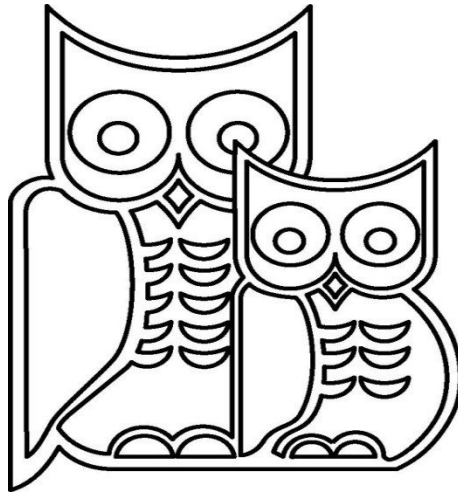


ST. CATHARINES PUBLIC LIBRARY BOARD

PROPOSED 2015 OPERATING BUDGET

FEBRUARY 9, 2015



J. Foster
Business Administrator

L. Stripnieks
Chief Executive Officer

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ST. CATHARINES PUBLIC LIBRARY 1888 – 2014

Executive Summary

On January 12, 2014 the St. Catharines Public Library marked 126 years of service. The Library provides access to a world of information, leisure materials and cultural resources in wide variety of formats. The Library promotes literacy and life-long learning. It provides public space where individuals and groups can come to study, to do research, and to hold meetings and seminars. An integral part of the community, the Library partners with individuals, groups and organizations to promote the city's diversity and rich cultural resources. Everyone is welcome in the Library regardless of their age, ability or economic status.

The Library's collections, programs and services are constantly evolving to meet the changing needs of the community. The Library leverages advances in technology to: improve access to collections; to provide electronic and downloadable collections; and to bring new services to all members of the community.

The "Virtual Library" Branch is a key component in service delivery. The Library's website is the portal to collections and services. The website will link you to the online catalogue as well as over 62,051 electronic full-text magazines, newspapers, and reference sources; 284 reference e-books; 6,305 downloadable audio and e-books; a downloadable music collection and downloadable DVDs and television series. The public can search for materials, place holds, renew items, download books, and print full text articles remotely using a smart phone, notebook or tablet pc. They can participate in online book clubs and real-time online reference services. Services are promoted through a variety of methods including print, media and social networking tools such as Facebook and Twitter.

The Library's *Strategic Agenda: Information, Innovation, Integration 2013-2015* continues to provide the framework for the development of library services.

Key objectives for 2014 included the following:

- Launching the Hoopla downloadable collection which provides access to over 9,000 audiobooks, 200,000+ music albums, 2,500+ movies, TV shows and documentaries.
- Launching the Center for Equitable Library Access service.
- Creating an on-line book club for teens.
- Introducing "MaKer" programs for children.
- Introducing a LEGO Stop-Motion animation program for children.
- Acquiring the Ontario Genealogical Society- Niagara Branch collection.
- Organizing the 14th Annual Fresh Ink Teen Writing Contest.
- Organizing the 9th Annual Niagara Reads Program.
- Upgrading the fibre-optic Network.
- Upgrading the library's servers to a virtualization server solution.
- Continuing with FADS facility improvements at the Centennial Library.
- Replacing the roof at the Port Dalhousie Branch.
- Updating Safety and Health and Accessibility training programs.

The report that follows provides more detail on the activities of the Library in 2014.

2014 REVIEW OF ACTIVITIES AND ANNUAL STATISTICS

Technology

The St. Catharines Public Library has utilized advances in technology to: improve access to the collections; to introduce new electronic and downloadable collections; and to improve operational efficiency. The Library has an online catalogue and ordering system, online full-text databases, downloadable digital collections which include books, magazines, movies, documentaries and TV shows. We offer a real-time online reference service as well as online book clubs for adults and teens.

The Library maintains 150 computer workstations across the system. IT staff have implemented a cascading replacement strategy. This approach ensures that as computers become outdated they are replaced but only a certain number will come due every year. This approach maintains the workstation infrastructure. In 2014 we replaced 13 computers.

Fibre-Optic Network Upgrade

The library has a fibre telecommunications backbone and runs a VoIP telephone system. The fibre-optic service is from Niagara Region Broadband Network (NRBN). As part of our service agreement the Library was entitled to a bandwidth upgrade. Branch-to-branch service was increased from 10 Mbps to 100 Mbps and the Internet service was increased from 20 Mbps to 50 Mbps. The increase in service levels were at no cost to the Library. However, the Library did need to replace the media converters which had reached their end of life and were no longer being supported.

Server Virtualization Upgrade

In 2014 the Library upgraded 8 servers which the Library acquired in 2006 when it migrated from the Dynix to Horizon Integrated Library System. These servers had reached their end-of-life both from a hardware and software perspective. These obsolete servers were replaced with a server virtualization solution. Server virtualization is a technology for partitioning one physical server into multiple virtual servers. Each of these virtual servers can run its own operating system and applications and perform as if it is an individual server. Virtualization allows the number of servers to be greatly reduced which brings many benefits including but not limited to: better disaster recovery, better utilization of server memory, more computing power and storage across machines etc.

Virtual Library Branch

The Library's website provides 24/7 access to the collections and services including access to: electronic full-text magazines, newspapers and reference sources; reference Ebooks; downloadable audio and e-books; music, magazines, movies, TV shows as well as e-Braille formats.

Via our website patrons have access to an online real-time reference service "Info Chat" as well as an email reference service. Patrons can search for material, place holds, renew items, download books, and print full-text articles remotely using a smart phone, notebook or tablet pc.

Facebook and Twitter

Social media has been used since June 2012 to keep patrons informed about our collections, services/programs, and to elicit user feedback. In 2014 we added Pinterest. On December 31, 2014 the Library had 1088 followers on Twitter and 1092 Friends on Facebook.

Collections

Collection development plans ensure the systematic review of all resources. The collections include a variety of formats – print, DVDs, CDs, microfilm, microfiche and digital media.

As of December 31, 2014 the Library had added 39,972 titles (print, AV and digital) and 40,228 copies (37,945 print/AV copies and 2,283 digital copies). The Library's collection as of December 31, 2014 in all formats included 265,293 titles and 354,431 copies.

Full Text Magazines, Newspapers and Reference Materials

The Library provides access to the articles in: 62,051 full-text electronic magazines, newspapers, and reference materials; and 284 e-Reference books. Electronic magazine/newspaper databases provide many benefits. They increase the Library's periodical collection in a cost effective manner. They can be searched simultaneously by many users and accessed remotely 24/7. Issues are never missing, signed out or defaced, nor do they need to be housed physically or maintained by staff.

Zinio Downloadable Magazine Issues

In July 2013 the Library introduced a new downloadable collection "Zinio" which gives patrons access to 50 of Canada's most popular magazine titles, including French magazines. This service allows patrons to download the entire issue not just an article. Unlike downloadable books which have a loan period and will disappear from the patron's automated device the magazine issues have no such limitation. In 2014 the Zinio service was used by 980 patrons who downloaded 13,852 magazine issues.

Downloadable Audio and e-Book Collection

The Library launched the downloadable audio and e-book collection in June 2010. The collection includes fiction and non-fiction titles for all age groups. As at December 31, 2014 there were 6,305 titles in this collection. Digital materials circulated 41,829 times in 2014.

Downloadable Music Collection

In 2012 the Library launched a downloadable music collection. Patrons have access 24/7 to tens of thousands of artists, hundreds of music labels and over 160 musical genres. They can select and download the exact piece of music they wish to hear. By offering a downloadable music collection the Library was able to reduce the number of CDs it acquires, processes, catalogues, circulates, shelves and maintains. To ensure equity of access, downloads per patron, per week are pre-set by the Library. In 2014 patrons had downloaded 14,875 tracks an average of 40.75 tracks per day.

Hoopla Downloadable Collection

In 2014 the Library introduced the Hoopla downloadable collection which provides access to over 9,000 audiobooks, 200,000+ music albums, 2,500+ movies, TV shows and documentaries. Since launching the service on October 1, 2014 patrons have downloaded 1,300 items.

