

**DRAFT Agenda
Woodstock Public Library Board
November 12, 2024**

Date: Tuesday, November 12, 2024
Time: 4:15 p.m.
Place: Library Meeting Room

- 1. Call to Order**
- 2. Indigenous Acknowledgement**

The Library Board would like to acknowledge that we are meeting on traditional and ancestral land of the Haudenosaunee, Lanape, and Anishnaabek Peoples. We thank all generations of people who have taken care of this land and recognize and reflect upon their historic and present connection and contributions to this land and place.
- 3. Approval of the Agenda**

Recommendation:
That the Board approves the Agenda as circulated (or following corrections or additions).
- 4. Declaration of Conflict of Interest**
- 5. Board Education**
 - a) Intellectual Freedom**

G. Green, Public Services Supervisor; and
H. McDonald, Systems and Technical Services Supervisor
- 6. Minutes of the Meeting of October 8, 2024**

Recommendation:
That the Board approves the Minutes of the meeting of October 8, 2024, as circulated (or following corrections).
- 7. Business Arising from the Minutes**
 - a) Strategic Plan**
 - b) FOPL Report – Library Data Comparisons**

Verbal Update
- 8. Chairperson’s Remarks**
- 9. Delegations/Presentations**

None

10. Consideration of Correspondence

a) Friends of the Library

Minutes of the Meeting of September 11, 2024

Recommendation:

That the Board receives the Minutes of the meeting of the Friends of the Woodstock Public Library for September 11, 2024, as information.

11. Administrative Reports

a) Monthly Report

i) Report of the Chief Executive Officer

ii) Report of the Director of Library Services/Deputy CEO

b) Statistics

i) Library Systems Activities for the month of October, 2024

c) Policy Review

None

12. Committee Reports

a) Ontario Library Service Trustee Assembly

Verbal Update

b) Health and Safety

None

13. Finance

a) Treasurer's Report

Recommendation:

That the DRAFT Statement of Revenues and Expenditures for the period ending October 31, 2024, and

the DRAFT Summary of Trust Account for the period ending October 31, 2024, and

the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending October 31, 2024, be received as information.

b) Budget 2024

i) Budget Report – Revenue Fund (Operating) Budget

ii) 2025 Revenue Fund (Operating)) Budget

Recommendation:

That the Board approves the proposed 2025 Draft Revenue Fund (Operating) Budget, including additions to the base budget, for the Woodstock Public Library.

c) Board Report – Allocation of 2024 Surplus Funds

Recommendation:

That the Board submits a request to City Council for the approval of the transfer of surplus funds in the 2024 Revenue Fund (Operating) Budget at the end of the current year; and that the surplus be directed to the Salaries Reserves of the Board.

14. New Business

None

15. Notices of Motion

None

16. Attachments

None

17. Committee of the Whole In-camera

Public Libraries Act, R.S.O. 1990, c. P.44 s. 16.1 (4)

A meeting or part of a meeting may be closed to the public if the subject matter being discussed is,

- (a) the security of the property of the board;*
- (b) personal matters about an identifiable individual;*
- (c) a proposed or pending acquisition or disposition of land by the board;*
- (d) labour relations or employee negotiations*
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the board;*
- (f) advice that is subject to solicitor-client privilege, including communication necessary for that purpose;*
- (g) a matter in respect of which a board or committee of a board may hold a closed meeting under another Act. 2002, c. 17, Sched. C, s.24 (5).*

18. Next Meeting

Tuesday, December 10, 2024, 4:15 p.m.

19. Adjournment

VISION

Your Destination for Discovery

MISSION

A welcoming place to create, connect and explore.

Woodstock Public Library Board

DRAFT Meeting Minutes October 8, 2024

A regular meeting of the Woodstock Public Library Board was held on Tuesday, October 8, 2024, at 4:15 pm, in the Meeting Room at the Woodstock Public Library.

a) The following Board members were present:

Mary Anne Silverthorn, Chair
Danielle Barry, Vice Chair
Ken Whiteford, Trustee
Councillor Kate Leatherbarrow
Councillor Bernia Martin

b) The following Board members sent regrets:

Lynn Wareing, Trustee
Councillor Deb Tait

c) The following persons were also present:

Lindsay Harris, CEO
Megan Cook, Director of Library Services/Deputy CEO
Lori Peixoto, recorder

1. Call to Order

The Chair called the meeting to order at 4:15 pm.

2. Indigenous Acknowledgement

The Library Board would like to acknowledge that we are meeting on traditional and ancestral land of the Haudenosaunee, Lanape, and Anishnaabek Peoples. We thank all generations of people who have taken care of this land and recognize and reflect upon their historic and present connection and contributions to this land and place.

3. Approval of the Agenda

Motion 24-64

MOVED by K. Whiteford and seconded by D. Barry to approve the Agenda.

Motion carried.

4. Declaration of Conflict of Interest

None.

5. Minutes of the Meeting of September 10, 2024

Motion 24-65

MOVED by B. Martin and seconded by D. Barry to approve the Minutes of the meeting of September 10, 2024.

Motion carried.

6. Business Arising from the Minutes

a) Strategic Plan

L. Harris noted that the Strategic Plan Steering Committee would be meeting in-person at the Library on Wednesday, October 9.

M. Cook reported on the community engagement event that was held at the Woodstock Art Gallery, noting it was well-attended.

There were no questions from the Board.

7. Chairperson's Remarks

None.

8. Delegations/Presentations

None.

9. Board Education

None.

10. Consideration of Correspondence

a) Friends of the Library

Minutes of the Meeting of May 8, 2024

Motion 24-66

MOVED by K. Leatherbarrow and seconded by D. Barry that the Board receives the Minutes of the meeting of the Friends of the Woodstock Public Library for May 8, 2024, as information.

Motion carried.

M. Cook reported on the Friends' pop-up DVD and video game sale, noting it was a success.

11. Administrative Reports

a) Monthly Report

i. Report of the Chief Executive Officer

L. Harris reported on her nomination and appointment to the OLC executive.

Discussion was had regarding preparation for the 2025 operating budget.

L. Harris provided details on a request that would be coming to the Board in November for a new Facilities position.

L. Harris provided details on support measures offered to staff following incidents that occur in the library.

ii. Report of the Director of Library Services/Deputy CEO

M. Cook provided details on programming and positive feedback from the community, as well as activities related to the Ontario Library Association Super Conference and her position on the executive.

There were no questions from the Board.

b) Statistics: Library Systems Activities for the month of September, 2024

L. Harris noted that social media engagements had increased drastically since the start of the new Marketing Librarian position.

c) Policy Review

i. Report – 2023-2026 Board Policy Review Update

The report was reviewed, and there were no questions from the Board.

ii. Report – Disconnect From Work Policy

L. Harris noted there were no significant changes to the policy; only slight wording changes for clarity.

Discussion was had on the importance of such a policy.

iii. Disconnect From Work Policy

Motion 24-67

MOVED by K. Leatherbarrow and seconded by B. Martin that the Woodstock Public Library Board approves the Disconnect From Work Policy as presented.

Motion carried.

12. Committee Reports

a) Ontario Library Service Trustee Assembly

L. Harris noted that a request was made by Trustee Wareing for another member of the Board to attend the next Assembly meeting in her absence. Details would be sent to Board members.

b) Health and Safety

Minutes for July 11, 2024

Motion 24-68

MOVED by K. Whiteford and seconded by D. Barry that the Board approves the Minutes of the Joint Health and Safety Committee meeting of July 11, 2024.

Motion carried.

13. Finance

a) Treasurer's Report

Motion 24-69

MOVED by D. Barry and seconded by B. Martin that the DRAFT Statement of Revenues and Expenditures for the period ending September 30, 2024, and the DRAFT Summary of Trust Account for the period ending September 30, 2024, and the DRAFT Summary of the Jessie McDougall Trust Fund for the period ending September 30, 2024, be received as information.

L. Harris provided clarification for the Lieu Pay budget line and a correction made by Treasury.

Motion carried.

