

Service Category Summary Prince George Public Library

	2014 Actuals	2014 Bylaw	2015 Budget	2016 Next Year
	AA	UB	UB	Proposed (UX)
Revenues				
Grants - Library	(347,500)	(351,500)	(351,500)	(347,500)
Total Revenues	(347,500)	(351,500)	(351,500)	(347,500)
Expenditures				
Grants - Library	3,671,890	3,671,890	3,745,328	3,838,961
Total Expenditures	3,671,890	3,671,890	3,745,328	3,838,961
Debt				
Total Debt				
Transfers				
Total Transfers				
Revenues - Asset Maintenance				
Total Revenues - Asset Maintenance				
Expenditures - Asset Maintenance				
Total Expenditures - Asset Maintenance				
Transfers - Asset Maintenance				
Total Transfers - Asset Maintenance				
Net Operations	3,324,390	3,320,390	3,393,828	3,491,461

Supporting Detail (Consolidation)

Revenues

Total Revenues	347,500-	351,500-	351,500-	347,500-
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Expenditures

Non-Salary Expenses	3,671,890	3,671,890	3,745,328	3,838,961
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The Prince George
Public Library
www.pgpl.ca

Bob Harkins Branch
888 Canada Games Way
Prince George, BC
V2L 5T6

Nechako Branch
6547 Hart Highway
Prince George, BC
V2K 3A4

Tel: 250-563-9251
Fax: 250-563-0892

October 28, 2015

Mayor Lyn Hall
And Members of City Council
City of Prince George

Please find attached for your consideration the Prince George Public Library's 2016 operations budget. We have prepared a budget of \$4,158,061 to support the two physical branches and the digital services. As per guidelines, the City and Regional District portion of this budget is \$3,838,961.00. We will return \$484,250.00 in rent for the two facilities.

The 2016 operating budget allows us to offer a wage increase to our staff and to cover the associated increase in benefits expenses. The wages budget includes one additional staff position previously filled by contract personnel. We are also pleased to return to a full staffing complement in 2016 after managing several retirements and temporary positions over the past two years.

Slight increases in operational expenses and investment in capital assets will allow us to effectively manage our materials budget allocations, meet the cost increases from suppliers and software maintenance agreements, and maintain a replacement schedule for furniture, shelving, computers and equipment. This ongoing investment ensures that our operation remains safe, efficient and current.

The equipment and facility improvements funded through the city's capital funding process will enable the library to meet its commitment to provide excellent library service through technological upgrades and an improved facility. We thank the City for including the downtown branch as one of the facilities reviewed in the *Prince George Civic Facility Risk Framework and Condition Assessment* and appreciate the City's efforts to address infrastructure needs. With the new accessible washrooms completed in 2015, we continue to plan for a first floor re-design that includes a renovated check-out area, a larger teen area, and a single foyer and entrance.

The Board acknowledges the funds set aside at the end of 2014 to identify the project scope for a safe, secure and accessible entrance. The Board also appreciates that dedicated City staff were assigned to this project in 2015 and that many community stakeholders came together to give their feedback on options to address this need. The Library continues to be one of the highest used civic facilities, and the entrance remains a top concern for our users and supporters. The

Board requests that Council approve the entrance project as a funded item in the upcoming capital plan.

After community and staff consultation, the Board is in the process of completing a new strategic plan for 2016-2020. We look forward to implementing priorities that include welcoming physical and virtual spaces where the community comes together to read, learn and discover.

Respectfully submitted



Shelley Stafford
Chair,
Prince George Public Library



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Prince George Public Library Budget 2016

	<u>Budget 2015</u>	<u>Budget 2016</u>	<u>Total Deviation From 2015</u>
Revenue			
Municipal Funding Sources	3,745,328	3,838,961	93,633
Provincial Funding Sources	221,000	218,500	(2,500)
Internally Generated Sources	104,900	100,600	(4,300)
Total Revenue	<u>\$4,071,228</u>	<u>\$4,158,061</u>	<u>\$86,833</u>
Wages & Related Expenses			
Benefits	466,350	474,500	8,150
Education & Professional Development	27,000	24,000	(3,000)
Wages	2,165,000	2,225,000	60,000
Other Staff Associated Costs	10,000	10,500	500
	<u>2,661,050</u>	<u>2,734,000</u>	<u>\$72,950</u>
Operational Expenses			
Supplies	19,500	19,176	(324)
Materials Costs	222,500	236,557	14,057
General & Administrative	231,150	240,975	9,825
Rent	484,250	484,250	0
Repairs & Maintenance	175,300	169,060	(6,240)
	<u>1,140,000</u>	<u>1,150,018</u>	<u>\$10,018</u>
Investment in Tangible Capital Assets			
Furniture	12,878	26,000	13,122
Equipment	2,400	6,200	3,800
Computer Infrastructure	19,500	20,500	1,000
Materials	235,400	221,343	(14,057)
	<u>270,178</u>	<u>274,043</u>	<u>\$3,865</u>
Total Expenses & TCA's	<u>\$4,071,228</u>	<u>\$4,158,061</u>	<u>\$86,833</u>