



Peterborough Public Library

To: Library Board of Trustees

From: Jennifer Jones, Library CEO

Meeting Date: October 6, 2020

Subject: Report PPL20-016
2020 Budget Status Update

Purpose

A report to provide the Peterborough Public Library Board of Trustees a status update for the 2020 Library Operating Budget.

Recommendation

That the Library Board approves the recommendation as outlined in Report PPL20-016 dated October 6, 2020, of the Library CEO as follows:

That the 2020 Budget status update report be received for information.

Budget and Financial Implications

There are no budget or financial implications resulting from the approval of the recommendation of this report.

Background

A summary report of the Library operating budget from January 1, 2020 to September 15, 2020 is attached (see Appendix A).

On July 1, 2020 the Library's budget was transferred into the City's new SAP financial management system. As a result, the format of the budget document has changed slightly from previous reports.

There are two notable revenue variances:

- Bank interest is quite a bit higher than predicted, which is of benefit to the library.
- Recoveries consists of grant funding for half of the salary for the Digital Skills for Youth Intern, who's contract ended in February 2020.

There are no revenues for DelaFosse in 2020.

There is a notable loss of revenue in general for 2020. Room rentals were suspended while the library hosted the temporary emergency shelter and the service did not have a chance to gather momentum before the library was temporarily closed. Though we have reopened, the rooms remain unavailable to rent while we are respecting the Covid facility capacity restrictions, cleaning, and quarantine requirements currently in place.

The postponement of the Friends of the Library book sales is a loss of at least \$15,000 in revenue for the library this year, and the dissolution of the Foundation may mean a further loss of donation revenue.

The expenses for 2020 have been greatly affected by the COVID pandemic.

- There was an unexpected increase in bank charges.
- Paper and printer toner usage increased dramatically in January to March 2020 over prior years. The Xerox leasing fees also increased with the addition of the folding unit for printing out our "What's Happening guides" in house.
- Contractual Services includes the salary for the Digital Skills for Youth Intern.
- Covid related personal protective equipment (PPE) purchases such as the plexiglass shields for the service desks and additional cleaning supplies have been allocated to the building maintenance budget line.

The known increased expenditures have been accounted for in the 2021 budget request.

Overall, the library operating costs will be under budget in 2020 given the large portion of un-incurred staff expenses.

Submitted by,

Jennifer Jones

Library CEO

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Attachment:

Appendix A – 2020 Budget status update

Appendix A – 2020 Budget status update

Main

REVENUES	Year to Date Actual	2020 Budget	Variance \$	Variance %
City Contribution - Allocated	\$1,629,146.95	\$3,098,706.00	\$1,469,559.05	52.58%
Donations	\$220.00	\$15,000.00	\$14,780.00	1.47%
Fines	\$11,294.81	\$60,000.00	\$48,705.19	18.82%
Interest	\$21,213.53	\$3,000.00	-\$18,213.53	707.12%
Library Foundation	\$0.00	\$3,000.00	\$3,000.00	0.00%
Lost Books	\$1,009.20	\$4,000.00	\$2,990.80	25.23%
Lost Cards	\$195.00	\$700.00	\$505.00	27.86%
Membership revenues	\$6,055.69	\$15,000.00	\$8,944.31	40.37%
Microfilm fees (printing)	\$159.60	\$150.00	-\$9.60	106.40%
Program revenue	\$0.00	\$200.00	\$200.00	0.00%
Public Library Operating Grant (PLOG)	\$132,806.00	\$132,806.00	\$0.00	100.00%
Recoveries	\$9,480.20	\$500.00	-\$8,980.20	1896.04%
Room Rentals	\$2,625.25	\$30,000.00	\$27,374.75	8.75%
Sponsorship	\$300.99	\$500.00	\$199.01	60.20%
Transfer from IT reserve	\$21,498.00	\$43,000.00	\$21,502.00	50.00%
Xerox printing/copying revenue	\$2,114.51	\$4,000.00	\$1,885.49	52.86%
	\$1,838,119.73	\$3,410,562.00	\$1,572,442.27	
EXPENSES				
Adult programming	\$1,551.56	\$5,000.00	\$3,448.44	31.03%
Advertising & Publicity	\$1,083.98	\$5,000.00	\$3,916.02	21.68%
Auditor Fees	\$3,714.24	\$4,000.00	\$285.76	92.86%
Bank Charges	\$1,260.81	\$700.00	-\$560.81	180.12%
Board Expenses	\$346.58	\$500.00	\$153.42	69.32%

