



Peterborough Public Library

To: Peterborough Public Library Board of Trustees

From: Jennifer Jones, Library CEO

Meeting Date: February 12, 2019

Subject: Report PPL19-009
Budget Update

Purpose

A report to inform the Library Board of the status of the Library budget.

Recommendation

That the Library Board approve the recommendation outlined in Report PPL19-009 dated February 12, 2019, of the Library CEO, as follows:

That the report be received for information.

Budget and Financial Implications

There is no budget or financial implication resulting from the approval of the recommendation of this report.

Background

A summary report of the 2018 Library budget is attached (see Appendix A). Though revenues for room rentals fell short of the budgeted amount, memberships, recoveries, and donations from the Friends provided a positive increase in overall revenues.

The 2018 budget summary indicates that there is a \$1,292,855.40 debt charge. This amount is to be transferred back to the City's capital accounts as a result of the completion of the property transfer. Subtracting this from the totals on page 4, the library exceeded its operating budget by \$49,775.03. As Finance is in the process of finalizing 2018 invoices, it is estimated that the actual amount of the overage is approximately \$70,000. Library reserve surplus money from 2017 was requested to cover this expected overage at the November 2018 meeting (Report 18-055). These expenditures included:

Art rail system	\$5,479
Userful Computer set up	\$3,152
Wifi changes for new building	\$1,152
Diversified - phone and intercom set up	\$2,000
Dishwasher and fridges	\$1,387
Bird Deterrent at entrances	\$3,816
Furniture enhancements - window box dividers	\$285
Signage enhancements	\$10,633
Curtain for story corner	\$2,000
Additional blinds for quiet study area	\$4,946
Ergonomic equipment for service desks	\$2,801
Carpet for Children's toy corner	\$921
Additional staff headsets	\$5,084
Return bin - interior	\$2,917
Hushups - chair leg protectors	\$1,394
Planters for front entrance (accessibility enhancement)	\$1,832
Stanchions	\$940
Slat wall hangers	\$554
Community Bulletin Board	\$615
Kick stools	\$313
Grand opening events	
Catfish Willie performance	\$200
Dub Trinity performance	\$600
Costume rental - Olaf	\$51
Catering	\$853
Lanyards & t-shirts	\$430

The 2019 budget was approved at Council on January 28, 2019. This will allow the library to proceed with hiring security services for all library operating hours and discussions have begun with the security company to establish this service.

The 2020 budgeting process will begin in the spring, with plans for discussion and final approval at a November Council meeting.

Submitted by,

Jennifer Jones
Library CEO

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Attachment:
Appendix A – 2018 Budget summary report