



Reserve Fund

Governance

Purpose

The purpose of this policy is to outline the purpose and permitted use for Library Reserve Funds.

Policy

The Brantford Public Library Board reserve funds are held for the purpose of funding future expenditures not fully funded through the City of Brantford Operating or Capital Budget including:

- Matching funds for government grant opportunities
- Equipment/automated equipment renewal and Information Technology infrastructure upgrades
- Emergency equipment purchases
- Emergency building purchases
- Post-Employment Health and Dental Benefits
- Funds received from the public for specific purposes
- Deferred library materials purposes
- Minor Capital up to \$49,999
- Co-fund capital projects with the City of Brantford
- Other unexpected expenditures as approved by the Library Board

The expenditure of funds from a reserve fund that results in an increase to the Operating Budget must be approved within the City of Brantford Budget Process. The Library Board reserves the right to review the purpose, balance and name of reserve funds on a periodic basis for the purpose of renaming, repurposing and/or consolidating funds.

Projects & Grant Opportunity

The Projects & Grant Opportunity Fund will be used to fund projects that support the strategic objectives of the Library Board that are not funded within the operating or City's capital budget. As well, funds to contribute to and/or match funds provided by the provincial and/or federal government such as student wages for the summer literacy program or other one-time non-recurring grants are also to be covered by this Fund.

Equipment

The primary purpose of the equipment reserve fund is to acquire new equipment and furniture to replace existing equipment and furniture at/or near the end of its life cycle. In addition to purchasing equipment for renewal of the Library assets, new equipment required for additional branches or equipment that leads to energy efficiency and financial savings will also be funded from the equipment reserve. Until such time as a permanent funding source is identified, the equipment reserve fund will be funded by any savings/efficiencies achieved within the Equipment, Furniture and Equipment Repair operating budget.

Automated Equipment

The automated equipment reserve is to be used for new technical/computer equipment that results in staff efficiencies and/or provides additional services to customers. Until such time as a permanent funding source is identified, the automated equipment reserve fund will be funded by any savings/efficiencies achieved within the Computer Hardware and Automated Services operating budget.

Post-Employment Benefits

The -post-employment benefits fund is to be used for funding future benefit costs for Library Employees having post-employment benefits. Funding for the Post-Employment Benefits Fund will be allocated from the operating budget as required to meet future obligations.

Materials Acquisition

The materials acquisition reserve fund (deferred revenue) is used to fund purchases of materials that have been placed on order at year-end but have not yet been received.

Endowment Fund

The endowment fund consists of funds held for future use as specified by the donor of the funds. The endowment fund is funded by contributions from the public for specific future purposes. The Library Board is the declared Trustee of the Endowment Fund. The endowment fund is subject to the laws and regulations as defined in the Trustees Act.

Library Services Pandemic Stabilization Fund

The library services pandemic stabilization fund is to be used to mitigate the budget impact of reduced revenues and increased expenditures due to the ongoing Covid-19 Pandemic. Unspent Covid-19 relief grants and subsidies received in the year will be allocated to the fund at year-end.

History

Supersedes: Not applicable

Background documents, related policies: Not applicable

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