

**TOWNSHIP OF SCUGOG
LIBRARY**

Program	2009		2010		
	Approved Budget \$	Estimated Actual \$	Base Budget \$	Program Change \$	Proposed Budget \$
LIBRARY - REVENUE					
Municipal Grant	400,500	400,500	412,405	0	412,405
Fines and Fees Revenue	32,500	31,327	32,500	0	32,500
Provincial Operating	59,757	59,757	59,757	0	59,757
Provincial Miscellaneous	0	0	0	0	0
Other Revenue	14,800	15,412	14,800	0	14,800
Fundraising Revenue	20,000	21,200	20,000	-15,000	5,000
NET REVENUE	527,557	528,196	539,462	-15,000	524,462
LIBRARY - EXPENDITURES					
Acquisitions	72,368	72,368	72,368	-15,000	57,368
Administration	27,945	28,555	27,945	0	27,945
Information Technology	31,366	27,249	28,816	0	28,816
Building	17,422	15,827	15,933	0	15,933
Utilities	15,050	13,022	13,050	0	13,050
Wages & Benefits	358,106	360,085	376,050	0	376,050
Other Expenses	5,300	6,300	5,300	0	5,300
TOTAL EXPENDITURES	527,557	523,406	539,462	-15,000	524,462
Transfer to Bldg Expansion Fund		4,790			
TOTAL		528,196			524,462

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Municipal Contribution to Library Expansion & Renovation Project

The regular library program, as outlined above, does not include the Municipal contributions towards the renovation expansion and parking lot project. The financing for this project has been approved (and is included, primarily, as a carryforward in the 2010 Planning and Public Works Capital Budget) as follows:

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Municipal Contribution - Community Enhancement Fund	500,000	1 yr contribution remaining
Municipal Contribution - Development Charges ("DCA")	250,000	
Municipal Contribution - Hydro Fund Withdrawal	1,145,000	
Library Fundraising	500,000	
Building Canada Fund Contribution	<u>4,790,000</u>	

The Community Enhancement Funding Allocation of \$100,000 per year was started in 2007 as part of the Parks, Recreation and Culture Budget. As of 2010, a total of \$400,000 has been allocated to the expansion project, with an additional \$100,000 to be funded in 2011.

Development Contributions of approximately \$147,000 have been received, to-date, for the library expansion. The remaining \$100,000 (approximately) will be funded from other DCA sources at which time a repayment and interest plan will be drafted.

The Library Fundraising Committee has agreed to raise \$500,000, of which, they have raised a total of approximately \$190,000, to-date. The Committee also has a number of pledge commitments over the next three years to collect and will continue fundraising efforts. At this point in time, it is likely that the fundraising committee will need to bridge finance the remaining portion of their contribution, however, will commit to annual repayment of the bridge financing.

TOWNSHIP OF SCUGOG

LIBRARY

NOTES TO BUDGET

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Municipal Allocation to Library Expansion from CEF	500,000
Municipal Allocation to Library Expansion from DCA	250,000
Transfer to Planning & Public Works for Expansion Project	-750,000
Wages - CUPE Contract increase	17,944
IT - Changes to streamline ILS & databases	-2,550
Building - under construction (less maintenance)	-1,489
Utilities - New VOIP Phone system lowers monthly phone costs	-2,000
Fundraising Revenue - No Gala (Campaign & Relocation)	-15,000
Acquisitions - Reduction to offset Gala	<u>15,000</u>
	<u>11,905</u>

**Township of Scugog - 2010 Budget & Business Plan
Library**

PROGRAM DESCRIPTION	
Department / Board	Scugog Memorial Public Library
Program Area	Literacy, Research, the Arts, Entertainment and Life-long Learning.
Vision	Our Library is the portal to global knowledge that educates, inspires and enriches life in Scugog.
Mission	To enrich the lives of the individuals of Scugog Township's diverse communities by creating and sustaining superior public library services through responsive staff, dynamic collections, up-to-date technology, literacy programs, community partnerships, access to global information and cultural resources.
Mandate	The Library Board is a volunteer board appointed by the Township (as per the Ontario Public Libraries Act), to administer Library Services for the constituents of the Township of Scugog. The Board's directives are executed by the Chief Executive Officer.
Goals	<ul style="list-style-type: none"> • Develop Community Linkages • Provide Library products, programmes and services that are customer-focused and reflect the needs and wants of the community. • Ensure that the Library has the physical capacity to provide services, programmes and resources that enrich the lives of those living in the Township of Scugog, now and in the future. • Enhance the base of funding to ensure there is a facility and a range of services and programmes that truly enriches the lives of residents of Scugog. • Develop an organizational framework that supports decision-making in a manner that provides consistency, continuity and equity.

Assets Managed	2 Full time staff 14 Part time staff 44,941 Books 1,359 Magazines 5,435 Multimedia (Audiobooks, DVDs & Music CDs)
2010 HIGHLIGHTS	
Planned Initiatives	<ul style="list-style-type: none"> • Develop Facilities Management Plan to coordinate Library operation during Library Expansion project. • Coordinate storage, transfer and return to completed Library during 3 month relocation of Library services during Expansion project. • Continue to develop Board and Administrative policies and procedures that will ensure consistency and continuity in decision-making. • Investigate and undertake community linkages with seniors. Create an advisory committee to facilitate feedback and improve services to this sector. • Partner with local schools to continue and expand local literacy initiatives: "Battle of the Books" (Grade 4 to 6) and expanded to senior level (Grade 7 & 8). • Plan and issue RFP for furnishings, fixtures & equipment. • Coordinate Capital Fundraising Campaign for Community Contribution to Build Canada Fund for Library Expansion.
Performance Measures	<ul style="list-style-type: none"> • Annual library visits • Annual circulation of library materials • Annual statistics for computer use & website • Annual programming statistics (programs offered & attendance) • Annual statistics for school outreach visits • Annual customer satisfaction survey • Annual staff satisfaction survey • Quarterly report to Council on planned initiatives

Budget Decisions Required	<ul style="list-style-type: none">• Move \$15,000 in Fundraising Revenue line (Gala proceeds) out of Operating and into Capital (Library Expansion Fund).• Coordinate with Township on funding for Library Expansion project and facilitate transfer of fundraising monies on a regular schedule.
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