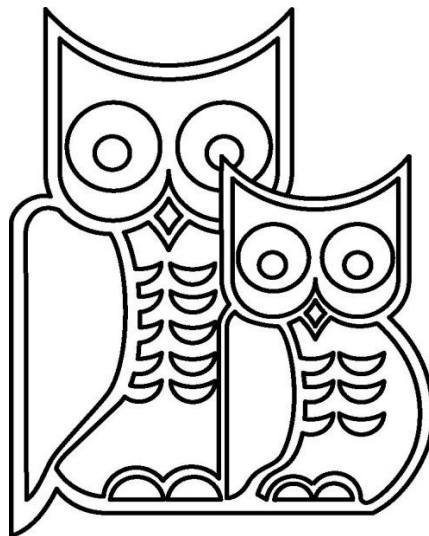


ST. CATHARINES PUBLIC LIBRARY BOARD

PROPOSED 2017 OPERATING BUDGET

December 5, 2016



J. Foster
Business Administrator

L. Stripnieks
Chief Executive Officer

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ST. CATHARINES PUBLIC LIBRARY 1888 – 2016

EXECUTIVE SUMMARY

The Library provides access to information, leisure materials and cultural resources. The Library promotes literacy and life-long learning and partners with individuals and organizations to deliver a variety of programs and services. The Library provides public space where individuals and groups can study, conduct research, hold meetings and seminars. Everyone is welcome regardless of their age, ability or economic status.

The Library's collections, programs and services are constantly evolving. New technologies are used to improve access to collections, to provide electronic and downloadable collections, and to deliver new services.

The Library's website provides 24/7 access to: the online catalogue; over 60,000 electronic full-text magazines, newspapers, and reference sources; reference e-books; as well as downloadable audio books, e-books, magazines, music, feature films, television series and documentaries. The public can search for materials, place holds, renew items, download resources and print full text articles remotely using a smart phone, notebook or tablet. The Library provides reference services: in-house; via email; and real-time online chat services. Collections and services are promoted through a variety of methods including Facebook, Twitter, and Pinterest.

The Library's Strategic Agendas have provided the continuous framework for the development of library services. Key objectives for 2016 included the following:

- Commenced the digitization of Special Collections photographs
- Conducted an in-house and online User Survey
- Finalized the SCPL *Strategic Agenda, Enriching Our Community 2016-2018*
- Reviewed and expanded Community Outreach and Partnership Program
- Received a donation which allowed the Library to acquire new furniture and equipment including: 74 study tables, 12 meeting room tables, 34 club chairs, modular soft seating for children, 26 material display units etc.
- Acquired 3D printers using grant funding
- Launched 3 new computer courses – 3D Printing Basics, Online Shipping Basics and Advanced Microsoft Word
- Commissioned a new Mural for the Children's Area in the Central Library
- Installed a new information desk on the 2nd Floor at the Central Library
- Completed an Electrical Safety Inspection of the Central Library
- Completed Fire Inspections of all facilities
- Completed the Energy Saving Re-lamping project at the Central Library
- Inspected all facilities for Bed Bugs and developed policy and protocols
- Upgraded the Talking Tech Server which receives inbound calls from patrons and makes outbound calls notifying patrons of holds, overdues etc.
- Upgraded staff and computer lab PCs
- Organized the 16th Annual Fresh Ink Teen Writing Contest
- Organized the 12th Annual Niagara Reads Program
- Participated in the 1st Annual Festival of Readers Program

The report that follows provides more detail on Library activities in 2016.

REVIEW OF ACTIVITIES AND ANNUAL STATISTICS – to October 31, 2016

TECHNOLOGICAL INFRASTRUCTURE

The Library maximizes the use of computers and advances in technology to: store and retrieve data; order and receive materials; and deliver products and services to clients in a cost effective and convenient manner. 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. The Library provides a real-time online reference service. The Library maintains 150 computer workstations across the system.

Fibre-Optic Network Upgrade

The library has a fibre-optic telecommunications backbone and runs a VoIP telephone system. The fibre-optic service is from Niagara Region Broadband Network (NRBN). Branch-to-Branch service is 100 Mbps and the Internet service is 50 Mbps. All locations have WiFi.

Server Virtualization Upgrade

In 2015 the Library upgraded 8 servers which were acquired in 2006 when the Library migrated to Horizon a windows Integrated Library System. The obsolete servers were replaced with a server virtualization solution. Server virtualization is a technology that partitions one physical server into multiple virtual servers. Each of the 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 and provides for better disaster recovery, better utilization of server memory, more computing power and storage across machines. The Library maintained these servers in 2016.

Integrated Library System Upgrade

In 2015 the Library upgraded its Integrated Library System to cloud based services. The Library installed Enterprise Search Portal software which searches all fields in a library record by default similar to the way Google works. This allows patrons to explore collections across multiple targets by applying multiple filters such as subject, author, format, etc. as well as integration with social media sites such as Facebook. The Library installed E-resource Central software which integrates electronic resources into the online catalogue providing the patron with a unified search experience without having to log into 3rd party sites such as Overdrive, Hoopla etc. We also installed MobileCirc Software which allows staff to circulate items using an iPad, Android or laptop supporting HTML5 with or without a data connection. In 2016, we continued to maintain these cloud based services.

Virtual Library Branch – 24/7

The Library's website provides 24/7 access to the online catalogue, to full text electronic magazines, newspapers and reference sources, as well as downloadable audio and e-books, music, magazines, movies, TV shows and e-Braille formats. Patrons can search for material, place holds, renew items, download books, and print full-text articles remotely using a smart phone, notebook or tablet remotely. In 2016, we launched an online user survey through our website.

Social media outreach

Social media has been used since June 2012 to keep patrons informed on new programs, services and collections. On October 31, 2016, the Library had 2,399 followers on Twitter, 1,353 friends on Facebook, and 192 followers on Pinterest.

FACILITIES

In 2016, a number of facilities projects were undertaken including the following:

- Completed an Electrical Safety Inspection of the Central Library
- Completed Fire Inspections of all facilities
- Completed the Energy Saving Re-lamping project at the Central Library
- Repaired and maintained damaged fountains at the Central Library
- Power sprayed exterior walls and walkways to remove debris
- Sandblasted exterior walls to remove graffiti
- Extracted all rugs at the Central Library
- Completed outside maintenance at Port Dalhousie Branch
- Repaired and painted concrete floors at the Central Library
- Investigated the replacement of tiles at the Central Library
- Investigated the creation of 3 sound proof rooms on the 2nd floor of the Central Library, which could house accessibility equipment.

