



Media Release: Friday, January 30, 2015, 4:30 p.m.

Regional Municipality of Waterloo

Library Committee

Agenda

Tuesday, February 3, 2015

2:00 p.m. (Time is approximate, following Committee meetings)

Room 217

150 Frederick Street, Kitchener

-
- 1. Declarations of Pecuniary Interest under “The Municipal Conflict of Interest Act”**
 - 2. Reports**
 - a) [PDL-LIB-15-02](#), 2014 Region of Waterloo Library Comparative Statistics 1
 - b) [PDL-LIB-15-03](#), Region of Waterloo Library: Preliminary 2015 Budget 7
 - 3. Information/Correspondence**
 - a) [Media Release](#), January 27, 2015, Shared-Use Project in Breslau 17
 - 4. Other Business**
 - 5. Next Meeting – May 5, 2015**
 - 6. Adjourn**



Report: PDL-LIB-15-02

Region of Waterloo
Planning, Development and Legislative Services
Cultural Services

To: Chair Les Armstrong and Members of the Library Committee

Date: February 3, 2015 **File Code:** R09-90

Subject: 2014 Region of Waterloo Library Comparative Statistics

Recommendation:

For information.

Summary:

2014 brought some new and interesting changes to the Region of Waterloo Library (RWL). For the first time in several years, program attendance was up significantly (15% increase over 2013) and overall circulation dropped slightly. Electronic visits continue to increase, which is in keeping with trends seen across Ontario. However, in-person visits were up slightly, which is better than most other libraries' experiences.

The comparative statistics suggest some areas of focus for 2015, such as promoting the use of electronic databases and considering how to increase usage of some key branches such as Ayr.

The cost per capita for the Region of Waterloo Library, at \$39.46 in 2012, is one of the lowest of comparable systems serving rural populations in Ontario.

Report:

Total circulation in 2014 was 415,380, or 2% lower than 2013 (Figure 1). While electronic circulation has increased by an impressive 44%, print circulation has dropped by approximately 5% (Figure 2). Since print circulation accounted for 90% of our total transactions, this relatively small decrease caused a net loss overall. However, the number of print items circulated averages 26 per branch operating hour, contributing to busy branches and staff.

