

**Peterborough Public Library Board
Comments and Motions Relating
to City Financial Policies and Reserve Accounts**

April 16, 1996

-Auditor comment: "the Library is treated like a City Division since City Finance keeps the Library's financial records and issues cheques for the Library."

November 23, 2004

Motion 04-11-07 "That the Board agree in principle to accept the City's Purchasing and Employment Policies pending a review in January." Carried

March 27, 2007

Motion 07-02-05 "That any capital surplus funds from 2006 be transferred to the Building Maintenance Reserve established in 2006." Carried.

May 29, 2007

Motion 07-04-05 "That any budget surplus funds from 2005 and 2006 be transferred to the reserve established for the KLLIC Systems Upgrade". Carried.

January 27, 2009

Motion 08-12-05 "that the Board acknowledges the need to make a contribution to budgetary constraints and requests the flexibility to manage its operating and capital funds within the approved budget." Carried.

Motion 09-01-03 "That the Library adopt the City's Purchasing By-law with the proviso that Staff will bring forward a proposal regarding material purchases at a later date." Carried

March 23, 2010

Motion 10-03-03 "That the Library's capital funds be used to establish three individual reserves: Peterborough Collection Reserve; Healthy Families Reserve; ESL reserve." Carried.

April 27, 2010

Motion 10-04-03 "That the Board of Trustees of the Peterborough Public Library will establish a general reserve for surplus funds from 2008 to 2009." Carried

March 1, 2011

Motion 11-03-03 "The Board asks that the Director of Community Services emphasize the ways in which the Library has worked closely with the City of budget matters and highlight that after years of holding the line budgets any additional cost savings would lead to service reductions." Carried.

June 28, 2011

Motion 11-06-09 "That the library surplus from 2010 be moved to the Library Contingency Fund." Carried

Motion 11-06-10 "That the Library contingency fund be used to cover the cost of the humidity study and staff come back to the Board with facility requirements as needed." Carried

February 28, 2012

Motion 12-02-09 "That Sandra Clancy, Director of Finance be appointed as Treasurer of the Peterborough Public Library." Carried.

June 27, 2012

Motion 12-06-04 "That staff be authorized to transfer the surplus amount of \$79,603 from the Reserve Funds and allocated to the Contingency Account for the 2013 Budget." Carried.

Motion 12-06-06 "That the contract for the Librarian position be extended until the end of December 2012, and that the cost of this extension be paid from the Contingence (sic) Fund." Carried.

Motion 12-06-10 "That the Library Board approve the transfer of \$40,000 from the Contingency Fund to pay for the preparation of the Feasibility Analysis Study." Carried

September 25, 2012

Motion 12-09-10 "that the Board authorizes senior staff to use the Innovation Reserve fund to provide further professional development activities outside of the budget." Carried.

January 21, 2013

Motion 13-10-03 "That the Board of the Peterborough Public Library approve the hiring of a Librarian for a contract position, as per the amended job description, for a period not to exceed nine (9) months, which will be funded from the Library's reserve account. " Carried

May 28, 2013

Motion 13-05-05 "That the Board supports the Library's request in its 2014 budget for a new full time permanent position at the Library and further that they support the recommendation to provide further funding towards the salary expense for the first six months, of the first year only, for the aforesaid position. Such funding is to be paid from the Library's reserve funds, if a new position is approved by City Council." Carried

Motion 13-05-06 "The the Library Capital Budget provided by Staff regarding the 2014 Budget be supported by the Library Board." Carried.

Motion 13-05-07 "That the sum of \$3,500 be approved to be taken from Library reserve funds for the purpose of conducting a one-day staff training for all Library employees." Carried.

June 25, 2013

Motion 13-06-04 "That Staff be authorized to transfer the 2012 surplus funds as set out in the Auditor's Report to the Library's 2013 Contingency Reserve Fund." Carried.

September 23, 2014

Motion 14-07-06 "That the Manager's Report PPL14-011 that the information on the Library's funding allocation from Development Charges for future collection development and the capital expansion project be received." Carried.

May 26, 2015

That the Peterborough Public Library Board approve the use of reserve funds to purchase an ergonomic circulation desk as approved by the City of Peterborough's Human Resources Department in concert with the Library Manager/CEO." Carried.

February 23, 2016

Motion: "That the Peterborough Public Library Board of Trustees approve the recommendation outlined in Report PPL16-010, dated February 23, 2016 of the Library Manager/CEO as follows: That the use of reserve funds to digitize the City Directories up to the amount of \$49,200 be approved." Carried.