14. New Business

None.

15. Notices of Motion

None.

16. Attachments

- a) **Oxford Reads Gala to welcome author Emily Austin;** Woodstock Ingersoll Echo; September 27, 2024 edition

17. Committee of the Whole In-camera

Personal matters about an identifiable individual, and Labour relations

Motion 24-70

MOVED by B. Martin and seconded by K. Leatherbarrow that the Board moves into Committee of the Whole In-camera at 5:05 pm.

Motion carried.

Motion 24-71

MOVED by B. Martin and seconded by D. Barry that the Board moves out of Committee of the Whole In-camera at 5:43 pm.

Motion carried.

Motion 24-72

MOVED by K. Whiteford and seconded by K. Leatherbarrow that the Board approves the Agenda, as amended, for the Meeting of the Committee of the Whole In-camera.

Motion carried.

Motion 24-73

MOVED by B. Martin and seconded by D. Barry that the Board approves the Minutes of the Committee of the Whole In-camera for September 10, 2024.

Motion carried.

In closed session, the Board reviewed the CEO Performance Evaluation documents presented by the Board Chair.

Motion 24-74

MOVED by K. Leatherbarrow and seconded by D. Barry that the Board authorizes the salary step increase of the CEO as presented by the Chair.

Motion carried by unanimous vote.

18. Next Meeting

Tuesday, November 12, 2024, 4:15 pm.

19. Adjournment

MOVED by B. Martin that the meeting adjourn at 5:48 pm.

Vision

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Minutes
Friends of the Woodstock Public Library
September 11, 2024

Present: Rick Cole – Vice-Chair
Marion Baker – Secretary
Gerry Wormald – Treasurer
Sylvia Weiser-Sutherland
Taziah Fioze-Booker

Karen Leslie
Lauren Lambkin
Christina Cullen
Diana St. Clair
Jamina Tieu

Also Present: Megan Cook, Director of Library Services/Deputy C.E.O., Woodstock Public Library

Regrets: Matthew Lloyd, Gurleen Saini, Jackie Thompson, Andie Lennox, Lee Mathers,
Susan Hamilton, Laura Schneider, Kathie Richards, Peter Ruehlicke, Sharron Skevington

Vice-Chair Rick Cole calls the meeting to order at 5:05 p.m. and welcomes those present.

Agenda: Moved by: Christina Cullen
Seconded by: Karen Leslie

That the Agenda for the September 11, 2024 meeting be approved. Carried

Minutes:

Moved by: Sylvia Weiser-Sutherland
Seconded by: Lauren Lambkin

That the Minutes of the May 8, 2024 meeting be approved. Carried.

Updates and Reports:

Financial:

Treasurer Gerry Wormald provides an up-dated financial statement as at September 3, 2024.

Membership Update:

Secretary Marion introduces and welcomes new member Taziah Fioze-Booker. The Secretary notes that regrettably, she has received a membership resignation from Jenny deHaan. Jenny has offered her help to Friends if needed in any way i.e. at future book sales. The Secretary also reports that Jenny, along with extended family members, attended the August Pop-Up book sale and helped to increase the proceeds of the sale.

Library Update - Megan Cook:

Megan's report that the library has already reached its limit of donated books re the up-coming November 9th book sale sparks comments about setting a limit on the number of donated books per donor. She reports that the library staff has been in discussion re this recent problem and suggests a limit of one box per donation.

There is also discussion about the further acceptance of DVDs and Video Games due to their decreasing popularity. Vice-Chair Rick Cole suggests that perhaps patrons be offered five free DVDs or Video games if they are purchasing five books. Further discussion will continue at the October meeting.

Megan also advises that author, adventurer, explorer Adam Schoalts may be available to speak at the next Library sponsored Author's Evening, venue yet to be determined.

Book Sale Pricing:

Pricing is discussed re the November 9th sale but no decisions are made at this time. Further discussion to take place.

Friends of the Woodstock Public Library Instagram account:

Jamina Tieu puts forth the suggestion that promoting of Friends not only be through our Facebook account but also by opening an Instagram account as Instagram will reach more and younger people. Megan Cook responds to Jamina's suggestion advising the library now has a Marketing Librarian on staff who will be upgrading the promotion of the library and would also be available to assist with promoting Friends of the Library on Facebook and Instagram.

Information and suggestion from Gerry Wormald:

Gerry shares a newspaper article and speaks about a money-raising event called "Biblio Bash" held earlier this year by the Toronto Public Library Foundation and raised over one million dollars!

Gerry also suggests Friends consider selling Rheo Thompson "Mint Smoothies" at the book sales. A pre-determined number of Mint Smoothies can be purchased in agreement with Rheo Thompson at a reduced cost and then sold at book sales for a small profit.

Date of Next Meeting:

Wednesday, October 9, 2024 at 5:00 p.m. in the library meeting room.

Adjournment

Vice-Chair Rick calls for the meeting to be adjourned.

The meeting is adjourned at 5:52 p.m.

Rick Cole, Vice-Chair _____



Subject: CEO Report

Action: For Information

Prepared by: Lindsay Harris

Meeting of: November 12, 2024

Reinforcing our Capabilities

The past month has provided numerous opportunities for training and networking through organizations such as HRNOL's (HR Network of Ontario Libraries) management training, and OLS' (Ontario Library Service) annual virtual conference. I also attended several networking opportunities, including the SWOLA (South Western Ontario Library Administrators) fall meeting, which included leaders from public and academic libraries in the region. All these opportunities provided forums to learn from peers, and work through challenges faced by libraries in a group setting.

In early November, I attended the final intensive portion of the APLL (Advancing Public Library Leadership) program that I have been enrolled in for the past two years. As part of this three-day virtual training session, I was invited to be a panelist for a discussion on the VOLT toolkit that WPL used early in 2024 to calculate the Library's social return on investment, as we were one of the very early adopters of this new toolkit. It was an excellent opportunity to share the experience with colleagues, as well as hear the experiences of others.

As of the conclusion of this intensive, I have now completed the APLL program. Graduation will take place at the Ontario Public Library Awards Gala, which occurs during the Ontario Library Association's Super Conference in January of 2025. This has been an exceptionally valuable experience for me as a new CEO. I look forward to bringing the ideas and strategies learned during this program to the everyday work of the Library, and greatly appreciate the Board's support of my continuing professional development.



Subject: Library Services Report for October, 2024

Action: For Information

Prepared by: Megan Cook, Director of Library Services

Meeting of: November 12, 2024

Contribute Vibrant Spaces

This month we held several Oxford Reads programs that connect with themes found in the selected title this year, *Everyone In This Room Will Someday Be Dead* by Emily Austin. Programs included an off-site book club, several craft programs, and even a presentation by a Death Doula that explored important topics related to dying well. We had a total of 41 adults participate in these programs.

We held several Halloween-themed programs for children, including a story stroll at Victoria Park in partnership with Oxford EarlyON, a STEM drop-in program for school-aged children, a Halloween baby program, storytimes, and a creative teen program that included cookie decorating and gourd painting. In total, these programs had 139 participants.

This month we hosted a community-favourite, our Haunted Jail Tour. We ran the tour on three different nights and added a self-guided Courthouse Walking Tour. Altogether, we had 171 patrons participate in these programs.

Strengthen Our Community

In October, we celebrated First Nation Public Library Week, Ontario Public Library Week, Media Literacy Week, and Culture Days. We offered various programs, created unique collection displays, and ran informative social media campaigns to support these initiatives.

With our new Information Services and Marketing Librarian in place, we have seen an increase in our social media engagement. We hope to continue this engagement with our community and extend our reach even further.

