



LIBRARY SERVICES

2016 TOWN OF MILTON APPROVED BUDGET

12

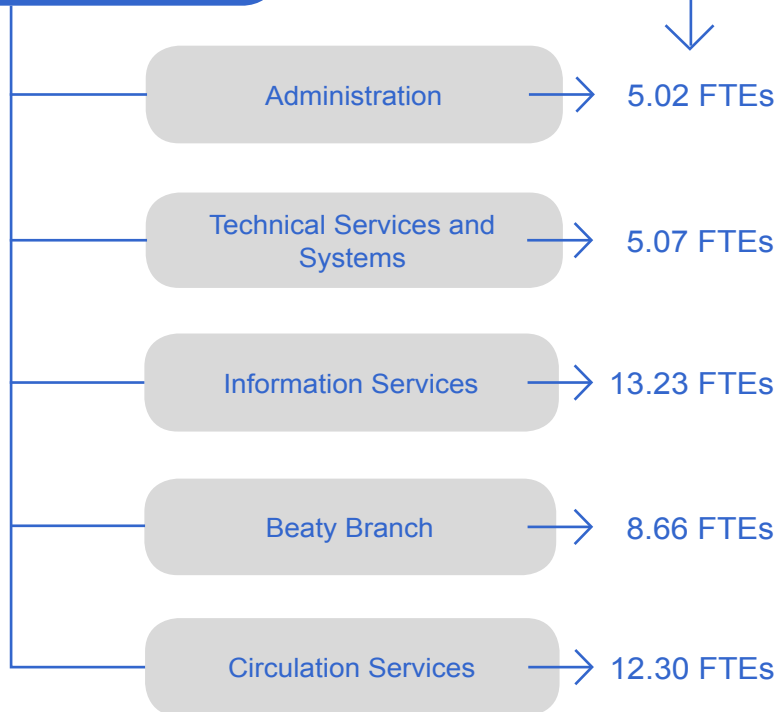
Overview



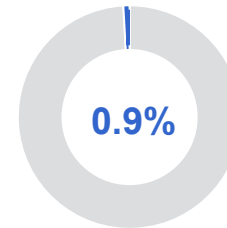
Leslie Fitch
Chief Executive Officer

Milton Public Library Board
9 Member Volunteer Board

44.28 FTEs



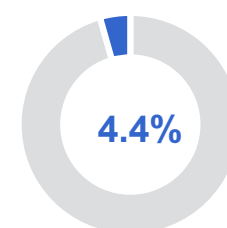
Capital



0.9%

\$391,692

Operating



4.4%

\$4,784,781

The Milton Public Library (MPL) system is overseen by the Milton Public Library Board (MPLB). The MPLB is a governance Board established by the Ontario Public Library Act, and is a formal policy-setting group that sets goals and objectives to meet the community's public library needs.

Introduction

The MPL system provides the community with resources, materials, programs and services to support and encourage life-long learning at the Main Library and Beaty Branch locations.

Vision Statement: "To inspire through discovery, collaboration and creation."

Mission Statement: "The Milton Public Library empowers the community to: read, learn, create, connect."

Value Statements: intellectual freedom, accessibility, lifelong learning, inclusivity, exceptional public service, and accountability.

Each area of MPL monitors trends and plans for appropriate innovations, service responses, and operational improvements as a result of the dynamic changes taking place in Milton.

Overview

Library Highlights

- The Milton Public Library collections, resources, services and programs continue to receive heavy use. Customer satisfaction levels also remain very high.
- There were over 1,000,000 circulations in 2014 and MPL is on track to meet that number in 2015.
- Since January 2015, 4,739 new patrons have been welcomed to MPL, 600 more than this time last year, and 307,106 people have come through the doors (to September 2015), 10,000 more than the previous year.
- The usage of online service points exceeded 1,400,000 in 2014 and staff are forecasting that this number will be surpassed in 2015.
- Approximately 53% of Milton's residents have MPL cards: 53,280, representing a 2% increase over the previous year.

Departmental Divisions

Administration

Administration staff are responsible for Library Board support, short and long term planning, budgeting, staff management, facility management, records management, labour/management issues, marketing and strategic communications/public relations and more.

Circulation Services

Circulation Services provides public service through the check-out and check-in functions, re-shelving materials, registering and orienting new library patrons, receiving of fines and other fees and conducting inter-library loans with other libraries.