Furniture and Equipment Upgrade

In 2015, the Library received a donation which allowed for the upgrade the 40 year old furniture at the Central Library. By the end of October 31st, 2016, the Library had acquired the following: 74 study tables, 12 flip top meeting room tables, 9 end tables, 34 club chairs, 4 state of the art microfilm-fiche scanners, 3 video game controllers and 3 consoles, a Talking Tech server, 24 book displays, 2 blue tooth scanners, 1 iPad, and 1 android tablet; and 2 wall mounted LCD TVs and 2 laptops for Dr. Huq and Merritt.

Facilities and Accessibility

In 2016, the 2nd floor Information Desk was upgraded to be in compliance with accessibility requirements.

ACCESSIBLE SERVICES – COLLECTIONS, EQUIPMENT AND SERVICES

The Library provides a wide-variety of formats to address the needs of different user groups. Accessible collections include large print books, audio books, ebooks, e-Music, e-Magazines. DVDs in the collection include descriptive videos and closed caption videos. All Branches have adjustable computer stations, adjustable chairs, large screen monitors, large print keyboards, trackballs, and dome magnifiers. All locations have ZoomText software on selected computer stations. ZoomText magnifies the computer screen and has the ability to speak to the user. The Library has also installed BrowseAloud software which will read the text on the screen.

The Library's website was changed in 2013 to comply with 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, large urban libraries partnered with CNIB to create the Center for Equitable Library Access (CELA). Membership in CELA gives SCPL 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.

As at June 30th, 2016, total SCPL patrons registered with CELA were 119. In total 2,328 items had been borrowed.

COLLECTIONS

The Library's collections include a variety of formats – print, DVDs, CDs, microfilm, microfiche and digital media. By October 31st, in 2016 the Library had added 30,563 items to the collection (print, AV, CDs and digital).

The Library's collection on October 31st, 2016, including all formats consisted of 289,609 titles and 347,613 copies. (7,321 copies were digital).

Full Text Magazines, Newspapers and Reference Materials

The Library subscribes to a number of electronic databases that provide access to full-text articles in over 60,000 magazines, newspapers, and reference sources. Electronic magazine/newspaper databases can be searched simultaneously by many users and accessed remotely 24/7.

- Up to October 31st, 2016, these databases were searched 1,120,136 times.

Downloadable Magazine Collection – Zinio

In July 2013 the Library acquired “Zinio” a downloadable magazine subscription service. Zinio provides access to 122 of Canada's most popular magazines. Library card holders can download articles and whole issues. Unlike downloadable books there is no loan period limit and the service offers simultaneous access.

- Up to October 31st, 2016, this service was used by 1,346 patrons who downloaded 13,052 magazines.

Downloadable Audio and e-Book Collection – Overdrive

In June 2010 the library acquired “Overdrive” a downloadable audio and e-book subscription service which includes fiction and non-fiction titles for all age groups.

- Up to October 31st, 2016, there were 7,433 titles in the collection which had circulated 42,958 times.

Downloadable Music Collection – Freegal

In 2012 the Library acquired a downloadable music subscription service which offers access to the music of tens of thousands of artists, hundreds of music labels and over 160 musical genres. Patrons can download or stream the exact piece of music they wish to hear. To ensure equity of access, downloads per patron, per week are pre-set by the Library.

- Up to October 31st, 2016, patrons had downloaded 17,616 tracks & streamed 54,276 songs.

Downloadable Book, Movie, TV Show Collection – Hoopla

In 2015 the Library acquired the subscription service Hoopla that provides access to over 9,000 audio books, 200,000+ music albums, 2,500+ movies, TV shows and documentaries.

- Up to October 31st, 2016, a total of 1,673 patrons were registered for the service and 8,249 items had been downloaded.

Special Collections – Local History – Ancestry Database

This collection consists of local history and genealogical materials in a wide variety of formats. The Library also subscribes to Ancestry an online genealogical resource which contains Census Records, Wills, Passenger Lists, Birth/Death/Marriage records and other primary sources. Staff offer courses in the Computer Lab on general genealogical research and on how to search the Ancestry database.

The digitization of photographs held in Special Collections began in March 2016.

- Up to October 31st, 2016, a total of 1036 images have been uploaded.

REFERENCE AND INFORMATION SERVICES

The Library provides reference and information service in-person, by telephone, by email or through a real-time online chat reference service. .

- Up to October 31st, 2016, staff answered: 205,028 reference requests; 39,373 referral/directional requests; 35,211 equipment and software application assistance requests; 85 Info Chat requests. In total 254,679 requests have been answered.

CIRCULATION SERVICES AND MATERIAL USE IN-HOUSE

Material checked out or downloaded

- Up to October 31st, 2016, patrons had checked out and/or downloaded a total of 902,603 items. Digital downloads were 140,892 or 15% of total circulation.

In-house Material Use

The Library also tracks material that is used in-house including material that can be checked out as well as material that cannot circulate (e.g. local history and reference).

- Up to October 31st, 2016, a total of 79,879 items were used in-house.

PROGRAMS FOR CHILDREN

A primary role of libraries is to foster the development of literacy skills in children 0-11 years of age. The Library offers the following programs to support this goal:

- Books for babies (ages 0-24 months)
- Stories and More (2 - 4 yrs. + caregiver)
- Teddy Tales (under 5 yrs. of age with families)
- Family Story time (ages 5 and under and their families)
- Saturday Story Stairs (drop-in all ages)

Single programs are also offered yearlong some of which are listed below:

- Cocoa Reading Club (ages 6-11)
- Chess Club (ages 6-13)
- Water colour Silhouettes (ages 8-12)
- Art Workshops (ages 6-11)
- Little Bits Innovation station (ages 8-12)
- Polar Express Story Time (ages 3-6)
- Tell Tales –Therapy Tales Ontario (ages 6-10)
- Kindergarten 101 (ages 3 – 4 yrs)

The Library also develops programs for March Break and for the Summer Reading Club some of which are listed below:

March Break

- Amazing Animals
- Exploring print making

Summer Reading Club (ages 4-11 years)

- Minecraft
- Paint Chip Mosaics
- Wild Junior Science

Up to October 31, 2016, the Library had conducted 647 children's programs/activities which were attended by 10,965.

PROGRAMS FOR TWEENS AND TEENS

Feedback from the Teen Advisory Council is used when developing programs for Tweens (10 to 14 years) and teens (12 years and older). Some of the programs offered for this group are listed below:

- Anime club
- Photography Contest
- Minecraft
- Research Skills Development for Grade 8 Students
- Teen writers club
- Teen On-line Book Club

March Break Programs

- Podcasting 101
- Nail and string art
- Card making

Summer Reading Club

- Teen Improve Workshops
- Printmaking 101
- Teen Book Talk

Fresh Ink Contest

This was the 16th year for the 'Fresh Ink Poetry and Short Story Writing Contest.' The contest 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 48 entries and 60 people attended the awards ceremony.