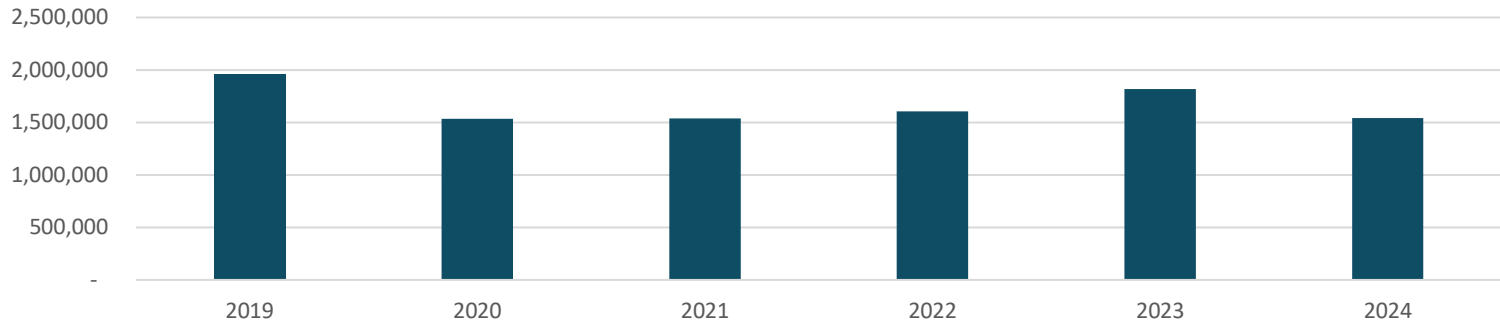
Reinforcing Our Capabilities

After a full day of brainstorming and discussion with all staff, several departmental staff meetings, and many conversations within our Senior Team, we finalized our Customer Service Commitment. We will strive to provide service excellence with every interaction through providing courteous and efficient customer service, fostering respectful relationships, and creating a community space for all.



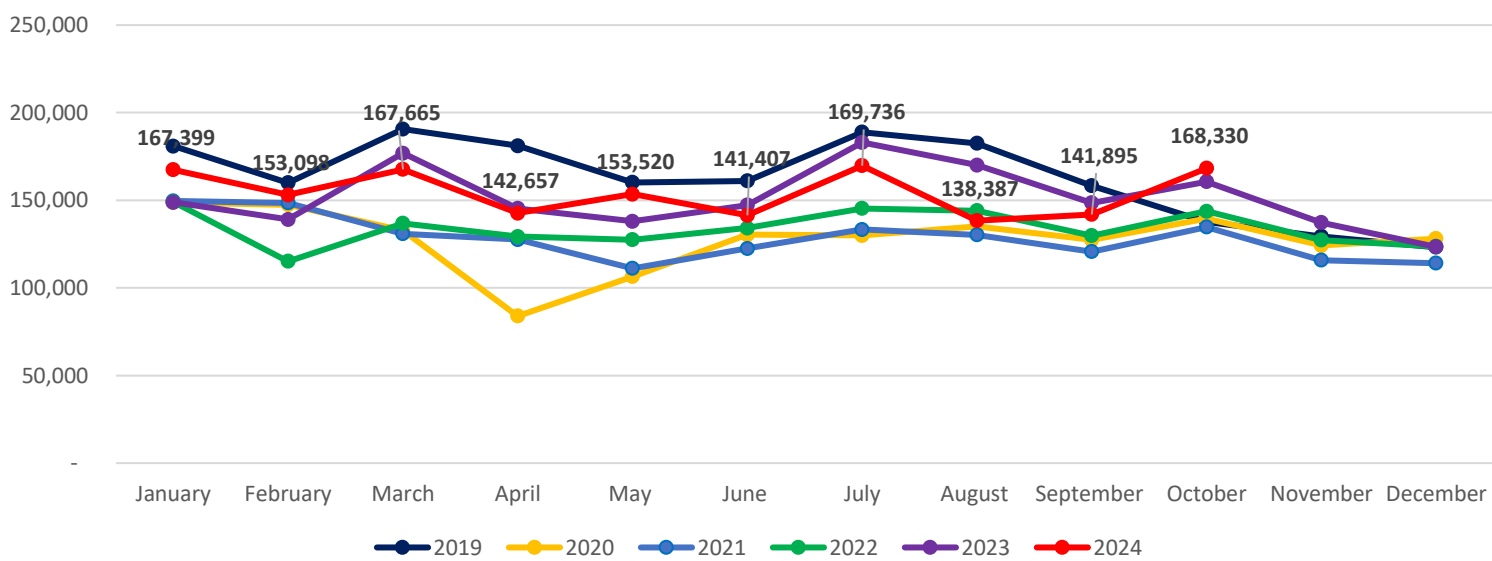
WOODSTOCK Public Library

Total Library Uses 2019 - 2024 YTD

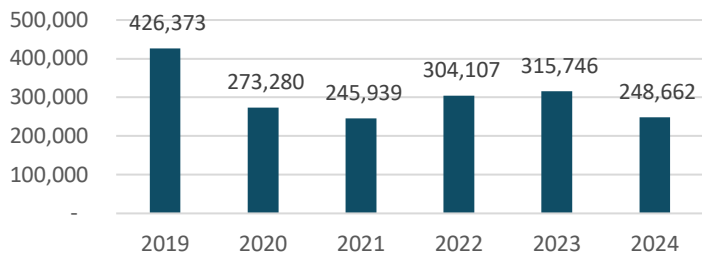


2024	Total Circulation	In Person Visits	Electronic Visits	Social Media Engagments	Program Attendance	Public Computer Use	WIFI Access	Database Searches	Total Library Uses
January	25,479	11,569	91,259	32,820	1,144	1,084	1,600	2,444	167,399
February	25,816	11,445	86,320	24,776	1,296	934	1,712	799	153,098
March	27,447	12,424	99,361	23,214	1,747	1,138	1,664	670	167,665
April	24,408	12,020	86,147	13,772	1,528	1,035	1,881	1,866	142,657
May	22,186	11,230	90,099	22,155	1,854	892	1,845	3,259	153,520
June	22,510	10,961	87,408	11,572	3,910	993	1,662	2,391	141,407
July	27,247	13,281	103,661	14,472	6,314	1,002	1,276	1,483	168,736
August	26,142	11,025	82,815	10,705	3,831	927	1,219	1,723	138,387
September	23,270	11,361	78,675	15,341	1,321	1,010	1,703	9,214	141,895
October	24,157	12,966	93,442	31,367	1,701	1,834	1,113	1,750	168,330
November									-
December									-
TOTAL	248,662	118,282	899,187	200,194	24,646	10,849	15,675	25,599	1,543,094

