

2018 Operating Budget

Department: Community Services

Activity Name: Library

Division: Arts, Culture And Heritage

Budget Account #: 601-961, 963

Statement of Purpose:

The Peterborough Public Library is our community's connection to a world of resources which inform, inspire, and enlighten.

Highlights:

The Library's 2018 budget reflects some internal rationalization to adjust revenues and expenditures based on 2016 year end and 2017 actuals. It also supports the Form 13 "Below the Line" service enhancements endorsed by the Library Board pending confirmation of funding including: a pilot project to introduce a security service solution and an increase to the overall hours of operation as a result of the newly renovated facility.

The Library moved back to the Aylmer Street location in the last quarter of 2017 after the renovation on the facility were completed. This move should result in increased revenues from room rentals as there are two additional rooms available for rent. Thanks to the renovation, there should be less facility maintenance required at the Main branch but, due to the age of the building, repairs and maintenance have increased at the DelaFosse branch

Performance Data/Work Program:

Library Usage	2016 (Forecast)
Hours Open	3,578
Circulation	650,000
Collection	145,000
Collection Value	\$2,500,000
Members	22,000
Reference Inquiries	25,000
Program Attendance	2,000
Electronic Subscriptions	32
Electronic Subscriptions Sessions/Login	6,528
E Subscriptions Views/Downloads/Streaming	139,524
Web Site Usage Individual Sessions	340,000
Public Internet Individual Sessions	36,000

CITY OF PETERBOROUGH

2018 Operating Budget

Printed on: 2017/05/24 9:47 am

Description	2017 Approved	2017 Preliminary Actual	2018 Recommended	Variances 2017 - 2018 Budget	
				Over (Under) 2017 Budget %	Over (Under) 2017 Budget \$
Library					
Expenditures					
Personnel	2,228,660	2,228,661	2,349,942	5.4%	121,281
Contractual	144,107	143,501	143,987	-0.1%	-120
Materials, Supplies	41,800	41,565	48,300	15.6%	6,500
Repairs, Maintenance	30,750	33,776	45,314	47.4%	14,564
Fees	18,056	18,056	18,288	1.3%	231
New Equipment	2,000	2,000	3,000	50.0%	1,000
Travelling, Training	18,000	18,700	20,000	11.1%	2,000
Contributions to Reserves	475,003	534,465	482,489	1.6%	7,486
Transfer to Capital Fund	0	86,000	0	0.0%	0
	2,958,377	3,106,724	3,111,319	5.2%	152,942
Revenues					
Ontario grants	132,806	132,806	132,806	0.0%	0
Fees, Service Charges, Donations	84,000	82,050	112,050	33.4%	28,050
Investment Income	0	710	0	0.0%	0
Transfers from Own funds	25,422	1,206,490	0	-100.0%	-25,422
Contributions from FRMP Capital levy Reserve	26,972	26,972	26,972	0.0%	0
	269,200	1,449,028	271,828	1.0%	2,628
NET REQUIREMENT	2,689,177	1,657,696	2,839,491	5.6%	150,314