Up to October 31st, 2016, the Library held 141 tween and young adult programs/activities with 2,176 participating.

PROGRAMS FOR ADULTS

Computer Programs

The Library offers a number of computer programs. Tech Time is a very popular drop-in program where adults receive one-on-one help with basic software issues, navigating the Internet, downloading digital content, setting up and using their smart phones, iPads or tablets etc.

Beginner Computer Courses

- Computers (Level 1 and 2)
- Introduction to Windows 10
- Internet (Level 1, 2 and 3)
- Email Basics
- How to use the Library's new online catalogue

Digital Collections

- Downloadable Books and Music (for mobile devices)
- Downloadable Magazines
- Digital Collections (all formats)

Genealogy

- Ancestry Library Edition
- Genealogy on the Internet

Job Skills Training

- Job and Career Searching Online
- Microsoft Word Basics
- Microsoft Word Advanced
- Excel Basics

Social Networking

- Facebook (Level 1 and 2)
- Twitter Basics
- Shopping Online
- 3D Printing Basics

General computer help

- Tech Time (a drop-in program)

Up to October 31st, 2016, the Library offered 170 computer courses attended by 901 individuals.

Brock Talks Series

Life-long learning programs and author readings are core to library services. The 'Brock Talks Series' was launched in January 2012 and continued in 2016. Professors from Brock University's Humanities Department presented seminars on their areas of research. Seminars in 2016 included:

- Excavating an Ancient Church Under the Sea
- The Past, Present, and Future of Luxury in a Canadian Context
- How Project Management Principles Can Help Us Manage Our Everyday Lives
- A Monument to Suffering and Courage in Our Time: Svetlana Alexievich
- Theatre for Development in the Slums of Cairo
- On Becoming a Greek Hero: Sons and their Fathers in Homer's Odyssey

Since January 2012, there have been 26 Brock Talks programs with 761 in attendance.

The Great War Centenary Series

In April 2014 the Library launched the Great War series. A variety of historical programs related to the conflict are being presented. They describe the achievements and sacrifices of Canadians in this conflict. Seminars in 2016 included the following:

- Canadian Expeditionary Force
- Shot at Dawn: British, French and German Deserters in History and Memory

Niagara Reads Series – 12th 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:

- Sherman Zavitz author of *It Seemed As If 100 Men Were Pounding My Head*.
- William Thomas author of *The Legend of Zippy Chippy*
- June E. Chipp author of *Duty and Honour*
- Canadian Authors Association-Niagara Branch *An Evening of Short Stories*

General Interest and author readings

Other author readings and general interest programs in 2015 included the following:

- Healthy Brain – Alzheimer Society of Niagara Region
- Downsizing Your Home – NASSM
- Managing Your Back Pain – J. Moroz
- Enhancing Your Skills; Memoir and Fiction Writers – C. Whitfield

- Executors be Prepared – M. Galante
- Online Safety for Families
- Online Non Fiction Book Club
- Getting Into Shape for Summer – P. Karanfilis
- Railway History in Niagara: The NS and T Story – P. Chapman
- The Harriet Tubman Underground Railway National Monument – D. Broyld
- Canada Revenue Agency Tax Clinics
- Decorating for the Holidays with BBBlooms
- Bake with Anna Olson – A. Olson
- Caroling in the Atrium with the One Voice Choral Group & Salvation Army Citadel Band

Up to October 31st, 2016, the Library offered 241 general interest programs and author readings attended by 3,502 adults.

Up to October 31st, 2016, the Library offered a total of 450 adult programs (including book clubs, class visits and computer classes) which were attended by 4838 adults.

PROGRAMS – CLASS VISITS

The Library offers class visits for all age groups. Up to October 31st, 2016, there were 144 visits with 3455 attending.

PROGRAMS TOTAL ATTENDANCE – ALL AGE GROUPS

In 2016 up to October 31st, 2016, the Library offered a total of 1238 programs/activities. A total of 17,979 individuals participated in these programs.

OUTREACH AND VISITING LIBRARY SERVICE

Throughout the year, staff provided outreach to daycares, schools, as well as book deposits to a number of seniors' residences. Up to October 31st, 2016, the Library's Visiting Library Service made 536 visits to housebound patrons delivering 3,668 items.

FUNDRAISING, DONATIONS AND GRANTS – \$27,318

The Library continued fundraising activities. Fundraising initiatives include a variety of donation programs, as well as the sale of used books and equipment. In 2016, these avenues realized a year to date contribution of \$27,318. (Used books \$5,489 and donations \$21,829)

MEETING ROOMS – \$8,900

Meeting rooms are provided primarily for not-for-profit community groups. At the end of September 2016, the rooms had been booked 229 times and generated \$8,900 in revenue.

2016 STATISTICS – to October 31, 2016
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Collections	
Titles held (including digital)	289,609
Copies held (including digital)	347,613
Digital Collection copies	7,321
Periodicals (print titles)	251
Periodicals (electronic titles)	60,000
Circulation of Materials	
Circulation (*all Formats)	902,603
• Circulation (not including digital)	761,711
• Circulation (digital downloads)	42,952
• Circulation (music downloads)	1,766
• Circulation (music streaming)	54,276
• Circulation (magazine downloads)	13,052
• Circulation (Hoopla downloads)	8,249
• Circulation (One click downloads)	26
In-house Use of Materials	79,879
Reference / Information Requests	
	280,531
Visits	
• In person (does not include attendance in the meeting rooms)	331,256
• Virtual visits	459,524
Meeting Room Bookings	229
• Estimated attendance	4,938
Registered Patrons	64,947
Web / Electronic Services	
Internet sessions booked in the Library includes word processing	47,742
Virtual visits to the Library	459,524
Electronic full-text database searches (not all databases included)	1,120,136
Programs	
Programs held	1,238
Attendance	17,979
Class Visits	
Attendance	144
Visiting Library Service	
• Number of visits made	3,455
• Number of items delivered	563
	3,668

2017 PROPOSED OPERATING BUDGET HIGHLIGHTS
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REVENUE \$6,113,000

The St. Catharines Public Library Board is requesting a Municipal Contribution of \$5,636,200 to fund the Library's 2017 Operating Budget. This is an increase of 1.15% over last year's budget amount.

