



## Peterborough Public Library

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**To:** Members of the Peterborough Public Library Board  
**From:** Jennifer Jones, Library CEO  
**Meeting Date:** April 8, 2025  
**Report:** Draft 2026 Library Operating Budget, Report PPL25-017

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### Subject

A report to provide the Library Board with a draft of the 2026 library operating budget.

### Recommendations

That the Library Board approves the recommendation as outlined in Report PPL25-017 dated April 8, 2025, of the Library CEO as follows:

That the partial draft of the 2026 library operating budget be received for information.

### Background

The City will be starting the 2026 budgeting process in early April. At the time of writing this report the directional memo to staff had not yet been circulated providing key dates and information for the process. However, at initial budgeting software training sessions held during the last week of March, it was underlined that the direction will be to maintain a bare bones budget with austerity in mind.

Based on previous years, the Library's initial draft operating budget has been submitted to the Commissioner for review in early May.

This report is presenting the library's draft operating budget for the Board's consideration with only necessary increases based on known information, such as increases to software licenses. As such, the majority of the budget is holding at the 2025 levels.

There are three areas where increases are needed to meet operational needs, noted in red on the below table. The library now has over 60 staff in a mix of full time and part time roles. The staff training requirements have increased in costs and quantity and the proposed budget reflects an increase to support staff training.

There is one major annual library conference – the OLA Super Conference – held in Toronto at the end of January or early February. For the past several years, the conference fees to attend have been increasing, as have the peripheral costs of travel, accommodations and meals. In 2025 the conference fee was just under \$900 per person. It has become cost prohibitive for the library to send one person to this event given our existing budget line for conferences.

The most substantial increase in the 2026 library budget is returning the Materials Acquisition budget to prior levels, which included a 3% increase on the previous year's amount. The 2026 proposed amount restores the standard of funding established in prior years for the library's collection development. The 2025 budget relies on reserves to support collection development. This is not a sustainable practice, and it is forecasted that there will be very little collections reserves remaining at the end of 2025.

Please note, there are no staffing costs listed in this draft, the unionized CUPE1833 staff are in active contract negotiations and the wages are unknown at this time.

The expense fields highlighted in grey are auto populated by other City departments for shared costs and can not be altered by the Library CEO. The amounts for these fields are not yet finalized and will be adjusted by those departments as they process their budgets.

### Revenues

Object	2024 Budget	2025 Budget	2026 Budget
410000 - Provincial grant	132,806	132,806	132,806
450085 - Membership revenue	7,000	7,000	7,000
450320 - Facility Rentals	25,000	16,000	16,000
450055 - Xerox fees	5,000	5,000	5,000
450595 - Lost books	5,000	5,000	5,000
450600 - Lost cards	800	800	800
440500 - Charitable/Receipted Donation	30,000	30,000	30,000
450220 - Other Recoveries	500	500	500
450065 - One time sponsorship	150	150	150
450048 - ATM Commissions	100	50	50
440000 - Interest Earned	45,000	45,000	30,000
	<b>251,356</b>	<b>242,306</b>	<b>227,306</b>

**Expenses**

<b>Object</b>	<b>2024 Budget</b>	<b>2025 Budget</b>	<b>2026 Budget</b>
568015 - Telephone	3,000	1,680	1,700
570095 - Advertising & Publicity	20,000	20,000	20,000
568000 - Electricity	70,337	71,392	72,000
568005 - Heat	16,568	16,817	17,000
568140 - Postage	4,000	5,000	5,000
568110 - Technical Networking	197,000	243,000	250,000
568020 - Cell Phone Expense	1,500	3,600	3,600
570085 - Courier Service	5,656	5,742	5,800
570080 - Private Security	106,500	94,448	96,000
568010 - Water	5,678	5,794	5,900
568155 - Office Supplies	6,000	6,000	6,000
568865 - Clothing & Uniforms	3,000	2,000	2,000
568650 - Program/workshop exp	40,000	40,000	40,000
568145 - Photocopies	23,000	23,000	23,000
568190 - Technical Supplies	15,000	10,000	10,000
568195 - Circulation Supplies	6,000	10,000	10,000
568450 - Food expenses	5,000	5,000	5,000
568845 - Volunteer Recognition	1,000	1,500	1,500
570245 - Board Expenses	2,500	2,174	2,000
568125 - Internet Connections	10,000	20,000	20,000
568882 - Safety Boots	-	1,800	1,800
568262 - Rep & Maint-Grounds	-	6,800	6,800
568280 - Rep & Maint Buildings	35,000	50,000	52,500
568335 - Preventative Maint-Buildings	24,095	24,451	25,000
568040 - Insurance	34,790	32,704	34,000
568025 - Property Taxes	3,000	3,000	3,000
570015 - Audit fees	8,755	9,000	9,000
574550 - Bank Charges - Library	4,000	4,500	4,500
790040 - I/F Van maintenance	-	3,808	4,000
790045 - I/F Snow removal	6,508	8,572	9,000
568405 - Office Equipment	7,000	10,000	10,000
568895 - Business Travel	1,000	750	750
568885 - Staff Parking Passes	-	17,000	17,000
568900 - Membership/Subscriptions	4,000	4,000	4,000
568905 - Staff training	10,000	15,000	17,500
568930 - Conf & Conventions	3,000	5,000	10,000
786001 - Tsf to Materials Acquisition	382,877	316,535	394,363
	<b>1,065,764</b>	<b>1,100,067</b>	<b>1,199,713</b>

## **Strategic Plan**

Strategic Pillar: Community & Well-being

Strategic Initiative: Library services and programs enhance the recreational aspects of our community.

## **Budget and Financial Implications**

Approval of this report would support the submission of these figures as the 2026 draft operating budget for the library.

Submitted by,

Jennifer Jones  
Library CEO

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