Figure 1: Total Annual Circulation 2009-2014

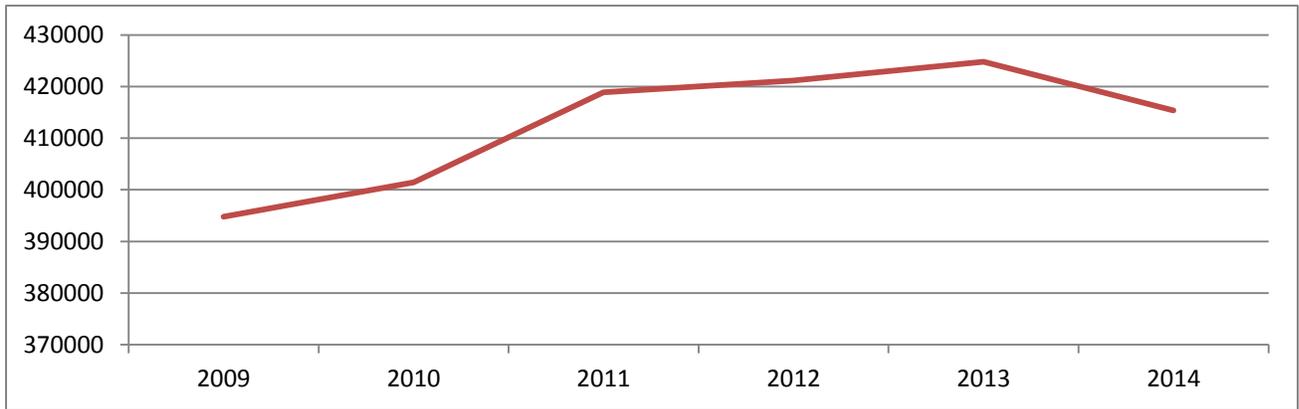


Figure 2: Print Circulation 2009-2014

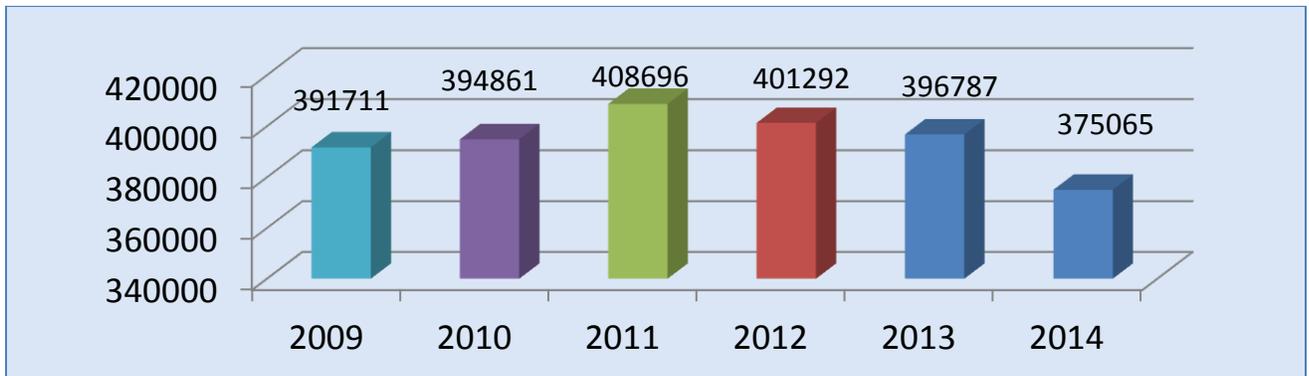
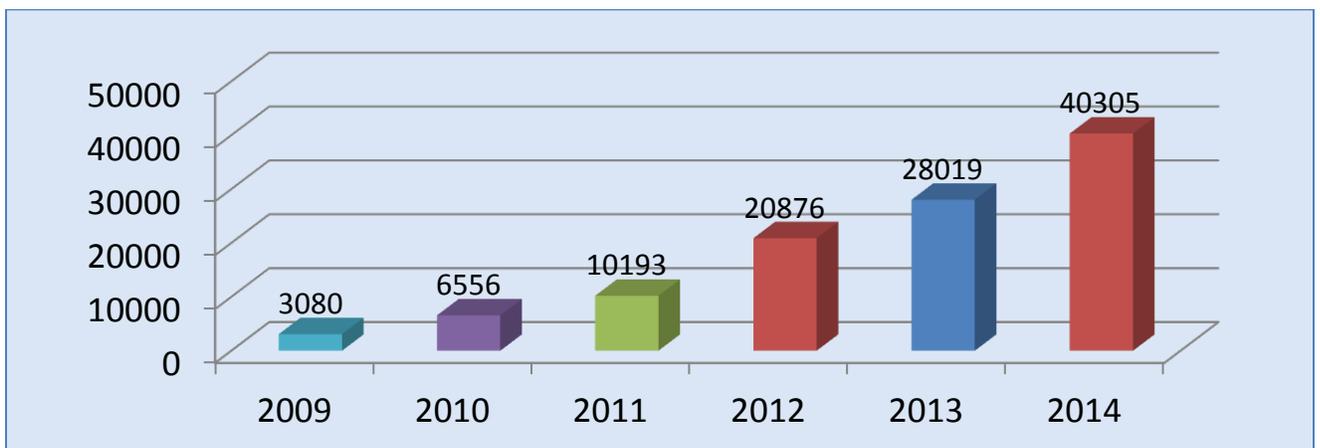
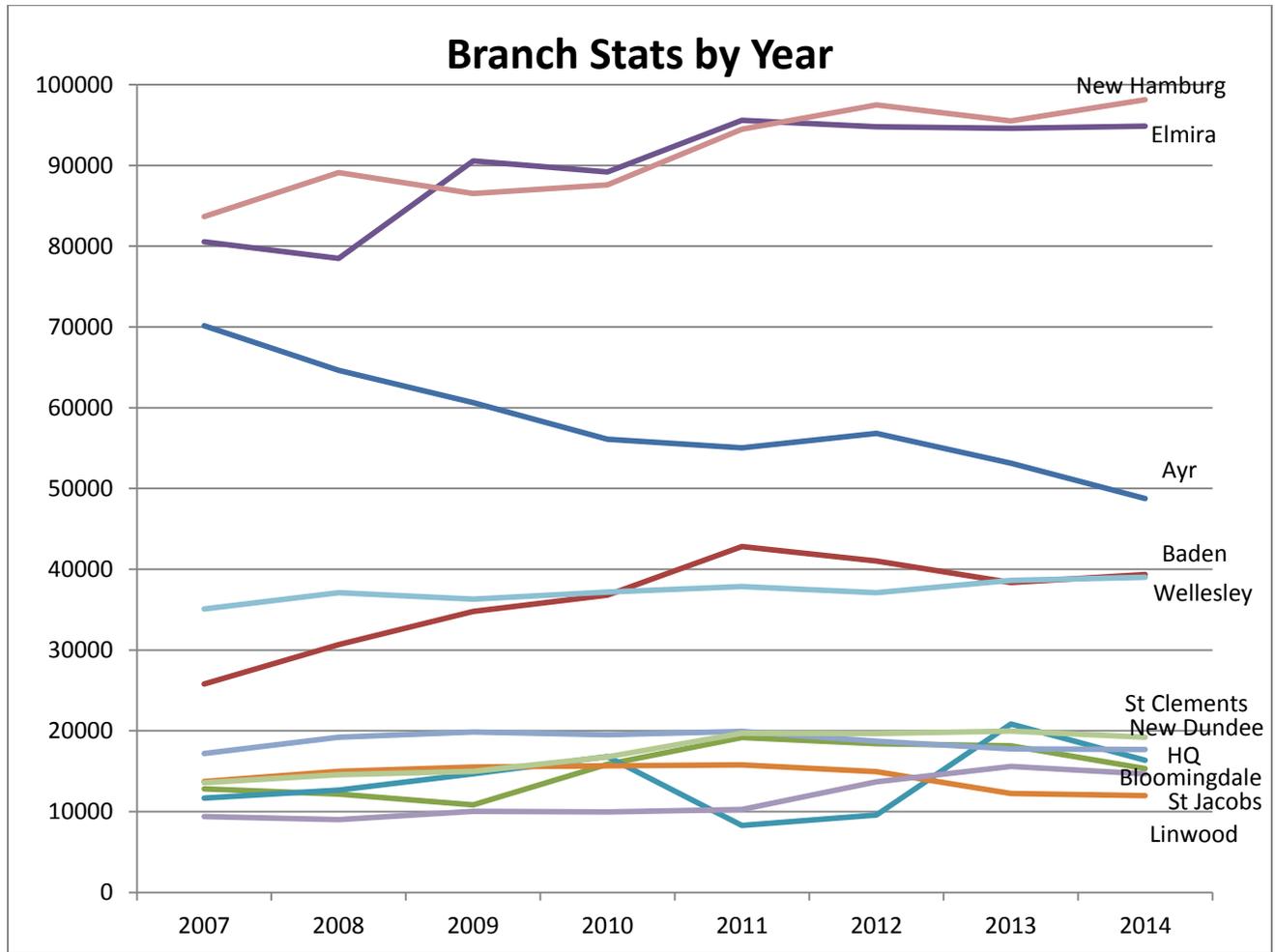