- The Library is not anticipating an adjustment in the Provincial Grant. This is the 23rd consecutive year that the Ministry of Tourism, Culture and Sport has not amended the Provincial Grant.
- The Library is expecting to raise \$168,180 from internal sources including fines and memberships, photocopying, audio visual equipment rentals, meeting room rentals, programming, investment income and sundry accounts. A decrease of \$3,420 in revenue over the previous year's revenue accounts.
- The Fines & Membership budget has been reduced by \$4,770 to recognize the shortfall in Fines & Memberships in 2017.
- The Library Board is bringing forward an unexpended balance of \$80,000 from the 2016 Operating accounts to support the 2017 Proposed Operating Budget.

EXPENDITURES \$6,113,000

- The four year Collective Agreement between the St. Catharines Public Library and CUPE Local 2220 was approved in 2015. The cost of the 2017 wage settlement has been incorporated into this year's Operating Budget.
- The Library will spend approximately \$3,364,600 on Salaries in 2017, a decrease of \$49,400 or (1.45%) over the previous budget amount.
- The Ontario Municipal Employees Retirement System (OMERS) announced no changes in pension contribution rates for 2017. The cost to provide pension benefits to library personnel in 2017 is approximately \$229,822 annually.
- There are 5 employees who have reached 35 years of credited service under the current OMERS retirement plan. No contributions are required for these employees which results in a \$43,800 savings to the Library.
- The cost to provide existing employee benefits has increased by approximately \$8,700 or 1.27 % over the previous year.
- The Library Board is expecting to spend approximately \$4,062,200 on Salaries and Benefits in 2017, an decrease of 0.99% or \$40,700 over the 2016 Budget.

- The Library Materials budget has been increased by \$27,300 or 2.85% 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. Prices for library materials have increased sharply over the past year due to the drop in the Canadian dollar.
- A provision of \$13,000 is included in the 2017 Operating Budget to cover Sunday openings at Centennial and Dr. Huq Branches.
- 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.
- A provision of \$30,200 is being made to comply with the Accessibility for Ontarians with Disabilities Act 2005 (AODA)
- The Ontario Energy Board announced rate changes and the changes have been incorporated into the 2017 Budget.
- A provision of \$72,600 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, 2017 will be \$1,224,642 outstanding.
- The Library's proposed 2017 Operating Expenditures have increased by 0.84% over the 2016 Operating Expenditure Budget.

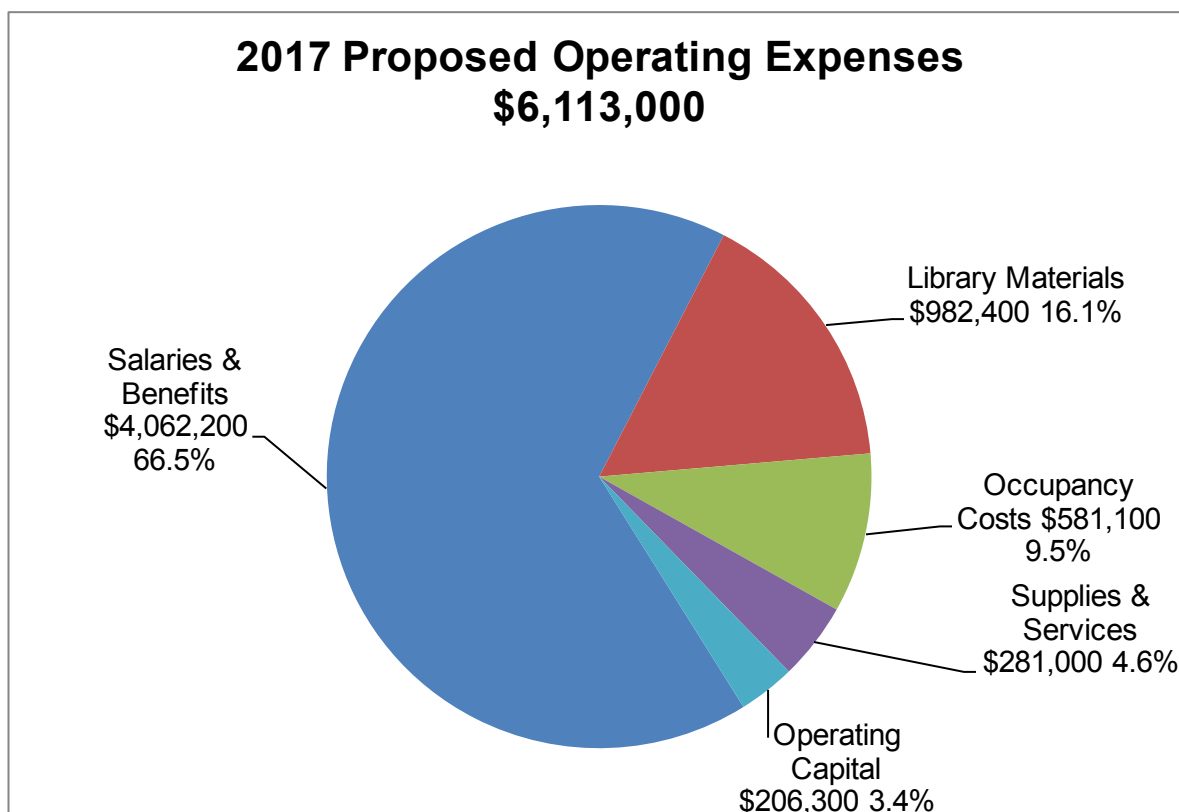
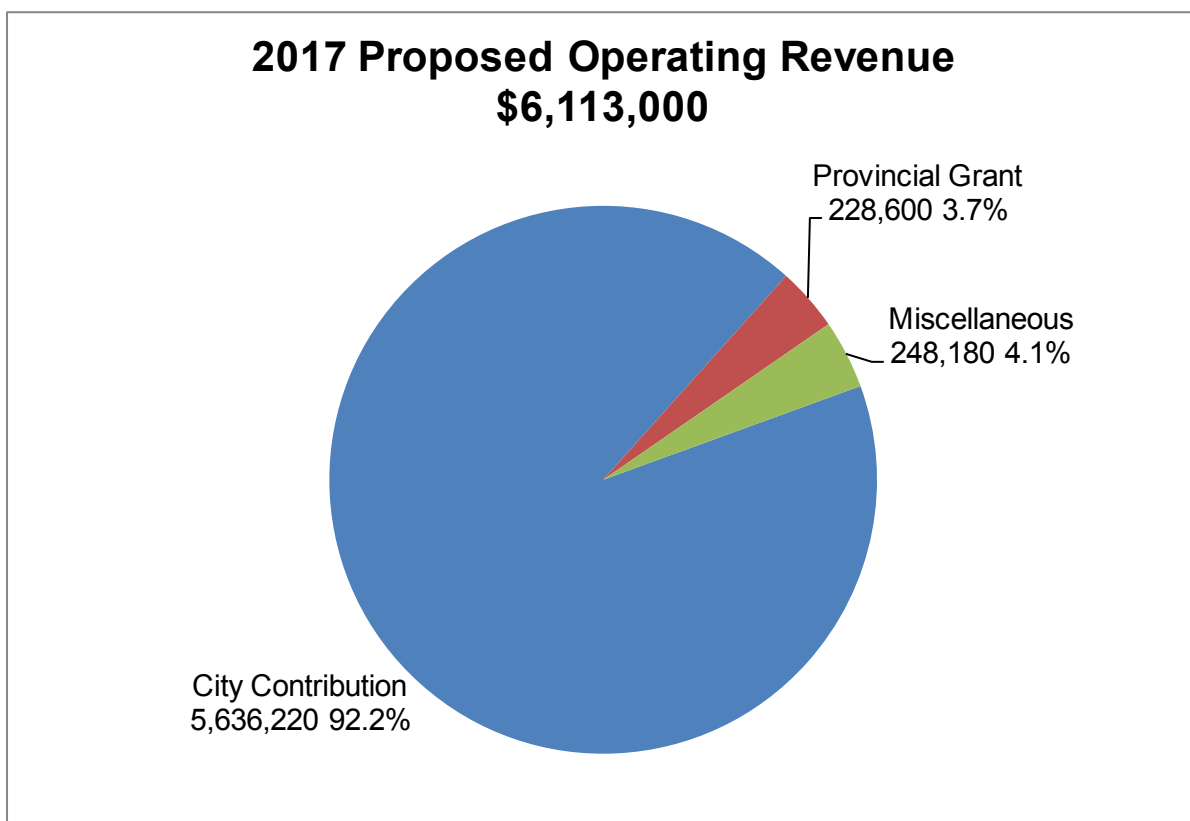
ST. CATHARINES PUBLIC LIBRARY

