

**LIBRARY SERVICES**

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**Department Overview**

The library provides books, A/V and other types of materials for use of the citizens of East Gwillimbury at no cost to the user. The library also provides programs for children and adults including story times and book clubs. EGLP is also a major cultural resource for the town, and an active promoter of literacy and lifelong learning.

The net operating budget for the Library Services Department is comprised of the following divisions:

	<b>2012 Budget</b>	<b>2011 Budget</b>	<b>Budget to Budget Variance</b>	
			<b>\$</b>	<b>%</b>
<b>EXPENDITURES</b>				
Library Resources	\$ 109,000	\$ 109,000	\$ -	0.0%
Library Services/Support	976,490	907,790	68,700	7.6%
Board Governance/Admin	59,000	64,650	(5,650)	-8.7%
<b>REVENUES</b>				
Revenues/Other Funding	(56,272)	(56,630)	358	-0.6%
Funding from Tax Rate	<u>\$ 1,088,218</u>	<u>\$ 1,024,810</u>	<u>\$ 63,408</u>	<u>6.2%</u>

**NET CHANGE FROM 2011**

The Library Services 2012 budget increased by \$63,408 over the 2011 budget.

**Key Drivers**

	<b>Budget Change</b>	<b>Base Adjustments</b>	<b>Growth</b>
<b>EXPENDITURES</b>			
Cost of Living and Merit Increases	\$ 60,069	\$ 60,069	
Professional Development, Mileage, Consulting	\$ (2,700)	\$ (2,700)	
Canada Council Grant Expenses	\$ 855	\$ 855	
Facility Expenses	\$ 4,976	\$ 4,976	
Information Technology - Equipment & Maintenance	\$ 5,500	\$ 5,500	
Office Admin Expenses (supplies, meeting exp etc)	\$ (5,650)	\$ (5,650)	
	<b>\$ 63,050</b>	<b>\$ 63,050</b>	<b>\$ -</b>
<b>REVENUES</b>			
Other Grants	\$ 358	\$ 358	
	<b>\$ 358</b>	<b>\$ 358</b>	<b>\$ -</b>
<b>NET BUDGET CHANGE</b>	<b>\$ 63,408</b>	<b>\$ 63,408</b>	<b>\$ -</b>

The main driver of the budget change is the inflationary pressure of salaries and benefits for a total of \$60,075. This is comprised of cost of living and merit increases and the adjustment for aligning the Library's salary with the Town's salary structure. The increase also includes the increased cost of benefits. Approximately forty percentage of the upward pressure on the salary line is due to increasing the public service hours across the system. The Council gave enhancement funding to the Library for this purpose in 2011, but the amount was not the full amount necessary to sustain this service on an annual basis. This budget reflects the full cost of the added service hours.

The increase in the IT budget reflects the added costs of getting our Integrated Library Software through the Ontario Library Consortium rather than as a stand-alone system. The current version of the ILS being used at EGPL is obsolete and must be upgraded. There would be added IT costs even if we were to remain a stand-alone system, however there are numerous benefits of joining the OLC. Indeed, when viewed over a period of years, the OLC solution is the cheapest solution by far, while providing the most benefit for the funds spent. A detailed description of the project is in the Capital Expenditures section of this document.

IT and personnel are the major forces increasing the Library operations budget. There are no other areas in which increases are sought for anything other than inflationary pressures. Indeed, the majority of the lines in the Library budget have been cut to keep costs down.

## **Branch Operating Budgets**

### **LIBRARY RESOURCES**

#### **OVERVIEW**

All new books and other media come from this budget line. Library patrons increasingly expect the library to have all of the latest bestselling books and films. These items tend to have a top dollar price tag at the time when interest in them is at its peak, which is why we will continue to need an expanded book budget. Furthermore, as patrons come to expect a variety of Audio Visual resources in addition to books, the library has to have money for these items as well.

#### **OBJECTIVES**

The increase in this budget line is primarily a result of increasing costs in access to electronic database sources. Changes in provincial funding of organizations that support libraries by providing access to these services, has shifted some costs back down to individual libraries. For print and A/V materials, EGPL works hard to find the lowest prices possible and works with Library Service of Canada and other vendors to this end.