Figure 3: Electronic circulation 2009-2014



Among RWL's 10 branches, Elmira and New Hamburg annually vie for the status of highest circulating location. In 2014 the leader was New Hamburg, with 98,145 items checked out or renewed (Figure 4).

Figure 4: Circulation Trends 2007-2014



In-person visits rose by 1% (Figure 5), which sounds very small but is better than a decline, as being experienced by other library systems. Traditional use is steadily being displaced by electronic visits, which increased by 17% (Figure 6).

Figure 5: In-Person Library Visits 2009-2014

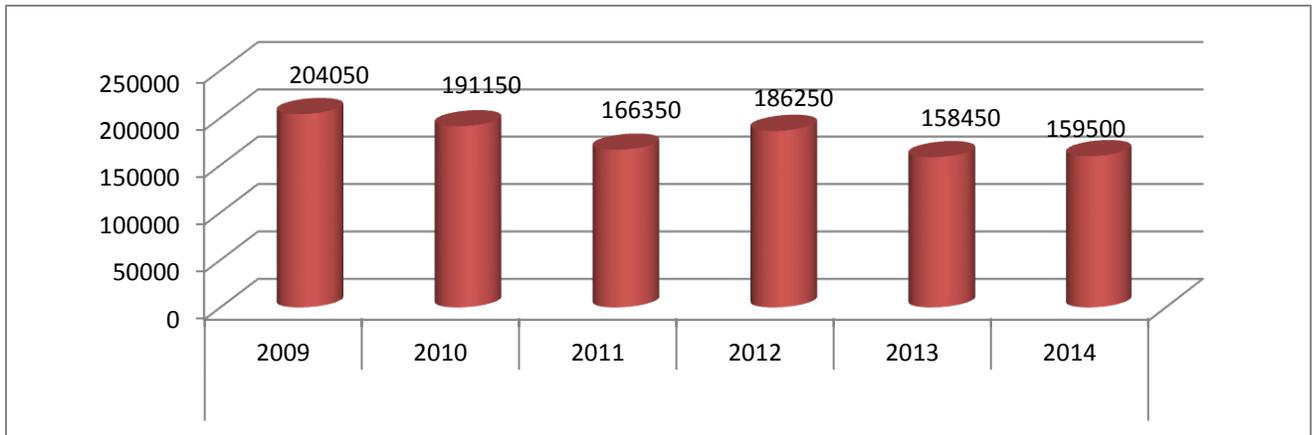
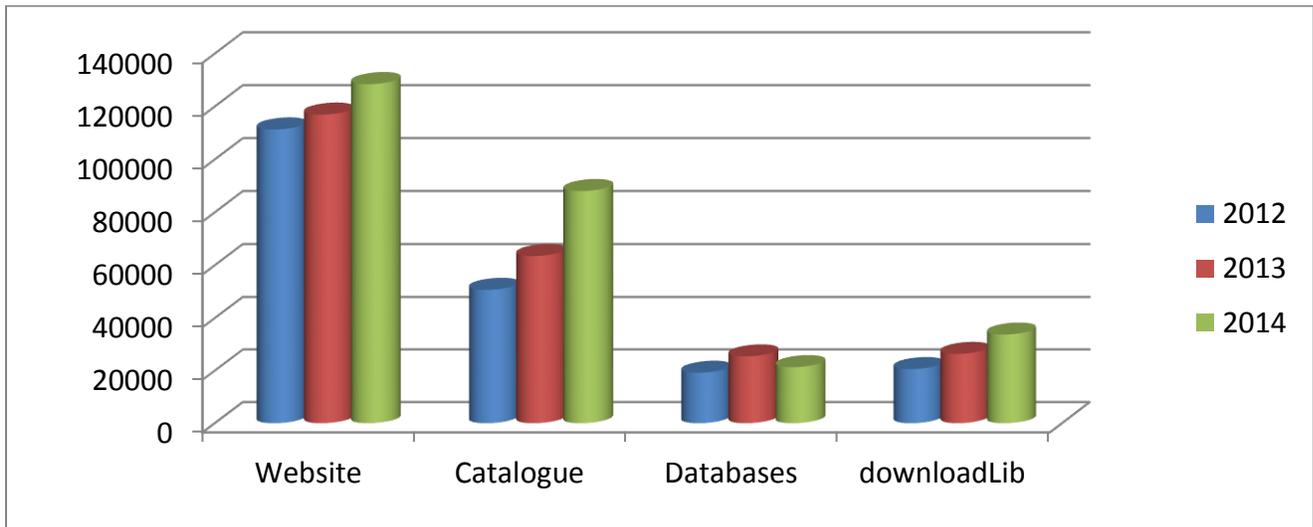