Special Collections / Local History

This unique collection consists of local history and genealogical materials in a wide variety of formats. The Library purchases materials for this collection, primarily microfilm resources of newspapers, census tracks etc. The collection is heavily used by both local and non-local residents and researchers.

Ontario Genealogical Society – Niagara Branch

In 2014 the OGS-Niagara Branch turned over their collection of books, microfilm and family histories to the Library. The collection consists of 1852 books, 1216 OGS publications, 155 magazines, 112 microfilm, 266 archival materials, 69 CDs, 69 pamphlets and 12 maps. The library already had at least 50% of the items donated.

Special Collections - Ancestry Database

The Library provides access to the Ancestry database, an online genealogical reference tool which includes Census Records, Wills, Passenger Lists, Birth/Death/Marriage records and other unique full-text primary sources. Staff offer courses in the Computer Lab on general genealogical research methodology and on how to search the Ancestry database.

Programs for Children

A primary role of the Library is the development of literacy skills in children 0-11 years of age. To support this objective the Library offers sessional and drop-in programs as listed below.

- Books for babies (ages 0-24 months)
- Toddler time (ages 24-40 months)
- Preschool story time (age 3-5 years)
- Family story time (drop-in for ages 5 and under and their families)
- Saturday story stairs (drop-in all ages)

The Library develops programs for March Break and Summer Reading. In 2014 we introduced MaKey programs. Some of the programs offered as part of these series are listed below.

March Break

- Firefighter story time
- Let's play chess
- Little artists
- Jeopardy for kids
- Spectacular science show

Summer Reading Club (ages 4-11 years)

- Frozen
- Lego stop motion animation
- MaKey MaKey fun
- Plant science lab
- Emily Carr

Single programs were also held throughout the year and included the following.

- Cocoa club
- Chess club
- Craft palooza
- Kindergarten 101
- Lego Club
- Munsch Mania
- Tell Tails: Therapy Tails Ontario

In 2014 the Library conducted 675 children's programs/activities which were attended by 9,763 participants.

Programs for Tweens and Young Adults

Staff continued to solicit feedback from the Teen Advisory Council when developing programs for Tweens (10 to 14 years) and young adults (12 years and older). Some of the programs for this group are listed below.

- Anime club
- Art "Zine workshop
- Digital downloads
- Iron chef
- MaKey MaKey
- Online book club
- Photography contest (ages 9-18)
- Research skill development for grade 12 students
- Teen computer lab and homework help
- Teen writers club

March Break Programs

- Altered books
- Blackout poetry
- Book Swap

Summer Reading Club

- Dr. Who
- Pieces of Pre-history paleo art
- Water colour silhouettes

Fresh Ink Contest

This was the 14th year for the 'Fresh Ink Poetry and Short Story Writing Contest.' It is open to teens across the Region who are 12 to 18 years of age. There are two age categories for the submissions, 12-15 and 16-18 years of age. There were 52 entries and 60 people attended the awards ceremony.

In 2014 the Library held 111 tweens and young adults programs/activities with 1,797 attending.

Adult Programs - Computer Programs

These programs teach basic computer skills necessary in the search, retrieval, manipulation and downloading of data and acquaint patrons with new age technologies and products. They are also open for teens 15 years or older and include the following sessions:

- | | |
|--------------------------------|--|
| • Computers (Level 1, 2 and 3) | • Introduction to Windows 8 |
| • Internet (Level 1, 2 and 3) | • Downloadable collections |
| • Facebook (Level 1 and 2) | • Genealogy on the Internet |
| • Twitter basics | • Finding health information on the Internet |
| • Email Basics | • Job and career searching online |
| • Excel Basics | • Ancestry online research |
| • Microsoft Word basics | • Tech Time |

In 2014 the Library offered 202 computer courses attended by 1,219 individuals.

Programs for Adults – General and Special Interest

Afternoons for Adults Spring and Fall Series

Programs included: The Canadian North and Greenland, Downsizing your home, Life after cancer, Preventative Fire Safety, and Safety in your home.

Brock Talks Series

Life-long learning programs and author readings are core to library services. The 'Brock Talks Series' launched in 2012 continued in 2014. Professors from Brock University's Humanities Department presented seminars on their areas of research. Seminars in 2014 included:

- Curious nostalgia: representing WWI in contemporary Canadian literature by Dr. Neta Gordon.
- Death in the land of Agamemnon: The excavation of Mycenaean cemetery by Dr. Angus Smith
- Divided by common language: the spread of global Englishes in the modern world by Dr. David Hayes
- Fighting against their will: forced conscripts in occupied Europe by Dr. Elizabeth Vlossak

Explore the War of 1812 @ the Library Series

This series was launched in 2012 and continued in 2013 and 2014. The seminars given in 2014 are listed below.

- The Coloured Corps in the War of 1812 by Brian Narhi
- More Desperate Fighting has Rarely Been Known: The Battle of Lundy's Lane by Sherman Zavitz
- The Last Invasion by Ron Dale
- The Long and Short of it: British-American Negotiations and the Resulting Treaty by Dr. Wesley Turner.

Niagara Reads Series – 10th Annual

Niagara Reads is held in October during Public Library Month. Local authors are invited to do author readings and book signings. This year the series included the following:

- The Fort George Bill of Fare: the history of cooking and eating by Amanda Gamble
- The allergy-free cook makes pies and desserts by Laurie Sadowski
- Cataract City by Craig Davidson
- Writers forum – a rainbow of poems and stories – by 11 local poets
- An evening of short stories by the Canadian Authors Association.

Author Readings and General Interest

Author readings and general interest programs continued in 2014 and included the following:

- A celebration of Jane Austen presented by Professor Barbara Seeber
- A discussion of James Joyce's novel The Dubliners by Dr. Tim Conley
- World of visual effects and animation presented by Keyframe Digital Productions
- Get Smart about smart phones presented by Jonathan Belgrave
- Tax planning seminar conducted by Michele Galante and Lance Siebe
- Scottish Country Dance presented by the Royal Scottish Country Dance Society
- Living well with Diabetes presented by the Garden City Diabetes Care Team
- Lyme disease presented by Vanessa Farnsworth
- More than just Mozart presented by Laurie Sadowski

- Extinction is not forever: bring back dinosaurs – alive with Dr. Brian Pihack
- Fraud and Identity theft presentation by Detective Tricia Rancourt
- Diversity at work presentation by Jobs Niagara
- 1972 the Summit Series with the author of the book Richard Bendell
- The Hedge with the author Anne McPherson
- Memorial Concert with the Lincoln and Welland Regimental Association Band
- Decorating for the Holidays with B.B.Blooms
- Caroling in the Atrium with the Chapel Singers and Salvation Army Citadel Band

In 2014 a total of 5,279 adults participated in the life long programs offered which included the computer courses, seminars, author readings, and book clubs.

Programs - Class Visits

The Library offers class visits for all age groups and educational institutions. In 2014 there were 175 class visits with 3203 individuals attending.

Programs and Activities – All Age Groups – Total Attendance

In 2014 the Library offered a total of 1,629 programs/activities. A total of 22,071 individuals participated in these programs.

Facilities

The major project in facilities was the rehabilitation of the Podium in front of the Centennial Library. The project was commissioned by the City of St. Catharines. Library staff were included in the Project Team and were in daily contact with the contractors. The project started on May 5, 2014 and was expected to be completed on August 4, 2014. The majority of the work was completed by the end of September 2014.

Impacts

The rehabilitation of the podium included the walkways around the library. At various times during the project the entrances/exits facing King Street, James Street and Church Street were quartered off. The other deterrent for the public was the noise from the jack-hammering which was required to break up the cement. The closure of these entrances/exits and the noise reduced the number of visitors to the Centennial Library for a period of 5 months from May to early October. In addition, staff had to be moved from their work areas in the basement to the meeting rooms. This made the meeting rooms unavailable for rent by community organizations, which in turn impacted meeting room revenue.

In 2014 the other major facilities project was the replacement of the roof at the Port Dalhousie Branch.