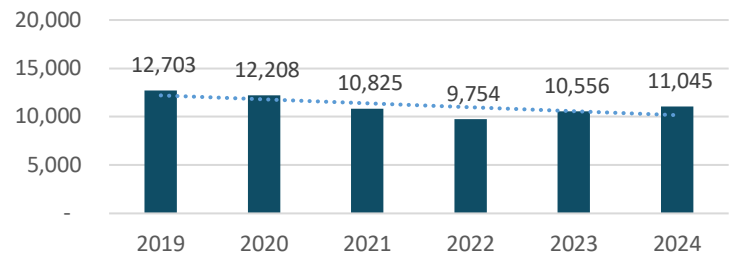
Total Library Uses by Month 2019-2024



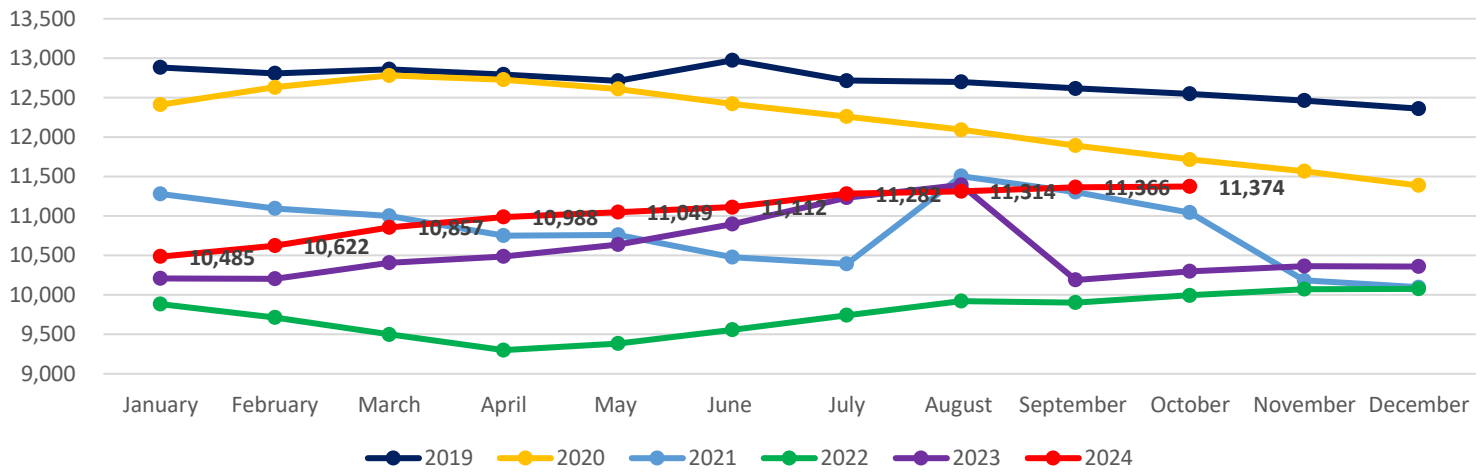
Annual Library Circulation Total 2019-2024



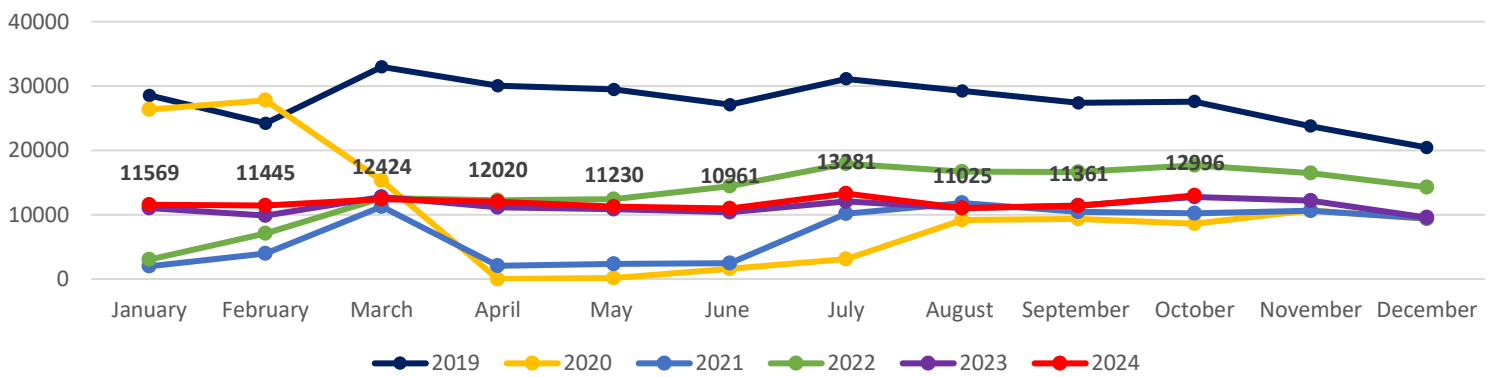
Monthly Average Active Users Count 2019-2024 YTD



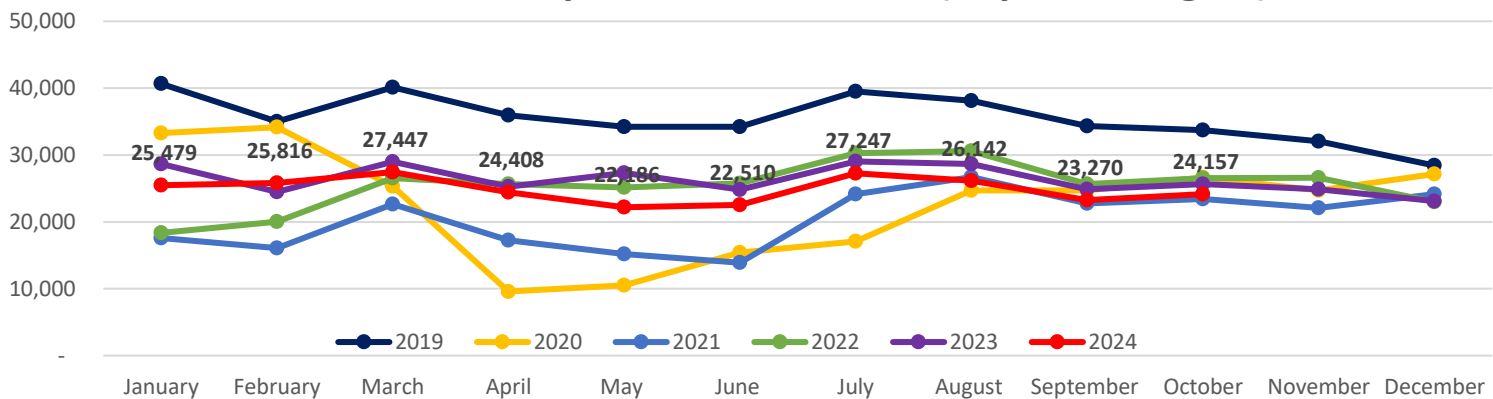
Active Cardholders 2019-2024



In Person Visits - 2019-2024



Total Circulation by Month - 2019-2024 (Physical & Digital)



**WOODSTOCK PUBLIC LIBRARY
STATEMENT OF REVENUE AND EXPENDITURES
OCTOBER 2024**

REVENUES	2024 BUDGET	PREVIOUS PERIOD YTD	OCTOBER	YEAR TO DATE	BALANCE TO BE RAISED	% RAISED
1000-63069-0000 Southern Ontario Library Service	\$ -	\$ -	\$ -	\$ -	\$ -	
1000-63076-0000 Service Ontario Funding	\$ -	-	-	-	-	#DIV/0!
1000-63082-0000 Province of Ontario	\$ 54,860.00	-	-	-	54,860.00	0.00%
1000-63090-0000 Community Employment Centre	\$ -	-	-	-	-	#DIV/0!
1000-69701-0000 Donations	\$ 5,000.00	2,666.00	6.30	2,672.30	2,327.70	53.45%
1000-69702-0000 Photocopying	\$ 4,000.00	5,492.10	343.35	5,835.45	(1,835.45)	145.89%
1000-69703-0000 Fines, Fees	\$ 350.00	466.00	26.00	492.00	(142.00)	140.57%
1000-69704-0000 Record/Book Sales	\$ -	-	-	-	-	#DIV/0!
1000-69705-0000 Gift Shop Sales	\$ 300.00	326.50	18.00	344.50	(44.50)	114.83%
1000-69706-0000 Interest Earned	\$ 2,000.00	2,632.41	-	2,632.41	(632.41)	131.62%
1000-69707-0000 Non-resident fee	\$ 7,000.00	5,780.95	740.00	6,520.95	479.05	93.16%
1000-69708-0000 Miscellaneous	\$ 100.00	(6.38)	(0.99)	(7.37)	107.37	-7.37%
1000-69709-0000 Programmes	\$ -	-	-	-	-	#DIV/0!
1000-69710-0000 Room Rental	\$ 500.00	62.60	62.15	124.75	375.25	24.95%
1000-69715-0000 Ontario-Pay Equity	\$ 5,310.00	-	-	-	5,310.00	0.00%
1000-69717-0000 Lost/Damaged Items	\$ 3,000.00	3,814.42	294.81	4,109.23	(1,109.23)	136.97%
1000-69718-0000 Prior Year Surplus	\$ -	-	-	-	-	#DIV/0!
1000-69720-0000 Transfer from Dev Charges	\$ 80,000.00	-	-	-	80,000.00	0.00%
1000-69722-0000 Tfr from Salaries Reserve	\$ -	-	-	-	-	#DIV/0!
1000-69723-0000 Tfr from Consultants Services Reserve	\$ 80,000.00	-	-	-	80,000.00	0.00%
1000-69724-0000 Tfr from Automation Reserve	\$ 50,000.00	-	-	-	50,000.00	0.00%
1000-69725-0000 Revenue Wireless HotSpot Levy	\$ -	-	-	-	-	#DIV/0!
	\$ 2,978,620.00	-	-	-	2,978,620.00	0.00%
TOTAL REVENUES	\$3,271,040.00	\$ 21,234.60	\$ 1,489.62	\$ 22,724.22	\$ 3,248,315.78	0.69%