Figure 6: Electronic Library Visits 2012 vs. 2014



Program attendance rose by 15% in 2014. Our newly expanded technology program for adults has proven very popular, and teens have clearly embraced the special events created for them last year. Summer Reading and class instruction programs were both actually up slightly, but due to recent changes in calculation formulas they appear to have more dramatic changes than they really did.

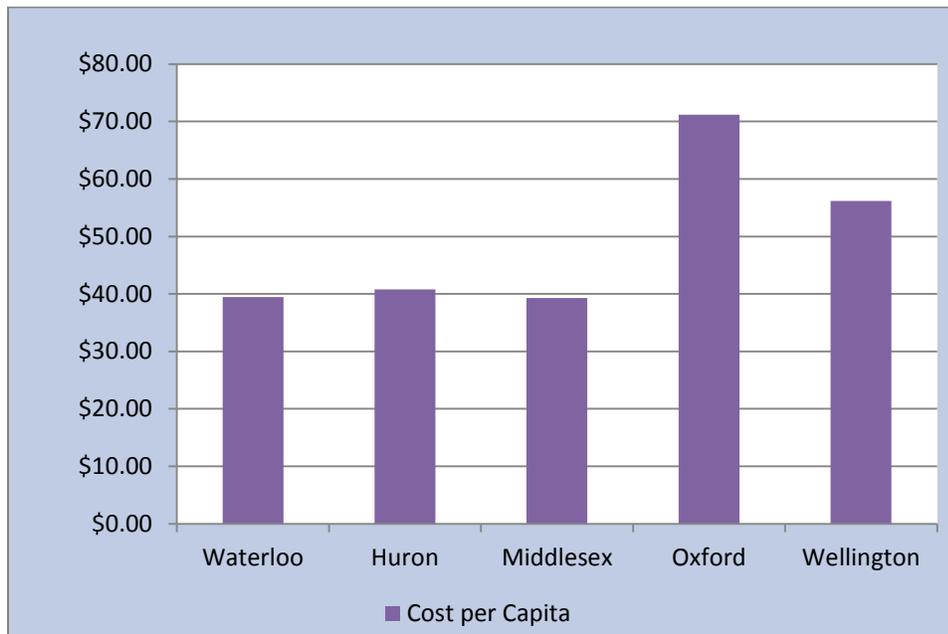
Figure 7: Program Attendance in 2013 vs. 2014

Program Type	2013	2014 *	Percentage Change
Summer Reading	5306	7221	36%
Adult Program	492	460	-7%
Other Children's program	924	1380	49%
Technology program	89	156	75%
Book Club	369	315	-15%
Early Literacy Program	8914	10048	13%
Class Instruction	1326	439	-67%
Teen Program	40	142	255%
Total Attendance	17460	20161	15%

*2014 Summer Reading, Children's Programs and Class Instruction calculation formulas have changed, making increases and decreases appear more dramatic than they really are.