2017 Proposed Operating Budget

Summary

					% Difference
	% of Total	2017	2016	2016	Budget to
	Budget	Budget	Budget	Estimate	Budget
<u>Expenditures</u>					
Salaries and Benefits	66.5	4,062,200	4,102,900	4,016,140	-1.0%
Library Materials	16.1	982,400	955,100	964,200	2.8%
Occupancy Costs	9.5	581,100	553,200	550,500	4.8%
General Supplies and Services	4.6	281,000	271,150	265,650	3.5%
Operating Capital	3.4	206,300	179,885	181,885	12.8%
TOTAL EXPENDITURES	100.0	6,113,000	6,062,235	5,978,375	0.8%
<u>Revenue</u>					
City Contribution	92.2	5,636,220	5,572,035	5,572,035	1.1%
Provincial Grant	3.7	228,600	228,600	228,600	0.0%
Miscellaneous Revenue	4.1	248,180	261,600	257,740	-5.4%
TOTAL REVENUE	100.0	6,113,000	6,062,235	6,058,375	0.8%

2017 PROPOSED OPERATING BUDGET BREAKDOWN



ST. CATHARINES PUBLIC LIBRARY 2017 PROPOSED OPERATING BUDGET

	% of Total 2017 Budget	Proposed 2017 Budget	2016 Budget	2016 Estimate*	2016 Variance
REVENUE					
Municipal Contribution	92.2%	5,636,220	5,572,035	5,572,035	0
Provincial Grant	3.7%	228,600	228,600	228,600	0
Fines/Memberships	1.5%	92,230	97,000	92,175	-4,825
Photocopying	0.1%	4,950	4,600	4,950	350
AV Services Equipment	0.0%	1,500	1,100	1,915	815
Investment Income	0.4%	27,500	27,500	27,500	0
Meeting room Rental	0.2%	11,000	12,000	11,000	-1,000
Sundry	0.3%	21,000	21,000	21,000	0
Programming	0.2%	10,000	8,400	9,200	800
Prior Year's Surplus	1.3%	80,000	90,000	90,000	0
TOTAL REVENUE	100.0%	6,113,000	6,062,235	6,058,375	-3,860
EXPENDITURES					
<u>Salaries & Benefits</u>					
Total Salaries & Benefits	66.5%	4,062,200	4,102,900	4,018,140	-84,760
<u>Library Materials</u>					
Books	10.4%	635,100	604,000	614,000	-10,000
Processing	0.4%	23,510	23,000	22,000	1,000
Visual Materials	1.5%	92,000	106,400	106,400	0
Microfilm	0.2%	15,000	10,000	10,000	0
Periodicals	2.8%	169,100	165,200	165,000	200
Sound Recordings	0.7%	42,315	41,300	41,300	0
Binding	0.1%	5,375	5,200	5,500	-300
TOTAL LIBRARY SUPPLIES	16.1%	982,400	955,100	964,200	-9,100
<u>Occupancy Costs</u>					
Utilities	3.8%	231,500	205,400	207,000	-1,600
Insurance	0.5%	30,500	30,500	29,000	1,500
Rent/Taxes	2.0%	119,500	125,200	120,000	5,200
Repairs & Maintenance - Building	2.3%	142,700	135,300	138,000	-2,700
Repairs & Maintenance - Grounds	0.0%	2,900	2,800	2,500	300
Communications	0.6%	39,000	39,000	39,000	0
Security	0.2%	15,000	15,000	15,000	0
TOTAL OCCUPANCY COSTS	9.5%	581,100	553,200	550,500	2,700
<u>General Library Supplies</u>					
Library Supplies	0.6%	39,000	41,000	41,000	0
Electronic & Peripheral Supplies	0.1%	4,200	4,200	4,200	0
Professional Fees	0.4%	23,000	26,000	26,000	0
Staff Training & Development	0.3%	16,500	15,750	16,000	-250
Rental of Equipment	0.2%	9,400	9,400	9,400	0
Repair & Maintenance - Equipmer	2.1%	126,800	111,000	109,000	2,000
Transportation	0.4%	27,200	27,500	27,000	500
Sundry	0.1%	3,400	3,100	3,400	-300
Printing & Stationary	0.0%	2,400	2,800	2,000	800
Public Relations	0.1%	7,800	7,500	7,800	-300
Account Collection	0.0%	1,500	3,600	1,000	2,600
Programs	0.2%	9,300	9,100	9,100	0
Data Processing	0.2%	10,500	10,200	9,750	450
TOTAL SUPPLIES & SERVICES	4.6%	281,000	271,150	265,650	5,500
<u>Operating Budget</u>					
Furniture & Equipment	0.7%	40,000	40,000	40,000	0
Facility & System Enhancements	1.0%	63,500	55,000	57,000	-2,000
Debtenture Debt - Aquatic Centre	1.2%	72,600	69,885	69,885	0
Accessibility Improvements	0.5%	30,200	15,000	15,000	0
TOTAL CAPITAL COST	3.4%	206,300	179,885	181,885	-2,000
	100%	6,113,000	6,062,235	5,980,375	(\$87,660)

2017 PROPOSED OPERATING BUDGET EXPENDITURES - EXPLANATORY NOTES
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EXPENDITURES TOTAL - \$6,113,000

SALARIES AND BENEFITS - \$4,062,200
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Salaries and Wages – \$3,364,600

This budget includes all compensation programs for salary and wage adjustments, merit increments and government legislated minimum wage programs that are provided to professional, non-professional and maintenance employees including student pages.

