



Library Board
2011 Final Levy Supported
Operating Budget

FINAL 2015 LEVY SUPPORTED OPERATING BUDGET

Library Board

	2014 Forecasted Actuals	2014 APPROVED BUDGET	2015 Adjusted Budget	2015 ADJ BUD % Incr/(Decr)	Council Approved Initiatives	New Budget Initiatives	2015 APPROVED BUDGET	2015 Budget \$ Incr/(Decr)	2015 Budget % Incr/(Decr)
EXPENDITURES									
Salaries & Benefits	1,502,192	1,523,400	1,569,500	3.0	0	48,400	1,617,900	94,500	6.2
Materials & Supplies	164,590	176,800	174,300	(1.4)	0	0	174,300	(2,500)	(1.4)
Services	341,586	331,900	338,400	2.0	0	(2,500)	335,900	4,000	1.2
Interdepartmental Charges	213,233	222,300	197,400	(11.2)	0	(9,000)	188,400	(33,900)	(15.2)
Transfer To Reserves & Reserve Funds	274,700	274,700	300,000	9.2	0	0	300,000	25,300	9.2
Financial	(588)	0	0	0.0	0	0	0	0	0.0
Long Term Debt Charges	95,300	121,200	119,100	(1.7)	0	0	119,100	(2,100)	(1.7)
Capital	3,256	27,300	14,500	(46.9)	0	0	14,500	(12,800)	(46.9)
TOTAL EXPENDITURES	2,594,269	2,677,600	2,713,200	1.3	0	36,900	2,750,100	72,500	2.7
REVENUES									
Federal/Provincial Grants	(121,309)	(141,500)	(142,500)	0.7	0	(7,700)	(150,200)	8,700	6.1
Financial Charges/Investment Income	(66,969)	(100,700)	(71,200)	(29.3)	0	(22,000)	(93,200)	(7,500)	(7.4)
Fees & Service Charges	(34,517)	(31,600)	(13,700)	(56.6)	0	0	(13,700)	(17,900)	(56.6)
Other Revenues	(13,061)	(11,500)	(11,700)	1.7	0	0	(11,700)	200	1.7
TOTAL REVENUES	(235,856)	(285,300)	(239,100)	(16.2)	0	(29,700)	(268,800)	(16,500)	(5.8)
NET LEVY REQUIREMENT	2,358,413	2,392,300	2,474,100	3.4	0	7,200	2,481,300	89,000	3.7
STAFFING COMPLEMENT		0.00	0.00		0.00	0.00	0.00	0.00	

Norfolk County 2015 New Budget Initiatives

Number	Name	Description	Budget Impact \$	FTEs	2015 Net Levy Impact \$	SMT Priority Ranking
REQ-760-2015-034	Canada Summer Jobs	Additional staff to assist with children's summer programs, crafts and events.	2,500	0.23	2,500	
REQ-760-2015-035	Youth Internship at Community Access Sites	Youth Internships at Community Access Sites grant will allow the NCPL to hire two students.	-	0.46	-	
REQ-760-2015-037	Caretaker	Hire one permanent part-time caretaker.	8,200	0.57	6,500	
REQ-760-2015-038	Library Assistant - GEDSB	Hire Permanent Part Time Library Assistant to fulfill partnership agreement with Grand Erie District School Board.	-	0.36	(1,800)	
TOTAL			\$ 10,700	1.62	\$ 7,200	

Norfolk County Proposed 2015 New Budget Initiative

Name	REQ-760-2015-034 Canada Summer Jobs		SLT Priority Ranking	
Division	Library Board	Position Type	Student	
Strategic Theme	Community	FTEs	0.23	
Strategic Direction	Community Well-Being	Budget Impact	\$ 2,500	
Strategic Goal	Enhance Community Access to Services	Net Levy Impact	\$ 2,500	
Included in Business Plan?	Yes	Request Need	Business Continuity Requirement	
Start Date	01-June-2015	New or Existing	New Program	
End Date	August-2015			

DESCRIPTION
Additional staff to assist with children's summer programs, crafts and events.