EXPENDITURES	BUDGET	PREVIOUS PERIOD YTD	OCTOBER	YEAR TO DATE	BALANCE TO BE SPENT	% SPENT
1000-83610-0101 Salaries & Wages, Regular	\$ 1,193,300.00	\$ 693,268.44	89,557.89	\$ 782,826.33	\$ 410,473.67	65.60%
1000-83610-0102 Salaries & Wages, Overtime	\$ 1,200.00	879.78	0.74	880.52	319.48	73.38%
1000-83610-0103 Salaries & Wages, Part Time	\$ 598,000.00	408,352.01	43,957.49	452,309.50	145,690.50	75.64%
1000-83610-0104 Salaries & Wages, Shift Premium	\$ 11,300.00	8,735.18	858.58	9,593.76	1,706.24	84.90%
1000-83610-0105 Vacation Pay	\$ 95,960.00	32,763.32	3,732.77	36,496.09	59,463.91	38.03%
1000-83610-0108 Lieu Pay	\$ -	16,908.51	119.46	17,027.97	(17,027.97)	#DIV/0!
1000-83610-0121 Other Wages	\$ -	-	-	-	-	#DIV/0!
1000-83610-0150 O.M.E.R.S.	\$ 151,290.00	100,141.14	12,152.41	112,293.55	38,996.45	74.22%
1000-83610-0151 C.P.P.	\$ 99,220.00	62,627.45	6,364.74	68,992.19	30,227.81	69.53%
1000-83610-0152 E.I.	\$ 33,770.00	24,129.71	2,377.96	26,507.67	7,262.33	78.49%
1000-83610-0154 Employers Health Tax	\$ 37,790.00	23,312.86	2,720.18	26,033.04	11,756.96	68.89%
1000-83610-0158 Insurance, EHC, LTD	\$ 184,890.00	106,186.21	14,251.55	120,437.76	64,452.24	65.14%
1000-83610-0171 Workers' Compensation Insurance	\$ 6,150.00	4,541.83	530.11	5,071.94	1,078.06	82.47%
1000-83610-0172 Travel & Mileage	\$ 3,000.00	1,145.13	273.65	1,418.78	1,581.22	47.29%
1000-83610-0198 Pay in Lieu of Benefits	\$ 32,100.00	10,163.46	1,139.23	11,302.69	20,797.31	35.21%
1000-83610-0300 Materials/Repairs/Maintenance	\$ 1,500.00	-	-	-	1,500.00	0.00%
1000-83610-0301 Audit Fees	\$ 1,500.00	-	-	-	1,500.00	0.00%
1000-83610-0306 Union Negotiation	\$ 4,000.00	-	-	-	4,000.00	0.00%
1000-83610-0308 Repairs & Mtce. - Buildings	\$ 45,000.00	40,661.06	5,311.61	45,972.67	(972.67)	102.16%
1000-83610-0309 Caretaking Supplies	\$ 7,000.00	3,805.10	52.83	3,857.93	3,142.07	55.11%
1000-83610-0310 New Equipment	\$ 5,500.00	4,937.54	117.01	5,054.55	445.45	91.90%
1000-83610-0311 Equipment Repairs & Service	\$ 3,000.00	-	-	-	3,000.00	0.00%
1000-83610-0312 Printing & Office Supplies	\$ 10,000.00	6,528.44	423.48	6,951.92	3,048.08	69.52%
1000-83610-0313 Subscriptions & Memberships	\$ 2,500.00	2,505.61	-	2,505.61	(5.61)	100.22%
1000-83610-0314 Postage and Express	\$ 3,500.00	2,956.71	265.88	3,222.59	277.41	92.07%
1000-83610-0315 Advertising	\$ 6,000.00	2,219.07	49.39	2,268.46	3,731.54	37.81%
1000-83610-0318 Board Development	\$ 2,500.00	-	-	-	2,500.00	0.00%
1000-83610-0321 Cost of Photocopying	\$ 4,000.00	3,262.28	970.56	4,232.84	(232.84)	105.82%
1000-83610-0322 Unallocated Visa	\$ -	-	-	-	-	#DIV/0!
1000-83610-0331 Staff Development	\$ 20,000.00	7,241.38	712.32	7,953.70	12,046.30	39.77%
1000-83610-0350 Telephone	\$ 8,400.00	5,429.42	1,832.56	7,261.98	1,138.02	86.45%
1000-83610-0351 Electricity	\$ 33,070.00	13,788.56	2,181.27	15,969.83	17,100.17	48.29%
1000-83610-0352 Heat	\$ 14,500.00	6,469.86	419.10	6,888.96	7,611.04	47.51%
1000-83610-0353 Water	\$ 2,100.00	1,936.66	327.65	2,264.31	(164.31)	107.82%
1000-83610-0370 Software & Liscensing	\$ 92,000.00	87,653.27	121.09	87,774.36	4,225.64	95.41%
1000-83610-0383 Consultant Services	\$ 125,000.00	3,129.12	3,052.80	6,181.92	118,818.08	4.95%
1000-83610-0393 Purchased Services	\$ 2,000.00	460.80	332.80	793.60	1,206.40	39.68%
1000-83610-0399 Miscellaneous	\$ 1,000.00	213.22	80.60	293.82	706.18	29.38%
1000-83610-0429 Computer Maintenance & Supplies	\$ 70,000.00	23,996.02	1,463.50	25,459.52	44,540.48	36.37%
1000-83610-0613 Library Materials	\$ 265,000.00	146,150.54	17,552.34	163,702.88	101,297.12	61.77%
1000-83610-0620 Professional Aids	\$ 1,000.00	-	-	-	1,000.00	0.00%
1000-83610-0621 Periodicals	\$ 10,500.00	6,287.19	650.00	6,937.19	3,562.81	66.07%
1000-83610-0625 Covers and Repairs	\$ 9,000.00	833.03	-	833.03	8,166.97	9.26%
1000-83610-0626 Cataloguing/Processing	\$ 43,500.00	15,522.25	10,475.58	25,997.83	17,502.17	59.77%
1000-83610-0627 Programmes	\$ 20,000.00	14,020.66	2,977.36	16,998.02	3,001.98	84.99%
1000-83610-0634 Standing Orders	\$ 8,000.00	5,801.66	535.17	6,336.83	1,663.17	79.21%
1000-83610-0635 Inter-Library Loans	\$ 2,000.00	811.93	469.70	1,281.63	718.37	64.08%
1000-83610-0363 Carnegie Centary Programs	\$ -	-	-	-	-	#DIV/0!
1000-83610-0723 Prov. For Consulting Reserve	\$ -	-	-	-	-	#DIV/0!
1000-83610-0728 Prov. For Automation Reserve	\$ -	-	-	-	-	#DIV/0!
1000-83610-0783 Prov. For Salaries	\$ -	-	-	-	-	#DIV/0!
TOTAL EXPENDITURES	\$ 3,271,040.00	\$ 1,899,776.41	\$ 228,411.36	\$ 2,128,187.77	\$ 1,142,852.23	65.06%

WOODSTOCK PUBLIC LIBRARY
SUMMARY OF TRUST ACCOUNT - # 0180-53012-0000
OCTOBER 31 2024

Balance - October 1, 2024	(\$1,878,541.81)
Add: Revenue	\$1,489.62
Less: Expenses	(\$64,899.80)
Payroll	(\$163,511.56)
Balance - October 31, 2024	<u>(\$2,105,463.55)</u>
Levy to be applied	\$2,978,620.00
Levy Adjusted Balance	<u>\$873,156.45</u>