Book binding - Adult	\$0.00	\$100.00	\$100.00	0.00%
Book binding - Children's	\$0.00	\$200.00	\$200.00	0.00%
Business Travel	\$474.31	\$2,000.00	\$1,525.69	23.72%
Children's programming	\$1,717.83	\$6,000.00	\$4,282.17	28.63%
Circulation Supplies	\$265.89	\$3,000.00	\$2,734.11	8.86%
Conferences & Conventions	\$1,325.30	\$3,000.00	\$1,674.70	44.18%
Contractual Services / Security Services	\$66,652.80	\$65,500.00	-\$1,152.80	101.76%
Courier Service	\$1,521.89	\$5,489.00	\$3,967.11	27.73%
Emergency Shelter Costs	\$14.63	\$0.01	-\$14.62	
Garbage Tax	\$0.00	\$2,000.00	\$2,000.00	0.00%
Heat	\$6,419.61	\$17,077.00	\$10,657.39	37.59%
Hospitality	\$0.00	\$500.00	\$500.00	0.00%
Information Tech/Tech Networking	\$17,335.89	\$58,000.00	\$40,664.11	29.89%
Insurance	\$15,714.00	\$16,680.00	\$966.00	94.21%
Library Friends/FOL spending	\$5,795.02	\$18,000.00	\$12,204.98	32.19%
Light & Water / Electricity	\$34,556.62	\$76,125.00	\$41,568.38	45.39%
Meeting Room/AV support	\$1,059.89	\$5,000.00	\$3,940.11	21.20%
Membership/Subscriptions	\$460.21	\$4,000.00	\$3,539.79	11.51%
Microfilm	\$0.00	\$3,000.00	\$3,000.00	0.00%
Office Equipment	\$2,866.22	\$3,500.00	\$633.78	81.89%
Office Supplies	\$1,467.09	\$5,000.00	\$3,532.91	29.34%
Outreach /Special Events	\$0.00	\$2,000.00	\$2,000.00	0.00%
Paper/photocopying/Xerox Lease	\$20,947.92	\$17,000.00	-\$3,947.92	123.22%
Postage	\$426.52	\$2,000.00	\$1,573.48	21.33%
Preventative Maintenance	\$20,442.81	\$20,000.00	-\$442.81	102.21%
R&M - Buildings (City contractors)	\$23,892.25	\$19,474.00	-\$4,418.25	122.69%
Reference Supplies	\$867.44	\$500.00	-\$367.44	173.49%
Staff Training	\$1,702.52	\$10,000.00	\$8,297.48	17.03%
Technical Services Supplies	\$1,737.48	\$10,000.00	\$8,262.52	17.37%
Telephone	\$5,868.51	\$11,367.00	\$5,498.49	51.63%
Transfer to Collections Acquisition	\$180,552.00	\$361,100.00	\$180,548.00	50.00%

Transfer to System upgrade/IT	\$21,498.00	\$43,000.00	\$21,502.00	50.00%
Volunteer Recognition	\$66.98	\$500.00	\$433.02	13.40%
YA Programs	\$0.00	\$1,000.00	\$1,000.00	0.00%
Salaries - Part Time	\$166,372.85	\$624,146.00	\$457,773.15	26.66%
Salaries -Full Time	\$697,128.60	\$1,295,354.00	\$598,225.40	53.82%
Stat holiday pay	\$518.33	\$0.00	-\$518.33	
Employee Benefits	\$239,687.24	\$438,067.00	\$198,379.76	54.71%
	\$1,548,172.73	\$3,164,879.01	\$1,617,565.19	

DelaFosse

Expenses	Year to Date Actual	2020 Budget	Variance \$	Variance %
Building Maintenance and Repair	\$2,803.66	\$14,437.00	\$11,633.34	19.42%
Courier Service	\$1,182.23	\$5,489.00	\$4,306.77	21.54%
Garbage Tax	\$0.00	\$500.00	\$500.00	0.00%
Heat	\$1,885.00	\$5,030.00	\$3,145.00	37.48%
Light & Water/Electricity	\$1,919.98	\$3,857.00	\$1,937.02	49.78%
Transfer to Collections Acquisition	\$15,498.00	\$31,000.00	\$15,502.00	49.99%
Salaries - Part time	\$11,422.28	\$57,609.00	\$46,186.72	19.83%
Employee Benefits	\$0.00	\$5,761.00	\$5,761.00	0.00%
	\$34,711.15	\$123,683.00	\$88,971.85	