For comparison with similar library systems, the annual statistics collected by the Ministry of Culture, Sport and Tourism are available for 2012. Figure 8 illustrates the cost per capita for the four other library systems that serve rural areas with similar populations to RWL. The RWL cost per capita (\$39.46) is lower than three of the four comparators.

Figure 8: Cost per Capita in Comparative Library Systems (2012 data)



Corporate Strategic Plan:

These statistics demonstrate the RWL commitment to the Strategic Focus of Service Excellence, in particular delivering excellent services and providing good value for taxpayer dollars.

Financial Implications:

Library operations were fully funded through the 2014 RWL Operating Budget, with a net property tax levy of 2,385,000.

Other Department Consultations/Concurrence:

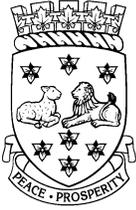
Nil.

Attachments:

Nil.

Prepared By: Kelly Bernstein, Manager Information Services

Approved By: Rob Horne, Commissioner, Planning Development and Legislative Services



Report: PDL-LIB-15-03

Region of Waterloo
Planning, Development and Legislative Services
Cultural Services

To: Chair Les Armstrong and Members of the Library Committee

Date: February 3, 2015 **File Code:** F05-02

Subject: **Region of Waterloo Library: Preliminary 2015 Budget**

Recommendation:

That Library Committee approve the following with regard to the Region of Waterloo Library Budget as described in Report P-LIB-15-03, dated February 3, 2015:

- a) the 2015 Library Operating Budget with a net levy of \$_____ (___%);
- b) the 2015 Library Capital Budget;
- c) the 2016 - 2024 Library Capital Forecast;

And that the matter be referred to Budget Committee.

Summary:

The proposed 2015 preliminary base budget for the Region of Waterloo Library (RWL) is \$2,422,121 which is an increase of \$36,785 or 1.54% over 2014. This increase covers standard salary and benefit adjustments, as well as minor increases reflecting inflation for contracted services such as rent, janitorial and materials purchasing/processing. Based on rural assessment growth for all four Townships of 1.84% in 2014, this represents a net decrease of .29% or \$0.21/household, for an average household cost of \$72.53. (Note: all household costs in this report are based on an average residential property having an assessed value of \$291,500 for 2014).

Three budget issues, with a total cost of \$55,000 and 1.3 FTE, are described in this report, for consideration by Library Committee. If all were approved, the total budget increase would be \$91,785 (1.97% after assessment) or \$1.43 per Township household. The proposed 2015 Capital Budget with recommended 2015 expenditures is also included.

In order to send the RWL budget recommendation to Budget Committee for final approval, it is necessary for Library Committee to approve the budget at this meeting. If a resolution is not approved at this meeting, Library Committee will need to reconvene to resolve the RWL budget before the Regional Council final budget meeting scheduled for March 4, 2015.

Report:

Preliminary 2015 Program Summary

The preliminary 2015 Program Summary for the Region of Waterloo Library is shown in Attachment 1. In 2014, estimated actual expenditures were below budget by about \$72,000. The under expenditure is primarily due to staff turnover resulting in slightly lower compensation costs. Once the surplus amount is finalized (and it may be less than this estimate), Library Committee has typically recommended moving it to the Library Capital Reserve Fund, to support future capital and one-time spending needs.

The 2015 Base Budget includes standard salary and benefit adjustments, as well as minor increases reflecting inflation for contracted services such as rent, janitorial and materials purchasing/processing. This budget also reflects the shift in charging for facilities services (utilities, building maintenance, etc.) whereby these charges have been reallocated to Facilities Management and charged back through Interdepartmental Charges.

The proposed preliminary base budget is \$2,422,121 which is an increase of \$36,785 or 1.54% over 2014. Based on rural assessment growth for all four Townships of 1.84% in 2014, this represents a net decrease of .29% or \$0.21/household, for an average household cost of \$72.53. (Note: all household costs in this report are based on an average residential property having an assessed value of \$291,500 for 2014).

New Initiatives Implemented in 2014

Following a significant budget increase in 2013 which enabled immediate implementation of many actions recommended in the Service Review, only one new initiative was proposed in 2014. This was the addition of funding for a second summer student to support the Summer Reading Club. The two students, employed from May to August, design and present programs at all of the branches, engaging children and maintaining literacy levels over the summer months. Enrolment in 2014 was 1,739 children, a 6% increase over 2013.

Other new initiatives in 2014 that did not require a budget increase included:

- Floating collections
- On-line program registration

- Collections (\$5,000 TD donation for children's materials)
- Expanded online services such as online magazines
- Children's Create it! Pop-up Zones

Capital projects funded in 2014 included:

- Children's/teen furnishings in Wellesley
- Refresh children's area and renovate program area in New Hamburg
- Furnish and move New Dundee branch to renovated, accessible space

In late 2013, RWL was informed of a bequest from the estate of Mr. Thomas Taylor of Toronto, to be used for the purchase and preservation of books and other material available to the general public and to benefit the community of Ayr in a variety of ways into the future. Through Report P-LIB-14-003 dated April 1, 2014, Library Committee discussed and agreed on using the approximately \$300,000 bequest for several initiatives. Some of the programming planning was begun in 2014, but more will be accomplished in 2015, as described later in this report.