SUMMARY OF JESSIE MCDUGALL
TRUST FUND - # 0180-53014-0000
Year to Date
OCTOBER 31 2024

Balance - October 1, 2024	\$14,151.45
Add: Bank Interest	\$63.27
Less: Account Fees	
Balance - October 31, 2024	<u>\$14,214.72</u>

SUMMARY OF RESERVE FUNDS

MARG TOON RESERVE FUND
#0180-52030-0000
OCTOBER 31 2024

Balance - October 1, 2024	\$2,501.54
Add: Bank Interest	\$11.18
Less: Account Fees	
Balance - October 31, 2024	<u>\$2,512.72</u>

AUTOMATION RESERVE #0170-51127

Balance - January 1, 2024	\$328,726.31
Less Previously Committed	(\$50,000.00)
Uncommitted balance - January 1, 2024	<u>\$278,726.31</u>
Transfer to Operating (budgeted)	
Contributions (year-end surplus)	
Balance - October 31, 2024	<u>\$278,726.31</u>

SALARY RESERVE #0170-51137

Balance - January 1, 2024	\$906,920.48
Less Previously Committed	\$0.00
Uncommitted balance - January 1, 2024	<u>\$906,920.48</u>
Transfer to Operating (budgeted)	
Contributions (year-end surplus)	
Balance - October 31, 2024	<u>\$906,920.48</u>

CONSULTING RESERVE #0170-51145

Balance - January 1, 2024	\$405,388.09
Less Previously Committed	\$0.00
Uncommitted balance - January 1, 2024	<u>\$405,388.09</u>
Transfer to Operating (budgeted)	
Contributions (year-end surplus)	
Balance - October 31, 2024	<u>\$405,388.09</u>



Subject: 2025 Draft Revenue Fund (Operating Budget)

Action: For Review and Approval

Prepared by: Lindsay Harris

Meeting of: November 12, 2024

Recommendation

That the Board approves the proposed 2024 Draft Revenue Fund (Operating) Budget, including additions to the base budget, for the Woodstock Public Library.

Background

The proposed 2025 Draft Revenue Fund (Operating) Budget for the Woodstock Public Library is attached. Numbers for both the base budget and the budget including an additional library position are attached for reference as per City practices.

The focus of the 2025 budget is to solidify the new organizational structure of the library, continuously commit to staff development and appreciation, and address the ever-increasing costs of supplies and services.

The addition to base budget addresses a significant gap in the Library's management structure that was identified through the reorganization undertaken over the past two years. This critical and key position will both address current gaps as well as position the Library's human resources in a manner that will support future growth.

Discussion

Base Budget

Changes that have impacted the 2024 base budget are as follows:

- Increased costs of supplies, especially paper, and vendor services,
- Payroll related obligations,
- Replacement of end-of-life equipment,

- Cost saving measures identified through 2024 actuals as a result of organizational restructuring.

General Cost Increases

As projected in late 2023, vendor, contractor, licensing, utility, and general supply costs (i.e. paper) have continued to increase. While some increased costs have been addressed by reallocation of funds within budget lines, increases to the water, office supplies, and building repairs and maintenance budget lines have been increased.

Payroll Related Obligations

The new positions created and filled during 2024 are the driving factors of the increase to payroll related budget lines. Additionally, the vacation pay budget line has now been split into two separate lines (vacation pay and stat pay) to align with City of Woodstock practices.

Replacement of End-Of-Life Equipment

The Library needs to replace two pieces of equipment in 2025 that do not qualify for capital budget consideration. The Library's heavily used water fountain and materials return bins have reached end-of-life and need replacement. The building repairs and maintenance and new equipment budget lines have been increased respectively to address these needs.

Cost Saving Measures

Despite the overall increases to goods and services in the Library and related sectors, cost saving measures have been identified in several budget lines based on 2024 actuals. These cost savings have tempered the overall increases in this year's draft budget.

The total overall increase of the projected 2025 base budget from the 2024 budget is \$168,160.40.

Additions to Base Budget

The Library has undertaken a structural reorganization over the past two years with a focus on building our capacity to serve and engage with the community. While working through this process, a critical gap in our team has been identified. To rectify this situation and set the Library up for success moving forward, the Library is requesting the addition of one full-time management position to be filled mid-year.

The use of the Library facility and services are constantly in shift, and, historically, little to no changes have been made to the manner in which the facility is cared for both on a

daily basis, as well as in a strategic manner. The addition of a Manager of Facilities position will address the following key areas, as well as many others:

- Leadership & Administration
 - Strategic development.
 - Representing WPL on external committees/working groups.
 - Connects and collaborates with community partners and agencies.
 - Supports library committees and business plan projects.
 - Provides 24-hour on-call services in case of emergencies.
- Team & Human Resources Management
 - Supervises and schedules facilities staff.
 - Assists in onboarding new Library staff with Health and Safety training.
- Facility Management & Projects
 - Creation, execution, and communication of project plans for the Library's physical space.
 - Monitoring and diagnosing mechanical and automated building systems.
 - Managing repairs and maintenance, including hiring and coordination of tradespeople and contractors.
 - Managing work orders and staff requests.
 - Prepares purchase orders, ordering supplies and materials, approving invoices, and reviewing and approving contracts.
 - Oversees and completes minor repairs, maintenance, and clean-up of the Library facility as required.
- Operations Management
 - Provides leadership for the Library's Facilities team, including policies, procedures, and processes.
 - Creates and maintains lifecycle maintenance plans for the Library, including building components, equipment, mechanical, electrical, plumbing and sewage.
 - Collaborates with City of Woodstock staff for Library projects in the City's scope.
- Health and Safety, Legislation Standards
 - Sits on the Library's Health and Safety Committee.
 - Ensures the Library remains compliant with and exceeds Health and Safety standards.
 - Establishes cleaning standards and procedures to ensure health and safety of Facilities staff.
 - Trains Facilities staff in safe-handling practices.

It is crucial to note that the vast majority of these responsibilities do not currently sit in any job description in the Library, and as such, facility issues have necessarily become reactionary instead of proactive.

Additionally, as the City grows, so to do the issues faced in the library. Facilities staff now deal with clean-up situations requiring specialized equipment and training to ensure safe cleaning practices. This position allows for the creation of policies, procedures and

processes that can ensure our building always remains clean and safe for our staff and the community.

Summary: Proposed 2025 Draft Revenue Budget

Base Budget:	\$3,013,505.00
Additions to Base Budget:	\$57,724.00
Total 2025 Budget:	\$3,071,229.00

This represents an overall increase of \$225,884.40 over the 2024 Library Budget.

If approved by the Board, this draft budget will be submitted to City Treasury on November 13, 2024. The proposed version of the City's 2025 budget will go to City Council on February 20, 2025. The Library Board is tentatively scheduled to appear before City Council on March 6, 2025.