Accessibility improvements – Facilities

In 2014 the Library continued with renovations to the Centennial Library. These upgrades were necessary if the Library was to meet its obligations with respect to the Facility Accessibility Design Standards (FADS) improvements that had been recommended in the Accessibility Audit (2008) conducted by the City.

The improvements included widening the doors of the Story Hour Room, Kiwanis and Trust Meeting Rooms, and creating a FADS accessible washroom on the 2nd floor.

Accessibility Improvements – Public Access Equipment, Collections and Services

The Library has always provided a wide-variety of formats in order to address the needs of a diverse community. The accessible collections include: large print books, audiobooks, ebooks, eMusic, e-Magazines. Most of the DVDs in the collection include descriptive videos and closed caption videos. The DVDs are searchable by this format.

All locations have adjustable computer stations, adjustable chairs, large screen monitors, large print keyboards, trackballs and mouse as well as dome magnifiers.

In 2013 the Library installed ZoomText software on selected computer stations at the Central Library, Dr. Huq Family Library Branch and Merritt Branch. This software program magnifies the computer screen for the visually impaired and has the ability to speak to the user as they work. The Library also installed Browse Aloud software which can be activated by the user and will read the text on the screen. The Library also offers an online real-time reference service “InfoChat” as well as the Visiting Library Service.

The Library’s website was completely changed in 2013 and complies with the Web Content Accessibility Guidelines (WCAG) 2.0 standard. The website includes links to Browser Accessibility Guides – Internet Explorer, Mozilla Firefox, and Google Chrome.

Center for Equitable Library Access (CELA)

In 2014 a large number of large urban libraries which included St. Catharines Public Library partnered with CNIB to create the Center for Equitable Library Access (CELA). Membership in CELA allows our patrons access to the CELA collection which includes over 85,000 audio books, magazines, as well described videos. Formats include digital narrated audio, text-to-speech, e-braille, printed Braille including embossed Braille picture books and tactile books for early Braille literacy intervention. CELA also provides the patron with a myriad of delivery options.

Outreach, Visiting Library Service

Throughout the year, staff provided outreach to daycares and schools, as well as book deposits to a number of seniors’ residences. Up to the end of December the Library had made 616 housebound visits delivering 4,726 items.

Fundraising, Donations and Grants – \$44,218.49

The Library continued fundraising activities. Fundraising initiatives include a variety of donation programs, as well as the sale of used books and equipment. In 2014 these avenues realized a contribution of \$44,218.49.

Meeting Rooms

Meeting rooms are provided primarily for not-for-profit community groups. At the end of November the rooms had been booked 388 times and generated \$11,059.72 revenue. The Rotary and Bankers Rooms were unavailable in June, July and August.

2014 ANNUAL STATISTICS

Collections	
Titles held (including digital)	265,293
Copies held (including digital)	354,431
Digital Collection copies	6,305
Periodicals (print titles)	695
Periodicals (electronic titles not including in holdings)	62,051
Library Use	
Circulation (*all Formats)	1,059,626
• Circulation (not including digital)	987,733
• Circulation (digital downloads)	41,829
• Circulation (music downloads)	14,875
• Circulation (magazine downloads)	13,852
• Circulation (Hoopla downloads)	1,300
• Circulation (One click downloads)	37
In-house Use of Materials (not including Special Collections)	109,394
In-house Use of Materials (including Special Collections)	110,830
Information Requests (does not include requests at the Circulation Desks)	217,862
Visits	
• In person (does not include attendance in the meeting rooms)	423,366
• Virtual visits	618,034
Meeting Room Bookings	388
• Estimated attendance	8,333
Registered Patrons	65,889
Web/Electronic/Automated Services	
Internet sessions booked in the Library includes word processing	60,712
Virtual visits to the Library	618,034
Electronic full-text database searches (not all databases included)	2,234,720
Programs	
Programs held	1,629
Attendance	22,071
Visiting Library Service	
Number of Visits	616
Number of Items Delivered	4,726

2015 PROPOSED OPERATING BUDGET HIGHLIGHTS
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REVENUE \$5,978,725

The St. Catharines Public Library Board is requesting a Municipal Contribution of \$5,488,825 to fund the Library's 2015 Operating Budget. This is an increase of 1.3% over last year's budget amount.

- The Library is not anticipating an adjustment in the Provincial Grant. This is the 21st consecutive year that the Ministry of Tourism, Culture and Sport has not amended the Provincial Grant.
- The Library is expecting to raise \$186,300 from internal sources including fines and memberships, photocopying, audio visual equipment rentals, meeting room rentals, programming, investment income and sundry accounts. A decrease of \$6,270 in revenue over the previous year's revenue accounts.
- The Fines & Membership budget has been reduced by \$11,000 to recognize the shortfall in Fines & Memberships in 2015.
- The Library Board is bringing forward an unexpended balance of \$75,000 from the 2014 Operating accounts to support the 2015 Proposed Operating Budget.

EXPENDITURES \$5,978,725

- The four year Collective Agreement between the St. Catharines Public Library and CUPE Local 2220 was signed effective January 1, 2011 and will terminate on December 31, 2014. The cost of the 2015 wage settlement has been incorporated into this year's Operating Budget.
- The Library will spend approximately \$3,394,400 on salaries in 2015, and increase of \$55,600 or 1.67% over the previous budget amount.
- The Ontario Municipal Employees Retirement System (OMERS) announced there would be no changes in pension contribution rates for 2015. The cost to provide pensions benefits to library personnel in 2015 is approximately \$209,400 annually.
- There are eight employees who have reached 35 years of credited service under the current OMERS retirement plan. Contributions are not required for these employees which results in a \$61,900 savings to the Library.
- The cost to provide existing employee benefits has decreased by approximately \$12,800, a reduction of 1.84% over last year.
- The Library Board is expecting to spend approximately \$4,078,000 on Salaries and Benefits in 2015, an increase of 1.01% or \$43,100 over the 2014 Budget.