A four year Collective Agreement was signed by the St. Catharines Public Library and CUPE Local 2220 in 2015. The agreement provided for a salary/wage adjustment in each of the following four years (2015 – 2018) In 2017, the agreement provides for a 1.25% wage increase for professional, non-professional and maintenance staff. The wage and benefit improvements have been incorporated into this year's operating budget.

Page Rates-changes

Effective October 1, 2016, Ontario government increased the general minimum wage from \$11.25 to \$11.40 per hour and student minimum wage from \$10.55 to \$10.70 per hour. This represents a 1.33% increase on the general minimum wage and 1.42% for students. The increase is the result of recent changes to the Employment Standards Act that tie minimum-wage increases to Ontario's Consumer Price Index (CPI). Moving forward, the minimum wage rates are subject to annual indexation based on the rate of inflation. If there is a change, the new rate will be published on or before April 1 and will come into effect each year on October 1.

Currently, Pages with one (1) year or more of service are paid 50 cents per hour above minimum wage rate.

In order to operate all Branches in 2017, the Library will utilize approximately 14,967 page hours for a total cost of \$173,147. The increase of the general and student minimum wage in 2017 will impact the 2017 Operating Budget by approximately \$1,363 annually.

The 2017 Budget for Salaries and Wages has been decreased by 1.45% over the previous year, or \$49,400 annually.

Employee Pension Benefits - \$697,600

Employee Benefits includes all government legislated deductions such as CPP, EI, WSIB, EHT, as well as non-legislated group benefits including OMERS Pension Plan, Health, Dental, LTD, AD&D and Group Life insurance premiums.

The OMERS Primary Pension 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 2017, the Library Board anticipates spending approximately \$229,822 on contributions to employees' pensions based on gross pensionable earnings. Currently 5 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 \$43,800 annually for the Library.

The Library's group benefits policy with Great West Life renews each year on April 1. 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. As a result of full-time employees 65 years of age and older, the Library is able to realize savings on CPP, LTD and health and dental premiums of approximately \$10,800 annually.

The Library is projecting an increase of \$8,700 or 1.26% to provide all employee benefits (both legislated and non-legislated) in 2017.

In 2017, the Salaries and Benefits budget will decrease by \$40,700 compared to 2016, mainly due to staff retirements.

LIBRARY MATERIALS - \$982,400

The Library Services Centre (LSC) provides pricing trends to public libraries across Canada. The report that LSC produces is a statistical analysis of the cost of acquiring library materials for the current year. The report has indicated that prices will continue to increase even if inflation is low. In 2016, inflation in Canada was low but the cost of library materials increased at the highest level in the past 7 years. The major reason for the increase was the weakness of the Canadian dollar compared to the US dollar. Despite the weak Canadian dollar, publishers have not passed on the entire drop in the relative value of the Canadian dollar over the past 3 years. In conclusion, this means that there are price pressures in the industry that will trend towards higher than inflation pricing for book and other materials.

List Price of Average Material 2016:

<u>Average list price</u>	<u>Change From Previous Year</u>
\$24.43	2.7%

List Price of Average Material by Intellectual Level in 2016:

<u>Type of Material</u>	<u>Average list price</u>	<u>Change From Previous Year</u>
Adult	\$28.40	2.7%
Juvenile	\$17.74	1.5%

2017 Library Materials Budget			
Library Materials	2017(\$)	2016(\$)	Adjustment
Books	635,100	604,000	31,100
Processing	23,510	23,000	510
Visual Materials	92,000	106,400	-14,400
Microfilm	15,000	10,000	5,000
Periodicals	169,100	165,200	3,900
Sound Recordings	42,315	41,300	1,015
Binding	5,375	5,200	175
Total	982,400	955,100	27,300

OCCUPANCY COSTS – \$581,100**Utilities – \$231,500****Natural Gas – \$36,400**

The Ontario Energy Board (“OEB”) has approved changes to Enbridge Gas Distribution's rates effective October 1, 2016. A typical commercial customer will see an annual increase on their bill of about 4%. This increase is due to higher natural gas prices in North America offset by a Cost Adjustment refund. The Gas Supply Charge has increased from 9.6530 cents per cubic metre to 11.2050 cents per cubic metre. This Gas supply component of the Cost Adjustment is currently a refund of 0.5395 cents per cubic metre. The refund, combined with the Gas Supply Charge, results in a total effective Gas Supply rate of 10.6655 cents per cubic metre. The Delivery Charge has increased by approximately \$1.01 per year due to higher costs for transporting natural gas to Ontario. The Delivery charge has increased by approximately \$4.50 per year. The OEB has also previously approved a Rate Adjustment to reflect the difference paid for volumes consumed versus actual costs incurred in 2015. This adjustment will be a charge of about \$105.

Electricity – \$187,700

Large Use customers are charged for their electricity based on the spot market price as established hourly by the Independent Electricity System Operator (IESO).

The Horizon Utilities Delivery rates, Transmission rates and Adjustment Factor will likely change effective January 1, 2017.

Water – \$7,400

The City's current Water and Wastewater rate structure is a combination of fixed and volumetric charges. The fixed portion is calculated to recover the costs of the Water main and Sewer Replacement program budgets and the remainders of the costs are recovered through the rate portion. There is a shared responsibility for the treatment and distribution between the City and the Region. The City acts as a wholesaler in the distribution of water to the consumer. Water billing rates are comprised of a customer charge, a consumption charge and a sewer charge. This year's budget allocation for water is \$7,400 for the system.

Insurance – \$30,500

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 \$38,504,700 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
\$25,250	\$2,000	\$1,900	\$1,350

The budget for 2017 for Insurance is \$30,500 which represents no increase over the previous year's budget allocation.

Rent & Taxes – \$119,500

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 \$53,865 relating to the annual debenture payment has been included in the 2017 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

Effective April 1, 2106 the Library Board and 7724969 Canada Inc. (oneREIT) agreed to a lease extension of five years. The fixed annual rent will be based on \$9.50 per annum per square foot of rental area of the leased premises. There is no increase in the base rent over the previous lease agreement.