JUSTIFICATION	FINANCIAL IMPACT																																								
<p>This position is contingent on the Canada Summer Jobs grant approval.</p> <p>To assist staff with children's summer programs, crafts and events, and/or to provide basic computer/Internet training to our patrons</p> <p>Summer program attendance has seen a steady increase over the last few years and staffing these many events and programs has become increasingly more difficult. This additional funding, if approved will enable the NCPL to hire an summer student to assist with all summer programs and events. The NCPL would also like to provide basic computer/Internet lessons during the summer for our patrons. Both opportunities would be possible provided funding is approved.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #ADD8E6;"> <th colspan="2" style="text-align: left;">EXPENDITURE AND REVENUE ITEMS</th> </tr> <tr> <td style="padding: 2px;">Expenditures:</td> <td style="text-align: right; padding: 2px;">(\$)</td> </tr> <tr> <td>Salaries and Benefits</td> <td style="text-align: right;">5,500</td> </tr> <tr> <td>Materials, Supplies and Services</td> <td></td> </tr> <tr> <td>Transfer Payments and Grants to Others</td> <td></td> </tr> <tr> <td>Interdepartmental Charges</td> <td></td> </tr> <tr> <td>Capital Expenditures</td> <td></td> </tr> <tr> <td>Other Expenditures</td> <td></td> </tr> <tr style="background-color: #FFFF00;"> <td style="text-align: right;">TOTAL EXPENDITURES</td> <td style="text-align: right;">5,500</td> </tr> <tr> <td style="padding: 2px;">Revenues:</td> <td style="text-align: right; padding: 2px;">(\$)</td> </tr> <tr> <td>Provincial/Federal Grants/Funding</td> <td style="text-align: right;">3,000</td> </tr> <tr> <td>User Fees and /or Service Charges</td> <td></td> </tr> <tr> <td>Other Recoveries/Collections/Sponsorships/Donations</td> <td></td> </tr> <tr> <td>Transfers from Reserve/Reserve Funds</td> <td></td> </tr> <tr> <td>Interdepartmental Recoveries</td> <td></td> </tr> <tr> <td>Other Revenues</td> <td></td> </tr> <tr style="background-color: #FFFF00;"> <td style="text-align: right;">TOTAL REVENUES</td> <td style="text-align: right;">3,000</td> </tr> <tr style="background-color: #FFFF00;"> <td style="text-align: right;">BUDGET IMPACT</td> <td style="text-align: right;">2,500</td> </tr> <tr style="background-color: #FFFF00;"> <td style="text-align: right;">ADJUSTMENT FOR FIRST YEAR DEFERRAL</td> <td style="text-align: right;">0</td> </tr> <tr style="background-color: #FFFF00;"> <td style="text-align: right;">2015 NET LEVY IMPACT</td> <td style="text-align: right;">\$ 2,500</td> </tr> </table>	EXPENDITURE AND REVENUE ITEMS		Expenditures:	(\$)	Salaries and Benefits	5,500	Materials, Supplies and Services		Transfer Payments and Grants to Others		Interdepartmental Charges		Capital Expenditures		Other Expenditures		TOTAL EXPENDITURES	5,500	Revenues:	(\$)	Provincial/Federal Grants/Funding	3,000	User Fees and /or Service Charges		Other Recoveries/Collections/Sponsorships/Donations		Transfers from Reserve/Reserve Funds		Interdepartmental Recoveries		Other Revenues		TOTAL REVENUES	3,000	BUDGET IMPACT	2,500	ADJUSTMENT FOR FIRST YEAR DEFERRAL	0	2015 NET LEVY IMPACT	\$ 2,500
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Norfolk County Proposed 2015 New Budget Initiative

Name	REQ-760-2015-035 Youth Internship at Community Access Sites		SLT Priority Ranking	
Division	Library Board	Position Type	Student	
Strategic Theme	Community	FTEs	0.46	
Strategic Direction	Community Well-Being	Budget Impact	\$ 0	
Strategic Goal	Enhance Community Access to Services	Net Levy Impact	\$ 0	
Included in Business Plan?	Yes	Request Need	Business Continuity Requirement	
Start Date	02-November-2015	New or Existing	New Program	
End Date	March-2016			

DESCRIPTION
Youth Internships at Community Access Sites grant will allow the NCPL to hire two students.