CITY OF PETERBOROUGH

2018 Operating Budget

Description	2017		2018 Recommended	Variances 2017 - 2018 Budget	
	2017 Approved	Preliminary Actual		Over (Under) 2017 Budget %	Over (Under) 2017 Budget \$
Library					
Main Library					
Expenditures					
601 9616005 Salaries - Full time	1,213,324	1,213,324	1,296,324	6.8%	83,001
601 9616015 OT-(time & one half)	0		0	0.0%	0
601 9616025 Salaries - Part time	549,377	549,377	560,928	2.1%	11,551
601 9616075 Employee Benefit O/H	406,802	406,802	432,027	6.2%	25,225
601 9616079 EFB - other	0		0	0.0%	0
	<u>2,169,502</u>	<u>2,169,503</u>	<u>2,289,279</u>	<u>5.5%</u>	<u>119,777</u>
Personnel					
601 9616405 Telephone	10,000	12,504	14,000	40.0%	4,000
601 9616410 Adv & Publicity	5,000	1,210	5,000	0.0%	0
601 9616417 Board Expenses	800	580	800	0.0%	0
601 9616420 Utilities	50,000	50,000	25,482	-49.0%	-24,518
601 9616422 Vestar Energy Conservation	0		0	0.0%	0
601 9616425 Heat	9,507	9,507	12,166	28.0%	2,659
601 9616430 Postage	2,000	895	2,000	0.0%	0
601 9616440 Data Processing	52,000	42,000	52,972	1.9%	972
601 9616442 Hospitality	500	200	500	0.0%	0
601 9616510 Courier Service	2,800	2,800	5,328	90.3%	2,528
601 9616520 Contractual Services	0	12,305	10,000	0.0%	10,000
	<u>132,607</u>	<u>132,001</u>	<u>128,248</u>	<u>-3.3%</u>	<u>-4,359</u>
Contractual					

CITY OF PETERBOROUGH

2018 Operating Budget

Description	2017		2018		Variances 2017 - 2018 Budget	
	2017 Approved	Preliminary Actual	Recommended	2017 Budget %	Over (Under)	2017 Budget \$
library						
Main Library						
Expenditures						
601 9617005 Office Supplies	4,500	2,700	4,500	0.0%	0	0
601 9617047 Children's Programs	6,000	4,900	6,000	0.0%	0	0
601 9617048 Program/Workshop Expenses	3,000	500	4,500	50.0%	1,500	1,500
601 9617050 Photocopies	10,000	15,265	15,000	50.0%	5,000	5,000
601 9617071 Library Foundation	0	0	0	0.0%	0	0
601 9617075 Bookbinding - Adult	0	100	100	0.0%	100	100
601 9617076 Bookbinding - Children	0	100	100	0.0%	100	100
601 9617077 Technical Supplies	10,000	10,000	10,000	0.0%	0	0
601 9617078 Circulation Supplies	3,000	3,000	3,000	0.0%	0	0
601 9617079 Reference Supplies	1,000	600	600	-40.0%	-400	-400
601 9617080 Audio Visual	500	200	700	40.0%	200	200
601 9617081 Microfilm	3,000	4,000	3,000	0.0%	0	0
601 9617218 Volunteer Recognition	800	300	800	0.0%	0	0
	<u>41,800</u>	<u>41,565</u>	<u>48,300</u>	<u>15.6%</u>	<u>6,500</u>	<u>6,500</u>
Materials, Supplies						
601 9617315 Rep & Maint Buildings	20,000	15,000	15,000	-25.0%	-5,000	-5,000
601 9617317 Preventative Maint-Buildings	750	5,750	11,229	1397.2%	10,479	10,479
	<u>20,750</u>	<u>20,750</u>	<u>26,229</u>	<u>26.4%</u>	<u>5,479</u>	<u>5,479</u>
Repairs, Maintenance						
601 9617483 Accrued int - Museum	0	0	0	0.0%	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>	<u>0</u>	<u>0</u>
Debt Charges						
601 9617505 Insurance	11,556	11,556	11,788	2.0%	231	231
601 9617510 Property Taxes	2,000	2,000	2,000	0.0%	0	0
601 9617540 Bank Charges	500	500	500	0.0%	0	0
601 9617555 Audit fees	3,500	3,500	3,500	0.0%	0	0
601 9617570 Collection Fees	0	0	0	0.0%	0	0
	<u>17,556</u>	<u>17,556</u>	<u>17,788</u>	<u>1.3%</u>	<u>231</u>	<u>231</u>
Fees						

