

Service Category Summary

Library Services

	2016 Actual (AA)	2016 Bylaw (UB)	2017 Bylaw (UB)	2018 Proposed (UX)	Budget Change 2018 vs 2017
Revenues					
Grants - Library	(359,500)	(347,500)	(354,500)	(417,100)	(62,600)
Total Revenues	(359,500)	(347,500)	(354,500)	(417,100)	(62,600)
Expenditures					
Grants - Library	3,838,961	3,838,961	3,934,935	4,033,310	98,375
Total Expenditures	3,838,961	3,838,961	3,934,935	4,033,310	98,375
Debt					
Total Debt	0	0	0	0	0
Transfers					
Total Transfers	0	0	0	0	0
Revenues - Asset Maintenance					
Total Revenues - Asset Maintenance	0	0	0	0	0
Expenditures - Asset Maintenance					
Total Expenditures - Asset Maintenance	0	0	0	0	0
Transfers - Asset Maintenance					
Total Transfers - Asset Maintenance	0	0	0	0	0
Net Operations	3,479,461	3,491,461	3,580,435	3,616,210	35,775

Service Category Summary

Library Services

Supporting Detail (Consolidation)	2016 Actual (AA)	2016 Bylaw (UB)	2017 Bylaw (UB)	2018 Proposed (UX)	Budget Change 2018 vs 2017
Revenues	(359,500)	(347,500)	(354,500)	(417,100)	(62,600)
Expenditures					
Non-Salary Expenses	3,838,961	3,838,961	3,934,935	4,033,310	98,375
Total Expenditures	3,838,961	3,838,961	3,934,935	4,033,310	98,375
Debt	0	0	0	0	0
Transfers	0	0	0	0	0
Net Operations	3,479,461	3,491,461	3,580,435	3,616,210	35,775



The Prince George Public Library

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September 29, 2017

Mayor and Council
City of Prince George
1100 Patricia Blvd.
Prince George, BC V2L 3V9

Mayor Hall and Members of Council:

Please find attached for your consideration the Prince George Public Library's 2018 operations budget. We have prepared a budget of \$4,353,008.00 to support the two physical branches as well as digital and outreach services. As per guidelines, the City and Regional District portion of this budget is \$4,033,308.00. We will return \$484,500.00 in rent for the two facilities.

The 2018 operating budget includes an increase to staffing costs, including a cost of living adjustment, required increments, additional hours to meet service demands, and the associated increase in benefits expenses. This expense amount accounts for the budget increase associated with the guideline amount.

The total spending on our physical and digital resources remains unchanged from the previous year, with the increase in materials costs under operational expenses being offset by the corresponding decrease to materials spending in the capital assets area of the budget. Operational spending is planned to provide upgrades to our public computers, to maintain service agreements with our technology suppliers, and to allow for the addition of a text messaging service to our users.

Our investment in furniture and equipment has been reduced to meet the budget requirements, and this area will need to be addressed in future budgets. The computer infrastructure budget continues to be carefully managed to ensure that the replacement plan for computer hardware and servers is maintained from year to year.

The Library was pleased to improve facilities and services in 2017 with new programs, digital resources and partnerships. The addition of a mobile outreach vehicle, made possible through fundraising and community donations, will increase our ability to take our resources and services on the road in 2018. Main branch facility development that was approved through the City's 2017 capital funding process will address the accessibility and security of the building. We look forward to working with City staff and contractors in 2018 to finalize the plans for an accessible entrance and improved plaza frontage. Library staff members are working to ensure that internal staff and public areas and processes are redesigned to integrate with the entrance project.

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We will continue to mobilize our supporters to supplement our core funding as we continue our mission to connect people and ideas, and to support equality and economic opportunity for all residents.

Respectfully submitted

Carolynne Burkholder-James,
Chair, Board of Trustees
Prince George Public Library

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Prince George Public Library Budget 2018

	Budget 2017	Budget 2018	Total Deviation From 2017
Revenue			
Municipal Funding Sources	3,934,935	4,033,308	98,373
Provincial Funding Sources	217,000	217,000	0
Internally Generated Sources	101,900	102,700	800
Total Revenue	\$4,253,835	\$4,353,008	\$99,173
Wages & Related Expenses			
Benefits	500,000	509,000	9,000
Education & Professional Development	24,000	24,000	0
Wages	2,286,900	2,385,567	98,667
Other Staff Associated Costs	14,944	7,500	(7,444)
	2,825,844	2,926,067	\$100,223
Operational Expenses			
Supplies	23,225	23,050	(175)
Materials Costs	245,441	274,441	29,000
General & Administrative	207,275	208,250	975
Information Technology	99,100	99,500	400
Rent	484,250	484,500	250
Repairs & Maintenance	113,500	113,500	0
	1,172,791	1,203,241	\$30,450
Investment in Tangible Capital Assets			
Furniture	4,000	3,500	(500)
Equipment	2,700	1,200	(1,500)
Computer Infrastructure	23,500	23,000	(500)
Materials	225,000	196,000	(29,000)
	255,200	223,700	(\$31,500)
Total Expenses & TCA's	\$4,253,835	\$4,353,008	\$99,173

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