JUSTIFICATION	FINANCIAL IMPACT																																								
<p>Youth Internships at Community Access Sites grant will allow the NCPL to hire two students. One to provide Internet training to residents of Norfolk County and the other to assist with the delivery of programs and events.</p> <p>This grant has been approved consistently over the last few years and generally ends by March 31, 2016 of the following year.</p> <p>The grant will provide funding to hire two students. One will continue with the development and scheduling of computer workshops as well as one on one training. The second student will assist with the development and delivery of library programs and events. Both students will rotate throughout the system to accommodate the computer and Internet needs of interested patrons and work with staff in the branches as they prepare for scheduled programs and events.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #ADD8E6;"> <th colspan="2" style="text-align: center;">EXPENDITURE AND REVENUE ITEMS</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Expenditures:</td> <td style="text-align: right; padding: 2px;">(\$)</td> </tr> <tr> <td>Salaries and Benefits</td> <td style="text-align: right;">11,700</td> </tr> <tr> <td>Materials, Supplies and Services</td> <td></td> </tr> <tr> <td>Transfer Payments and Grants to Others</td> <td></td> </tr> <tr> <td>Interdepartmental Charges</td> <td></td> </tr> <tr> <td>Capital Expenditures</td> <td></td> </tr> <tr> <td>Other Expenditures</td> <td></td> </tr> <tr style="background-color: #FFFF00;"> <td style="text-align: right;">TOTAL EXPENDITURES</td> <td style="text-align: right;">11,700</td> </tr> <tr> <td style="padding: 2px;">Revenues:</td> <td style="text-align: right; padding: 2px;">(\$)</td> </tr> <tr> <td>Provincial/Federal Grants/Funding</td> <td style="text-align: right;">11,700</td> </tr> <tr> <td>User Fees and /or Service Charges</td> <td></td> </tr> <tr> <td>Other Recoveries/Collections/Sponsorships/Donations</td> <td></td> </tr> <tr> <td>Transfers from Reserve/Reserve Funds</td> <td></td> </tr> <tr> <td>Interdepartmental Recoveries</td> <td></td> </tr> <tr> <td>Other Revenues</td> <td></td> </tr> <tr style="background-color: #FFFF00;"> <td style="text-align: right;">TOTAL REVENUES</td> <td style="text-align: right;">11,700</td> </tr> <tr style="background-color: #FFFF00;"> <td style="text-align: right;">BUDGET IMPACT</td> <td style="text-align: right;">0</td> </tr> <tr style="background-color: #FFFF00;"> <td style="text-align: right;">ADJUSTMENT FOR FIRST YEAR DEFERRAL</td> <td style="text-align: right;">0</td> </tr> <tr style="background-color: #FFFF00;"> <td style="text-align: right;">2015 NET LEVY IMPACT</td> <td style="text-align: right;">\$ 0</td> </tr> </tbody> </table>	EXPENDITURE AND REVENUE ITEMS		Expenditures:	(\$)	Salaries and Benefits	11,700	Materials, Supplies and Services		Transfer Payments and Grants to Others		Interdepartmental Charges		Capital Expenditures		Other Expenditures		TOTAL EXPENDITURES	11,700	Revenues:	(\$)	Provincial/Federal Grants/Funding	11,700	User Fees and /or Service Charges		Other Recoveries/Collections/Sponsorships/Donations		Transfers from Reserve/Reserve Funds		Interdepartmental Recoveries		Other Revenues		TOTAL REVENUES	11,700	BUDGET IMPACT	0	ADJUSTMENT FOR FIRST YEAR DEFERRAL	0	2015 NET LEVY IMPACT	\$ 0
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Norfolk County Proposed 2015 New Budget Initiative