Potential Additions to 2015 Operating Budget

The Region of Waterloo Library Service Review, undertaken in 2012-2013, determined four areas where service improvement will have the greatest impact on residents' satisfaction with library services. Primary among these was "services and programs that meet residents' needs". The Service Review report P-LIB-13-003 dated May 8, 2013 included a three year schedule for implementing the recommended actions. Many of these actions were completed in 2013/2014 and have been well received by residents, including adjustments to operating hours, improvements to the web site, and introduction of computer training programs. The next group of recommended actions will require additional staff to implement. The two areas proposed for expansion in 2015 are programs and technology, as further described in the following paragraphs.

New staff position for programs:

The approved RWL Statement of Purpose for Programming developed through the Service Review affirms that "The Region of Waterloo Library is committed to promoting literacy and lifelong learning, and to supporting a diverse, engaged and vibrant community life: programming is an integral part of how the Library fulfills this commitment". Residents also requested that RWL:

- Continue to deliver quality programs for all ages and interests
- Continue quality programs for children
- Provide evening and weekend programs for working families
- Provide more programs for teens
- Expand volunteer opportunities for youth

One step that would further support maintaining staff expertise is to increase the hours of the part-time Library Technical Support Assistant position to full-time. This position assists with planning and evaluating library services, and supporting staff during changes to the automation system. Key duties would include administering the library’s digital services, troubleshooting technical problems, and leading implementation of new software. There will be several enhancements to the automation system coming in 2015/16, and this position will be needed to coordinate the changes as well as provide required staff training. Increasing the hours for this position would also enable the transfer of responsibilities from other staff, freeing up some of their time to deliver programs/outreach in support of the proposed Supervisor position.

Annualized operating cost (from Part time to Full time)	\$32,000
FTE (net increase)	0.3
Priority	High

The financial impact of these potential budget additions is shown in Attachment 2. These two proposed 2015 budget issues would add \$50,000 for a total budget increase of \$86,785 (1.77% after assessment) or \$1.28 per Township household.

Other 2015 Initiatives (No impact on 2015 Budget)

Library Committee has already briefly discussed the potential for establishing outreach services to communities without a physical branch location. There are many options such as a mobile service, book “vending machines”, shared space in another community facility, and so on. It is proposed that staff gather information in 2015 to consider possible objectives, options and costs, for consideration by Library Committee prior to the 2016 budget process.

RWL staff will continue to engage in discussions with staff from Woolwich Township and the Waterloo Catholic District School Board about operating a shared-use library branch in the elementary school proposed for Breslau and scheduled to open in Fall 2017. Library Committee may wish to request a report on staffing and cost implications of this initiative, including information regarding the adjacent Bloomingdale branch. In general, as the population served by RWL continues to grow, consideration will need to be given during the 2016 budget process to increasing the budget for branch staff hours in 2017 and beyond.

A portion of the Taylor bequest (about \$46,000) will be used to hire contract staff to digitize the Ayr local history collection (books, documents, files and clippings) and make it available online, in searchable full-text format. Approximately \$14,000 from the bequest will be used to support programming initiatives in Ayr.

The recently-announced Ontario Library Capacity Fund (about \$16,000) will be used to expand technology and services, including new hardware such as 3D printers and

maker-space tools, and staff development for better program and service delivery.

Proposed 2015 – 2024 Capital Program

The proposed RWL Ten Year Capital Program is shown in Attachment 3.

Recommended capital expenditures in 2015 include:

- Branch furnishings: Baden, Elmira, Linwood
- Branch development: potential accessibility improvements, and staff accommodation at headquarters
- Electronic signage: TV monitors and networking to display branch programming and other events in the branches.
- Ayr branch projects: sound baffles, study rooms, exterior digital sign, scanning local history documents

Adjustments to the Capital Program may be proposed in 2016. These could arise from planned 2015 discussions with Township staff about the library branch facilities, the outcome of the decision about a share-use library in Breslau, and the potential need to re-configure the RWL headquarters building to better accommodate staff and material processing needs.

A further consideration will be the increasing cost of library books due to the declining value of the Canadian dollar, and the increasing demand for eBooks which are relatively expensive to purchase.

For these reasons, it is proposed that Library Committee consider an annual contribution from the Operating Budget to the Library Reserve Fund, initially in the amount of \$5000, as shown in Attachment 2. Adding this amount would bring the total increase to \$91,785 or 1.97% after assessment growth.

