult patrons in the Library.
5. Cyber Insurance is billed to the library, separately from the City's.
6. Strategic Planning initiatives such as diversity collection audit, a new strategic plan and continuing to digitize local history resources.

#### Capital Grant

The Board is requesting \$10,000 in Capital funding to meet the capital needs as presented in the 2024-2033 Capital Forecast. These funds will be used for: (1) Video Surveillance of the library property as recommended by the Region, (2) a workspace for the Public Services Librarian, (3) updating the Chief Librarian's office furniture, (4) Upgrading the Library's website to meet AODA standards and (5) Nintendo Switch(s) and games to lend to the public. The Library Board will be using \$5,000 from its capital reserves to complete the noted capital needs.

#### Development Charge Fund

The Library will be pulling Development Charge Funds this year for books.

#### 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.

#### 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

The library charges overdue fines on technology based material such as Launchpads, wifihotspots, etc. Fees include card replacement.

#### 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.

#### Store Revenue

The Friends of the Library dissolved June 30, 2023. As a result, the library has taken over some of the friends self-generating income activities such as Keurig Coffee, Jelly Beans and items for sale in their 'store'.

## **EXPENDITURES ANALYSIS**

### **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 2024.

#### 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 a Diversity audit on the Library's collection, a Strategic Planning Consultant and 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 OLBA, AMPLO, HRNOL, and the Niagara Center Board of Trade and Commerce.

#### Programming

Funds used to purchase materials for regular and summer programming for children, adult and Indigenous programming. We anticipate a recovery of \$1,000.00 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 4 WiFi hotspots and 1 Chromebook), Libraries in Niagara Cooperative (SAAS), Library Service Center (LiNC deliveries), Criterion Pictures, Sage Accounting Software, 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 2.9% increase in wages due to Collective Agreement negotiations.

**Reserves/Capital Expenses**

Capital Expenses/Reserves

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

## THOROLD PUBLIC LIBRARY SALARIES AND BENEFITS 2024

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

### Salaries

<b>Full Time</b>	<b>\$371,000</b>
Chief Librarian	
Public Services Librarian	
Library Technician	
Public Services Clerk	
Library Programmer	
<b>Part Time</b>	<b>\$154,000</b>
Secretary/Bookkeeper	
Library Technician	
Library Programmer	
Pages (1)	
Public Services Assistant (3)	
<b>Total Salaries</b>	<b>\$525,000</b>
<b>Benefits</b>	<b>\$138,000</b>
<b>Total Salaries and Benefits</b>	<b>\$663,000</b>