CITY OF PETERBOROUGH

2018 Operating Budget

Description	2017 Approved	2017 Preliminary Actual	2018 Recommended	Variances 2017 - 2018 Budget	
				Over (Under) 2017 Budget %	Over (Under) 2017 Budget \$
Library					
Main Library					
Expenditures					
601 9618005	2,000	2,000	3,000	50.0%	1,000
	2,000	2,000	3,000	50.0%	1,000
Office Equipment					
601 9618205	2,000	2,200	2,000	0.0%	0
601 9618215	4,000	4,000	5,000	25.0%	1,000
601 9618220	10,000	10,000	10,000	0.0%	0
601 9618225	2,000	2,500	3,000	50.0%	1,000
Conf & Conventions					
	18,000	18,700	20,000	11.1%	2,000
Travelling, Training					
601 9617705	374,300	374,300	381,786	2.0%	7,486
601 9617706	69,703	69,703	69,703	0.0%	0
601 9617707	0	59,462	0	0.0%	0
Contributions to Reserves					
	444,003	503,465	451,489	1.7%	7,486
Transfer to Capital fund					
601 9617715	0	86,000	0	0.0%	0
Transfer to Capital Fund					
	0	86,000	0	0.0%	0
	2,846,219	2,991,540	2,984,333	4.9%	138,114
Revenues					
601 9615212	132,806	132,806	132,806	0.0%	0
Revenue-Ontario Grant					
	132,806	132,806	132,806	0.0%	0
Ontario grants					

CITY OF PETERBOROUGH

2018 Operating Budget

Description	2017		2018		Variances 2017 - 2018 Budget	
	2017 Approved	Preliminary Actual	Recommended	2017 Budget %	Over (Under)	2017 Budget \$
Library						
Main Library						
Revenues						
601 9615282 Membership revenue	10,000	9,000	10,000	0.0%	0	0
601 9615326 Fines	60,000	60,000	60,000	0.0%	0	0
601 9615328 Room rentals	2,000	2,000	30,000	1400.0%	28,000	28,000
601 9615330 Xerox fees	2,000	2,000	2,000	0.0%	0	0
601 9615332 Lost books	3,000	3,000	3,000	0.0%	0	0
601 9615334 Lost cards	700	500	500	-28.6%	-200	-200
601 9615336 Microfilm fees	100	100	100	0.0%	0	0
601 9615340 Program revenue	500	50	500	0.0%	0	0
601 9615341 Internet printing	200	200	200	0.0%	0	0
601 9615344 Recoveries	200	400	500	150.0%	300	300
601 9615346 Donations	500	0	450	-10.0%	-50	-50
601 9615466 Library Foundation	0	0	0	0.0%	0	0
Fees, Service Charges, Donations	79,200	77,250	107,250	35.4%	28,050	28,050
601 9615642 Interest Earned	0	710	0	0.0%	0	0
Investment Income	0	710	0	0.0%	0	0
601 9615669 Revenue from Other Reserve	25,422	0	0	-100.0%	-25,422	-25,422
601 9615670 Contribution from City fund	0	1,206,490	0	0.0%	0	0
Transfers from Own funds	25,422	1,206,490	0	-100.0%	-25,422	-25,422
601 9615702 Unclassified revenue	0	0	0	0.0%	0	0
Unclassified revenue	0	0	0	0.0%	0	0
601 9615712 Surplus	0	0	0	0.0%	0	0
Net Revenue	0	0	0	0.0%	0	0
601 9615665 FRMP Reserve Capital Levy	26,972	26,972	26,972	0.0%	0	0
Contributions from FRMP Capital levy Reserve	26,972	26,972	26,972	0.0%	0	0
	264,400	1,444,228	267,028	1.0%	2,628	2,628

