REPORT TO: STRATFORD PUBLIC LIBRARY
MEETING DATE: SEPTEMBER 5, 2023
FROM: KRISTA ROBINSON, CEO
SUBJECT: DRAFT 2024 OPERATING BUDGET

THIS REPORT IS BROUGHT TO YOU FOR DECISION

The 2024 budget process has gotten underway. The current City Council has requested that staff prepare budgets on a 'status quo' basis, and only include revenues and expenses for services that have been previously authorized. While no specific percentage range has been provided, it has been requested the departments prepare budgets on a 'zero-base', that is, on a basis to include only currently approved services. Direction has been received to adjust for inflation as appropriate.

Budget submissions are due to the Finance Department by September 22 and individual departmental budget reviews will take place by October 13. It is anticipated that City Council will approve the 2024 tax levy by-law in late January or early February 2024.

SPL DRAFT 2024 OPERATING BUDGET

Staff have prepared a preliminary draft that represents an increase of 3.26%, or $88,324. This includes:

- Revenues have been adjusted to reflect changes to the PCIN budget and other contracts such as the contract with Perth South.
- Cost-of-Living-Adjustment for staff. Where no collective agreements exist, departments have been instructed to use a placeholder of 2%.
- Adjusted wages to reflect the new minimum wage.
- Redistributed part time hours to meet service delivery.
- Increased benefit costs by 9% to reflect actuals.
- Provided a 2.5% inflationary increase for the majority of collections, based on market analysis.
- Adjusted operational lines (heat, snow removal, printing, postage etc.) to reflect actual spending patterns in in 2022/2023.
- Increased insurance costs to include the addition of cyber insurance.
- Provided a 2.5% inflationary increase to programming expenses, equipment purchases and mileage.
- Removed tech cell phone expenses.

STAFF RECOMMENDATION

SPL staff recommend THAT the SPL Board approve the draft 2024 Operating Budget at 3.26%.

Stratford Public Library

August 30, 2023

2024 Operating Budget - Preliminary Draft

	2023 BUDGET	2024 BUDGET Draft	% Inc/Dec 2023/2024 BUDGET
7400 LIBRARY ADMINISTRATION			
G-411-7400-1120 CANADA GRANTS	-6,620	**-8,184**	23.63%
G-411-7400-1130 ONTARIO GRANTS	-57,200	**-57,202**	0.00%
G-411-7400-1210 FEES AND CHARGES OTHER MUNICIPALITIES	-44,156	**-45,480**	3.00%
G-411-7400-1405 USER FEES	-4,000	**-4,500**	12.50%
G-411-7400-1480 OTHER FINES	-4,000	**-4,000**	0.00%
G-411-7400-1570 DONATIONS	-5,000	**-5,000**	0.00%
G-411-7406-1770 RECOVERABLES	-100,521	**-106,186**	5.64%
G-411-7400-2100 FULL TIME SALARIES & WAGES	1,292,095	**1,317,231**	1.95%
G-411-7400-2110 PART TIME SALARIES & WAGES	601,950	**600,218**	(0.29%)
G-411-7400-2500 F.T. BENEFITS	335,727	**364,803**	8.66%
G-411-7400-2510 P.T. BENEFITS	124,542	**127,519**	2.39%
G-411-7400-2700 PAYROLL - EAP	2,000	**2,204**	10.21%
G-411-7400-3030 HEAT	8,500	**9,500**	11.76%
G-411-7400-3040 HYDRO	26,000	**26,000**	0.00%
G-411-7400-3045 WATER / SEWAGE	1,300	**1,300**	0.00%
G-411-7400-3070 OFFICE SUPPLIES	15,000	**15,000**	0.00%
G-411-7400-3090 PHOTOCOPIER EXPENSE	8,000	**8,000**	0.00%
G-411-7400-3100 POSTAGE	2,500	**2,500**	0.00%
G-411-7400-3110 PRINTING	2,000	**3,000**	50.00%
G-411-7406-3180 VEHICLE - FUEL	750	**750**	0.00%
G-411-7406-3190 VEHICLE - REPAIRS & EXPENSES	2,000	**2,000**	0.00%
G-411-7400-4010 ADVERTISING	13,000	**13,000**	0.00%
G-411-7400-4050 CONTRACTOR	15,500	**15,500**	0.00%
G-411-7400-4060 COURIER/FREIGHT	2,000	**2,000**	0.00%
G-411-7400-4080 INSURANCE	8,000	**10,000**	25.00%
G-411-7400-4090 LEGAL	4,000	**5,000**	25.00%
G-411-7406-4095 MAINTENANCE CONTRACTS	70,107	**75,926**	8.30%
G-411-7400-4097 MEMBERSHIPS	2,470	**2,470**	0.00%
G-411-7400-4110 TELEPHONE - BASIC	3,000	**3,000**	0.00%
G-411-7406-4120 TELEPHONE - CELL PHONES	300	**300**	0.00%
G-411-7406-4125 INTERNET	17,000	**17,000**	0.00%
G-411-7400-4142 TRAINING EXPENSES	22,000	**22,000**	0.00%
G-411-7400-4150 MILEAGE	3,000	**3,075**	2.50%
G-411-7402-5010 BANK, COLLECTION & CREDIT CARD CHARGES	1,000	**1,000**	0.00%
G-411-7400-7820 TRANSFER TO RESERVE FUND	273,216	**301,141**	10.22%
G-411-7400-9030 EQUIPMENT PURCHASES	18,000	**18,450**	2.50%
Total 7400 LIBRARY ADMINISTRATION	2,653,460	**2,739,335**	3.24%
7404 LIBRARY BOARD EXPENSES			
G-411-7404-3080 MISCELLANEOUS SERVICES	3,000	**3,000**	0.00%
G-411-7404-3120 MEALS AND MEETING COSTS	1,000	**1,025**	2.50%
G-411-7404-4036 CONFERENCE EXPENSES	2,000	**2,000**	0.00%
Total 7404 LIBRARY BOARD EXPENSES	6,000	**6,025**	0.42%
7406 LIBRARY OPERATIONS			
G-411-7406-7810 TRANSFER TO RESERVES	4,750	**4,836**	1.82%
Total 7406 LIBRARY OPERATIONS	4,750	**4,836**	1.82%
7408 LIBRARY - ADULT PROGRAM			
G-411-7408-3065 CRAFT/PROGRAM SUPPLIES	5,000	**4,100**	(18.00%)
Total 7408 LIBRARY - ADULT PROGRAM	5,000	**4,100**	(18.00%)