Information Services

This Division provides public service through reference work, reader's advisory and planning and executing programs for children, teens and adults. The materials budgets are controlled by this department; all materials are selected by this staff, along with monitoring and managing the collections' growth and condition. Staff in this division are also involved in a number of outreach and partnership opportunities in order to extend MPL's reach, and to provide a wide variety of programs and learning opportunities.

Technical Services

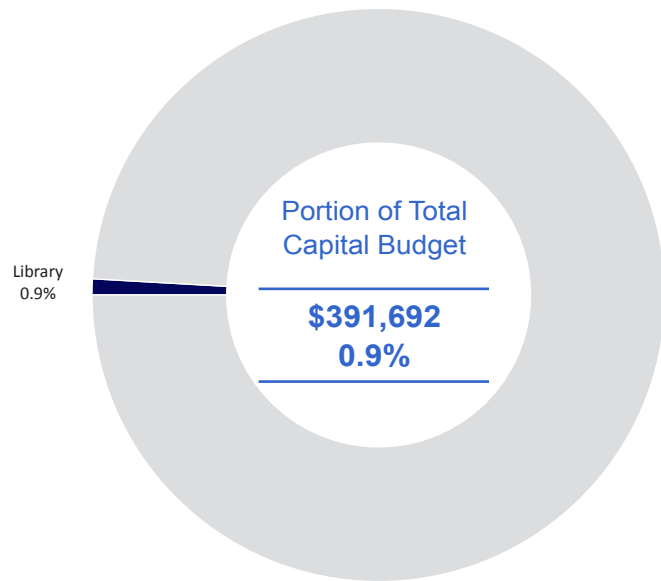
Staff in this division order, receive, track, process, catalogue and repair all materials in the system. They are also responsible for maintenance and updates to the Library database and website. Systems staff manage the wide area network as well as all system computers and their associated software and services, including the library catalogue servers, phone system, firewall, e-mail and voice mail servers and web page. E-resources are also co-ordinated through this department.



Overview

Highlights of Capital Budget

The Milton Public Library 2016 capital budget totals \$391,692, which is funded through Library Board source revenues. The budget includes collection materials for the MPL system, along with monies to support operational requirements for automation and technology.



Major Highlights of the 2016 Capital Program Include:

- Replacement of aging library collection material.
- Cyclical replacement of computer equipment.
- Legislated pay equity review.

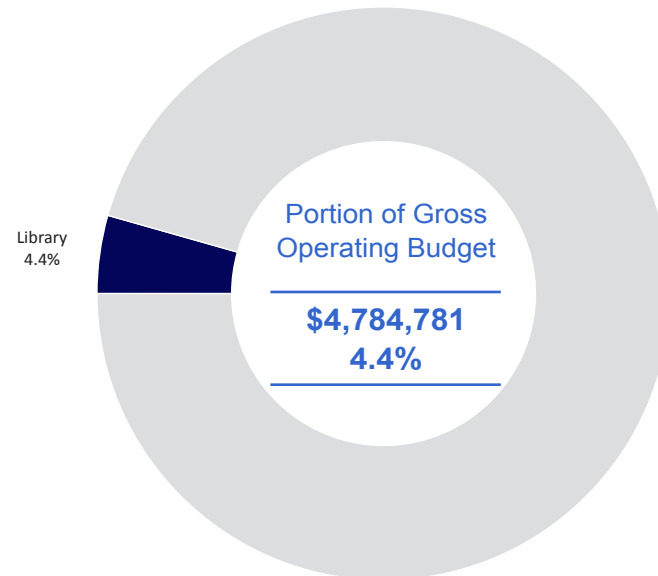
Operating Impacts of Capital Program:

No operating budget impacts will be realized as a result of the 2016 capital program.

Highlights of Operating Budget

The Milton Public Library has a 2016 gross budget of \$4,784,781 offset by revenues of \$262,081 resulting in a net budget of \$4,522,700. This represents an increase of 4.4% over the prior year approved net budget of \$4,330,692. This is largely driven by an increase in the transfers to the Library Tax Rate Stabilization reserve and the Library Capital Works reserve in preparation of opening the next branch.

The operating budget for Library Services represents 4.4% of the total Town gross operating budget, as illustrated in the following graph.