NET REQUIREMENT

2,581,819

1,547,312

2,717,305

5.2%

135,486

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CITY OF PETERBOROUGH

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Description	2017 Approved	2017 Preliminary Actual	2018 Recommended	Variances 2017 - 2018 Budget	
				Over (Under) 2017 Budget %	Over (Under) 2017 Budget \$
Expenditures					
Salaries - Part time	53,780	53,780	55,148	2.5%	1,367
Employee Benefit O/H	5,378	5,378	5,515	2.5%	137
Personnel	<u>59,158</u>	<u>59,158</u>	<u>60,663</u>	<u>2.5%</u>	<u>1,504</u>
Utilities	7,500	7,500	5,588	-25.5%	-1,912
Heat	4,000	4,000	4,823	20.6%	823
Courier Service	0	0	5,328	0.0%	5,328
Contractual	<u>11,500</u>	<u>11,500</u>	<u>15,739</u>	<u>36.9%</u>	<u>4,239</u>
Rep & Maint Buildings	10,000	10,000	15,000	50.0%	5,000
Preventative Maint-Buildings	0	3,026	4,085	0.0%	4,085
Repairs, Maintenance	<u>10,000</u>	<u>13,026</u>	<u>19,085</u>	<u>90.8%</u>	<u>9,085</u>
Property Taxes	500	500	500	0.0%	0
Fees	<u>500</u>	<u>500</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
Transfer to Reserves	31,000	31,000	31,000	0.0%	0
Contributions to Reserves	<u>31,000</u>	<u>31,000</u>	<u>31,000</u>	<u>0.0%</u>	<u>0</u>
Revenues	<u>112,158</u>	<u>115,184</u>	<u>126,987</u>	<u>13.2%</u>	<u>14,828</u>
Room rentals	4,800	4,800	4,800	0.0%	0
Fees, Service Charges, Donations	<u>4,800</u>	<u>4,800</u>	<u>4,800</u>	<u>0.0%</u>	<u>0</u>
VET REQUIREMENT	<u>107,358</u>	<u>110,384</u>	<u>122,187</u>	<u>13.8%</u>	<u>14,828</u>

CITY OF PETERBOROUGH

2018 Operating Budget

Description	2017 Approved	2017 Preliminary Actual	2018 Recommended	Variances 2017 - 2018 Budget	
				Over (Under)	Over (Under)
				2017 Budget %	2017 Budget \$
Library					
Amortization					
Expenditures					
601 9668410 GCA - Land Improvements	0		0	0.0%	0
601 9668415 GCA - Buildings	0		0	0.0%	0
601 9668425 GCA - Machinery & equip	0		0	0.0%	0
Amortization	<u>0</u>		<u>0</u>	<u>0.0%</u>	<u>0</u>
	<u>0</u>		<u>0</u>	<u>0.0%</u>	<u>0</u>
	<u>0</u>		<u>0</u>	<u>0.0%</u>	<u>0</u>
	<u>0</u>		<u>0</u>	<u>0.0%</u>	<u>0</u>

VET REQUIREMENT

2018 - 2027 Capital Budget Justification Tangible Capital Assets

Department: Community Services

Division: Library - Library

Project Name & Description

Budget Reference #:

Project Detail, Justification & Reference Map

Collections Acquisitions

Commitments Made

Collection development is an annual on-going activity.

Effects on Future Operating Budgets

Due to space constraints, the library maintains a zero-growth practice for the physical collection. For every item purchased, an equivalent one is withdrawn.

Collection growth and expansion is managed through the purchase of electronic resources and the downloadable collection. Circulation statistics have shown a marked increase and demonstrate a growing use of the electronic collection.

Libraries and their collections have changed dramatically over the past years. Libraries continue to offer print materials, but have modified the collection to include digital and e-resources. As new formats are introduced, the Library has broadened its collection to include large print, e-books, downloadable audio books, CD-books and MP3 formats to meet the needs of the Peterborough community. DVDs continue to be high-demand items in the collection.

The Province has subsidized to a small degree certain electronic subscriptions when funding permits.

The Library must continuously renew the contents of the collection as items become dated, wear out, are lost, or simply lose their appeal. Beyond acquiring all the desired formats, the Library must also meet the challenge to provide appropriate and accessible shelving for them.

Accessibility Considerations

The Library acquires materials in a variety of formats such as print, audio and digital (where available) to meet varying accessibility needs.

