



City of
Peterborough

To: Peterborough Public Board of Trustees

From: Jennifer Jones, Acting Library Manager/CAO
Ken Doherty, Director of Community Services

Meeting Date: June 28, 2016

Subject: Report PPL16-029
Draft 2017 Budget

Purpose

A report to present the proposed draft 2017 operating and capital budget.

Recommendations

That the Peterborough Public Library Board of Trustees approve the recommendations outlined in Report PPL16-029, dated June 28, 2016, of the Acting Library Manager/CAO and the Director of Community Services, as follows:

- a) That a verbal presentation on the proposed budget be received;
- b) That direction be provided on the budget strategy, and proposed implementation of Enhanced Hours of operation and introduction of Security Services.

Budget and Financial Implications

The draft proposed 2017 budget for the Library will be a “Hold the Line” submission in keeping with the Budget preparation instructions, with the exception of additional part time hours to address scheduling challenges as identified during contract negotiations. Proposed new services or enhancements, such as the introduction of security services and enhanced hours will be treated as “Below the Line” submissions but with the hope that they will be formally introduced and adopted through the Budget process.

Background

The Acting Library Manager/CAO and the Director of Community Services will be present a draft 2017 operating and capital budget for the Board's review and consideration at the meeting since it is still very much a work in progress.

It is intended that the budget will be a "Hold the Line" in the vast majority of expenses and revenues so that new programs and services like security and enhanced hours can be introduced when the library operations resume at the Main Branch sometime in mid-year 2017. The Budget Instruction document is appended so that the Board can understand and appreciate the budget development process, timetable, and targets.

During the contract negotiations, concerns were raised about the need for additional part time hours to ensure adequate staff resources for scheduling. Staff will make the argument through the budget development process for an additional 1.5 part time FTE as follows:

- .08 FTE (Full time Equivalent) for Clerks
- .52 FTE for Info staff/ Library Technicians
- .63 FTE for Custodial

Since there will also be additional public space in the enhanced facility, there is the need for an additional .27 FTE for Custodial as a result of more cleaning required. Wages and Benefits would increase accordingly.

Submitted by,

Jennifer Jones
Acting Library Manager/CEO

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Appendices

Appendix A - 2017 Budget Information Memo and Completion Instructions