**LIBRARY SERVICES**

	<b>2012 Budget</b>	<b>2011 Budget</b>	<b>Budget to Budget Variance</b>	
			<b>\$</b>	<b>%</b>
Books	\$ 62,600	\$ 62,600	\$ -	
Reference	24,600	24,600	-	
Periodicals	7,200	7,200	-	
A/V Materials	14,600	14,600	-	
	<b>\$ 109,000</b>	<b>\$ 109,000</b>	<b>\$ -</b>	<b>0.0%</b>

**EXPENDITURES**

The book budget will not change for 2012. The strong Canadian dollar has helped the Library to keep costs contained, as have subsidized database subscriptions offered by the Province through SOLS. The Library continues to offer a wide variety of books on numerous subjects, as well as periodicals and audio-visual materials. The Library also offers e-books and a wide variety of on-line reference databases.

**LIBRARY SERVICES AND SUPPORT**

**OVERVIEW**

Personnel are the largest single expenditure in the library budget, as the library is a service organization. EGPL boasts a very experienced, capable and friendly staff that continues to receive favorable comments from patrons of the Library. This figure includes a COLA adjustment consistent to the Town’s for all Library staff and step increases where warranted. The Library has also aligned with Town salary grids.

**OBJECTIVES**

The Library will maintain the same quality programs and service patrons have come to expect, and will have programming in 2012 to commemorate the War of 1812 and the 1837 Rebellion.

	<b>2012 Budget</b>	<b>2011 Budget</b>	<b>Budget to Budget Variance</b>	
			\$	%
Full time /part time salaries	\$ 712,509	\$ 666,940	\$ 45,569	
Benefits	140,000	125,500	14,500	
Supporting services	27,500	27,500	-	
Facility costs	53,826	48,850	4,976	
Information Technology	32,000	26,500	5,500	
Other	10,655	12,500	(1,845)	
	<u>\$ 976,490</u>	<u>\$ 907,790</u>	<u>\$ 68,700</u>	<u>7.6%</u>

**EXPENDITURES**

Full Time/part time salaries have increased due to cost of living increase and merit increases. In 2012 the Library will also be bringing salaries in alignment with the Town's salary grid.

Other costs include:

Payroll Charges and Consulting	\$ 3,300
Professional Development, Mileage	6,500
Canada Council Grant Expenses	855
	<u>\$ 10,655</u>

**BOARD GOVERNANCE AND ADMINISTRATION**

**OVERVIEW**

Items in this budget line are necessary for the day to day operations of the Library and the Library Board.

**OBJECTIVES**

The Library made every effort to cut costs in this sector where possible. Many of the costs are dictated by contract, so there is little room to maneuver.

	<b>2012 Budget</b>	<b>2011 Budget</b>	<b>Budget to Budget Variance</b>	
			<b>\$</b>	<b>%</b>
Communications	\$ 8,500	\$ 10,500	\$ (2,000)	
Equipment	10,000	13,000	(3,000)	
Professional fees (audit)	7,000	8,000	(1,000)	
Office supplies	4,000	4,000	-	
Other	9,500	9,150	350	
Contribution to reserve	20,000	20,000	-	
	<b>\$ 59,000</b>	<b>\$ 64,650</b>	<b>\$ (5,650)</b>	<b>-8.7%</b>

**EXPENDITURES**

Other costs include:

Courier, Postage and Banking Fees	\$ 3,800
Professional Memberships and Furniture	2,600
Health and Safety, Meetings, and Recruiting	3,100
	<hr/>
	\$ 9,500
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**REVENUE AND OTHER FUNDING**

**OVERVIEW**

The Library receives some external funding from the Ministry of Culture and is also able to cover costs by charging for certain events and programs. In addition, the library receives some funds from The Friends of the East Gwillimbury Public Library, the Canada Council and other charitable organizations.

**OBJECTIVES**

EGPL will work to secure as much external funding as possible in the form of grants. These grants will not offset existing costs so much as make new services, material and programs available without having to ask for additional funds from the Town

	<b>2012 Budget</b>	<b>2011 Budget</b>	<b>Budget to Budget Variance</b>	
			<b>\$</b>	<b>%</b>
Grants	\$ (31,272)	\$ (31,630)	\$ 358	
Other	(25,000)	(25,000)	-	
	<u>\$ (56,272)</u>	<u>\$ (56,630)</u>	<u>\$ 358</u>	<u>-0.6%</u>

**REVENUES**

Other costs include:

Desk Receipts	\$	19,000
Programme Receipts		6,000
	\$	<u>25,000</u>