

October 24, 2013

Mayor Garry Litke and Council
171 Main Street
Penticton, BC V2A 5A9

Re: 2014 Library Operating Budget Proposal

Dear Mayor and Council:

In 2013 the library has undergone many changes and adjustments while adapting to our exciting newly renovated space. According to the provincial library statistics Penticton Public Library was the 2nd most visited library facility in the Okanagan in 2012 with an active card holder membership of 42.8% of our service population; our current local membership sits at more than 19,000 individual card holders.

This year, in addition to the renovation we have dedicated one staff member to programming – specifically for young adults, a traditionally underserved group in our library. We plan to roll out two new digital services – online magazines and downloadable music at the end of 2013. Most importantly we will be engaging in strategic planning early in 2014 – postponed due to the renovations in 2013.

Some of our upcoming challenges are succession planning with the retirement of front line staff, and increased focus on internal staff development to meet the challenges of the rapidly evolving library world.

The Library Board has made a commitment to increase our internal revenue with fundraising. We are currently exploring the opportunity to develop Friends of the Library society to help with this endeavor. Further, we continue to explore ways of increasing our financial efficiency – taking advantage of economies of scale through partnerships with other libraries and organizations.

In 2014, we are requesting a 3.1% (\$30,325) increase to our local government operating funding. This will enable the Penticton Public Library to continue to provide high quality library services to the community of Penticton. The Library Board is readily available to discuss the budget at any time. If you have any questions, please call the Chief Librarian, Heather Buzzell (250) 770-7784 or myself (250) 492-6790.

Yours sincerely,



Linda King, Chair
Penticton Public Library Board

cc: Library Board
Annette Antoniak
Doug Leahy
Colin Fisher
Heather Buzzell

Budget 2014 - Expense - 3.1% increase City Funding

	2010 actual	2011 actual	2012 actual	to 9/30	2013 Budget	Variance	% of budget spent	Projection to YE	2014 Budet Request	
Salaries	748,093	748,896	810,604	538,449	790,000	251,551	61.23%	760,519	\$ 800,000	10,000.00
PD, meetings, memberships	2,574	3,763	2,122	6,966	6,000	-966	116.10%	10,449	\$ 10,000	4,000.00
Mileage	1,197	1,715	1,360	423	1,500	1,077	28.78%	647	\$ 1,500	0.00
Office supplies	29,067	26,406	32,293	22,603	30,000	7,397	68.92%	31,012	\$ 30,000	0.00
Postage & freight	3,438	2,844	3,672	1,660	3,200	1,540	50.90%	2,443	\$ 3,200	0.00
Telephone & fax	738	765	729	497	700	203	71.02%	746	\$ 700	0.00
Internet	1,277	1,280	1,281	0	1,300	1,300	0.00%	-	\$ 1,300	0.00
Equipment maintenance	119	214	181	629	500	-129	125.76%	943	\$ 750	250.00
Book purchases	160,822	159,523	133,616	87,749	160,000	72,251	48.94%	140,000	\$ 160,000	0.00
Audio books	2,102	434	1,027	1,055	2,500	1,445	42.19%	1,582	\$ -	-2,500.00
Online subscriptions	886	688	850	1,971	1,000	-971	114.30%	1,714	\$ 1,000	0.00
Videos	7,076	4,057	6,620	1,447	5,000	3,553	28.94%	2,171	\$ -	-5,000.00
Periodicals	17,176	19,790	15,881	15,906	20,000	4,094	79.24%	23,771	\$ 20,000	0.00
Program support	127	222	410	233	2,000	1,767	8.67%	260	\$ 3,000	1,000.00
Book binding	1,745	1,063	-	0	0	0	0.00%	-		0.00
Library Legacy Fund	-	-	-	-	0	0	0.00%	-		0.00
Building & administration costs (City)	188,800	188,800	188,800	188,800	188,800	0	100.00%	188,800	\$ 188,800	0.00
Equipment replacement contribution	11,153	-	7,882	73	7,882	7,809	0.92%	109	\$ 6,103	-1,779.00
Computer system maintenance (ILS)	18,837	18,667	22,615	25,165	22,500	-2,665	111.84%	25,165	\$ 26,000	3,500.00
Capital Expenditures	27,684	13,777	-	0	0	0	0.00%	-	\$ -	0.00
Planning (Deferred revenue from 2013)									\$ 7,500	7,500.00
	1,222,911	1,192,904	1,229,945	826,518	1,242,882	416,364	66.50%	1,190,333	\$ 1,259,853	16,971.00