### RESERVES: (Estimated to end of 2023)

#### Restricted Reserves

Expansion Fund: \$28,971

#### Unrestricted Reserves

Capital Reserve: \$18,736

	2021	2021	2022	2022	2023	2023	2024
		Actuals		to June 30/22		to August 31/2023	
<b>REVENUE</b>							
<b>City of Thorold</b>	2%		4.5		4.00%		
Municipal Grant	674000	674000	704000	249604	732160	474613	795600
Capital Grant	10,000	10,000	10,000	10,000	10,000	10000	10,000
Development Charge Fund	21,000	72,623	25,000	0	0	0	30,000
<b>Province of Ontario</b>							
Per Household Grant	29,700	29,684	29,700	0	29,700	0	29,700
Pay Equity Grant	2,700	2,744	2,700	0	2,700	0	2,700
SOLS Internet & Postage	1,500	1,717	1,500	0	1,500	0	0
Trillium Grant	0	58,400	0	0	0	0	0
<b>Federal Government</b>							
Employment Grant	4,000	0	4,000	0	6,000	0	0
<b>Self Generated Income:</b>							
Bank Interest	1,000	25	1,000	0	1,000	0	0
Book Revenue	1,500	340	1,500	438	1,500	1737	1,500
Donations	1,000	2,825	1,000	0	1,000	175	1,000
Fines and Fees	8,000	971	2,500	517	0	580	500
Printing Revenue	4,500	3,461	4,500	2,587	4,500	6246	7,000
Program Revenue	2,000	280	2,500	357	2,000	380	1,000
Sundry Revenue	500	4,088	700	2,961	840	3696	500
Store Revenue						321	1,500
Digitization Grant						12800	0
Capital Reserve Library							5,000
<b>Total</b>	<b>761400</b>	<b>861158</b>	<b>790600</b>	<b>266464</b>	<b>792900</b>	<b>510548</b>	<b>886000</b>
<b>EXPENDITURES</b>							
<b>Acquisitions:</b>							
Books	60,000	60,677	60,000	30,543	30,000	19576	64,000
DVDs	4,000	4,021	3,500	1,179	3,000	1777	3,000
Periodicals	1,300	788	1,300	1,754	1,800	1866	1900
Electronic Resources	6,000	5,399	3000	1553	4500	4499	5000
<b>Administrative Expenses:</b>							
Advertising	300	0	300	0	300	0	300
Audit Fees	5,000	7,473	8,000	4,579	8,000	6668	8,000
Collection Agency Fees	0	0	0	0	0	0	0
Library Supplies	5,000	4,653	5,000	3,756	6,000	4109	6,000
Postage	500	689	500	203	300	395	400
Photocopier & Supplies	2,000	1,936	3,000	1,563	3,000	2094	3,500
Professional Development	1,500	855	1,500	2,413	1,000	934	1,500
Professional Fees/Legal	1,500	70,726	1,500	400	1,500	48465	8,500
Professional Membership Fees	500	460	500	460	500	510	550
Programming	3,000	3,053	4,000	2,042	4,000	3887	5,000
Public Relations	500	545	500	254	500	364	1,000
Telephone	2,000	2,311	2,400	1,130	2,300	1677	2,500
Transportation	500	584	400	138	300	239	500
<b>Facility and IT Expenses:</b>							
Electricity	13000	10429	13,000	5,357	13,000	7654	13,000
Electronic Equipment/ Repairs	800	1227	800	468	800	150	800
Equipment -Maintenance and Service Contracts	15,000	11,145	17,000	11,597	18,000	14927	19,650
Fuel	5,000	5,168	6,000	3,953	6,000	5273	8,000
Insurance	5,000	8,449	12,000	0	10,000	13016	13,200
Janitorial Service	26,500	26,443	26,500	13,480	26,500	17973	27,500
Repairs	9,000	5,409	8,000	7,732	8,000	6761	9,000
Sundry Expenses	700	5,414	700	1,228	700	1259	1,000
Water	1,000	868	1,000	482	1,000	687	1,200
Web and Internet Expense	1,500	1,061	1,500	483	1,500	926	2,500
<b>Salaries and Wages:</b>							
Salaries	442,000	392,958	467,700	197,983	492,500	304053	525,000
Benefits	130,000	99,678	131,000	48,189	137,900	73877	138,000
<b>Digitization</b>						10543	0
<b>Store Expenses</b>						150	500
<b>Capital</b>							
Capital Expenses	10,000	15,410	10,000	16,682	10,000	15794	15,000
Trillium Expenses	0	90,806	0	0	0	0	0
Makerspace	0	0	0	0	0	196	0
<b>Total</b>	<b>753,100</b>	<b>838,635</b>	<b>790,600</b>	<b>359,601</b>	<b>792,900</b>	<b>570299</b>	<b>886,000</b>

### Thorold Public Library 2024 - 2033 Proposed Capital Forecast

Project												Financing Sources			
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total	External Revenue (Projected)	Grants	Capital Grants/Reserves	Development Charges
Renovation & Expansion Requirements**	8,000,000	24,630									8,000,000		8,000,000		200,000
Machine					180,000						180,000				180,000
					80,000						80,000				
Surveillance	2000														
Update (include AODA)	4000										0			5,000	
Printer Equipment:											0				
Laptops		2,000									2,000				
Printers		3,000		3,000		3,000		3,000			9,000				
Monitors - Additional Monitor for Chief Librarian	500	1,000	1,000		1,000		1,000	1,000			3,000				
Office Equipment			2,000		2,000		2,000			2,000	4,000				10,000
Switch & Games	3,000										0				
Library Computer			4,000								4,000				
Cables											0				
Chairs											0				
Chairs, seating		4,000									4,000				
Librarian Filing Cabinet & Desk	2,500										0				
Office Furniture			2,800								2,800				
Cubicle***	3,000														
<b>Total</b>	<b>15,000</b>	<b>8,034,630</b>	<b>9,800</b>	<b>3,000</b>	<b>263,000</b>	<b>3,000</b>	<b>3,000</b>	<b>4,000</b>		<b>2,000</b>	<b>8,316,430</b>		<b>0</b>	<b>5,000</b>	<b>390,000</b>

VAC and AODA requirements will be included in the Library's Renovation and Expansion.  
 AODA requirement amount is from the City of Thorold's Audit Results (2020)  
 \*\*\*Cubicle is creating a workspace for the Public Services Librarian. Purchasing a cubicle to include moving phone, internet jack; additional table and chair for volunteer workspace