



Guelph Public Library

Explore • Connect • Thrive

Guelph Public Library Board

Regular Monthly Meeting Agenda

Monday, September 30, 2024

Members

Danny Williamson (Chair)

Randalin Ellery (Past Chair)

Vivian Webb (Vice Chair)

Alexandra Ortiz Carlsson (Vice Chair)

Renganathan Sadagoban

Bang Ly

Denise Rishworth

Claire Cowan

Candice Lepage

Councillor Rodrigo Goller

Councillor Leanne Caron

Councillor Carly Klassen

Staff

Dan Atkins (Acting CEO)

Michelle Campbell (Manager of Public Service)

Carolyn Elston-Ryder (Human Resources)

Barbara Powe (Administrative Assistant)

Guests

Antti Vilkkö (City of Guelph)

Regrets

Randalin Ellery

1	Call to Order	6:00 p.m.	
	1.1 First Nations Acknowledgement		D. Williamson
	Statement of Acknowledgement		
	As we gather, we are reminded that Guelph is situated on treaty land that is steeped in rich indigenous history and home to many First Nations, Inuit and Métis people today.		
	As a City, we have a responsibility for the stewardship of the land on which we live and work.		
	Today we acknowledge the Mississaugas of the Credit First Nation of the Anishinabek Peoples on whose traditional territory we are meeting.		
	1.2 Guelph Public Library Values		B. Ly
2	Approval of Agenda	6:10 p.m.	Motion
3	Apologies for Non-Attendance	6:13 p.m.	
4	Declaration of Pecuniary Interests	6:14 p.m.	
5	Consent Agenda (15 min) – Board Review	6:15 p.m.	Motion
	5.1 Adoption of June 2024 Minutes		
	5.2 Adoption of August 2024 Minutes		
	5.3 Correspondence		
	5.4 Acting CEO’s Report		D. Atkins
	5.5 Service Utilization Scorecard		D. Atkins
	5.6 Service Capacity Scorecard		D. Atkins
	5.7 Operating Variance		D. Atkins
	5.8 New Central Library Update		D. Atkins
	5.9 Human Resource Scorecard		C. Elston Ryder
6	Presentations & Reports – Info. & Discussion	6:30 p.m.	Motions
	6.1 New Central Library Update		A. Vilikko
	6.2 Calgary Library		C. Klassen
	6.3 2025 GPL Proposed Operating & Capital Budget		D. Atkins

Motion:

That the Guelph Public Library Board adopt the 2025 Proposed Operating & Capital Budget and 2026-2034 Forecast as presented.

- 7 Authority to Move into Closed Session** **7:00 p.m. Motion**
- Recommendation:**
- That the Guelph Public Library Board now hold a meeting that is closed to the public pursuant to:
- The Public Libraries Act, Section 16.1(4) A meeting or part of a meeting may be closed to the public if the subject matter being considered is,
- (d) labour relations or employee negotiations;
- 8 New Business** **7:30 p.m.**
- 9 Unfinished Business** **7:45 p.m.**
- 10 Next Meeting**
- Monday, October 28, 2024 6:00 p.m.
- 11 Adjournment** **8:00 p.m. Motion**



Guelph Public Library
Explore • Connect • Thrive

Guelph Public Library Board

2025 Operating Budget Request and Forecast Report

September 2024

Prepared by Dan Atkins, Acting CEO

1 Introduction

The proposed 2025 operating budget, along with the forecasts for 2026-2028, represents the culmination of several months of diligent work by Library staff. This comprehensive budget proposal has been carefully crafted with the following key considerations in mind:

Historical Multi-Year Financial Data: We have utilized historical data from previous years to ensure our budget estimates are grounded in realistic and proven financial trends.

Approved Service Levels: The proposed budget aligns with the service levels previously approved by the Library, ensuring continuity and consistency in our service delivery.

New Central Library Staffing Expansion: The budget includes provisions for the expansion of staffing at the new Central Library, reflecting our commitment to enhancing service capacity and meeting the growing needs of our community.

This proposal aims to balance fiscal responsibility with our commitment to providing exceptional library services and supporting the evolving needs of our community.