Tangible Capital Assets Ten Year Capital Budget Estimates

2018-2027 & Subsequent Years
(\$000)

Department	Project	Approved	2018	2019	2020	2021	2022	2023 to	2028 to
Division	Total	Pre-2018			REQUESTED			2027	2042
2018 Collections Acquisitions									
Project #									
Expenditures									
Contractual Services	460.3		460.3						
Total Direct Revenue									
Direct Revenue									
Recoveries									
Total Direct Revenue	460.3		460.3						
Net Requirements									
To Be Financed From:									
Debentures									
Deb Rev- Tax Supported									
Deb Revenue - Development Chgs									
Total Debenture Financing									
Development Charges									
DCRF Library	774.0		77.4	77.4	77.4	77.4	77.4	387.0	
Total Development Charges	774.0		77.4	77.4	77.4	77.4	77.4	387.0	
Reserves									
Materials Acquisition Reserve	4,180.4		381.8	389.4	397.2	405.2	413.3	2,193.6	
Total Reserves	4,180.4		381.8	389.4	397.2	405.2	413.3	2,193.6	
Capital Levy			8.6						

ERROR BALANCE CHECK:

-4,502.7

-7.5

-466.8

-474.6

-482.6

-490.7

-2,580.6

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Tangible Capital Assets Ten Year Capital Budget Estimates 2018-2027 & Subsequent Years (\$000)

Project Total	Approved Pre-2018	2018	2019	REQUESTED 2020	2021	2022	2023 to 2027	2028 to 2042
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Department Community Services

Division Library - Library

Project Description Friends of the Library

Project #

Expenditures

Contractual Services

Total Direct Revenue

Direct Revenue

Donations

Total Direct Revenue

ERROR BALANCE CHECK:

0.0

Tangible Capital Assets Ten Year Capital Budget Estimates

2018-2027 & Subsequent Years
(\$000)

Department	Community Services	Project Total	Approved Pre-2018	2018	2019	REQUESTED 2020	2021	2022	2023 to 2027	2028 to 2042
Division	Library - Library									
Project Description	Library - Other Donations									
Project #										
Expenditures										
Contractual Services										
Total Direct Revenue										
Direct Revenue										
Donations										
Total Direct Revenue										

ERROR BALANCE CHECK:

0.0

2018 Work Program
Division: Arts, Culture and Heritage - Library

Item	Description of Work	Start	End	Comments	Present Status
1.	Maintain principled community planning Pursue outcomes of functional analysis /feasibility study	2015	Fall 2017	Main Branch renovation/expansion project.	Building Project completed Fall 2017.
2.	Enhance organizational effectiveness - Planning and policy development - Participate in, and support, City projects	Ongoing		- Continue ongoing review of all library policies. - Participate in, and support, City projects.	Ongoing
3.	Sustain fiscal growth - Grants and Government projects - Budgeting and fiscal responsibilities	Ongoing		- Explore possible grants and government projects. Respond to other funding opportunities as they arise. - Prepare budget according to Library and City guidelines; expend funds according to Library priorities and in compliance with the Corporate Purchasing By-Law.	Ongoing

2018 Work Program
Division: Arts, Culture and Heritage - Library

Item	Description of Work	Start	End	Comments	Present Status
4.	Nurture community lifestyle and identity • Programs and special events at Main and DelaFosse Branch • Collection development and support of collection development operations • Relations with external organizations	Ongoing		• New strategic planning process started in summer 2017. • Apply marketing principles and practices to library operations by better profiling of existing and potential markets, targeted advertising and promotion, and development of appropriate programs and services. • Offer library programs and events that are viable and that meet community needs. • Provide materials in all formats that match marketplace and patron needs/expectations. • Continue building partnerships with community organizations, library organizations and schools.	Strategic Plan, rebrand and website redesign to be completed in early 2018.
5.	Maintain security of people and property • Maintain library buildings and property • Participate in City and Provincial initiatives	Ongoing		• Maintain library buildings and property to ensure public safety. • Comply with City and Provincial initiatives and policies such as AODA.	Ongoing

