

2024 Budget Request

~According to widespread feedback, the library is a valuable and valued part of the community~

Summary

Our 2024 budget request responds to known increases that:

- have been reported to us by our vendors **and are beyond our control**
- are a result of the recent compensation review & **required to adhere to current pay equity standards**
- includes a **moderate** increase to programming hours and the book budget

Every attempt was made to mitigate this request by:

- **increasing projected revenues** by 14%
- **freezing or reducing** 42% of our budget lines
- choosing the most conservative approach to implement the results of the compensation review
- secured \$42,000 in grant money for expanded services **at no expense to the tax payer**; currently awaiting the results of an additional \$38,000 for the 2024 budget year

History

In 2002, the Library underwent a pay equity exercise in conjunction with the Township which unfortunately, for a variety of reasons, was not maintained. Over the course of the last 20 years, funding for library services to the public were not reduced, at the expense of pay equity for employees. In 2023, Council approved including the Library in their compensation review. **The results of this exercise show a significant gap between Library staff and other comparable positions.**

The Library is legally required to meet minimum pay equity standards. This proposal is the most conservative approach to allow for the greatest relief to the taxpayers.

Currently some core services are being funded through short-term grants. To enable us to maintain these services, the Library is seeking permanent operational funding to allow for continuity and better planning.

We would like to provide reassurance to all - this is the last significant request that needs to be made to a) meet all legal obligations and b) provide a solid foundation to move forward and provide our community with a level of service that they ask for and deserve.

The Figures

To Maintain Current Service Levels

This section represents the total budget we would have required to maintain current service levels and meet salary and contract obligations PRIOR to applying the results of the pay equity exercise

~ obligated under current employment standards guidelines & contracts ~

		\$ amount	% increase
1.	General Increases (<i>Audit fees, building maintenance, memberships, mileage, BizHub fees, book processing</i>)	4,007	2.65
2.	Wages (<i>incl MERC, OMERS, merit, minimum wage adjustments</i>)	20,480	13.55
	Sub-total:	\$24,487	16.20%

This section represents the additional costs to implement the results of the pay equity exercise AND still maintain current service levels

~ obligated under pay equity regulations ~

		\$ amount	% increase
3.	Wages (<i>resulting from the compensation/pay equity review process (incl. mercs, OMERS, 3.3% COLA, benefits)</i>)	73,200	48.41
	Sub-total:	\$73,200	48.41%

To Expand Services & Resources

This section represents the cost to increase sustainability by reducing reliance on unpredictable grants for core services

~ as indicated in our 2021-2025 Strategic Plan ~

4.	Wages (<i>Transition program wages from grants to operating (Children's Literacy is a core service & should be in operating)</i>)	10,800	7.14
5.	Book Budget & Associated Processing Fees (<i>phased approach to increasing the book budget -\$1,500/year</i>)	1,890	1.25
	Sub-total:	\$12,690	8.39%
Total Requested Increase from the Township of Lanark Highlands		\$110,377	73.00%

Conclusion

We are committed to fiscal responsibility however we do need to respond to rising costs beyond our control and are legally required to adhere to pay equity guidelines. We understand that Council will need to consider our request to decrease our reliance on grants to run core services and expand the book budget in context of the Township's overall goals, as well as consider any tax implications for the community.

We appreciate your time and consideration in this request.

**Lanark Highlands Public Library
2024 Budget Proposal**

	Budget 2023	Actuals from Jan 1 - Dec 31, 2023		Budget 2024
		Operating & Capital	Grants & Specified	
Revenues				
Interest earned	800.00	2,128.40	-	1,500.00
Donations	5,100.00	6,565.14	6,681.95	5,300.00
Fines, lost & damaged books	250.00	265.77	-	275.00
Fundraising	-	1,730.10	-	-
Printing, faxing & copying	800.00	1,007.80	-	900.00
Province of Ontario	13,599.00	13,599.00	-	13,599.00
Special projects, incl deferred	-	-	38,989.82	-
Twp LH	151,176.00	151,176.00	2,782.00	261,553.00
Total revenues	171,725.00	176,472.21	48,453.77	283,127.00
Expenses				
Advertising & promotion	600.00	834.68	-	600.00
Audio / visual materials	600.00	660.48	-	600.00
Audit & legal fees	1,900.00	4,361.60	-	2,800.00
Bizhub expenses	550.00	535.55	483.15	1,000.00
Building maintenance	4,825.00	5,499.50	-	5,100.00
Capital transfers	2,657.00	2,827.72	(915.83)	5,349.00
Computer software & misc	2,900.00	2,841.31	-	3,000.00
Computer hardware - capital	1,000.00	829.28	915.83	1,000.00
e-books (Overdrive)	2,300.00	2,062.17	-	2,105.00
General programs	2,600.00	2,307.18	13,886.29	2,600.00
Internet & telephone expenses	2,400.00	2,320.11	3,556.51	2,400.00
Magazines & newspapers	500.00	537.83	-	550.00
Memberships	325.00	477.64	-	475.00
Office & administrative expenses	1,600.00	1,656.32	-	2,100.00
Operating transfers	-	2,660.22	(210.78)	-
Paper books	12,650.00	12,593.07	5,044.00	14,150.00
Processing fees	3,150.00	3,999.49	430.00	3,650.00
Seminars & staff training	700.00	762.26	-	700.00
Service contract - Arnprior Library	1,248.00	1,248.00	-	1,248.00
Small equipment and furnishings	600.00	1,377.03	5,429.35	600.00
Wages and employee benefits	128,620.00	126,080.77	19,835.25	233,100.00
Total expenses	171,725.00	176,472.21	48,453.77	283,127.00
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