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 – \$142,700

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 technical support and maintenance for the HVAC environmental system at the Centennial Library at a cost of \$48,160 annually.

In order to control the spread of Bed Bugs throughout the system, an allocation of \$7,000 has been incorporated into the 2017 Budget for the purpose of providing a Bed Bug Control program.

The Repairs and Maintenance Budget has been increased by \$7,400 or 5.5% over the 2016 allocation.

Repairs & Maintenance – Grounds – \$2,900

This cost centre finances the acquisition of goods and services related to repairs to outdoor lighting, bicycle racks, the exterior fountain located in the Library plaza, as well as the removal of graffiti. In recent years the Library has seen an increase in vandalism and property damage around the downtown location.

The budget has been increased by \$100 to allow for the anticipated price adjustments passed on by suppliers.

Communications – \$39,000

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). The annual cost for the Internet service will be \$3,665 per location. The Library also upgraded its inter-

branch fibre optic network from 10Mbps to 100Mbps for an annual cost of \$1,500 per location. The 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.

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 2017 is \$39,000.

Security – \$15,000

The Security/Maintenance staff continue to play a major role in providing security to the property. This 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 remains the same for 2017.

GENERAL LIBRARY SUPPLIES – \$281,000

Library Supplies – \$39,000

This cost centre includes the purchase of general office products and goods and services to support the work of the library system. The general office products include copier paper, print cartridges, membership cards and microfilm toner.

The budget for Library Supplies has been decreased by \$2,000 as a two year supply of membership cards were purchased in 2016.

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.

There is no increase in this year's budget for Electronic and Peripheral Supplies.

Professional Fees – \$23,000

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 was signed and expires on December 31, 2018. Since the Library has an agreement with CUPE 2220, the Library does not anticipate an increase to legal costs for 2017.

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 \$7,600.

Audit	\$ 7,600
Legal Matters	\$10,400
Memberships (FOPL)	<u>\$ 5,000</u>
	\$23,000

Staff Training and Development – \$16,500

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 29.19 part-time for a combined total of 72.19 as a Full Time Equivalent.

Rental of Equipment – \$9,400

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 \$560. The budget for Rental of Equipment has not changed over the previous year.

Repairs and Maintenance – Equipment – \$126,800

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 of \$58,260 paid to SirsiDynix to service the Integrated Library System (ILS).

The major increase to this budget is the acquisition of the Blue Cloud Visibility service which makes the MARC records in the library catalogue available to search engines such as Google. This account also covers other software maintenance, microfilm reader-printers and the repair and cleaning of furniture and equipment.

Library maintenance personnel 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 \$15,800 annually or 14.2% over the 2016 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.

As in 2016, Canada Post has again announced an increase in the cost of postage that will take effect on January 11, 2017. The cost of a postage stamp for domestic letter mail will increase from 85¢ to 90¢ when purchased in bulk. The majority of mail generated by the Library consists of overdue notices, the Library's bi-monthly newsletter "What's New", accounts payable cheques and accounts receivable billings. Library staff continue to use the internet as a more effective means to exchange communication/information between two parties. The Library's postage costs are not anticipated to increase in 2017 and thus the Postage budget remains at \$6,500.

The Library is able to take advantage of reduced courier rates through the Ontario Government's Consortia Purchasing Agreement (CPAs) with Purolator Courier. The Government negotiated a three-year arrangement which will expire in September 2017. The consortia rate at \$3.85 per item is significantly lower than Canada Post rates for packages and over-sized mailings. When posting items for mailing, staff makes every effort to send items at the most economical rate. Therefore, the budget for Courier and Freight has been increased by \$100 for an annual total of \$400.

Employees are reimbursed by the Library whenever they use their personal vehicle for Library-related business. It has been the practice of the Library to align its mileage rate with that of the City of St. Catharines. City staff now use Canada Revenue Agency's prescribed rate. The current CRA automobile allowance rate is 55¢ per kilometre. Although the mileage rate has increased from 52¢ to 55¢, the price of gasoline has dropped in 2016 and therefore the budget remains unchanged at \$4,000.

Inter-branch delivery of Library material and mail is performed by staff working in the Maintenance department. This is made possible through the use of a surplus utility van acquired from the City of St. Catharines in 2012. The van is approximately 15 years old. An amount of \$17,000 has been budgeted to cover the costs of inter-branch delivery, repairs, insurance and fuel.

The 2017 Transportation budget has been set at \$27,200, a reduction of \$300 over the previous year.

Sundry – \$3,400

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 donations, Physicians forms, retirement presentations, special meetings and interlibrary loan charges. There is a \$300 increase to this year's sundry budget.

Printing and Stationary – \$2,400

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 help to realize considerable cost savings in printing expenses for the Library.

This year's budget has been decreased by \$400 over the previous year's allocation due to inventory levels at the present time.

Public Relations – \$7,800

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 \$300 or 4.0% for 2017.

Account Collection – \$1,500

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 2016 statistics, it is projected that the Library will recover approximately \$30,000 in fines and materials using this collection method.

Programs – \$9,300

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 increased by \$100 over the previous year's allocation.

The Programs budget has been increased by \$200 as the Library continues to offer additional programs to the citizens of St. Catharines.

Data Processing – \$10,500

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 \$300 to allow for the change in labour rates for 2017.

<h2>OPERATING CAPITAL – \$206,300</h2>

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 2017 budget to replace 16 of these stations.

Facility and System Enhancements – \$63,500

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 – \$72,600

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, 2017 will be \$1,224,643 outstanding.

The interest expense of \$72,566 relating to the annual debenture payment has been transferred to the Rent and Taxes Budget in 2017. The auditors re-classified the interest payment as a general operating expense and not a capital expense on the annual audited statement.

Accessibility Improvements – \$30,200

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 \$30,200 in this year's budget to comply with Facilities Accessibility Design Standards (FADS) established by the Provincial Government.