Overview

Trends/Issues:

- Implementation of the Library Master Plan 2015 objectives which are activated by four goals: (1) expand MPL physical resources to respond to the needs of the changing community, (2) facilitate the creation of ideas and experiences for people of all ages and backgrounds, (3) connect the community and encourage collaboration and (4) deliver outstanding library service to the community.
- Monitor, review and balance technology and e-resource requirements.
- Pressure to maintain existing service demands and respond to demands from a growing community (including programs, collections, and services), within current financial and staffing constraints at both the Main Library and Beaty Branch locations.
- Planning related to Branch 2 with Town staff, including design development.
- Respond to ongoing demand for new collection formats and delivery options.
- Continue implementation of multi-year system-wide records management system.
- Continue to refine MPL's Marketing Strategy for enhanced community engagement.
- Conduct the next 'One Book, One Milton' Community Reads project.
- Develop a "Friends of the Library" group.

Implications of Growth:

The Capital project to build a new Branch library on the west side of Milton will require the dedication of staff resources to develop a service model that best fits with community expectations and fiscal realities. The ongoing development of the MPL multi-location system will continue to respond to demands placed on library services by the rapid growth and increased expectations of the community.

The tremendous facility usage and associated demands for books, e-resources, programs and services (including items in other world languages, additional hours of service and space expected for a community of this size) continues to outpace available resources.

Changes in Service Levels:

The approved 2016 budget includes one service level change for the Main Library location:

1. Open eight (8) extra Sundays - from Mother's Day to the end of the school year.



Capital Budget Details

Departmental Capital Projects

Description	Page	Expenditures	Revenue	Reserves / Res. Funds	Development Charges	Capital Provision	Subsidies / Donations	Debentures	Other
Library Services									
Library									
C800100 Automation Replacement	332	36,093		36,093					
C800121 Collection - Replacement	333	335,379		335,379					
C801307 Library HR Review	334	20,220		20,220					
Total Library		391,692		391,692					
Total Library Services		391,692		391,692					



Capital Budget Details

Automation Replacement

Project	C800100	Description To continue cyclical replacement of essential equipment including computers, printers, network infrastructure upgrades and license renewals.
Department	Library	
Service / Program	Library	
Version	Capital Forecast	
Year	2016	
Flexible	YES	
Growth	NO	

Priority		
Category	Priority	Comment
Health & Safety Issues	0	
Cost Savings / Payback	0	
Asset Maintenance / Replacement	5	Orderly replacement of necessary equipment.
Growth Related Need	0	
Service Enhancement	0	
Project Tied to Another Jurisdiction	1	Milton Public Library share of Halinet server responsibilities.

Budget						
	Total	2016	2017	2018	2019 - 2021	2022 - 2025
Expenditures						
Furniture, Fixtures & Equipment	709,647	35,700	61,700	41,000	281,300	289,947
Transfers	7,808	393	679	451	3,095	3,190
Expenditures Total	717,455	36,093	62,379	41,451	284,395	293,137
Funding						
Reserves / Res. Funds	717,455	36,093	62,379	41,451	284,395	293,137
Funding Total	717,455	36,093	62,379	41,451	284,395	293,137



Capital Budget Details

Collection - Replacement

Project	C800121	Description To replace and/or refresh the Library collection including books, recordings, and videos.
Department	Library	
Service / Program	Library	
Version	Capital Forecast	
Year	2016	
Flexible	YES	
Growth	NO	

Priority		
Category	Priority	Comment
Health & Safety Issues	0	
Cost Savings / Payback	0	
Asset Maintenance / Replacement	4	To replace and/or refresh the Library collection in order to maintain relevance for the community.
Growth Related Need	0	
Service Enhancement	0	
Project Tied to Another Jurisdiction	0	

Budget						
	Total	2016	2017	2018	2019 - 2021	2022 - 2025
Expenditures						
Furniture, Fixtures & Equipment	4,143,061	331,730	336,925	360,103	1,243,217	1,871,086
Transfers	45,574	3,649	3,706	3,961	13,676	20,582
Expenditures Total	4,188,635	335,379	340,631	364,064	1,256,893	1,891,668
Funding						
Reserves / Res. Funds	4,188,635	335,379	340,631	364,064	1,256,893	1,891,668
Funding Total	4,188,635	335,379	340,631	364,064	1,256,893	1,891,668



Capital Budget Details

Library HR Review

Project	C801307	Description This project is for a Pay Equity review at Milton Public Library, which is aligned with the Town's Pay Equity process.
Department	Library	
Service / Program	Library	
Version	Capital Forecast	
Year	2016	
Flexible	YES	
Growth	YES	

Priority		
Category	Priority	Comment
Health & Safety Issues	0	
Cost Savings / Payback	0	
Asset Maintenance / Replacement	0	
Growth Related Need	0	
Service Enhancement	0	
Project Tied to Another Jurisdiction	5	Legislated for regular review to be compliant with the Pay Equity Act.