Name	REQ-760-2015-037 Caretaker		SLT Priority Ranking	
Division	Library Board	Position Type	Permanent Part-Time	
Strategic Theme	Community	FTEs	0.57	
Strategic Direction	Community Well-Being	Budget Impact	\$ 8,200	
Strategic Goal	Enhance Community Access to Services	Net Levy Impact	\$ 6,500	
Included in Business Plan?	Yes	Request Need	Business Continuity Requirement	
Start Date	02-February-2015	New or Existing	New Program	
End Date	No end date			

DESCRIPTION
Hire one permanent part-time caretaker.

JUSTIFICATION	FINANCIAL IMPACT																																								
<p>The purpose of this initiative is to provide cost-effective and timely daily maintenance for all 5 library branches.</p> <p>Currently, work is being completed by CSD Facility Maintenance staff and or Managers at the Library.</p> <p>Total budget impact will be \$8,200 (Library) and \$9,000 (CSD) for a total of \$17,200.</p> <p>Please see justification attached.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #ADD8E6;"> <th colspan="2" style="text-align: center;">EXPENDITURE AND REVENUE ITEMS</th> </tr> <tr> <td>Expenditures:</td> <td style="text-align: right;">(\$)</td> </tr> <tr> <td>Salaries and Benefits</td> <td style="text-align: right;">19,700</td> </tr> <tr> <td>Materials, Supplies and Services</td> <td style="text-align: right;">(2,500)</td> </tr> <tr> <td>Transfer Payments and Grants to Others</td> <td></td> </tr> <tr> <td>Interdepartmental Charges</td> <td style="text-align: right;">(9,000)</td> </tr> <tr> <td>Capital Expenditures</td> <td></td> </tr> <tr> <td>Other Expenditures</td> <td></td> </tr> <tr> <td style="text-align: right;">TOTAL EXPENDITURES</td> <td style="text-align: right;">8,200</td> </tr> <tr> <td>Revenues:</td> <td style="text-align: right;">(\$)</td> </tr> <tr> <td>Provincial/Federal Grants/Funding</td> <td></td> </tr> <tr> <td>User Fees and /or Service Charges</td> <td></td> </tr> <tr> <td>Other Recoveries/Collections/Sponsorships/Donations</td> <td></td> </tr> <tr> <td>Transfers from Reserve/Reserve Funds</td> <td></td> </tr> <tr> <td>Interdepartmental Recoveries</td> <td></td> </tr> <tr> <td>Other Revenues</td> <td></td> </tr> <tr> <td style="text-align: right;">TOTAL REVENUES</td> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: right;">BUDGET IMPACT</td> <td style="text-align: right;">8,200</td> </tr> <tr> <td style="text-align: right;">ADJUSTMENT FOR FIRST YEAR DEFERRAL</td> <td style="text-align: right;">(1,700)</td> </tr> <tr style="background-color: #FFFF00;"> <td style="text-align: right;">2015 NET LEVY IMPACT</td> <td style="text-align: right;">\$ 6,500</td> </tr> </table>	EXPENDITURE AND REVENUE ITEMS		Expenditures:	(\$)	Salaries and Benefits	19,700	Materials, Supplies and Services	(2,500)	Transfer Payments and Grants to Others		Interdepartmental Charges	(9,000)	Capital Expenditures		Other Expenditures		TOTAL EXPENDITURES	8,200	Revenues:	(\$)	Provincial/Federal Grants/Funding		User Fees and /or Service Charges		Other Recoveries/Collections/Sponsorships/Donations		Transfers from Reserve/Reserve Funds		Interdepartmental Recoveries		Other Revenues		TOTAL REVENUES	0	BUDGET IMPACT	8,200	ADJUSTMENT FOR FIRST YEAR DEFERRAL	(1,700)	2015 NET LEVY IMPACT	\$ 6,500
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Norfolk County Proposed 2015 New Budget Initiative