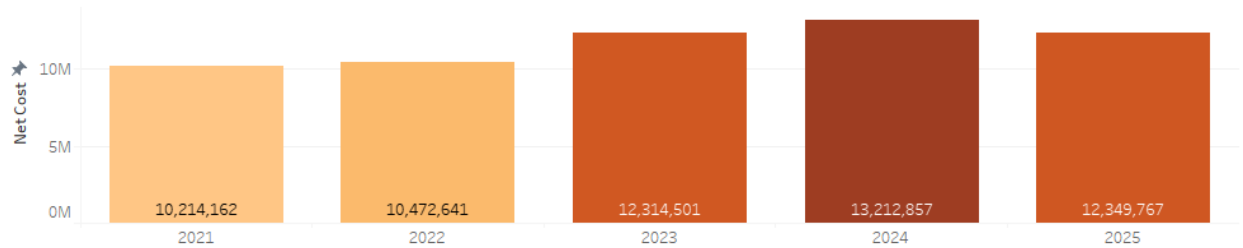
2 Issue

To introduce and seek approval of the proposed 2025 Operating Budget and to seek receipt of the 2026-2028 Operating Forecast.

3 Background

Staff is proposing to the Board a 2025 net operating budget request of \$12,349,767, which is a 6.5% decrease (-\$863,090) over 2024.

Figure 1 - Operating Budget Year Over Year



This decrease is driven primarily by five factors:

Figure 2 - Operating Budget Increases



3.1 New Central Library Hiring

1. The Guelph Public Library Board approved Human Resources – Staff Expansion report in June 2023 and directed staff to implement the hiring plan beginning in 2024.

3.2 Inflation

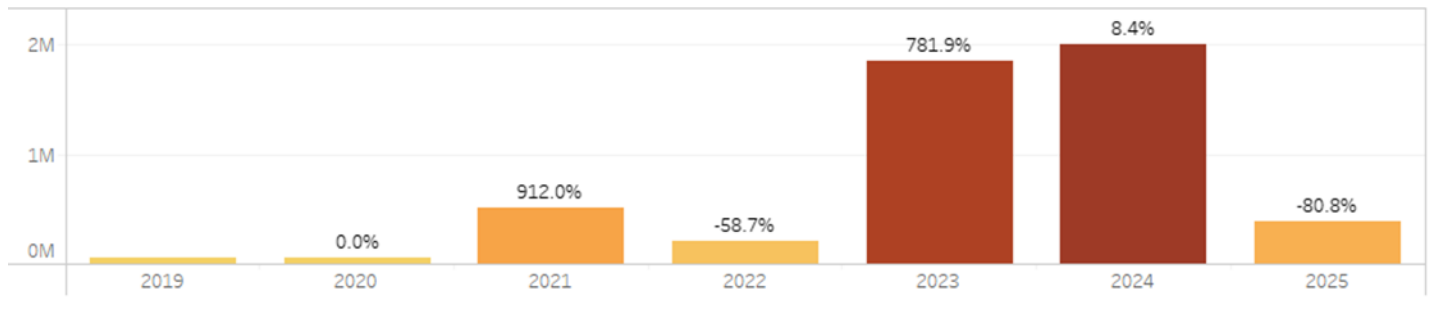
2. Compensation increases
3. Rental increases
4. Increases in book list prices and associated processing charges

3.3 Library Capital Reserve Fund

5. The annual transfer to the Library Capital reserve fund would be reduced to \$324 thousand, in 2025, and indexed annually.
 - To service the debt for the construction of the Baker District Library (LB0028), the annual transfer to the Library Capital reserve fund was increased by \$1.6 million in 2023.

- This level of funding was indexed annually for inflation throughout the 2024-2027 MYB.
- The closing balance would accumulate approximately \$26 million by 2034.
- While the funding is going into the Library Capital reserve fund, the debt repayment costs are scheduled to be funded from the City’s Infrastructure Renewal reserve fund (#150).
- To align funding and costs for the debt repayment, a one-time (lumpsum) adjustment of \$3.4 million is required to move the incremental transfers for 2023 and 2024 to the Infrastructure Renewal reserve fund.
- We are projecting that the planned funding to the Library Capital reserve fund will be sufficient to service the planned capital expenditures to 2034.

Figure 3 - Operating Budget Reserve Changes



4 GPL Budget History

Table 1 shows a five-year historic operating budget with the percentage change.