2018 Work Program

Division: Arts, Culture and Heritage - Library

Item	Description of Work	Start	End	Comments	Present Status
6.	Manage infrastructure • Support technology and systems • Regular maintenance and repair of library buildings • Planned maintenance projects	Ongoing		• Plan the review and procurement of an upgrade or new operating system (software) and the replacement of all servers (hardware). • Repair and maintain Main and DelaFosse buildings as needs arise. • Plan maintenance projects as identified in City's facilities audit.	Ongoing

User Fees and Charges - 2018

Department	Community Services
Division	Arts Culture and Heritage
Activity	Library

G/L Account Number	User Fee Name and Description	Rationale for Fee (ie. Government mandated, recover all or part of cost to deliver service, recovery of admin charges, etc)	Unit Basis (Time/participant etc)	Current Rate Presently In Effect	HST Y or N	2017 Total Budgeted Rev from fee	Date of Rate Change for 2018- if applicable	Proposed Rate as per 2018 Budget	2018 Total Budgeted Rev from fee
C1	C2	C3	C4	C5	C6	C7	C8	C9	C10
6019615282	Memberships-Out of Town						Jan 1 /2018		
	3 month	Recover cost of service to non-taxpayers	per house	\$15.00	N				
	6 month	Recover cost of service to non-taxpayers	per house	\$25.00	N				
	9 month	Recover cost of service to non-taxpayers	per house	\$35.00	N				
	12 month	Recover cost of service to non-taxpayers	per house	\$45.00	N				
	Senior Rate (aged 65+)	Recover cost of service to non-taxpayers	per house	\$25.00	N				
		Total generated							\$10,000
6019615326	Fines								
	Overdue - General	Fines for overdue materials - maximum=\$10.00	per day	\$0.25	N				
	High Use, InterLibrary Loan, Daisy-Reader Kit	Fines for overdue materials - maximum=\$15.00	per day	\$1.00	N				
	Reference	Fines for overdue materials - maximum=\$30.00	per day	\$5.00	N				
	Periodical	Fines for overdue materials - maximum=\$1.25	per day	\$0.25	N				
	Paperback	Fines for overdue materials - maximum=\$3.00	per day	\$0.25	N				
		Total generated							\$60,000
6019615328	Room Rental - Main Branch								
	Seminar Room	Cost Recovery - Admin charges	per hour	\$12.00	Y		Move back date 2017		
	Seminar Room	Cost Recovery - Admin charges	per half day (4 h	\$42.00	Y				
	Seminar Room	Cost Recovery - Admin charges	per full day (8 hr	\$84.00	Y				
	Seminar Room	Cost Recovery - Admin charges	per additional hr	\$12.00	Y				
	Board Room	Cost Recovery - Admin charges	per hour	\$18.00	Y				
	Board Room	Cost Recovery - Admin charges	per half day (4 h	\$63.00	Y				
	Board Room	Cost Recovery - Admin charges	per full day (8 hr	\$126.00	Y				
	Board Room	Cost Recovery - Admin charges	per additional hr	\$18.00	Y				
	Multipurpose Room	Cost Recovery - Admin charges	per hour	\$22.00	Y				
	Multipurpose Room	Cost Recovery - Admin charges	per half day (4 h	\$77.00	Y				
	Multipurpose Room	Cost Recovery - Admin charges	per full day (8 hr	\$154.00	Y				
	Multipurpose Room	Cost Recovery - Admin charges	per additional hr	\$22.00	Y				
	Friends of the Library Community Room	Cost Recovery - Admin charges	per hour	\$36.00	Y				
	Friends of the Library Community Room	Cost Recovery - Admin charges	per half day (4 h	\$126.00	Y				
	Friends of the Library Community Room	Cost Recovery - Admin charges	per full day (8 hr	\$252.00	Y				
	Friends of the Library Community Room	Cost Recovery - Admin charges	per additional hr	\$36.00	Y				
		Total generated							\$30,000
6019615330	Xerox Fees								
	black and white copying	Cost recovery	per page	\$0.25	N				

