

# **Newmarket Public Library - 2015 CONSOLIDATED OPERATING BUDGET REQUEST**

**For Dec. 17th Mtg**

<b>EXPENDITURES</b>	<b>2015 BUDGET REQUEST</b>	<b>2014 BUDGET</b>	<b>2014 FCST</b>	<b>2014 YTD SEPT.</b>	<b>2013 ACTUAL</b>	<b>2015B Vs 2014B</b>	<b>% Chg</b>
<b><u>MATERIALS</u></b>							
Books	\$161,400	\$161,400	\$162,150	\$124,940	\$167,439	\$0	0.00%
Reference Materials	19,550	19,850	19,100	14,252	14,688	(300)	-1.51%
Magazines & Newspapers	13,000	13,195	13,000	11,193	11,067	(195)	-1.48%
Electronic Materials and Subscriptions	86,812	70,527	69,422	67,314	61,992	16,285	23.09%
Talking Books	8,800	9,000	8,700	8,379	11,330	(200)	-2.22%
Compact Sound Discs	1,800	1,800	1,800	480	712	-	0.00%
VHS/DVD	17,400	17,700	17,200	9,654	17,118	(300)	-1.69%
Book Binding and Materials Processing	27,925	27,250	27,250	20,593	23,823	675	2.48%
<b>Sub-Total</b>	<b>\$336,687</b>	<b>\$320,722</b>	<b>\$318,622</b>	<b>\$256,805</b>	<b>\$308,169</b>	<b>\$15,965</b>	<b>4.98%</b>
<b><u>FACILITIES AND EQUIPMENT</u></b>							
Caretakers' Contract	\$36,000	\$36,000	\$33,000	\$21,053	\$32,846	\$0	0.00%
Caretakers' Supplies	4,400	4,000	4,309	2,660	4,048	400	10.00%
Equipment- Repairs/Maint Contracts	71,968	71,968	71,418	46,742	51,935	-	0.00%
Building-Repairs/Maintenance Contracts	16,400	26,400	27,890	20,686	22,226	(10,000)	-37.88%
Electrical Repairs & Mtc.	0	0	0	128	1,705	-	0.00%
Inter-Dept Labour, Mtl & Equip. Costs	5,600	6,180	9,470	9,410	610	(580)	-9.39%
<b>Sub-Total</b>	<b>\$134,368</b>	<b>\$144,548</b>	<b>\$146,087</b>	<b>\$100,677</b>	<b>\$113,369</b>	<b>(\$10,180)</b>	<b>-7.04%</b>
<b><u>CAPITAL</u></b>							
Minor Capital	\$4,100	\$4,400	\$4,120	\$0	\$23,539	(\$300)	-6.82%
Capital Financing	0	0	0	0	0	-	0.00%
Asset Replacement Fund	223,550	223,550	223,550	167,663	223,550	-	0.00%
<b>Sub-Total</b>	<b>\$227,650</b>	<b>\$227,950</b>	<b>\$227,670</b>	<b>\$167,663</b>	<b>\$247,090</b>	<b>(\$300)</b>	<b>-0.13%</b>
<b><u>UTILITIES</u></b>							
Hydro	\$69,000	\$59,000	\$73,600	\$50,012	\$59,395	\$10,000	16.95%
Heat	9,000	7,500	8,755	6,667	8,909	1,500	20.00%
Water	3,500	3,500	2,540	2,413	2,699	-	0.00%
<b>Sub-Total</b>	<b>\$81,500</b>	<b>\$70,000</b>	<b>\$84,895</b>	<b>\$59,092</b>	<b>\$71,004</b>	<b>\$11,500</b>	<b>16.43%</b>
<b><u>ADMINISTRATION - Salaries, Wages &amp; Benefits</u></b>							
Salaries & Wages	\$1,872,292	\$1,828,202	\$1,828,202	\$1,342,468	\$1,769,422	\$44,090	2.41%
Hiring Gaps	(10,000)					(10,000)	
Employee Benefits	403,516	406,971	406,971	327,024	388,386	(3,455)	-0.85%
<b>Sub-Total</b>	<b>\$2,265,808</b>	<b>\$2,235,173</b>	<b>\$2,235,173</b>	<b>\$1,669,492</b>	<b>\$2,157,808</b>	<b>\$30,635</b>	<b>1.37%</b>
<b><u>ADMINISTRATION - General</u></b>							
Stationery and Office Supplies	\$2,600	\$2,600	\$2,480	\$756	\$2,372	\$0	0.00%
Photocopier/Microfilm Lease & Supplies	4,500	4,500	2,600	1,204	3,170	-	0.00%
Health and Safety	2,400	2,400	2,400	206	1,383	-	0.00%
Program and Project Costs	22,698	34,700	27,182	21,105	31,754	(12,002)	-34.59%
Coffee Supplies	900	900	1,015	715	646	-	0.00%
Circulation and Processing Supplies	14,800	14,800	14,800	10,171	14,403	-	0.00%
Miscellaneous Expenditures	5,955	5,955	5,675	2,041	5,667	-	0.00%
Telephone and Internet	8,615	8,270	8,270	6,331	8,933	345	4.17%
Audit Legal and Finance	4,000	4,000	3,000	0	2,137	-	0.00%
Consulting Fees	14,400	14,400	14,400	0	15,259	-	0.00%
Postage and Freight	6,525	6,225	5,925	3,886	5,697	300	4.82%
Advertising	17,700	17,700	21,050	14,422	19,177	-	0.00%
Education and Training	11,400	11,400	11,225	10,808	7,376	-	0.00%
Travel Expense	6,100	6,100	6,550	3,036	6,534	-	0.00%
Memberships and Subscriptions	9,505	9,100	9,578	9,767	9,887	405	4.45%
Conference/Seminar Fees & Expenses	12,000	12,000	13,710	11,135	11,527	-	0.00%
Transfer to Reserves	0	0	0	0	61,441	-	0.00%
Transfer to LTD. Reserve	39,210	23,002	23,002	17,574	22,714	16,208	70.46%
<b>Sub-Total</b>	<b>\$183,308</b>	<b>\$178,052</b>	<b>\$172,862</b>	<b>\$113,158</b>	<b>\$230,077</b>	<b>\$5,256</b>	<b>2.95%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$3,229,321</b>	<b>\$3,176,445</b>	<b>\$3,185,309</b>	<b>\$2,366,887</b>	<b>\$3,127,517</b>	<b>\$52,876</b>	<b>1.66%</b>