Table 1 - Changes to Operating Budget

Year	Operating Budget	% + or -
2025	\$ 12,349,767	-6.53%
2024	\$ 13,212,857	+7.30%
2023	\$ 12,314,501	+17.59%
2022	\$ 10,472,641	+2.53%
2021	\$ 10,214,162	+6.15%
2020	\$ 9,622,212	+2.77%

5 Details

5.1 Salary, Wage and Benefits

Increase Salary, Wage & Benefit cost due to Council- approved collective agreement increases. Libraries are a service industry; nationally the average public library budget allocates 60-75% on staffing costs. The Guelph Public Library is in line with the national average spending approximately 68% of its operating budget on staffing. Salary, Wage & Benefits also includes an investment of \$526,165 for 6.3 additional Full-time Equivalent positions.

5.2 Purchased Goods

Increase primarily driven by inflationary pressures in utilities, books and online resources.

5.3 Purchased Services

Increase driven inflationary pressures in software maintenance, rental increases at East Side Branch.

5.4 Internet Charges

City imposed charges for the West End Branch, Bookmobile service and Library insurance is increasing by approximately 5.4%

The Budget includes \$75,000 to continue the contract for security coverage at the Main Library for all operating hours.

Table 2 shows a year over year rolled up comparison of Library expenditures.

Table 2 - Rolled Up Expenditure

Yr/Yr Expenditure Comparison			
	2023 Actuals	2024 Budget	2025 Budget
Salary, Wage & Benefits	\$ 7,326,672	\$ 7,745,550	\$ 8,379,450
Purchased Goods	\$ 1,620,681	\$ 1,803,100	\$ 1,838,100
Purchased Services	\$ 1,957,843	\$ 1,922,395	\$ 1,977,675
Financial Expenses	\$ 11,201	\$ 7,200	\$ 7,200
Internal Charges	\$ 175,850	\$ 112,192	\$ 118,222
Transfer to Reserve	\$ 2,095,745	\$ 1,997,020	\$ 383,720

Table 3 shows a year over year an expanded comparison of Library expenditures.

Table 3 - Expanded Expenditures

	2023 Actuals	2024 Budget	2025 Budget
Salary, Wage & Benefits			
Salary, Wage & Benefits	\$ 7,326,674	\$ 7,745,550	\$ 8,379,450
Purchased Goods			
Utilities & Taxes	\$ 164,186	\$ 147,000	\$ 157,000
Operating Supplies	\$ 173,026	\$ 198,100	\$ 207,100
Books, Periodicals, Films	\$ 1,007,090	\$ 1,168,000	\$ 1,184,000
Licences	\$ 276,377	\$ 290,000	\$ 290,000
Purchased Services			
Building Repairs & Maintenance	\$ 134,811	\$ 107,455	\$ 107,455
Software	\$ 166,242	\$ 217,300	\$ 230,300
Janitorial Service	\$ 146,028	\$ 158,100	\$ 160,100
Communications	\$ 247,831	\$ 228,600	\$ 238,600
Training	\$ 48,792	\$ 62,600	\$ 63,200
Rent	\$ 1,053,330	\$ 1,006,300	\$ 1,039,600
Consulting & Memberships	\$ 160,810	\$ 142,040	\$ 138,820
Financial Expenses			
Financial Expenses	\$ 11,201	\$ 7,200	\$ 7,200
Internal Charges			
Internal Charges	\$ 186,850	\$ 112,192	\$ 118,222
Transfer to Reserve			
Transfer to Reserve	\$ 2,208,387	\$ 2,138,720	\$ 383,720
Transfer from Reserve			
Transfer from Reserve	-\$ 112,642	-\$ 141,700	

Figure 4 shows a breakdown of changes to the 2025 Operating Budget expenses from the previous year.

