



Peterborough Public Library

To: Library Board

From: Jennifer Jones, Library CEO

Meeting Date: May 11, 2021

Subject: Report PPL21-013
2021 Q1 Budget Update

Purpose

A report to provide the Library Board a status update on the Library's operating budget for the first quarter of 2021.

Recommendation

That the Library Board approve the recommendation outlined in Report PPL21-013, dated May 11, 2020, of the Library CEO, as follows:

That the report on the status of the Library's Q1 operating budget 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, 2021 to April 30, 2021 is attached (see Appendix A).

Due to the pandemic, the DelaFosse branch has remained closed. There have been minimal expenses to continue with basic building maintenance during this time.

There continues to be notable losses of revenue in general for the first part of 2021, though this was to be expected as the library has been waiving late fines during the facility closures and is unable to rent out any meeting rooms. Both of these efforts align with our attempts to eliminate barriers and respect the Covid facility capacity restrictions, cleaning, and quarantine requirements currently in place.

The postponement of the Friends of the Library book sales will likely represent a loss of approximately \$15,000 in revenue for the library this year.

Nevertheless, the library appears to be on track with the 2021 operating budget.

Submitted by,

Jennifer Jones
Library CEO

Contact Name:

Jennifer Jones
Library CEO
Phone: 705- 745-5382 Ext.2370
Fax: 705-745-8958
E-Mail: jjones@peterborough.ca

Attachment:

Appendix A – 2021 Q1 operating budget status update

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Main

	Year to Date			
REVENUES	Actual	2021 Budget	Variance \$	Variance %
Public Library Operating Grant (PLOG)	\$0.00	\$132,806.00	\$132,806.00	
Fines	\$1,980.57	\$60,000.00	\$58,019.43	3.30%
Interest	\$2,945.89	\$1,000.00	-\$1,945.89	294.59%
Donations	\$125.00	\$10,200.00	\$10,075.00	1.23%
ATM commissions	\$8.07	\$0.00	-\$8.07	
Xerox fees (printing/copying)	\$292.04	\$5,000.00	\$4,707.96	5.84%
Sponsorship (Pop machines)	\$0.00	\$550.00	\$550.00	
Membership revenues	\$2,400.00	\$15,000.00	\$12,600.00	16.00%
Recoveries	\$108.00	\$500.00	\$392.00	21.60%
Program revenue	\$0.00	\$500.00	\$500.00	0.00%
Room Rentals	\$165.00	\$30,000.00	\$29,835.00	0.55%
Lost Books	\$317.54	\$5,000.00	\$4,682.46	6.35%
Lost Cards	\$91.00	\$700.00	\$609.00	13.00%
Microfilm fees (printing)	\$145.00	\$150.00	\$5.00	96.67%
	\$8,578.11	\$261,406.00	\$252,827.89	3.28%
EXPENSES				
Salaries -Full Time	\$392,824.77	\$1,301,518.00	\$908,693.23	30.18%
Wages - Part Time	\$101,283.87	\$624,146.00	\$522,862.13	16.23%
Overtime	\$1,015.76	\$0.00	-\$1,015.76	
Stat holiday pay	\$7,319.00	\$599,722.00	\$592,403.00	1.22%
Employee Benefit O/H	\$156,728.39	\$437,412.00	\$280,683.61	35.83%
Electricity	\$17,326.76	\$91,974.00	\$74,647.24	18.84%
Heat	\$857.72	\$15,395.00	\$14,537.28	5.57%
Water	\$1,270.15	\$0.00	-\$1,270.15	
Telephone	\$4,365.38	\$10,000.00	\$5,634.62	43.65%