Budget						
	Total	2016	2017	2018	2019 - 2021	2022 - 2025
Expenditures						
Professional Fees	20,000	20,000				
Transfers	220	220				
Expenditures Total	20,220	20,220				
Funding						
Reserves / Res. Funds	20,220	20,220				
Funding Total	20,220	20,220				



Operating Budget Details

	2014 Actuals	2015 Projected Actuals	2015 Approved Budget	2016 Status Quo/ Contractual	2016 Base Budget	2016 Growth/Volume Change	2016 Service Level Change	2016 Approved Budget	% Change / P.Y. Budget
LIBRARY SERVICES									
LIBRARY									
EXPENDITURES									
Salaries and Benefits	2,755,580	2,875,032	2,962,105	4,538	2,966,643		8,234	2,974,877	0.4%
Administrative	20,983	25,820	25,820	1,375	27,195			27,195	5.3%
Financial	2,752	2,806	2,806	(172)	2,634			2,634	(6.1%)
Transfers to Own Funds	739,029	872,414	785,341	(7,748)	777,593	126,943		904,536	15.2%
Purchased Goods	115,000	124,420	124,420	26,838	151,258	(500)		150,758	21.2%
Purchased Services	420,038	469,239	472,779	56,180	528,959	(10,943)		518,016	9.6%
Reallocated Expenses	202,134	201,342	201,342	5,424	206,766			206,766	2.7%
Total EXPENDITURES	4,255,516	4,571,073	4,574,613	86,435	4,661,048	115,500	8,234	4,784,782	4.6%
REVENUE									
Financing Revenue	(40,688)	(43,467)	(43,467)	(1,111)	(44,578)			(44,578)	2.6%
Grants	(57,684)	(57,554)	(57,554)		(57,554)			(57,554)	0.0%
Recoveries and Donations	(24,732)	(16,000)	(16,000)	(6,500)	(22,500)			(22,500)	40.6%
User Fees and Service Charges	(137,514)	(126,900)	(126,900)	(10,550)	(137,450)			(137,450)	8.3%
Total REVENUE	(260,618)	(243,921)	(243,921)	(18,161)	(262,082)			(262,082)	7.4%
Total LIBRARY	3,994,898	4,327,152	4,330,692	68,274	4,398,966	115,500	8,234	4,522,700	4.4%
TOTAL LEVY REQUIREMENTS	3,994,898	4,327,152	4,330,692	68,274	4,398,966	115,500	8,234	4,522,700	4.4%

Through the 2016 budget, some services were reallocated between departments to better align with the operations of the organization. For comparative purposes, the 2015 approved budget has been restated however, the actuals for 2014 and 2015 have not. Details of the significant restatements are included in the Operating Budget Summary on page 69.



Operating Budget Details

SERVICE LEVEL CHANGE

Department	Milton Public Library
Division	Main Library
Program	Open 8 Extra Sundays per year

DESCRIPTION OF SERVICE							
<p>Instead of closing Sundays for the summer on Mother's Day, the Library would remain open on Sundays until the end of June in order to better meet the needs of the community. Extending the hours of operation maximizes the use of the Main Library, provides further opportunities for the delivery of reading readiness programs for small children and brings the use of the library facilities, resources and collections in Milton in line with expressed community demand, fulfills recommendations from the Library Master Plan and produces a level of service expected in a library system serving the needs of a community with a population over 100,000.</p>							
Staffing Impacts				Financial Impacts			
	2016	2017	2018		2016	2017	2018
Staff Complement Impact (Number of FTE's)				Expenditures			
Full-time				8025-3020/3025	8,234	8,234	8,234
Part-time	0.19	0.19	0.19				
Contract							
Casual				Revenues			
Total Impact	0.19	0.19	0.19	Net Cost	8,234	8,234	8,234