Figure 4 - Operating Budget Expense Changes, 2025

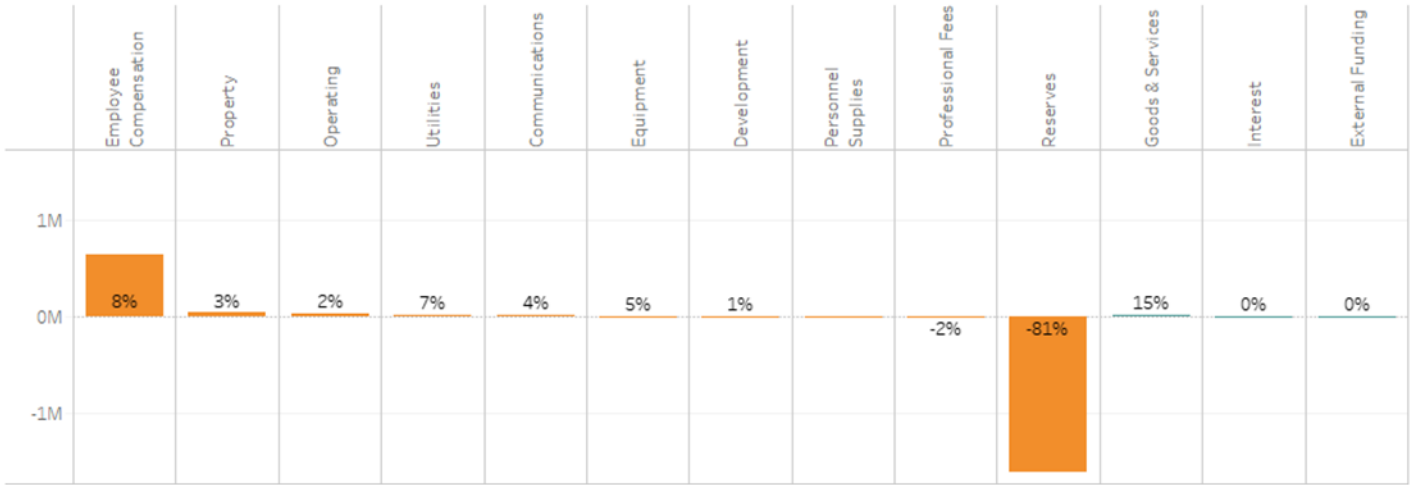


Figure 5 shows a breakdown of the 2025 Operating Budget expenses.

Figure 5 - Operating Budget Expenses, 2025

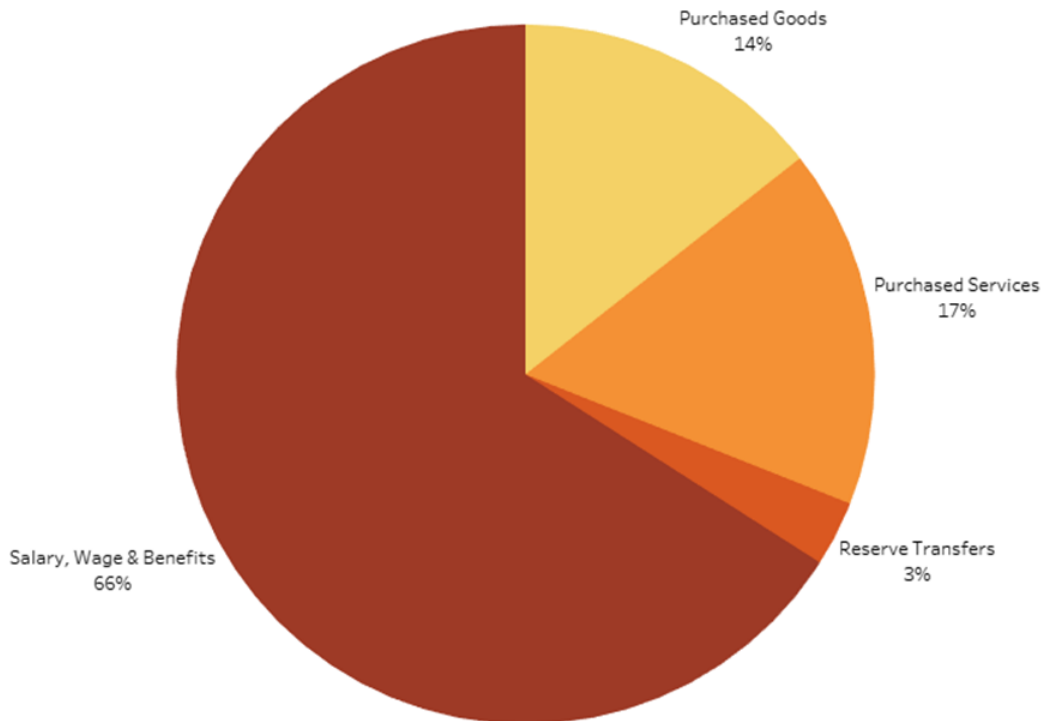


Table 4 is a breakdown of the year over year Operating Revenue.