**Newmarket Public Library - 2015 CONSOLIDATED OPERATING BUDGET REQUEST**
**For Dec. 17th Mtg**

<b>REVENUES</b>	<b>2015 BUDGET REQUEST</b>	<b>2014 BUDGET</b>	<b>2014 FCST</b>	<b>2014 YTD SEPT.</b>	<b>2013 ACTUAL</b>	<b>2015B Vs 2014B</b>	<b>% Chg</b>
Municipal Grant	\$2,905,814	\$2,848,814	\$2,848,814	\$2,136,611	\$2,799,717	\$57,000	2.00%
Provincial Grant	64,401	68,401	68,401	2,616	72,587	(4,000)	-5.85%
Other Grants	5,200	3,700	3,700	0	2,460	1,500	40.54%
Financing from Reserves	0	0	0	0	0	-	-
Financing from Reserve (Operating)	0	0	0	0	19,678	-	-
Financing from D.C.	125,000	125,000	125,000	93,750	110,000	-	0.00%
<b>Subtotal Financing &amp; Transfers</b>	<b>\$3,100,415</b>	<b>\$3,045,915</b>	<b>\$3,045,915</b>	<b>\$2,232,976</b>	<b>\$3,004,443</b>	<b>\$54,500</b>	<b>1.79%</b>
Program Fees	29,306	39,100	30,675	22,889	33,150	(9,794)	-25.05%
Photocopier/Microfilm Receipts	6,500	5,400	6,971	4,971	6,129	1,100	20.37%
Room Rentals	31,000	27,000	31,000	24,347	30,099	4,000	14.81%
Café	900	900	950	725	905	-	0.00%
Fines	43,000	44,330	44,330	24,367	35,354	(1,330)	-3.00%
Sundry Receipts	14,700	10,300	16,940	8,554	16,198	4,400	42.72%
Non-Resident Fees	500	500	500	240	275	-	0.00%
Donations Received	3,000	3,000	3,000	1,078	964	-	0.00%
<b>Subtotal Self Generated Revenues</b>	<b>\$128,906</b>	<b>\$130,530</b>	<b>\$134,366</b>	<b>\$87,170</b>	<b>\$123,074</b>	<b>(\$1,624)</b>	<b>-1.24%</b>
<b>TOTAL REVENUES</b>	<b>\$3,229,321</b>	<b>\$3,176,445</b>	<b>\$3,180,281</b>	<b>\$2,320,147</b>	<b>\$3,127,517</b>	<b>\$52,876</b>	<b>1.66%</b>