2025 Library Budget

Base Budget

Draft with Notes

Account	Description	2025 Budget		2024 Budget	% change	Difference Between 2024 and 2025
Revenue						
1000-63082-0000	REVENUE-PROVINCE OF ONTARIO-	54,860.00	No change Expected in Provincial Grant Funding in 2024	54,860.00	0%	-
1000-69701-0000	LIBRARY-DONATIONS	3,000.00	based on 2024 actuals	5,000.00	-40%	- 2,000.00
1000-69702-0000	REVENUE-PHOTOCOPYING-	5,000.00	based on 2024 actuals	4,000.00	25%	1,000.00
1000-69703-0000	REVENUE-FINES, FEES-	500.00	based on 2024 actuals	350.00	43%	150.00
1000-69705-0000	LIBRARY-GIFT SHOP SALES	300.00		300.00	0%	-
1000-69706-0000	REVENUE-INTEREST EARNED-	2,000.00		2,000.00	0%	-
1000-69707-0000	NON-RESIDENT FEES-	6,000.00	based on 2024 actuals	7,000.00	-14%	- 1,000.00
1000-69708-0000	MISCELLANEOUS REVENUE-	50.00		100.00	-50%	- 50.00
1000-69710-0000	LIBRARY-ROOM RENTAL	1,000.00		500.00	100%	500.00
1000-69715-0000	ONTARIO - PAY EQUITY GRANT-	5,310.00		5,310.00	0%	-
1000-69717-0000	LIBRARY-LOST/DAMAGED ITEMS	3,500.00	based on 2024 actuals	3,000.00	17%	500.00
1000-69720-0000	TRANS. FROM DEV. CHARGES - LIBRARY	40,000.00		80,000.00	-50%	- 40,000.00
1000-69723-0000	TRANS FROM RESERVE - CONSULTANTS SERVICES	10,000.00		80,000.00	-88%	- 70,000.00
1000-69724-0000	TRANS FROM AUTOMATION RESERVE	50,000.00		50,000.00	0%	-
1000-69722-0000	TRANS FROM SALARIES	50,000.00		0.00	#DIV/0!	50000.00
	Total Revenue	231,520.00		292,420.00	-21%	- 60,900.00

Operating Expenditures

1000-83610-0101	LIBRARY-SALARIES & WAGES-REGULAR	1,223,560.00		1,145,553.60	7%	78,006.40
1000-83610-0102	LIBRARY - SALARIES & WAGES - OVERTIME	1,200.00		1,200.00	0%	-
1000-83610-0103	LIBRARY-SALARIES & WAGES - P/TIME	675,955.00		598,000.00	13%	77,955.00
1000-83610-0104	LIBRARY - SHIFT PAY	11,305.00		11,298.00	0%	7.00
1000-83610-0105	LIBRARY-VACATION PAY	52,300.00		95,956.55	-45%	- 43,656.55
1000-83610-0108	LIBRARY - STAT PAY	40,200.00		-		40,200.00
1000-83610-0150	LIBRARY-O.M.E.R.S.	168,310.00		146,988.45	15%	21,321.55
1000-83610-0151	LIBRARY-C.P.P.	102,610.00		96,582.00	6%	6,028.00
1000-83610-0152	LIBRARY-E.I.	35,500.00		32,862.00	8%	2,638.00
1000-83610-0154	LIBRARY-EMPLOYERS HEALTH TAX	39,200.00		36,857.00	6%	2,343.00
1000-83610-0158	LIBRARY- HEALTH BENEFITS	159,500.00		173,329.00	-8%	- 13,829.00
1000-83610-0171	LIBRARY-WORKER'S COMPENSATION	7,630.00		5,960.00	28%	1,670.00
1000-83610-0172	LIBRARY-MILEAGE	3,000.00		3,000.00	0%	-
1000-83610-0198	PAY IN LIEU OF BENEFITS	20,855.00		32,103.00	-35%	- 11,248.00
1000-83610-0301	LIBRARY-AUDIT FEES	1,500.00		1,500.00	0%	-
1000-83610-0306	LIBRARY-UNION NEGOTIATION/RELATED	4,000.00		4,000.00	0%	-
1000-83610-0308	LIBRARY-REPAIRS & MAINTENANCE TO BUILDINGS	55,000.00	Carpet cleaning, snow contract, fountain replacment	45,000.00	22%	10,000.00
1000-83610-0309	LIBRARY-CARETAKING SUPPLIES	7,000.00		7,000.00	0%	-
1000-83610-0300	LIBRARY - MATERIALS/REPAIRS/MAINTENANCE	1,500.00		1,500.00	0%	-
1000-83610-0310	LIBRARY-NEW EQUIPMENT	8,000.00	replacement of Circulation return bins	5,500.00	45%	2,500.00
1000-83610-0311	LIBRARY-EQUIPMENT REPAIRS & SERVICE	3,000.00		3,000.00	0%	-
1000-83610-0312	LIBRARY - OFFICE SUPPLIES	12,000.00		10,000.00	20%	2,000.00
1000-83610-0313	LIBRARY-SUBSCRIPTIONS & MEMBERSHIPS	2,800.00	increase in membership fees	2,500.00	12%	300.00
1000-83610-0314	LIBRARY-POSTAGE & EXPRESS	3,500.00		3,500.00	0%	-

1000-83610-0315	LIBRARY-ADVERTISING	6,000.00		6,000.00	0%	-
1000-83610-0318	LIBRARY- BOARD DEVELOPMENT	2,500.00		2,500.00	0%	-
1000-83610-0321	LIBRARY-COST OF PHOTOCOPYING	4,000.00		4,000.00	0%	-
1000-83610-0331	LIBRARY - STAFF DEVELOPMENT	20,000.00		20,000.00	0%	-
1000-83610-0350	LIBRARY-TELEPHONE	8,400.00		8,400.00	0%	-
1000-83610-0351	LIBRARY-ELECTRICITY	33,000.00		33,075.00	0%	- 75.00
1000-83610-0352	LIBRARY-HEAT	14,500.00		14,500.00	0%	-
1000-83610-0353	LIBRARY-WATER	2,200.00	post-covid water use increase	2,100.00	5%	100.00
1000-83610-0370	LIBRARY-SOFTWARE & LICENSING	93,000.00	Adding new eresources, incised contract costs	92,000.00	1%	1,000.00
1000-83610-0383	LIBRARY - CONSULTANTS SERVICES	10,000.00		60,000.00	-83%	- 50,000.00
1000-83610-0393	LIBRARY-PURCHASED SERVICES	2,000.00		2,000.00	0%	-
1000-83610-0399	LIBRARY-MISCELLANEOUS	1,000.00		1,000.00	0%	-
1000-83610-0429	LIBRARY-COMPUTER MAINT & SUPPLIES	50,000.00		70,000.00	-29%	- 20,000.00
1000-83610-0613	LIBRARY - LIBRARY MATERIALS	265,000.00		265,000.00	0%	-
1000-83610-0620	LIBRARY-PROFESSIONAL AIDS	1,000.00		1,000.00	0%	-
1000-83610-0621	LIBRARY-PERIODICALS	10,500.00		10,500.00	0%	-
1000-83610-0625	LIBRARY-COVERS AND REPAIRS	9,000.00		9,000.00	0%	-
1000-83610-0626	LIBRARY-CATALOGUING/PROCESSING	43,500.00		43,500.00	0%	-
1000-83610-0627	LIBRARY-PROGRAMMES	20,000.00		20,000.00	0%	-
1000-83610-0634	LIBRARY-STANDING ORDERS	8,000.00		8,000.00	0%	-
1000-83610-0635	LIBRARY-INTER-LIBRARY LOANS	2,000.00		2,000.00	0%	-
Total Expenditures		3,245,025.00		3,137,764.60	-12%	107,260.40

2025 Total Revenue	231,520.00
2025 Total Operating Expenditures	3,245,025.00
Net Total	3,013,505.00
2025 Library Budget	3,013,505.00
2024 Library Budget	2,845,344.60
Increase	168,160.40
% Increase	5.9%