Name	REQ-760-2015-038 Library Assistant - GEDSB		SLT Priority Ranking	
Division	Library Board	Position Type	Permanent Part-Time	
Strategic Theme	Community	FTEs	0.36	
Strategic Direction	Community Well-Being	Budget Impact	\$ 0	
Strategic Goal	Enhance Community Access to Services	Net Levy Impact	-\$ 1,800	
Included in Business Plan?	Yes	Request Need	Business Continuity Requirement	
Start Date	01-February-2015	New or Existing	New Program	
End Date	No end date			

DESCRIPTION
Hire Permanent Part Time Library Assistant to fulfill partnership agreement with Grand Erie District School Board.

JUSTIFICATION	FINANCIAL IMPACT																																								
<p>This position will complete the joint use agreement between the NCPL and the Grand Erie District School Board with the Port Dover Branch & Lakewood Elementary. A total of 14 hours of designated use will be paid for by the Grand Erie Board of Education. The LA III will start as an entry level grade 3 on the Norfolk County grid. The LAIII will run congruent with the GEDSB school year and break as per the GEDSB calendar. Library Assistant required for 14 hours per week at the Port Dover branch of the NCPL for a total of 44 weeks.</p> <p>Position runs from February - June, resumes September to December.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="background-color: #ADD8E6;">EXPENDITURE AND REVENUE ITEMS</th> </tr> <tr> <td>Expenditures:</td> <td style="text-align: right;">(\$)</td> </tr> <tr> <td>Salaries and Benefits</td> <td style="text-align: right;">22,000</td> </tr> <tr> <td>Materials, Supplies and Services</td> <td></td> </tr> <tr> <td>Transfer Payments and Grants to Others</td> <td></td> </tr> <tr> <td>Interdepartmental Charges</td> <td></td> </tr> <tr> <td>Capital Expenditures</td> <td></td> </tr> <tr> <td>Other Expenditures</td> <td></td> </tr> <tr> <td style="text-align: right;">TOTAL EXPENDITURES</td> <td style="text-align: right;">22,000</td> </tr> <tr> <td>Revenues:</td> <td style="text-align: right;">(\$)</td> </tr> <tr> <td>Provincial/Federal Grants/Funding</td> <td></td> </tr> <tr> <td>User Fees and /or Service Charges</td> <td></td> </tr> <tr> <td>Other Recoveries/Collections/Sponsorships/Donations</td> <td style="text-align: right;">22,000</td> </tr> <tr> <td>Transfers from Reserve/Reserve Funds</td> <td></td> </tr> <tr> <td>Interdepartmental Recoveries</td> <td></td> </tr> <tr> <td>Other Revenues</td> <td></td> </tr> <tr> <td style="text-align: right;">TOTAL REVENUES</td> <td style="text-align: right;">22,000</td> </tr> <tr> <td style="text-align: right;">BUDGET IMPACT</td> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: right;">ADJUSTMENT FOR FIRST YEAR DEFERRAL</td> <td style="text-align: right;">(1,800)</td> </tr> <tr> <td style="text-align: right;">2015 NET LEVY IMPACT</td> <td style="text-align: right;">(\$ 1,800)</td> </tr> </table>	EXPENDITURE AND REVENUE ITEMS		Expenditures:	(\$)	Salaries and Benefits	22,000	Materials, Supplies and Services		Transfer Payments and Grants to Others		Interdepartmental Charges		Capital Expenditures		Other Expenditures		TOTAL EXPENDITURES	22,000	Revenues:	(\$)	Provincial/Federal Grants/Funding		User Fees and /or Service Charges		Other Recoveries/Collections/Sponsorships/Donations	22,000	Transfers from Reserve/Reserve Funds		Interdepartmental Recoveries		Other Revenues		TOTAL REVENUES	22,000	BUDGET IMPACT	0	ADJUSTMENT FOR FIRST YEAR DEFERRAL	(1,800)	2015 NET LEVY IMPACT	(\$ 1,800)
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