2014 Budget - Revenue - 3.1% increase City Funding

	2010 actual	2011 actual	2012 actual	to 9/30	2013 Budget	Variance	% recieved	Projection to YE	2014 Budet Request	
Non-resident fees	576	-	289	101	500	399	20.10%	151	\$ 500	0.00
Fines - lost books	2,833	2,569	2,376	1,013	2,800	1,787	36.19%	1,520	\$ 2,500	-300.00
Revenue - miscellaneous	15,783	19,511	12,280	7,690	16,000	8,310	48.06%	11,535	\$ 18,000	2,000.00
Fines & fees - general	26,092	25,030	23,200	13,332	26,000	12,668	51.28%	19,998	\$ 25,000	-1,000.00
Revenue - photocopies	2,929	3,297	3,687	2,289	3,300	1,011	69.37%	3,434	\$ 3,300	0.00
Book bags	408	269	330	253	300	47	84.33%	380	\$ 700	400.00
Public donations	789	939	1,115	374	1,000	626	37.37%	561	\$ 1,000	0.00
Library Legacy Fund	3,306	6,082	3,511	4,049	4,000	-49	101.23%	4,049	\$ 4,000	0.00
Grant - Provincial	109,369	123,256	117,525	93,369	91,121	-2,248	102.47%	93,369	\$ 93,000	1,879.00
Grant - interest earned	890	-	-	0	2,000	2,000	0.00%	-	\$ -	0.00
City funding - operating & building	934,719	932,883	951,219	978,219	978,219	0	100.00%	978,219	\$ 1,008,544	30,325
Grant - Legal Services	-	1,875	1,625	1,250	1,625	375	76.92%	1,250	\$ 1,250	-375.00
Grant - Provincial - Resource Sharing (ILL)	2,134	2,027	2,153	2,323	2,153	-170	107.90%	2,248	\$ 2,300	147.00
Grant - Provincial - Literacy/Equity	22,387	-	18,887	18,887	18,887	0	0.00%	18,887	\$ 18,887	0.00
Grant - Provincial - BC One Card	-	-	-	11,000	11,000	0	0.00%	11,000	\$ 11,000	0.00
ORL Contact	66,110	65,450	68,090	59,840	69,000	9,160	86.72%	59,840	\$ 64,873	-4,127.50
Transfer from reserves (deferred revenue 2013)	-	-	5,450	0	5,584	5,584	0.00%	-	\$ 5,000	-584.00
Transfer from Equipment Replacement (21898)	27,684	-	-	0	7,145	7,145	0.00%	-	-	-7,145.00
New Furnishing fund 2011	-	-	13,777	0	-	0	0.00%	-	-	0.00
New Furnishing Fund 2012	-	-	4,430	0	-	0	0.00%	-	-	0.00
	1,216,009	1,183,188	1,229,946	1,194,269	1,240,634	46,365	96.26%	1,206,440	\$ 1,259,853	19,219.29
Current Year Profit/-loss	-10621	-30508	-5451	367,751	-	-	-	16,107	0	-
Beginning year Reserve	63623	-53002	22494	17,004	-	-	-	17,004	33,111	-
Budget Appropriation	-10621	-30508	-5450	-	-	-	-	-	-	7,500
Closing reserve	53002	22494	17004	-	-	-	-	33,111	25,611	-

2012

Reserve at year end	17,004
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2013

Projected YE Revenue	\$ 1,206,440
Projected YE Expenses	\$ 1,190,333
Transfer to reserve at year end	\$ 16,107

Balance 2014

revenue	\$ 1,259,853
expense	\$ 1,259,853
Balance	\$ 0