User Fees and Charges - 2018

Department	Community Services
Division	Arts Culture and Heritage
Activity	Library

G/L Account Number	User Fee Name and Description	Rationale for Fee (ie. Government mandated, recover all or part of cost to deliver service, recovery of admin charges, etc)	Unit Basis (Time/participant etc)	Current Rate Presently In Effect	HST Y or N	2017 Total Budgeted Rev from fee	Date of Rate Change for 2018- if applicable	Proposed Rate as per 2018 Budget	2018 Total Budgeted Rev from fee
C1	C2	C3	C4	C5	C6	C7	C8	C9	C10
	colour copying	Cost recovery	per page	\$0.50	N				
		Total generated							\$2,000
6019615332	Lost items**								
	Processing Fee	Cost to process replacement items	per title	\$4.00	N				
	Folder	Average replacement cost - no processing fee	per title	\$3.00	N				
	7 Day Loan	Average replacement cost plus processing cost of \$4.00	per title	\$29.00	N				
	Book Club book	Average replacement cost plus processing cost of \$4.00	per title	\$19.00	N				
	Music CD	Average replacement cost plus processing cost of \$4.00	per title	\$24.00	N				
	Books on CD	Average replacement cost plus processing cost of \$4.00	per title	\$29.00	N				
	Book Club Bag	Average replacement cost - no processing fee	per item	\$20.00	N				
	InterLibrary Loan	Average replacement cost plus processing cost of \$4.00	per title	\$36.00	N				
	MP3 - CD	Average replacement cost plus processing cost of \$4.00	per title	\$54.00	N				
	Paperback book	Average replacement cost - no processing fee	per title	\$10.00	N				
	Periodical / Magazine	Average replacement cost plus processing cost of \$4.00	per title	\$11.00	N				
	Playaway	Average replacement cost plus processing cost of \$4.00	per title	\$54.00	N				
	Quick Books - 7 day loans	Average replacement cost plus processing cost of \$4.00	per title	\$36.00	N				
	Reference	Average replacement cost plus processing cost of \$4.00	per title	\$154.00	N				
	Board Books	Average replacement cost - no processing fee	per title	\$6.00	N				
	Juvenile - kits (Juvenile Book & CD)	Average replacement cost plus processing cost of \$4.00	per title	\$19.00	N				
	All fiction books, YA-nf and French-nf	Average replacement cost plus processing cost of \$4.00	per title	\$36.00	N				
	Adult Nonfiction	Average replacement cost plus processing cost of \$4.00	per title	\$49.00	N				
	Easy Readers and Picture books	Average replacement cost plus processing cost of \$4.00	per title	\$27.00	N				
	Large Print Books	Average replacement cost plus processing cost of \$4.00	per title	\$54.00	N				
	Wattreader (Wattmeter)	Average replacement cost plus processing cost of \$4.00	per title	\$54.00	N				
	Government Documents	Average replacement cost plus processing cost of \$4.00	per title	\$64.00	N				
	E-reader Kit	Average replacement cost plus processing cost of \$4.00	per kit	\$224.00	N				
	E-reader	Average replacement cost - no processing fee	per item	\$170.00	N				
	E-reader Case	Average replacement cost - no processing fee	per item	\$17.00	N				
	Adapter	Average replacement cost - no processing fee	per item	\$25.00	N				
	USB Cable	Average replacement cost - no processing fee	per item	\$5.00	N				
	Daisy-reader Kit	Average replacement cost plus processing cost of \$4.00	per kit	\$490.00	N				
	Daisy-reader	Average replacement cost - no processing fee	per item	\$450.00	N				
	Daisy Mask	Average replacement cost - no processing fee	per item	\$20.00	N				
	Daisy Adapter	Average replacement cost - no processing fee	per item	\$45.00	N				
	Daisy USB Cable	Average replacement cost - no processing fee	per item	\$10.00	N				
	iPod Shuffle (Music of Your Life project)	Average replacement cost - no processing fee	per item	\$50.00	N				