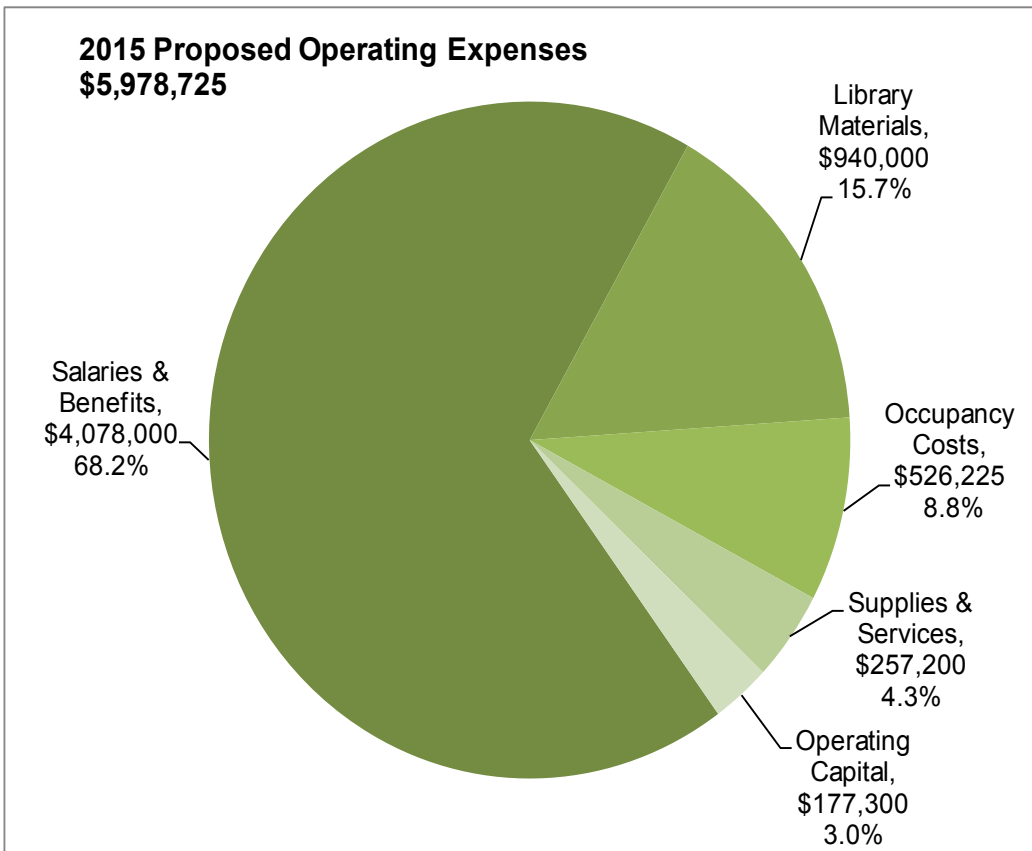
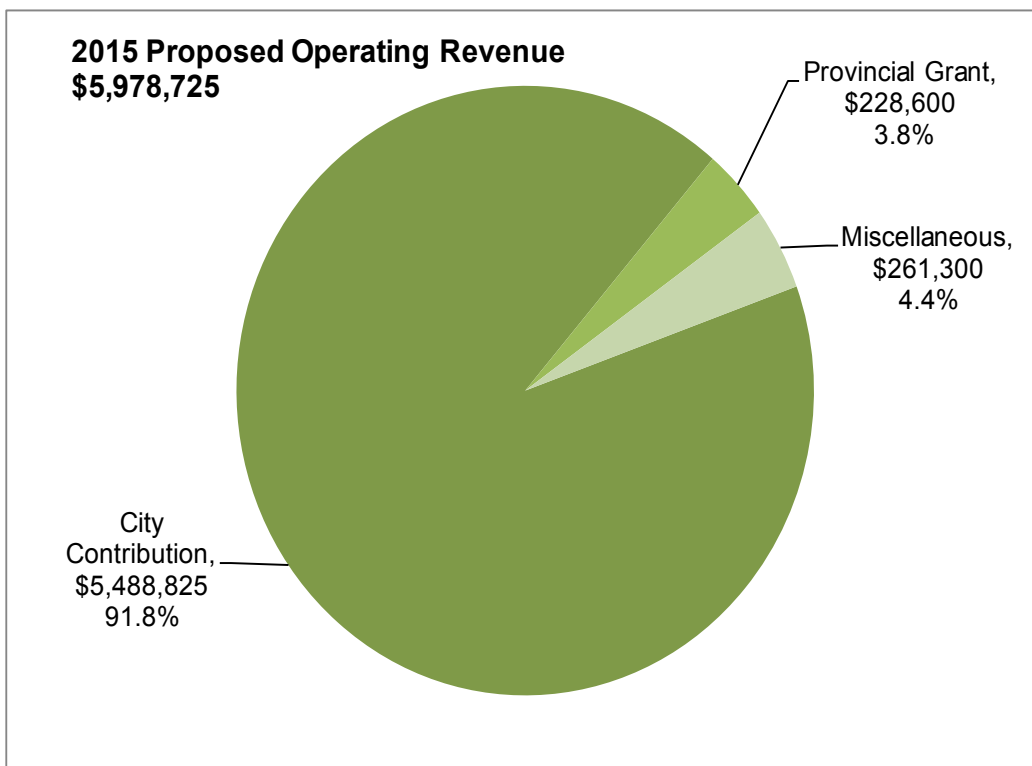
- The Library Materials budget has been increased by \$9,600 or 1.00% over last year's allocation. Several of the Library Material Budget categories have been adjusted to reflect the change in library patron circulation and usage.
- A provision of \$57,935 is included in the 2015 Operating Budget to cover 27 Sunday openings at Centennial and Dr. Huq Branches.
- The Library Board and CUPE Local 2220 will need to enter into negotiations in 2015 to sign a new collective agreement.
- A provision of \$40,000 is being made to the Furniture and Equipment budget in order to replace old, obsolete or non-ergonomic furniture throughout the Library system.
- The cost to provide software maintenance has increased by \$13,600 to upgrade the SirsiDynix Integrated Library System.
- A provision of \$45,000 has been made to the Facility and System Enhancement budget to complete the final stage of the window replacement program and an additional \$8,000 to fund electrical upgrades at the Centennial Library.
- A provision of \$67,300 has been made to finance the Debenture principle payment for the Dr. Huq Branch Library at the Kiwanis Aquatic Centre. The debenture debt as at December 31, 2015 will be \$1,367,093.03 outstanding.
- The Library's proposed 2015 Operating Expenditures have increased by 0.8% over the 2014 Operating Expenditure Budget.

2015 PROPOSED OPERATING BUDGET SUMMARY

ST. CATHARINES PUBLIC LIBRARY
2015 Proposed Operating Budget
Summary

					% Difference
	% of Total	2015	2014	2014	Budget to
	Budget	Budget	Budget	Estimate	Budget
<u>Expenditures</u>					
Salaries and Benefits	68.2	4,078,000	4,034,900	3,948,060	1.1
Library Materials	15.7	940,000	930,400	930,400	1.0
Occupancy Costs	8.8	526,225	514,600	519,250	2.3
General Supplies and Services	4.3	257,200	248,450	242,650	3.5
Operating Capital	3.0	177,300	201,920	201,920	-12.2
TOTAL EXPENDITURES	100.0	5,978,725	5,930,270	5,842,280	0.8
 <u>Revenue</u>					
City Contribution	91.8	5,488,825	5,419,300	5,419,300	1.3
Provincial Grant	3.8	228,600	228,600	228,600	0.0
Miscellaneous Revenue	4.4	261,300	282,370	269,380	-7.5
TOTAL REVENUE	100.0	5,978,725	5,930,270	5,917,280	0.8

2015 PROPOSED OPERATING BUDGET BREAKDOWN



**St. Catharines Public Library
2015 Proposed Operating Budget Details**

	% of Total 2015 Budget	Proposed 2015 Budget	2014 Budget	2014 Estimate*	2,014 Variance
<u>REVENUE</u>					
Municipal Contribution	91.8%	5,488,825	5,419,300	5,419,300	0
Provincial Grant	3.8%	228,600	228,600	228,600	0
Fines/Memberships	1.8%	106,000	117,000	106,000	-11,000
Photocopying	0.1%	5,000	4,470	5,380	910
AV Services Equipment	0.0%	1,300	1,600	1,300	-300
Investment Income	0.5%	27,500	26,000	27,500	1,500
Meeting room Rental	0.3%	16,000	17,000	12,000	-5,000
Sundry	0.4%	21,000	17,000	19,000	2,000
Programming	0.2%	9,500	9,500	8,400	-1,100
Prior Year's Surplus	1.3%	75,000	89,800	89,800	0
TOTAL REVENUE	100.0%	5,978,725	5,930,270	5,917,280	-12,990
<u>EXPENDITURES</u>					
<u>Salaries & Benefits</u>					
Total Salaries & Benefits	68.2%	4,078,000	4,034,900	3,948,060	86,840
<u>Library Materials</u>					
Books	9.9%	591,700	672,400	672,400	0
Processing	0.4%	22,400	22,200	22,200	0
Visual Materials	1.9%	115,600	65,600	65,600	0
Microfilm	0.1%	8,700	8,600	8,600	0
Periodicals	2.6%	155,200	115,650	115,650	0
Sound Recordings	0.7%	41,300	40,900	40,900	0
Binding	0.1%	5,100	5,050	5,050	0
TOTAL LIBRARY SUPPLIES	15.7%	940,000	930,400	930,400	0
<u>Occupancy Costs</u>					
Utilities	3.1%	184,000	176,000	178,000	-2,000
Insurance	0.5%	29,225	28,850	28,300	550
Rent/Taxes	2.0%	120,000	121,000	121,000	0
Repairs & Maintenance - Building	2.3%	136,000	133,000	136,000	-3,000
Repairs & Maintenance - Grounds	0.0%	2,700	2,500	2,700	-200
Communications	0.7%	38,900	38,100	38,100	0
Security	0.3%	15,400	15,150	15,150	0
TOTAL OCCUPANCY COSTS	8.8%	526,225	514,600	519,250	-4,650
<u>General Library Supplies</u>					
Library Supplies	0.6%	35,000	34,000	35,500	-1,500
Electronic & Peripheral Supplies	0.1%	4,200	4,000	4,000	0
Professional Fees	0.4%	26,800	26,500	20,000	6,500
Staff Training & Development	0.3%	15,000	14,500	14,500	0
Rental of Equipment	0.1%	8,800	8,000	8,200	-200
Repair & Maintenance - Equipment	1.7%	103,500	96,500	96,500	0
Transportation	0.5%	27,200	27,000	27,000	0
Sundry	0.1%	3,100	3,000	3,000	0
Printing & Stationary	0.1%	3,700	3,700	3,300	400
Public Relations	0.1%	7,300	7,100	7,300	-200
Account Collection	0.1%	3,600	3,600	3,600	0
Programs	0.2%	9,000	10,800	10,000	800
Data Processing	0.2%	10,000	9,750	9,750	0
TOTAL SUPPLIES & SERVICES	4.3%	257,200	248,450	242,650	5,800
<u>Operating Capital</u>					
Furniture & Equipment	0.7%	40,000	40,000	40,000	0
Facility & System Enhancements	0.8%	45,000	48,500	48,500	0
Debt - Aquatic Centre	1.1%	67,300	64,820	64,820	0
Accessibility Improvements	0.4%	25,000	48,600	48,600	0
TOTAL CAPITAL COST	3.0%	177,300	201,920	201,920	0
TOTAL EXPENDITURES	100.0%	5,978,725	5,930,270	5,842,280	87,990