Cellular phone	\$230.17	\$0.00	-\$230.17	
Property Garbage Tax	\$0.00	\$3,050.00	\$3,050.00	0.00%
Insurance	\$17,697.00	\$18,897.00	\$1,200.00	93.65%
Information Tech/Tech Networking	\$80,104.50	\$122,500.00	\$42,395.50	65.39%
Software Maintenance	\$3,827.75	\$0.00	-\$3,827.75	
Postage	\$734.34	\$2,000.00	\$1,265.66	36.72%
Paper/photocopying/Xerox Lease	\$4,702.34	\$19,950.00	\$15,247.66	23.57%
Office Supplies	\$95.48	\$4,000.00	\$3,904.52	2.39%
Operating supplies	\$133.17	\$0.00	-\$133.17	
Technical Services Supplies	\$333.42	\$10,000.00	\$9,666.58	3.33%
Circulation Supplies	\$797.46	\$3,000.00	\$2,202.54	26.58%
R&M - Buildings	\$10,407.18	\$30,000.00	\$19,592.82	34.69%
Preventative Maintenance (City)	\$4,931.58	\$18,318.00	\$13,386.42	26.92%
Office Equipment	\$668.49	\$3,500.00	\$2,831.51	19.10%
Computer Equipment	\$47.71	\$0.00	-\$47.71	
Programs/Workshops	\$3,106.97	\$7,000.00	\$3,893.03	44.39%
Library FOL expenses	\$411.03	\$5,200.00	\$4,788.97	7.90%
Book binding	\$0.00	\$300.00	\$300.00	0.00%
Microfilm	\$0.00	\$500.00	\$500.00	0.00%
Volunteer Recognition	\$36.63	\$500.00	\$463.37	7.33%
Safety Boots / Clothing and Uniform	\$547.56	\$0.00	-\$547.56	
Business Travel	\$0.00	\$1,000.00	\$1,000.00	0.00%
Membership/Subscriptions	\$208.06	\$2,550.00	\$2,341.94	8.16%
Staff Training	\$2,276.73	\$10,000.00	\$7,723.27	22.77%
Conferences & Conventions	\$0.00	\$2,500.00	\$2,500.00	0.00%
Contractual Services	\$259.90	\$65,500.00	\$65,240.10	0.40%
Auditor Fees	\$0.00	\$4,300.00	\$4,300.00	0.00%
Snow Removal	\$2,289.60	\$4,579.00	\$2,289.40	50.00%
Security	\$13,700.98	\$66,810.00	\$53,109.02	20.51%
Courier Service	\$686.20	\$5,489.00	\$4,802.80	12.50%

Advertising & Publicity	\$826.26	\$3,000.00	\$2,173.74	27.54%
Board Expenses	\$0.00	\$1,500.00	\$1,500.00	0.00%
Bank Charges	\$793.25	\$3,000.00	\$2,206.75	26.44%
Transfer to Collections Acquisition	\$364,711.00	\$364,711.00	\$0.00	100.00%
	\$1,197,556.56	\$3,863,821.00	\$2,666,264.44	30.99%

DelaFosse

Expenses	Year to Date			
	Actual	2021 Budget	Variance \$	Variance %
Salaries - Part time	\$0.00	\$57,344.00	\$57,344.00	0.00%
Employee Benefit O/H	\$0.00	\$5,734.00	\$5,734.00	0.00%
Light & Water/Electricity	\$324.58	\$4,623.00	\$4,298.42	7.02%
Heat	\$151.92	\$4,204.00	\$4,052.08	3.61%
Water	\$293.69	\$0.00	-\$293.69	
Courier Service	\$0.00	\$5,489.00	\$5,489.00	0.00%
R&M - Buildings	\$549.51	\$10,000.00	\$9,450.49	5.50%
Preventative Maintenance (City)	\$229.75	\$4,473.00	\$4,243.25	5.14%
Property Tax	\$0.00	\$500.00	\$500.00	0.00%
Transfer to Collections Acquisition	\$31,310.00	\$31,310.00	\$0.00	100.00%
	\$32,859.45	\$123,677.00	\$90,817.55	26.57%