<b>* Detail of Allocated Benefits</b>	<b>2015 BUDGET REQUEST</b>	<b>2014 BUDGET</b>	<b>2014 FCST</b>	<b>2014 YTD SEPT.</b>	<b>2013 ACTUAL</b>	<b>2015B Vs 2014B</b>	<b>% Chg</b>
Canada Pension (C.P.P.)	\$67,205	\$65,245	\$65,245	\$53,063	\$62,584	\$1,960	3.00%
Employment Insurance (E.I.)	37,245	34,434	34,434	29,841	35,231	2,811	8.16%
O.M.E.R.S.	167,074	167,157	167,157	124,477	157,078	(83)	-0.05%
WSIB	6,311	6,216	6,216	4,797	6,157	95	1.53%
Life Insurance Premium	3,073	2,848	2,848	1,512	1,931	225	7.90%
L.T.D.	761	16,610	16,610	12,726	16,448	(15,849)	-95.42%
A.D. & D.	1,341	1,266	1,266	(433)	(502)	75	5.92%
Employer Health Tax	36,570	35,705	35,705	26,506	34,726	865	2.42%
Major Medical/Vision Care	63,465	59,913	59,913	42,890	55,567	3,552	5.93%
Dental	20,471	17,577	17,577	14,143	16,427	2,894	16.46%
Payroll Burden	-	-	-	17,502	\$688	-	-
Accrued Amounts at Year End	-	-	-	-	2,050	-	-
Incr/(Decr) in Future Benefits Payable	-	-	-	-	-	-	-
<b>TOTAL ALLOCATED</b>	<b>\$403,516</b>	<b>\$406,971</b>	<b>\$406,971</b>	<b>\$327,024</b>	<b>\$388,386</b>	<b>(\$3,455)</b>	<b>-0.85%</b>

# 2015 BUDGET – (category) Item #x

## Service Bundle - Library

**Project /Initiative Title:** Monday Service

**Department / Business Unit:** 91122, 23, 31; 91531, 91631, 91192

**Description:** Increase hours of service to include 9:30 am to 9:00 pm on Mondays, matching the current hours Tuesday to Thursday. Figures are based on 12 months of service; first year may be less due to late budget approval as well as 4-month notice period in CUPE collective agreement.

**Status:** Not included in Draft Budget.

### Background

### Community Impact:

Provides more accessible, convenient, and consistent service to the community; alleviates frustration many users experience with Monday closures. Positions Library to support community focused programming and partnerships which require broad hours of facility availability. Increases availability of community space, including facility rental space leading to increased revenue. May also alleviate some parking issues by allowing library preschool programs to be scheduled across more mornings. Allows Library to take more advantage of self-service material return system, which is unavailable while library is closed.

### Service Impact:

### Budget Impact:

#### Operating Costs:

	2015	2016	2017	2018	2019	2020
	161,364	164,591	167,883	171,241	174,665	178,159

**TOTAL: (net impact on 2015)- \$161,364**

# 2015 BUDGET – (category) Item #x

## Service Bundle - Library

**Project /Initiative Title:** Year Round Sunday Service

**Department / Business Unit:** 91122, 23, 31; 91531, 91631, 91192

**Description:** Increase hours of service to open on Sundays throughout the year. At present the library is open on Sundays only September to May and closes on Sundays during the school Christmas break. This initiative adds an additional 15 Sundays per year. Figures are based on 12 months of service; first year may be less due to late budget approval.

**Status:** Not included in Draft Budget.

### Background

### Community Impact:

Provides more accessible, convenient, and consistent service to the community. Positions library to support community focused programming and partnerships which require broad hours of facility availability. Increases availability of community space, including facility rental space leading to increased revenue. Allows Library to take more advantage of self-service material return system, which is unavailable while library is closed.

### Service Impact:

### Budget Impact:

#### Operating Costs:

	2015	2016	2017	2018	2019	2020
	18,720	19,248	19,633	20,026	20,427	20,835

**TOTAL: (net impact on 2015)- \$18,720**