2015 PROPOSED OPERATING BUDGET EXPENDITURES - EXPLANATORY NOTES
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EXPENDITURES TOTAL - \$5,978,725

SALARIES AND BENEFITS - \$4,078,000
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Salaries and Wages – \$3,394,700

This budget includes all the compensation programs for salary and wage adjustments, incremental costs, government legislated programs (i.e. CPP, EI, Employer Health Tax, etc.) and other related health care benefits provided to professional, non-professional and maintenance employees including student pages.

A four-year Collective Agreement was signed in 2011 by the St. Catharines Public Library Board and CUPE Local 2220 which provides for a salary/wage adjustment in each of the four years. The term of the agreement expired on December 31, 2014. The Library Board and CUPE Local 2220 will need to enter into negotiations to determine any future wage/benefit rate changes as well as any revisions to the collective agreement.

Page Rates

Effective June 1, 2014, the Ontario Government announced that the General Minimum Wage rate will increase by 75 cents to \$11.00 per hour and the Student Minimum Wage Rate by 70 cents to \$10.30 per hour. Pages with one (1) year or more service are paid 50 cents per hour above minimum wage rate. This represents an average increase of 7.3% in page wage costs. The Library utilizes approximately 16,825 page hours annually to operate the Library system. The increase of the general and student minimum wage in 2014 will impact the 2015 Operating Budget by approximately \$12,300.

The 2015 budget for Salaries and Wages has increased by 1.67% over the previous year, or \$55,600 annually.

Employee Pension Benefits - \$683,300

On June 25, 2014, the OMERS Sponsors Corporation (SC), which sets contribution rates and benefits for the OMERS Primary Pension Plan (OMERS Plan), announced that there would be no contribution rate changes to normal retirement age 65 members in 2015. The Library employees fall under this category of members.

The (OMERS) plan provides pension benefits to all full-time Library employees as well as eligible part-time employees who choose to participate in the pension fund. In 2015, the Library Board anticipates spending approximately \$209,400 on contributions to employees' pensions based on gross pensionable earnings. Currently 8 Full-time employees have attained the maximum of 35 years of credited service and are no longer required to make pension contributions. This translates into a savings of \$61,900 annually for the Library.

The renewal date for the Library's group benefits policy with Great West Life is April 1, 2015. The policy covers extended healthcare, dental and long-term disability benefits for all full-time employees as well as eligible retirees. The Library has been advised by BHH Benefits Consultants to anticipate a 15% increase in dental premiums and a 10% increase in extended healthcare premiums due to inflationary increases in the marketplace.

The cost to provide all employee benefits (legislated and non-legislated) is budgeted to decrease by \$12,800 annually or 1.84% in 2015. The decrease is largely due to the \$61,900 OMERS pension contribution savings and a reduction in health care premiums of approximately \$13,450 annually.

In 2015, the Salaries and Benefits budget will increase by \$43,100 or 1.06% over 2014.

LIBRARY MATERIALS - \$940,000

The Library Service Centre (LSC) provides pricing trends to public libraries across Canada. The report the Library Service Centre produces is a statistical analysis of the cost of acquiring library material in the current year. In 2014 the Canadian dollar dipped to about 10% against the US dollar and has remained in a new lower range of \$0.90 – \$0.93 for most of the last part of the year. The Library Service Centre expects that this will cause prices to move up as Canadian publishers and distributors have to pay higher prices for US sourced material. LSC expects that next year, library material prices will increase over the rate of inflation.

List Price of Average Material 2014:

<u>Average list price</u>	<u>Change From Previous Year</u>
\$23.23	(1%)

List Price of Average Material by Intellectual Level in 2014:

<u>Type of Material</u>	<u>Average list price</u>	<u>Change From Previous Year</u>
Adult	\$27.11	(1%)
Juvenile	\$16.24	(4%)

2015 Library Materials Budget			
Library Materials	2015(\$)	2014(\$)	Adjustment
Books	591,700	643,560	-51,860
Processing	22,400	22,220	180
Visual Materials	115,600	94,435	21,165
Microfilm	8,700	8,585	115
Periodicals	155,200	115,645	39,555
Sound Recordings	41,300	40,905	395
Binding	5,100	5,050	50
Total	940,000	\$930,400	\$9,600

OCCUPANCY COSTS - \$526,225**Utilities - \$184,000****Natural Gas - \$32,860**

The Ontario Energy Board ("OEB") has approved changes to Enbridge Gas Distribution's rates effective October 1, 2014. The Gas Supply Charge has been decreased from 17.6401 cents per cubic metre to 14.6457 cents per cubic metre. The Gas Supply component of the Cost Adjustment is currently a charge of 3.0506 cents per cubic metre. This charge, combined with the Gas Supply Charge, results in a new total effective Gas Supply rate of 17.6963 cents per cubic metre.

Electricity - \$143,815

The Horizon Utilities Delivery rates changed effective January 1, 2014. The change resulted in a total bill decrease of 0.6% per month for large user customers. Consumers who buy their electricity commodity from their local utility company will pay 8.6 cents per kilowatt hour (kWh) for the first 1,000 kilowatt hours and 10.1 cents per kilowatt hour above 1,000 kWh.

Water - \$7,325

The City of St. Catharines and the Regional Municipality of Niagara share the responsibility for the collection and treatment of sanitary sewage. The Region is responsible for treatment facilities and the City is responsible for the sewer pipelines. Water billing rates are comprised of a customer charge, a consumption charge and a sewer charge. This year's budget allocation for water is \$7,325 for the system.

Insurance - \$29,225

The insurance premiums paid to HUB International Ontario Limited covers the cost to replace all property and assets owned by the Library Board in case of fire and water damage, including the boilers and mechanical equipment. The total insurance coverage for the library system is \$38,317,800 with a total deductible of \$2,500 in any one claim. In an effort to reduce the cost of insurance premiums, the City of St. Catharines provides the Library with the following coverage: Vehicle, Crime policy, Liability, Municipal Accident Property and Conflict. The Library reimburses the City of St. Catharines for the actual cost of the premiums paid on the Library's behalf. The premium allocation by branch is below:

Centennial	Dr. Huq	Merritt	Port Dalhousie
\$24,155	\$1,877	\$1,850	\$1,343

The budget for 2015 is \$29,225 which represents an increase of 4.3% over the previous year's budget allocation.

Rent & Taxes - \$120,000**Centennial Library**

In 2007 a lease agreement was signed between the City of St. Catharines and the St. Catharines Public Library extending the lease at Centennial Library. The terms and conditions of the renewal cover a period of ten years commencing on January 1, 2008 and terminating on December 31, 2017. The agreement requires the Library to pay One Dollar (\$1.00) per year rental payment for the premises located at 54 Church Street.

