

	<h2 style="text-align: center;">Library Budget Requirements Policy</h2>
Policy Category/Section	C00-Governance-City Council
Approval Date	September 17, 2025
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Last Review Date	TBD

Policy Statement:

City Council ("Council") is committed to responsible financial oversight of funding provided by the City of Barrie to the Barrie Public Library Board ("Library").

Purpose/Application:

In accordance with section 24(1) of the Public Libraries Act ("the Act"), the Library shall submit to Council, annually on or before the date and in the form specified by Council, estimates of all sums required during the year ("the budget") for the purposes of the Library. In accordance with section 24(2) of the Act, the amount of the Library's estimates that is approved, or amended and approved by Council, shall be adopted by the Library. The purpose of this policy is to specify the form in which the budget shall be presented, as allowed by the Act.

Specific Policy Requirements:

The following items shall be included in the Library's annual budget submission:

1. Detailed budget

The budget shall be detailed - an example of what is expected is shown in Appendix A.

Important items include:

- Budgets for all revenue sources including grants, fundraising, donations, contributions from reserves, etc.
- Budgets for all expense groups and details such as salaries/benefits, materials and supplies, services, etc.
- The prior year approved budget for each line item shown for comparison, as well as the year-over-year dollar value and percentage fluctuation. Explanations of fluctuations greater than 5% and \$5,000 shall be provided.

In addition to presenting the consolidated view, the same information broken down by each library branch shall be maintained should it be requested by Council to aid decision making.

Additional information to include:

- Details regarding staffing levels including number of full time, temporary, part time and/or casual staff in the budget year compared to prior year, positions being added or eliminated with rationale, etc.
- Details regarding any capital expenditures (i.e. renovations, shelving, furniture, library materials, etc.) including a list of each significant project/expenditure, location, amount, rationale, etc.
- A preliminary estimate of the current year budget relevant surplus/(deficit) – see Appendix B

2. Annual Reserve Forecast

Included in the budget submitted to Council shall be a five-year forecast for each reserve the Library maintains. Each forecast shall include the opening balance, contributions to (including investment income earned on reserves) and withdrawals from the reserve, and the ending balance, for each year. An example of what is expected is shown in Appendix C.

Requests to establish a new reserve shall also be included in the budget and shall include the purpose of the new reserve and a five-year forecast.

3. Key Performance Indicators (“KPIs”)

Included in the budget submitted to Council shall be reporting on the target and actual results of the established KPIs for the prior two years.

4. Long Term Plans

Included in the budget submitted to Council shall be details of any new or updated long term plans, such as strategic plans or master facilities plans.

Appendix A – Example – 2026 Detailed Budget (All Library Branches) *

Expenses	2025 Budget	2026 Budget	Difference(\$)	Difference (%)	Notes
Salaries & Benefits					
Salaries	4,826,081	4,922,603	96,522	2.0%	
Benefits	1,158,259	1,181,425	23,165	2.0%	
Employee Assistance Program	12,000	13,000	1,000	8.3%	
Total Salaries & Benefits	5,996,340	6,117,027	120,687	2.0%	
Materials & Supplies					
Office & Employee Supplies	92,000	93,000	1,000	1.1%	
Business Development Expenses	230,000	235,000	5,000	2.2%	
Library Materials	1,120,000	1,142,400	22,400	2.0%	
Total Materials & Supplies	1,442,000	1,470,400	28,400	2.0%	
Services					
Training & Development	61,000	62,220	1,220	2.0%	
Consulting and Professional Services	65,000	66,300	1,300	2.0%	
Courier Services	60,000	62,000	2,000	3.3%	
Telephone Services	48,000	49,000	1,000	2.1%	
Processing Services	120,000	125,000	5,000	4.2%	
Repairs & Maintenance - Building	144,000	145,000	1,000	0.7%	
Repairs & Maintenance - Equipment, Software & Systems	400,000	420,000	20,000	5.0%	
Minor Capital	25,000	50,000	25,000	100.0%	A
Financing, Insurance, and Financial Fees	25,000	25,500	500	2.0%	
Rent - Internal Transfer to City	996,720	1,056,523	59,803	6.0%	B
Total Services	1,944,720	2,061,543	116,823	6.0%	
Transfers to Reserves					
Transfer to Financial Stabilization Reserve	80,000	81,600	1,600	2.0%	
Transfer to Future Capital Reserve	50,000	60,000	10,000	20.0%	C
Total Transfers to Reserves	130,000	141,600	11,600	8.9%	
Total Expenses	9,513,060	9,790,570	277,510	2.9%	
General Revenue					
Rental Revenue, Lost Materials Fees, Registration Fees	6,000	6,120	120	2.0%	
Printing Fees	15,000	15,300	300	2.0%	
Non Resident Fees	5,000	5,100	100	2.0%	
Fundraising	25,000	35,000	10,000	40.0%	D
Donations	20,000	20,400	400	2.0%	
Local Board Contribution	194,322	198,208	3,886	2.0%	
Province of Ontario Grant Revenue	271,808	277,244	5,436	2.0%	
Other Grant Revenue	50,000	50,000	0	0.0%	
Development Charge Revenue	160,000	163,200	3,200	2.0%	
Interest on Reserves	80,000	80,000	0	0.0%	
Contribution from Future Capital Reserve	20,000	20,400	400	2.0%	
Total General Revenue	847,130	870,973	23,843	2.8%	
Municipal Grant Revenue	8,665,930	8,919,598	253,667	2.9%	
Total Revenue	9,513,060	9,790,570	277,510	2.9%	

* numbers are included to show how the budget should be displayed, they are not the actual library budget numbers

Notes - Fluctuations Greater than 5% and \$5,000

A - increase due to replacement of downtown branch tables at a cost of \$25,000

B - rent budget determined by City's Facility department

C - increase due to ramping up contributions for future new library branch

D - increase due to expansion of Dragon Boat festival

Appendix B – How to Establish the Budget Relevant Surplus/(Deficit)

The budget relevant surplus/(deficit) for the year can generally be established by running transaction code ZFMFC01 in SAP for fund 8200000 Library Funds for periods 1 to 12, after all transactions for the year have been recorded. Non-budget relevant transactions which are recorded to comply with Public Sector Accounting Board standards should be recorded in period 13, and are generally as follows:

1. Amortization
2. Tangible capital asset additions which were expensed for budget purposes
3. Gain/loss on disposal of tangible capital assets
4. Employee future benefit liability adjustments
5. Vacation liability adjustments
6. Investment income earned on reserve balances
7. Reversals of contributions to reserves or funding from reserves

This information can be used to help estimate a preliminary current year budget relevant surplus/(deficit).

Appendix C – Example - Reserve Continuity Schedule

Future Capital Reserve*	2025	2026	2027	2028	2029	2030
Beginning Balance	2,000,000	2,090,450	2,193,358	2,309,088	2,438,018	2,580,535
Transfer to Operating Budget	(20,000)	(20,400)	(20,808)	(21,224)	(21,649)	(22,082)
Contributions to Reserves	50,000	60,000	70,000	80,000	90,000	100,000
Interest	60,450	63,308	66,539	70,154	74,166	78,585
Total Draws/Contributions	90,450	102,908	115,731	128,930	142,517	156,503
Reserve Balance	\$ 2,090,450	\$ 2,193,358	\$ 2,309,088	\$ 2,438,018	\$ 2,580,535	\$ 2,737,039

* numbers are included to show how the forecast should be displayed, they are not the actual library reserve numbers