User Fees and Charges - 2018

Department	Community Services
Division	Arts Culture and Heritage
Activity	Library

G/L Account Number	User Fee Name and Description	Rationale for Fee (ie. Government mandated, recover all or part of cost to deliver service, recovery of admin charges, etc)	Unit Basis (Time/ participant etc)	Current Rate Presently In Effect	HST Y or N	2017 Total Budgeted Rev from fee	Date of Rate Change for 2018- if applicable	Proposed Rate as per 2018 Budget	2018 Total Budgeted Rev from fee
C1	C2	C3	C4	C5	C6	C7	C8	C9	C10
		Total generated							\$3,000
6019615334	Lost Cards	Cost Recovery	per card	\$3.00	N				
		Total generated							\$3,000
6019615335	Technical Services	Cost Recovery	per item	\$0.75 to \$1.25	N				
		Total generated							\$3,000
6019615336	Microfilm Fees	Cost Recovery	per page	\$0.25	N				
		Total generated							\$3,000
6019615340	Program revenue	Cost Recovery	per program	\$1.00 to \$3.00	N				
		Cost Recovery	per person	\$2.00	N				

Budget Form 13 (a)

Division: Library

Ref	C1	Position and comments	Dept	C3	Annualized impact if in 2018 operating budget for whole year										Days to Charge to 2018	Net Tax Levy Impact					
					Estimated				Gross expenditures			Total	Revenues				Net Tax Levy Impact	Start Date of Expense			
					FTE	Job Class	Step	Type	Salary	Benefits & On'd	Gross Exp		Subsidy	County					Other	Specify	Total
					C4	C5	C6	C7	C8	C9	C10	C11	C12	C13	C14	C15	C16	C17	C18	C19	C20
1.00		Increase in operational hours to the Public Library To better meet the needs of the community in the newly renovated facility, the Library Board has supported a staff recommendation to increase library hours at the Main Branch to Regular hours of Monday to Friday 9:00 a.m. to 8:00 p.m.; Saturday 10:00 a.m. to 5:00 p.m.; and Sunday 1:00 to 5:00 p.m. In the Summer months, hours would be altered slightly Monday to Friday as the Library would close at 7pm instead. The Library Board endorsed this enhancement at the June 28, 2016 Board Meeting.	Circulation Pages Caretaker		2.1428 0.7714 0.5142	Clerk 1 Pages Caretaker	5 5 5	Jan 1 2018 Jan 1 2018 Jan 1 2018	47,718 25,789 39,567	\$102,248.14 \$19,893.94 \$20,345.25	10.00% 10.00% 10.00%	\$112,474.06 \$21,883.34 \$22,378.77									
			Info		0.7714	Technician Part Time	5	Jan 1 2018	50,675	\$39,090.50	10.00%	\$42,999.55									
			CSD																		
			Library 1833		4.1988																
		Subtotal									0	199,736.72									
2.00		Security services pilot project. The Main Branch has seen an increase in incident reports and misbehaviour in the last few years. As a tenant in Peterborough Square during the Aymer Street renovation, staff has seen the benefit of having a Security Guard on site. Security there adds a sense of safety for both the staff and patrons. The Library Board approved at the June 28, 2016 Board meeting the implementation of a Security Services Pilot project to have a security guard present evenings and weekends when there are less full-time staff and supervisors in the building. If they were scheduled Monday-Friday 5-8, Saturday 10-5 and Sunday 1-5, that would be 26 hours at an estimated cost of \$17/hour = \$442/week, \$1,768/month, and \$21,216 for the year.																			
			CSD									21,216									
			Library 1833																		
		Subtotal					0.000					21,216									