292,420.00	2024 Revenue
3,137,764.60	2024 Operating
2,845,344.60	Net Total

2025 Library Budget

Additions to Base Budget

Draft with Notes

Account	Description	2025 Budget		2024 Budget	% change	Difference Between 2024 and 2025
Revenue						
1000-63082-0000	REVENUE-PROVINCE OF ONTARIO-	54,860.00	No change Expected in Provincial Grant Funding in 2024	54,860.00	0%	-
1000-69701-0000	LIBRARY-DONATIONS	3,000.00	based on 2024 actuals	5,000.00	-40%	- 2,000.00
1000-69702-0000	REVENUE-PHOTOCOPYING-	5,000.00	based on 2024 actuals	4,000.00	25%	1,000.00
1000-69703-0000	REVENUE-FINES, FEES-	500.00	based on 2024 actuals	350.00	43%	150.00
1000-69705-0000	LIBRARY-GIFT SHOP SALES	300.00		300.00	0%	-
1000-69706-0000	REVENUE-INTEREST EARNED-	2,000.00		2,000.00	0%	-
1000-69707-0000	NON-RESIDENT FEES-	6,000.00	based on 2024 actuals	7,000.00	-14%	- 1,000.00
1000-69708-0000	MISCELLANEOUS REVENUE-	50.00		100.00	-50%	- 50.00
1000-69710-0000	LIBRARY-ROOM RENTAL	1,000.00		500.00	100%	500.00
1000-69715-0000	ONTARIO - PAY EQUITY GRANT-	5,310.00		5,310.00	0%	-
1000-69717-0000	LIBRARY-LOST/DAMAGED ITEMS	3,500.00	based on 2024 actuals	3,000.00	17%	500.00
1000-69720-0000	TRANS. FROM DEV. CHARGES - LIBRARY	40,000.00		80,000.00	-50%	- 40,000.00
1000-69723-0000	TRANS FROM RESERVE - CONSULTANTS SERVICES	10,000.00		80,000.00	-88%	- 70,000.00
1000-69724-0000	TRANS FROM AUTOMATION RESERVE	50,000.00		50,000.00	0%	-
1000-69722-0000	TRANS FROM SALARIES	50,000.00		0.00	#DIV/0!	50,000.00
	Total Revenue	231,520.00		292,420.00	-21%	- 60,900.00

Operating Expenditures

1000-83610-0101	LIBRARY-SALARIES & WAGES-REGULAR	1,261,957.00		1,145,553.60	10%	116,403.40
1000-83610-0102	LIBRARY - SALARIES & WAGES - OVERTIME	1,200.00		1,200.00	0%	-
1000-83610-0103	LIBRARY-SALARIES & WAGES - P/TIME	675,955.00		598,000.00	13%	77,955.00
1000-83610-0104	LIBRARY - SHIFT PAY	11,500.00		11,298.00	2%	202.00
1000-83610-0105	LIBRARY-VACATION PAY	52,300.00		95,956.55	-45%	- 43,656.55
1000-83610-0108	LIBRARY - STAT PAY	40,200.00		-		40,200.00
1000-83610-0150	LIBRARY-O.M.E.R.S.	171,765.00		146,988.45	17%	24,776.55
1000-83610-0151	LIBRARY-C.P.P.	104,682.00		96,582.00	8%	8,100.00
1000-83610-0152	LIBRARY-E.I.	36,240.00		32,862.00	10%	3,378.00
1000-83610-0154	LIBRARY-EMPLOYERS HEALTH TAX	39,936.00		36,857.00	8%	3,079.00
1000-83610-0158	LIBRARY- HEALTH BENEFITS	171,486.00		173,329.00	-1%	- 1,843.00
1000-83610-0171	LIBRARY-WORKER'S COMPENSATION	7,773.00		5,960.00	30%	1,813.00
1000-83610-0172	LIBRARY-MILEAGE	3,000.00		3,000.00	0%	-
1000-83610-0198	PAY IN LIEU OF BENEFITS	20,855.00		32,103.00	-35%	- 11,248.00
1000-83610-0301	LIBRARY-AUDIT FEES	1,500.00		1,500.00	0%	-
1000-83610-0306	LIBRARY-UNION NEGOTIATION/RELATED	4,000.00		4,000.00	0%	-
1000-83610-0308	LIBRARY-REPAIRS & MAINTENANCE TO BUILDINGS	55,000.00	Carpet cleaning, snow contract, fountain replacment	45,000.00	22%	10,000.00
1000-83610-0309	LIBRARY-CARETAKING SUPPLIES	7,000.00		7,000.00	0%	-
1000-83610-0300	LIBRARY - MATERIALS/REPAIRS/MAINTENANCE	1,500.00		1,500.00	0%	-
1000-83610-0310	LIBRARY-NEW EQUIPMENT	8,000.00	replacement of Circulation return bins	5,500.00	45%	2,500.00
1000-83610-0311	LIBRARY-EQUIPMENT REPAIRS & SERVICE	3,000.00		3,000.00	0%	-
1000-83610-0312	LIBRARY - OFFICE SUPPLIES	12,000.00		10,000.00	20%	2,000.00
1000-83610-0313	LIBRARY-SUBSCRIPTIONS & MEMBERSHIPS	2,800.00	increase in membership fees	2,500.00	12%	300.00
1000-83610-0314	LIBRARY-POSTAGE & EXPRESS	3,500.00		3,500.00	0%	-
1000-83610-0315	LIBRARY-ADVERTISING	6,000.00		6,000.00	0%	-

1000-83610-0318	LIBRARY- BOARD DEVELOPMENT	2,500.00		2,500.00	0%	-
1000-83610-0321	LIBRARY-COST OF PHOTOCOPYING	4,000.00		4,000.00	0%	-
1000-83610-0331	LIBRARY - STAFF DEVELOPMENT	20,000.00		20,000.00	0%	-
1000-83610-0350	LIBRARY-TELEPHONE	8,400.00		8,400.00	0%	-
1000-83610-0351	LIBRARY-ELECTRICITY	33,000.00		33,075.00	0%	- 75.00
1000-83610-0352	LIBRARY-HEAT	14,500.00		14,500.00	0%	-
1000-83610-0353	LIBRARY-WATER	2,200.00	post-covid water usage increase	2,100.00	5%	100.00
1000-83610-0370	LIBRARY-SOFTWARE & LICENSING	93,000.00	Adding new eresources, increased contract costs	92,000.00	1%	1,000.00
1000-83610-0383	LIBRARY - CONSULTANTS SERVICES	10,000.00		60,000.00	-83%	- 50,000.00
1000-83610-0393	LIBRARY-PURCHASED SERVICES	2,000.00		2,000.00	0%	-
1000-83610-0399	LIBRARY-MISCELLANEOUS	1,000.00		1,000.00	0%	-
1000-83610-0429	LIBRARY-COMPUTER MAINT & SUPPLIES	50,000.00		70,000.00	-29%	- 20,000.00
1000-83610-0613	LIBRARY - LIBRARY MATERIALS	265,000.00		265,000.00	0%	-
1000-83610-0620	LIBRARY-PROFESSIONAL AIDS	1,000.00		1,000.00	0%	-
1000-83610-0621	LIBRARY-PERIODICALS	10,500.00		10,500.00	0%	-
1000-83610-0625	LIBRARY-COVERS AND REPAIRS	9,000.00		9,000.00	0%	-
1000-83610-0626	LIBRARY-CATALOGUING/PROCESSING	43,500.00		43,500.00	0%	-
1000-83610-0627	LIBRARY-PROGRAMMES	20,000.00		20,000.00	0%	-
1000-83610-0634	LIBRARY-STANDING ORDERS	8,000.00		8,000.00	0%	-
1000-83610-0635	LIBRARY-INTER-LIBRARY LOANS	2,000.00		2,000.00	0%	-
Total Expenditures		3,302,749.00		3,137,764.60	11%	164,984.40

2025 Total Revenue	231,520.00
2025 Total Operating Expenditures	3,302,749.00
Net Total	3,071,229.00
2025 Library Budget	3,071,229.00
2024 Library Budget	2,845,344.60
Increase	225,884.40
% Increase	7.9%

292,420.00	2024 Revenue
3,137,764.60	2024 Operating
2,845,344.60	Net Total



Subject: Allocation of 2024 Surplus Funds

Action: For Review and Approval

Prepared by: Lindsay Harris

Meeting of: November 12, 2024

Recommendation

That the Board submits a request to City Council for the approval of the transfer of surplus funds in the 2024 Revenue Fund (Operating) Budget at the end of the current year; and that the surplus be directed to the Salaries Reserves of the Board.

Discussion

At present, the Library is forecasting a surplus in the Library's 2024 Revenue Fund (Operating) Budget. Several human resource factors have led to this surplus, including retirements, timing of filling new and vacant positions, and a shift in the use of IT related resources.

It is recommended that the Board gains City Council's approval to direct any surplus at the end of 2024 into the Library's Salaries Reserve Account.

Once approved by the Board, a letter to City Council will be prepared and submitted for Council's consideration by the Library CEO.