Next Steps

In order to send the RWL budget recommendation to Budget Committee for final approval, it is necessary for Library Committee to approve the budget at this meeting. If a resolution is not approved at this meeting, Library Committee will need to reconvene to resolve the RWL budget before the Regional Council final budget meeting scheduled for March 4, 2015.

Corporate Strategic Plan:

The RWL Budget supports the Vision of the Strategic Plan, that “Waterloo Region will be an inclusive, thriving and sustainable community committed to maintaining harmony between rural and urban areas and fostering opportunities for current and future generations.”

Financial Implications:

The preliminary RWL 2015 base budget is \$2,422,121 an increase of \$36,785 compared to 2014, which represents an decrease of \$0.21 per Township household or -0.29% after Township assessment growth of 1.84%. The proposed 2015 budget issues include additional spending in 2015 for a total budget increase of \$91,785 (1.97% after assessment) or \$1.43 per Township household.

Other Department Consultations/Concurrence:

This report has been prepared jointly by Finance and Cultural Services staff.

Attachments:

Attachment 1 - Preliminary 2015 Program Summary
Attachment 2 - 2015 Proposed Budget Issue Summary
Attachment 3 - Proposed Capital Program

Prepared By: Lucille Bish, Director, Cultural Services

Approved By: Rob Horne, Commissioner, Planning Development and Legislative Services

Attachment 1 - Preliminary 2015 Program Summary



Region of Waterloo Library

Divisional Budget Details								
(\$000s)								
	2014 Budget	2014			2015 Budget	Budget Change	% Change	Budget Notes
		Estimated Actual	Variance	Variance Notes				
Expenditures								
Compensation	\$ 1,878	\$ 1,815	\$ 63	A1	\$ 1,905	\$ 27	1.4%	B1
Other operating	498	489	9		352	(146)	(29.3%)	B2
Interdepartmental charges	93	93	-		242	149	160.2%	B2
Transfers to reserves	67	66	1		74	7	10.4%	
Net expenditures	\$ 2,536	\$ 2,463	\$ 73		\$ 2,573	\$ 37	1.5%	
Revenues								
Provincial grants & subsidies	107	107	-		107	-	0.0%	
Fees & charges	44	43	(1)		44	-	0.0%	
Revenue subtotal	\$ 151	\$ 150	\$ (1)		\$ 151	\$ -	0.0%	
Property tax levy	\$ 2,385	\$ 2,313	\$ 72		\$ 2,422	\$ 37	1.6%	
Cost to the average household	\$ 73				\$ 73			

Budgeted Staff Complement (FTEs)				
	2014	2015	Change	Notes
Permanent	27.5	27.5	-	
Temporary	1.1	1.1	-	
Total	28.6	28.6	-	



NOTES

Actuals variance notes

A1 Savings due to temporary vacancies; not sustainable in 2015

Budget notes

B1 Compensation per contracts/estimates

B2 Budget change reflects a shift in rent allocation approach such that all occupancy costs are charged interdepartmentally from Facilities Management. For service areas that occupy single use buildings, facility-related budgets have been reallocated to Facilities Management and are charged back to the service area through an interdepartmental rent charge. Calculated rates include amounts for utilities, property taxes and general building maintenance as well as a provision for funding lifecycle works

ATTACHMENT 2

Waterloo Regional Library
2015 - 2018 Draft Budget Plan

1792065

	<u>2015</u>	<u>2015%</u>	<u>2016</u>	<u>2016%</u>	<u>2017</u>	<u>2017%</u>	<u>2018</u>	<u>2018%</u>
Operating								
Base adjustment (after assessment)	36,785	-0.29%	74,314	1.98%	78,043	1.98%	81,344	1.98%
Issues:								
<u>Priority</u>								
1	Supervisor Library programs (salary + benefits)	34,000	1.40%	34,000	1.36%	32,000	1.22%	
2	Increase Technical support	16,000	0.66%	16,000	0.64%			
3	Increase provision for Library reserve	5,000	0.20%					
		55,000	2.26%	50,000	2.00%	32,000	1.22%	0
	Total Increase in Net Levy:	91,785	1.97%	124,314	3.98%	110,043	3.20%	81,344
	Revised Net Levy:	2,477,121		2,601,435		2,711,478		2,792,822
	Increase in FTE	1.30						
Assumption:								
	Township Assessment Growth	1.0184		1.01		1.01		1.01