Dr. Huq Family Branch

The interest expense of \$59,130 relating to the annual debenture payment has been included in the 2015 Rent and Taxes Budget. The auditors re-classified the interest payment as a general operating expense and not a capital operating expense on the annual audited statement.

William Hamilton Merritt Branch

On October 28, 2010 the Library Board and Counsel Hartzel Limited (Landlord) agreed to a lease extension of five years. The lease period commenced on April 21, 2011 and will terminate on March 31, 2016. The rent in 2015 will be \$9.25 per square foot.

Port Dalhousie Branch

The Port Dalhousie Branch Library is located at 23 Brock Street and is leased from the City of St. Catharines for an annual rental payment of \$600. The branch is approximately 1000 square feet in size and is located next to the Seniors Community Centre.

Repairs & Maintenance – Building - \$136,000

This cost centre includes preventative maintenance programs including mechanical and electrical contracts and general repairs for all four locations. The preventative maintenance programs play a vital role in ensuring the health and safety of the public and employees, minimizing the downtime of building equipment and maintaining a high level housekeeping standard.

E.S. Fox continues to provide maintenance and technical support services for the HVAC environment system at the Centennial Library at a cost of \$48,000 per year.

The Repairs and Maintenance Budget has increased by \$3,000 over the previous year.

Repairs & Maintenance – Grounds - \$2,700

Each year the Library spends approximately \$2,700 to repair or replace the outdoor lighting, bicycle racks, and the exterior fountain located in the Library plaza, as well as the removal of graffiti.

The budget has been increased by \$200 to allow for the anticipated price adjustments passed on by suppliers.

Communications - \$38,900

This cost center provides funding for the telephone system, network telecommunications, and facsimile costs. The Library's Internet service and inter-branch fibre optic network service for the 4 locations is purchased from the Niagara Regional Broadband Network (NRBN). In August 2014 the Library upgraded the Internet service from 20Mbps to 50Mbps. The annual cost for the Internet service will be \$1500 per location. The Library also upgraded its inter-branch fibre optic network from 10Mbps to 100Mbps for an annual cost of \$3,665 per location. The new 5 year agreement covers both services and will expire in 2019 with an option to renew for an additional 5 years based on mutual agreement.

In July 2012, the Library replaced the Nortel phone system with a Mitel 3300 VoIP system installed by Activo. Activo provides 15 VoIP lines for voice calls and 7 analogue lines for fax, 911, alarm system and automated renewal at a cost of \$8,400 per year. The Library is in the final year of a 3 year agreement that expires in July 2015. Initial discussions with Activo regarding contract renewal indicate an increase of approximately 17%.

Preventative maintenance for the fibre-optic network equipment and phone equipment is also provided by Activo. This maintenance program costs the Library \$7,500 and is essential in keeping the network communication system functioning at maximum efficiency.

The Communications budget for 2015 is \$38,900, an increase of 2.0% over the previous year.

Security - \$15,400

The Security/Maintenance budget provides funding for security to reduce vandalism and keep the Centennial Library safe from individuals exhibiting unacceptable behavior. This year's budget allocates 835 hours throughout the year to provide security. In addition to security, the staff perform regular caretaking duties and assist with a busy meeting room schedule by setting up meeting rooms that are rented by non-profit groups and organizations.

The Security budget has been adjusted by 1.6% over the previous year's allocation.

GENERAL LIBRARY SUPPLIES – \$257,200

Library Supplies - \$35,000

This account funds the acquisition of several general office products. The major expenditures are for paper products and workstation accessories such as print cartridges and computer paper. The budget has been adjusted as suppliers have indicated that the Library should expect an inflationary price increase of approximately 3% in 2015.

Electronic and Peripheral Supplies - \$4,200

The Electronic and Peripheral budget funds related electronic products for printers, keyboards, barcode scanners, UPS devices, as well as supplies such as batteries, projection lamps and other related consumables.

This year's budget has been increased by \$200 to account for price adjustments from suppliers.

Professional Fees - \$26,800

The Professional Fees primarily covers the cost to finance the annual audit, legal and labour relation matters relating to the Collective Agreement and other professional services that the Library contracts during the fiscal year. The four year Collective Agreement with CUPE Local 2220 expires on December 31, 2014. In recent years the Library has spent an average of \$15,000 for professional legal services to reach an agreement with the union membership.

This cost centre also includes the membership fee for the Federation of Ontario Public Libraries (FOPL). FOPL lobbies all levels of government (Provincial and Federal) on behalf of public libraries, facilitates purchasing, conducts research relevant to library services and use as well as marketing and advocacy. The membership fee is based on population served.

The auditing firm of Crawford, Smith & Swallow perform the annual audit at a cost of \$6,800.

Audit	\$ 6,800
Legal Matters	\$15,000
Memberships (FOPL)	<u>\$ 5,000</u>
	\$26,800

Staff Training and Development - \$15,000

In order to maintain a skilled and technologically proficient workforce it is essential that the Library fund on-going training. Advances in information technologies, growth of digital information resources, development of social networking and other software and communication platforms require constant training. The Library currently has a staff of 43 full-time and 29.61 part-time for a combined total of 72.61 FTE.

Rental of Equipment – \$8,800

This cost centre covers the expenditures related to the lease and rental of equipment such as mailing equipment, five photocopiers, debit machine fees, and a license agreement with the Canadian Copyright Licensing Agency. The copyright agency was established by the Federal Government to collect fees on behalf of authors and businesses that allow photocopying of copyright materials. The annual fee for providing this service is \$535 with no fee increase expected in 2015.

Repairs and Maintenance – Equipment - \$103,500

This budget covers expenditures relating to preventative maintenance services contracted by the Library including office equipment and several software licensing and maintenance agreements. The major expenditure in this budget is the annual maintenance fee for \$49,900 paid to SirsiDynix to service the Integrated Library System (ILS). The cost to provide the software maintenance has increase by \$13,544 to upgrade the Integrated Library System.

This account also covers other software maintenance, microfilm reader-printers and the repair and cleaning of furniture and equipment.

The library maintenance staff continue to do a considerable amount of repair and cleaning work internally which reduces the cost of repairs and maintenance.

The Repairs and Maintenance Equipment budget has been increased by \$7,000 annually or 7.25% over the 2014 budget.

Transportation – \$27,200

Funds in the Transportation account are used to cover expenses incurred for postage, mileage, inter-branch delivery and commercial courier services.

Canada Post has announced that effective January 12, 2015 new postal rates will go into effect. The cost of a postage stamp for domestic Lettermail will increase from 75¢ to 77¢ or 2.7%. Mailings of overdue notices, the Library's bi-monthly newsletter "What's New", along with invoices and payments make up the majority of Lettermail generated by the Library. Whenever possible, staff exchange documents through .pdf file transfer as well as via fax which helps to cut down on postage costs. The Library's postage costs are not anticipated to increase in 2015 and thus the budget remains at \$6,500.

Once again, the Library will enjoy reduced courier rates through the Ontario Government's Consortia Purchasing Agreement (CPAs) with Purolator Courier. The Government negotiated a three-year arrangement in September, 2013. Compared to regular courier rates of \$10 to \$12 per item, the consortia rate charged is significantly lower at \$3.85. An amount of \$300 has been allocated to this account.

Staff are reimbursed by the Library whenever they use their own vehicles for Library-related business. The Library follows the mileage rate set by the City of St. Catharines. The current rate of 52¢ per kilometer has not changed since June 2008. The budget for mileage has increased slightly (\$200) and has been set at \$4,000.

Staff working in the Maintenance department are responsible for inter-branch delivery of Library material and mail. This is made possible through the use of a Chevrolet 3500 utility van acquired from the City of St. Catharines in March, 2012. The van is approximately 14 years old. An amount of \$16,400 has been budgeted to cover the costs of inter-branch delivery, repairs, insurance and fuel.

The 2015 Transportation budget has been set at \$27,200, an increase of \$200 over the previous year.