2024 Operating Budget - Preliminary Draft

	2023 BUDGET	2024 BUDGET Draft	% Inc/Dec 2023/2024 BUDGET
7410 LIBRARY - YOUNG ADULT PROGRAM			
G-411-7410-3065 CRAFT/PROGRAM SUPPLIES	4,000	**3,075**	(23.13%)
Total 7410 LIBRARY - YOUNG ADULT PROGRAM	4,000	**3,075**	(23.13%)
7412 LIBRARY - CHILDREN PROGRAM			
G-411-7412-3065 CRAFT/PROGRAM SUPPLIES	4,000	**3,588**	(10.31%)
Total 7412 LIBRARY - CHILDREN PROGRAM	4,000	**3,588**	(10.31%)
7416 LIBRARY - MAKERSPACE			
G-411-7416-3065 EQUIPMENT/PROGRAM SUPPLIES	0	**3,075**	0.00%
Total 7416 LIBRARY - MAKERSPACE	0	**3,075**	0.00%
7422 PUBLIC LIBRARY ON WHEELS			
G-411-7422-7810 TRANSFER TO RESERVES	5,000	**5,000**	0.00%
Total 7422 PUBLIC LIBRARY ON WHEELS	5,000	**5,000**	0.00%
7430 LIBRARY BUILDING & PROP SERV			
G-411-7430-3050 MATERIALS	7,000	**7,000**	0.00%
G-411-7430-4105 SNOW REMOVAL	7,500	**8,500**	13.33%
G-411-7430-4106 LAWN MAINTENANCE	2,000	**2,500**	25.00%
G-411-7430-4107 BUILDING MAINTENANCE	8,000	**8,000**	0.00%
Total 7430 LIBRARY BUILDING & PROP SERV	24,500	**26,000**	6.12%
7450 PCIN			
G-411-7450-1405 USER FEES	-203,020	**-214,297**	5.55%
G-411-7450-4050 CONTRACTORS	7,955	**7,955**	0.01%
G-411-7450-4095 MAINTENANCE CONTRACTS	195,065	**206,342**	5.78%
Total 7450 PCIN	0	**0**	
Total 411 STRATFORD PUBLIC LIBRARY	**2,706,710**	**2,795,034**	**3.26%**