Attachment 3 - Proposed Capital Program



Region of Waterloo Library

Ten Year Capital Forecast (\$000's)
2015 - 2024

	2015	2016	2017	2018	2019	2015 - Subtotal	2020 - Subtotal	2015 - Total
EXPENDITURES								
20002 Library Holdings Aquisitions	112	112	112	112	112	559	559	1,117
20009 Other Branch Furnishings	20	20	20	20	20	100	100	200
20014 Equipment Replacement Vehicles		60				60	60	120
20015 Branch Development	45	20		20		85	60	145
20020 Electronic Exterior Branch Signage	45					45		45
20021 Ayr Branch Projects	135					135		135
TOTAL EXPENDITURES	357	212	132	152	132	984	779	1,762
SOURCES OF FINANCING								
Reserve and Reserve Funds								
3980160 Library Capital RF	240	35	15	35	15	339	134	472
3982130 Library Vehicle Reserve		60				60	60	120
3985700 RDC R.F. - Library	117	117	117	117	117	585	585	1,170
TOTAL SOURCES OF FINANCING	357	212	132	152	132	984	779	1,762

Note:

1) Funding from Regional Development Charges (RDC) has been updated to reflect the impacts of the 2014 RDC Background Study approved by Regional Council. RDC funding available for years after 2018 will depend, in part, on analysis and decisions to be undertaken during the next review.



NEWS RELEASE

January 27, 2015
For immediate release

TOWNSHIP AND CATHOLIC SCHOOL BOARD LOOK TO ESTABLISH SHARED-USE PROJECT IN BRESLAU

Woolwich and WCDSB Consider Partnership to Create School, Public Library & Community Recreation Complex

Waterloo Region, ON – The Township of Woolwich and Waterloo Catholic District School Board announced plans to explore a shared use project in Breslau that would see the construction of a new Catholic elementary school and public library in the existing Breslau Memorial Park. The plan will include significant enhancements to the existing community centre outdoor recreational facilities. The project is subject to the final approval of the Township of Woolwich Council, the Waterloo Catholic District School Board, and the Region of Waterloo Library. Library facilities in the Townships are the responsibility of the Township, while their operations are undertaken by the Regional Library. The Township of Woolwich and the Waterloo Catholic District School Board will continue to consult with the Regional Library Committee and staff on the library component of this project.

The Township of Woolwich entered into discussions on the potential joint venture recognizing a unique opportunity to establish a partnership that will enhance and improve public amenities for the residents of Breslau. This potential partnership would allow the Township to provide a high quality public library space and to re-develop Breslau Memorial Park in a manner that would not otherwise be possible through the Township's operating or capital budgets. The local community and the school will benefit from sharing the use of the library, gymnasium, community centre and playing fields.

A public consultation and information night is scheduled for 7pm. Thursday, February 26, 2015 in the Breslau Community Centre Empire Room, 100 Andover Drive, Breslau.

QuickFacts

- ✓ The Waterloo Catholic District School Board voted on May 27, 2013 to secure a school site in Breslau and proceed with the construction of a new 250 pupil place elementary school. The new school will replace the existing St. Boniface CES in Maryhill.
- ✓ The extensive growth that has occurred in Breslau over the past decade, in addition to creating the need for a new Catholic school, has also established a need in Woolwich Township for an increase in public services and public facilities for the settlement.
- ✓ Pending final approvals, the new school will be attached to the existing Breslau Community Centre and will include a 5,000 sq. ft. shared use public library.
- ✓ An agreement between the Township of Woolwich and the WCDSB will permit shared use of the existing gymnasium and sports fields, and the new public library.

- ✓ Any funding gained by Woolwich Township through the disbursement of surplus park land will be reinvested back into the revitalization of Breslau Memorial Park.
- ✓ The shared use public library will enable a large and accessible space within the growing community of Breslau, which will result in an increased collection size, new library programs for children, teens and adults and improved computer access.

Quotes

“New partnerships will provide important savings for both municipal and educational governments while improving public infrastructure, services and amenities for our residents. We are thrilled with the opportunity to partner with the Waterloo Catholic District School Board, and work with the Region of Waterloo Library, to further enhance the living experience of Breslau residents”.

~~ Sandy Shantz, Mayor, Township of Woolwich

“The Waterloo Catholic District School Board is a recognized provincial leader when it comes to partnering with local municipalities to enhance public services. The public libraries at St. Benedict CSS and St. Mary’s High School along with the community centres attached to St. Daniel CES and the Waterloo Region Catholic Education Centre in Downtown Kitchener are just a few examples. Our new school in Breslau will not only provide additional community space in Breslau it will provide a new community library and will yield notable enhancements to existing outdoor recreational facilities. This is an example of what we mean when we describe Waterloo Region’s Catholic Schools as ‘*THE* place to be”.

~~ Manuel da Silva, Chair of the Board, WCDSB

Related Links

[St. Boniface CES Accommodation Review -- 2013](#)

[Township of Woolwich Website](#)

- 30 -

For more information, please contact:

Devin Petteplace -- Communications Coordinator
Township of Woolwich
519-669-6021 | dpetteplace@woolwich.ca

John Shewchuk – Chief Managing Officer
Waterloo Catholic District School Board
(519) 578-3660 | john.shewchuk@wcdsb.ca