Sundry - \$3,100

The Sundry Budget provides for miscellaneous expenditures and other goods and services not acquired on a regular basis. The types of expenses charged to this account include NRP alarm monitoring, donations, Physicians forms, retirement presentations, special meetings and interlibrary loan charges. There is an increase of \$100 to this year's account.

Printing and Stationary - \$3,700

This cost centre provides funding to purchase print and stationary products used to produce a wide variety of materials that publicize and market various library collections, services and programs and includes: bi-monthly newsletters; fiction, non-fiction, large print and DVD best seller lists. The Library continues to use the City of St. Catharines printing services which helps to realize considerable cost savings in printing expenses for the Library.

This year's budget has not been adjusted over the previous year's allocation.

Public Relations - \$7,300

The primary purpose of this account is to promote and market various Library programs and special events. This budget covers the cost of producing a wide variety of promotional materials and other related expenditures. These materials include the bi-monthly newsletter – What's new @ St. Catharines Public Library, subject guides, best -sellers lists, program flyers, finding aid, homework help materials, on-line resource guides, radio spots, and several other brochures used to promote the Library's services.

This year's Public Relations budget has been increased by \$200 to cover price increases passed on by suppliers.

Account Collection - \$3,600

The Account Collection Budget covers the cost to pay for the collection of fines in arrears and recover past due library materials from delinquent patron accounts. Unpaid accounts of \$10 or more are forwarded to a collection agency and a \$10 fee is added to all outstanding accounts. A total of two telephone calls are made by the collection agency in attempt to collect the outstanding payment. When a patron does not respond to the pre-collection phone calls, the next phase involves more activity including up to four phone calls and eight letters, as well as posting debts larger than \$100 with the Credit Bureau affecting their personal credit rating.

Based on 2014 statistics, it is projected that the Library will recover approximately \$30,000 in fines and materials using this collection method.

Programs - \$9,000

The Library offers a wide variety of programs for the community and for all age groups. Most programs are free of charge but some are offered at either a cost-recovery charge or for a small fee. In most cases fees are charged to defray the cost of the program and/or to pay for the delivery of the program.

In 2006, the Library Board approved a policy eliminating fees for Books for Babies, Toddler Time and Pre-School Story Time but there are still some non-literacy programs for which a fee is levied. The account allocation for staffing programs has been reduced by approximately \$1,800 and is charged directly to the departmental personnel budget.

Data Processing - \$10,000

The Library uses the City's financial software applications, which reside on the City's network, to produce a bi-weekly payroll, process and maintain financial records and produce and provide reports. The Library is able produce internal monthly reports, including general ledger and trial balance as well as other financial reports at a substantial savings. The fee charged by the City also covers the cost of technical support as well as updates to the system.

This year's budget has been increased by \$250 to allow for the change in labour rates for 2015.

OPERATING CAPITAL - \$177,300**Furniture and Equipment - \$40,000**

A provision of \$40,000 has been allocated for the replacement of items such as chairs, desks, book trucks, printers, shelving and other miscellaneous items at all four branches. The Library presently has 150 computer workstations in the system and \$20,000 has been allocated in the 2015 budget to replace 17 of these stations.

Facility and System Enhancements - \$45,000

In preparing this year's Facility and Systems Enhancement budget, staff referred to the Centennial Library Condition Report prepared by the firm of Totten Sims Hubicki Associates, Engineers, Architects, and Planners. This study covered the overall condition of the Centennial Library with respect to the building envelope (exterior walls), the mechanical and electrical systems and architectural aspects of the Library.

This year's budget identifies the repairs and upgrades required to maintain the facility.

Debenture Debt – Aquatic Centre - \$67,300

On June 19, 2008 the Library Board approved the expenditure of \$1,760,000 to build a branch library in the Kiwanis Aquatic Centre located at Pearson Park. The City of St. Catharines has advised the Library that the debenture estimated annual repayment schedule will be amortized over twenty years with an annual payment of \$126,429.82 with an interest rate of 3.8% annually for the life of the debenture. The debenture debt as at December 31, 2015 will be 1,367,093.03 outstanding.

The interest expense of \$61,200 relating to the annual debenture payment has been transferred to the Rent and Taxes Budget in 2014. The auditors re-classified the interest payment as a general operating expense and not a capital expense on the annual audited statement.

Accessibility Improvements - \$25,000

On July 13, 2005 the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) received Royal Assent and is now law. This Act applies to every person or organization in the public sectors of the Province of Ontario. The purpose of the AODA is to benefit all Ontarians by developing, implementing and enforcing accessibility standards in order to achieve accessibility for all Ontarians with disabilities by 2025.

The City conducted an accessibility audit of all buildings owned by the Municipality including the Centennial Library and the Port Dalhousie Branch. The Facilities Accessibility Design Standards (FADS) Recommendations by Facility and Priority (Centennial Branch and Port Dalhousie Branch) Report identified 297 items that required improvement for a total cost of \$337,999.

This year's budget includes funding that would address the facility deficiencies identified in the report on a priority basis. This is part of a five-year funding strategy until all the identified deficiencies have been corrected or improved.

The Library has allocated \$25,000 in this year's budget to comply with Facilities Accessibility Design Standards (FADS) established by the Provincial Government.

2015 OPERATING CAPITAL DETAIL BUDGET					
CAPITAL OPERATING BUDGET	Centennial	Dr. Huq	Merritt	Port	Total
FURNITURE & EQUIPMENT - \$40,000	35,800	800	1,900	1,500	40,000
<u>FACILITY & SYSTEM ENHANCEMENTS - \$45,000</u>					
Centennial - Electrical Upgrades/Repairs	10,000				10,000
Port Dalhousie - Interior Paint				3,500	3,500
Port Dalhousie - Ramp				1,500	1,500
Centennial - Hydro Door Frame	5,000				5,000
Centennial - Redesign Ergonomics	20,000				20,000
Centennial - Roof Repair	5,000				5,000
Facility & System Enhancements Total					45,000
<u>DEBENTURE DEBT - \$67,300</u>					
Dr. Huq Branch Library - Principal	67,300				67,300
<u>ACCESSIBILITY IMPROVEMENTS - \$25,000</u>					
Facility Accessibility Design Standards Centennial Library	25,000				25,000
TOTAL OPERATING CAPITAL	\$168,100	\$800	\$1,900	\$6,500	\$177,300

PROPOSED 2015 - 2019 CAPITAL / FACILITIES UPGRADE BUDGET					
	2015	2016	2017	2018	2019
FURNITURE AND EQUIPMENT REPLACEMENT	19,000	20,000	20,000	20,000	20,000
COMPUTER EQUIPMENT	20,000	20,000	20,000	20,000	20,000
MAINTENANCE EQUIPMENT	1,000			3,000	5,000
PUBLIC ELEVATOR REPLACEMENT			250,000		
FACILITY SYSTEM ENHANCEMENTS	45,000	40,000	40,000	40,000	40,000
DUMBWAITER REPLACEMENT			45,000		
ELECTRICAL UPGRADE - CENTENNIAL				500,000	
ROOF REPLACEMENT - CENTENNIAL				250,000	
BUILDING CONDITION ASSESSMENT - CENTENNIAL				25,000	
CAULKING EXTERIOR BUILDING ENVELOPE - CENTENNIAL			30,000		
PAINTING					
CENTENNIAL BRANCH - INTERIOR		35,000			
MERRITT BRANCH - INTERIOR			6,000		
PORT DALHOUSIE - INTERIOR	3,500				
HVAC - Replacement					1,000,000
TOTAL	\$88,500	\$115,000	\$411,000	\$858,000	\$1,085,000

**2015 PROPOSED OPERATING BUDGET
REVENUE - EXPLANATORY NOTES**

REVENUE TOTAL - \$5,978,725

MUNICIPAL CONTRIBUTION - \$5,488,825

The City of St. Catharines is the major source of funding for the St. Catharines Public Library system. The City provides 91.8% of the funding needed to maintain the facilities, equipment, collections, services and programs. In 2014, the Library received a 1.4% increase over the previous years' budget amount.