2017 OPERATING CAPITAL DETAIL BUDGET					
CAPITAL OPERATING BUDGET \$206,266	Centennial	Dr. Huq	Merritt	Port	Total
FURNITURE & EQUIPMENT - \$40,000	34,800	500	3,800	900	40,000
FACILITY & SYSTEM ENHANCEMENTS - \$63,500					
Centennial - Electrical Upgrades/Repairs	10,000				10,000
Centennial - Staff Room Repairs	5,000				5,000
Centennial - Board Room Repairs	4,000				4,000
Centennial - Building System Audit	5,000				5,000
Centennial - Workroom ILLO - Retrofit	16,400				16,400
Centennial - Proctor/Study Room	14,600				14,600
Merritt - Interior Painting/Repairs			8,500		8,500
Facility & System Enhancements Total					63,500
DEBENTURE DEBT - \$72,566					
Dr. Huq Branch Library - Principal	72,566				72,566
ACCESSIBILITY IMPROVEMENTS - \$30,200					
Facility Accessibility Design Standards	30,200				30,200
Centennial Library					
TOTAL OPERATING CAPITAL	\$192,566	\$500	\$12,300	\$900	\$206,266

PROPOSED 2017 - 2021 CAPITAL / FACILITIES UPGRADE BUDGET					
	2017	2018	2019	2020	2021
FURNITURE AND EQUIPMENT REPLACEMENT	20,000	20,000	20,000	20,000	20,000
COMPUTER EQUIPMENT	20,000	20,000	20,000	20,000	20,000
MAINTENANCE EQUIPMENT		3,000	5,000	2,000	3,000
PUBLIC ELEVATOR REPLACEMENT			300,000		
FACILITY SYSTEM ENHANCEMENTS	55,000	40,000	40,000	40,000	40,000
DUMBWAITER REPLACEMENT		45,000			
ELECTRICAL UPGRADE - CENTENNIAL			500,000		
ROOF REPLACEMENT - CENTENNIAL			300,000		
BUILDING CONDITION ASSESSMENT - CENTENNIAL		25,000			
CAULKING EXTERIOR BUILDING ENVELOPE - CENTENNIAL		30,000			
ACCESSIBILITY IMPROVEMENTS - SIGNAGE CENTENNIAL	17,500	30,000			
ACCESSIBILITY IMPROVEMENTS - ROOM UPGRADE	12,700				
PAINTING					
CENTENNIAL BRANCH - INTERIOR		35,000			
DR. HUQ - INTERIOR					15,000
MERRITT BRANCH - INTERIOR	8,500				
HVAC - Replacement			1,000,000		
TOTAL	\$133,700	\$248,000	\$2,185,000	\$82,000	\$98,000

**2017 PROPOSED OPERATING BUDGET
REVENUE - EXPLANATORY NOTES**

REVENUE TOTAL – \$6,113,000

MUNICIPAL CONTRIBUTION – \$5,636,200

The City of St. Catharines is the major source of funding for the St. Catharines Public Library system. The City provides 92.2% of the funding needed to maintain the facilities, equipment, collections, services and programs. In 2016, the Library received a 1.5% increase over the previous years' budget amount.

In 2016, the City of St. Catharines ratepayers spent \$5.33 per \$100 in support of their local library and the average household support to operate the Library system in 2016 was \$73.17 annually.

The Library Board is requesting a Municipal Contribution of \$5,636,200, an increase of \$64,185 or 1.15% over the previous year, to finance the Library's 2017 Operating Budget.

2017 Municipal Contribution - (\$5,636,200)					
	2017	2016	2015	2014	2013
Municipal Contribution	\$5,636,200 1.15%	\$5,572,035 1.5%	\$5,488,825 1.3%	\$5,419,300 1.4%	\$5,343,000 2.8%

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 2016, the Province of Ontario provided 3.8% 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 2017. There has been no change in the Grant for over twenty three years.

MISCELLANEOUS REVENUE – \$248,140
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Fines and Memberships – \$92,230

Revenue from Fines and Memberships accounts for an estimated 1.5% 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 \$75.00 is charged to all patrons wishing to borrow materials and who are not residents or property owners of St. Catharines. There are approximately 300 non-residents memberships registered annually and that generates revenue of \$9,800 to support the operating budget.

The revenue collected from fines and memberships in 2017 is estimated to be \$92,230. This is a decrease of \$4,770 over the previous year's budget.

2017 - 2013 Fines and Memberships - Annual Revenue (\$92,230)					
	2017 Budget	2016 Estimate	2015 Actual	2014 Actual	2013 Actual
Fines	80,655	\$80,600	82,869	89,043	97,913
Membership	11,575	\$11,575	11,253	11,375	13,120
Total	\$92,230	\$92,175	\$94,122	\$100,418	\$111,033

Photocopying – \$4,950

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.

2017 - 2013 Photocopier - Annual Revenue (\$4,950)					
	2017 Budget	2016 Estimate	2015 Actual	2014 Actual	2013 Actual
Central	3,400	3,400	2,969	3,216	3,193
Dr. Huq	800	800	583	592	490
Merritt	750	750	625	548	518
Total	\$4,950	\$4,950	\$4,177	\$4,356	\$4,201

Audio-Visual Services Equipment – \$1,500

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 increased by \$400 due to an increase in the booking of audio-visual materials.

2017 - 2013 Audio-Visual Rentals - Annual Revenue (\$1,500)					
	2017 Budget	2016 Estimate	2015 Actual	2014 Actual	2013 Actual
Central	\$1,500	\$1,915	\$1,245	\$930	\$1,595

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 2016 the Bank of Canada will not significantly adjust the current rates. In 2017 the Investment Income budget has not increased over the previous year's allocation.

2017 - 2013 - Investment Income - Annual Revenue (\$27,500)					
	2017 Budget	2016 Estimate	2015 Actual	2014 Actual	2013 Actual
Investment Income	\$27,500	\$27,500	\$35,756	\$36,728	\$32,813

Meeting Room Rental – \$11,000

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.

2017 - 2013 Meeting Room Rentals - Annual Revenue (\$11,000)					
	2017 Budget	2016 Estimate	2015 Actual	2014 Actual	2013 Actual
Room Revenue	\$11,000	\$11,000	\$10,420	\$11,060	\$13,276

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.

2017 - 2013 Sundry Revenue - Annual Revenue (\$21,000)					
	2017 Budget	2016 Estimate	2015 Actual	2014 Actual	2013 Actual
Sundry Revenue	\$21,000	\$21,000	\$19,992	\$20,540	\$17,890

2017 - 2016 Proposed Sundry Revenue - \$21,000		
Sundry Revenue	2017 Budget	2016 Estimate
Reference Research	260	260
Computer Print-outs	13,500	13,500
Microfilm	3,300	3,300
Café	2,040	2,040
Meeting Room Equipment	900	900
Miscellaneous	1,000	1,000
Total Sundry Revenue:	\$21,000	\$21,000

Programming – \$10,000

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. The increase in revenue is a result of the expansion of adult programming.

2017 - 2013 Programming Revenue - Annual Revenue (\$10,000)					
	2017 Budget	2016 Estimate	2015 Estimate*	2014 Actual	2013 Actual
Programming Revenue	\$10,000	\$10,000	\$8,100	\$8,455	\$8,379

Prior Year's Surplus – \$80,000

The estimated unexpended balance for 2016 is approximately \$80,000 and has been brought forward from the 2016 Operating accounts to support the 2017 St. Catharines Public Library Operating Budget.