In 2014, the City of St. Catharines ratepayers spent \$5.26 per \$100 in support of their local library and the average household support to operate the Library system in 2014 was \$66.76 annually.

The Library Board is requesting a municipal contribution of \$5,488,825 to finance the Library's 2015 Operating Budget.

2015 - 2011 Municipal Contribution (\$5,488,825)					
	2015	2014	2013	2012	2011
Municipal Contribution	\$5,488,825 1.3%	\$5,419,300 1.4%	\$5,343,000 2.8%	\$5,195,200 2.2%	\$5,082,450 3.6%

PROVINCIAL GRANT - \$228,600

Each year the Province of Ontario, through the Ministry of Tourism, Culture and Sport, provides the Library Operating Grant. The Ontario Government is committed to the public library system and recognizes the valuable information and services that libraries provide to the public. In 2014, the Province of Ontario provided 3.9% of the funding for the St. Catharines Public Library Operating Budget.

The Ministry has not advised the library community of any changes in the Grant for 2015. There has been no change in the Grant for the past twenty years.

MISCELLANEOUS REVENUE - \$261,300

Fines and Memberships - \$106,000

Revenue from Fines and Memberships accounts for an estimated 2.0% of the total revenue generated throughout the system. The revenue collected is from fines, replacement of membership cards as well as non-resident membership fees.

A Non-Resident membership fee of \$33.00 is charged to all patrons wishing to borrow materials and who are not residents or property owners of St. Catharines. There are approximately 385 non-residents memberships registered annually and that generates revenue of \$12,650 to support the operating budget.

The revenue collected from fines and memberships in 2015 is estimated to be \$106,000. This is a decrease of \$11,000 over the previous year.

2015 - 2011 Fines and Memberships - Annual Revenue (\$106,000)					
	2015 Budget	2014 Estimate*	2013 Actual	2012 Actual	2011 Actual
Fines	93,350	93,250	97,913	102,920	114,686
Membership	12,650	12,650	13,120	14,746	14,932
Total	\$106,000	\$105,900	\$111,033	\$117,666	\$129,618

**Estimated Revenue for 2014*

Photocopying - \$5,000

Coin-operated photocopiers are provided for patrons use at three branches, excluding Port Dalhousie at a cost of 20 cents per copy. On average, patrons are photocopying 22,500 documents annually. Patrons can now e-mail materials to their homes and businesses can search the library data base remotely and print the material off-site avoiding any photocopying charges.

2015 - 2011 Photocopier - Annual Revenue (\$5,000)					
	2015 Budget	2014 Estimate*	2013 Actual	2012 Actual	2011 Actual
Central	3,700	3,700	3,193	3,725	3,960
Dr. Huq	700	700	490	800	792
Merritt	600	600	518	375	354
Total	\$5,000	\$5,000	\$4,201	\$4,900	\$5,106

**Estimated Revenue for 2014*

Audio-Visual Services Equipment - \$1,300

The Library provides audio-visual equipment for a fee to patrons and other community groups who rent the Library meeting room facilities. The rental service provides LCD and overhead projectors, screens, televisions and a PA system. The use for the AV equipment is tied to the volume of room rentals at the Centennial Library.

The Audio-Visual Services Equipment budget has been reduced by \$200 due to a decline in the booking of audio-visual materials.

2015 - 2011 Audio-Visual Equipment Rentals - Annual Revenue (\$1,300)					
	2015 Budget	2014 Estimate*	2013 Actual	2012 Actual	2011 Actual
Central	\$1,300	\$1,300	\$1,595	\$1,971	\$1,563

**Estimated Revenue for 2014*

Investment Income - \$27,500

Investment income is earned through the unexpended balance in the general bank accounts at the TD Canada Trust, the Library's main banking institution. It is anticipated that in 2015 the Bank of Canada will not significantly adjust the current rates. In 2015 the Investment Income budget has been increased by \$1,500 over the previous year's allocation.

2015 - 2011 Investment Income - Annual Revenue (\$27,500)					
	2015 Budget	2014 Estimate*	2013 Actual	2012 Actual	2011 Actual
Investment Income	\$27,500	\$29,000	\$32,813	\$30,690	\$33,080

**Estimated Revenue for 2014*

Meeting Room Rental - \$16,000

The Library provides meeting room space for educational, cultural and non-profit organizations at Centennial, Dr. Huq and Merritt branches. The rooms are rented in blocks of time (i.e. morning, afternoon, evening) and are very well used. There will not be an adjustment over the previous year's allocation to the Meeting Room Rental Account.

In 2014 the Rotary Room was decommissioned for three months due to the Plaza Rehabilitation. This resulted in a loss of three months rental fees.

2015 - 2011 Meeting Room Rentals - Annual Revenue (\$16,000)					
	2015 Budget	2014 Estimate*	2013 Actual	2012 Actual	2011 Actual
Room Revenue	\$16,000	\$12,000	\$13,276	\$16,683	\$17,105

**Estimated Revenue for 2014*

Meeting Room Fee Schedule		Non-Profit Rate	For Profit Rate	Additional
Room	Time	Initial Fee	Initial Fee	Blocks
Mills Memorial Room	9:00 a.m. – 12 noon	\$40.00	\$60.00	\$15.00
	1:00 p.m. – 5:00 p.m.			
	6:00 p.m. – 11:00 p.m.			
Rotary or Bankers Room	9:00 a.m. – 12 noon	\$20.00	\$30.00	\$7.50
	1:00 p.m. – 5:00 p.m.			
	6:00 p.m. – 11:00 p.m.			
Dr. Huq Family Library Branch	10:00 a.m. – 1:00 p.m.	\$20.00	\$30.00	\$7.50
Merritt Branch	1:00 p.m. – 5:00 p.m.			
	6:00 p.m. – 8:00 p.m.			
Rotary and Bankers Rooms Combined	9:00 a.m. – 12 noon	\$40.00	\$60.00	\$15.00
	1:00 p.m. – 5:00 p.m.			
	6:00 p.m. – 11:00 p.m.			
Kiwanis/Trust Room	9:00 a.m. – 12 noon	\$15.00	\$20.00	\$5.00
or Story Hour Room	1:00 pm – 5:00 pm			
	6:00 pm – 9:00 pm			

Sundry Revenue - \$21,000

The Sundry revenue account is an accumulation of a number of miscellaneous accounts. These include charges for reference research, computer printouts, microfilm copies, sale of equipment and Café rental. Also included are the fees for flipcharts, lecterns, use of the piano and rental of coffee urns all used in the meeting rooms. Approximately 65% of the sundry revenue comes from the fees charged for computer printouts.

2015 - 2014 - Proposed Sundry Revenue - \$21,000		
Sundry Revenue	2015 Budget	2014 Actual
Reference Research	250	250
Computer Print-outs	13,510	10,500
Microfilm	3,300	2,300
Café	2,040	2,040
Meeting Room Equipment	900	900
Miscellaneous	1,000	1,010
Total Sundry Revenue:	\$21,000	\$17,000

2015 - 2011 Sundry Revenue - Annual Revenue (\$21,000)					
	2015 Budget	2014 *Estimated	2013 Actual	2012 Actual	2011 Actual
Sundry Revenue	\$21,000	\$20,000	\$17,890	\$19,633	\$21,028

**Estimated revenue for 2014*

Programming - \$9,500

The Library provides a wide variety of programs for all age groups. Program fees are charged in an effort to defray the cost of providing these programs. In 2006, the Library Board approved a policy to eliminate fees for Books for Babies, Toddler Time and Pre-School Time but there are a number of non-literacy development programs for which a fee is still levied.

2015 - 2011 Programming Revenue - Annual Revenue (\$9,500)					
	2015 Budget	2014 Estimate*	2013 Actual	2012 Actual	2011 Actual
Programming Revenue	\$9,500	\$9,000	\$8,379	\$9,482	\$7,502

**Estimated revenue for 2014*

Prior Year's Surplus - \$75,000

The estimated unexpended balance for 2014 is approximately \$75,000 and has been brought forward from the 2014 Operating accounts to support the 2015 St. Catharines Public Library Operating Budget.