Table 4 - Operating Revenue

Yr/Yr Revenue Comparison			
	2023 Actuals	2024 Budget	2025 Budget
User Fees & Service Charges	\$ 75,961	\$ 136,000	\$ 101,000
Product Sales	\$ 8,837	\$ 1,000	\$ 16,000
Interest & Penalties	\$ 27,331	\$ 1,000	\$ 1,000
External Recoveries	\$ 299,271	\$ 68,900	\$ 68,900
Grants	\$ 167,774	\$ 167,700	\$ 167,700

6 Forecast and New Central Library Investment

The Library is submitting a 3-year Operating Budget Forecast as outlined in table 5. Table 5 also show the new Central Library Investment, and the additional staff required to operate the new Central Library.

Table 5 - 2025 Operating Budget with 3-Year Forecast

Year	New Central Library Investment	Full-time Equivalent (FTE)	Forecasted Net Budget	% Increase
2025	\$ 526,165	6.3	\$ 12,349,767	-6.5%
2026	\$ 764,972	10.5	\$ 14,229,474	15.2%
2027	\$ 968,691	7.2	\$ 15,615,477	9.7%
2028	\$ 113,561	0.5	\$ 16,001,939	2.5%

7 Recommendation

That the Guelph Public Library Board adopt the 2025 Proposed Operating Budget and 2026-2028 Forecast as presented.



Guelph Public Library
Explore • Connect • Thrive

Guelph Public Library Board

2025 Capital Budget Request and 2026-2034 Forecast Report

September 2024

Prepared by Dan Atkins, Acting CEO

1 Introduction

The proposed 2025 Capital Budget outlines our planned investments for the upcoming fiscal year, focusing on enhancing library facilities, technology, and services. These strategic initiatives are designed to meet the evolving needs of our community and support long-term growth. By prioritizing sustainable development and innovation, this budget ensures that our library remains a vital resource for future generations.

2 Issue

To introduce and seek approval of the proposed 2025 Capital Budget and to seek receipt of the 2026-2034 Capital Forecast.

3 Background

- The Guelph Public Library is requesting \$3,105,000 in capital expenditures for 2025.
- This budget builds on previous efforts to establish a sustainable level of capital investment, aligned with the Library's vision: "A thriving community. Created together."
- These investments are designed to enhance operational efficiencies and directly improve the customer experience.
- This budget also allocates \$2.9 million for the opening day collection of the new central library. This investment will ensure that the library opens with a robust, diverse, and up-to-date collection of books, digital resources, and multimedia materials, reflecting the needs and interests of our community. The funding will support the acquisition of new materials across all formats,

helping to establish the new central library as a vibrant hub for knowledge, discovery, and community engagement.

3.1 Previous Year Capital Budget

Table 1 - Previous Years Capital Budget

2022	2023	2024	2025
\$400,000	\$270,000	\$350,000	\$3,105,000

4 Capital Budget and Forecast

Below is a breakdown for the 2024-2034 proposed Capital Budget and Forecast.

Table 2 - 2024-2034 Proposed Capital Budget and Forecast

	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
Radio-Frequency Identification (RFID)	50,000				100,000						150,000
Information Technology	50,000	50,000	200,000	150,000	100,000	200,000	200,000	150,000	175,000	250,000	1,525,000
Main Brach Maintenance	50,000	50,000									100,000
Branch Expansion- Bullfrog					50,000						50,000
Branch Upgrades	35,000	100,000	20,000	200,000	50,000	400,000	75,000	25,000	135,000	75,000	1,115,000
Collection - New Main Branch	2,920,000										2,920,000
Strategic Plan					75,000					105,000	180,000
Outreach Service Expansion				150,000							150,000
Total Guelph Public Library	3,105,000	200,000	220,000	500,000	375,000	600,000	275,000	175,000	310,000	430,000	6,190,000

4.1 RFID Inventory Control System

In line with best practices in materials management, the budget includes phased-in funding to implement and sustain an inventory control and security system. In subsequent years, this will support the addition of new hardware as well as the maintenance of existing equipment

4.2 Information Technology

To continue providing our community with reliable and accessible services, the Guelph Public Library is investing in critical upgrades to our digital infrastructure. These investments are crucial in supporting the evolving needs of library users and staff, enhancing the library's ability to serve as a community hub for information, technology, and learning. These IT investments reflect our commitment to offering a secure, modern, and responsive library environment. By investing in digital infrastructure, we ensure the long-term sustainability of the library's services, enabling us to meet the needs of our patrons both today and in the future.

4.3 Main Library Maintenance

To maintain the Main Library's functionality and accessibility while we build the new Central Library, we are allocating funds for both planned and unexpected repairs. This investment will cover essential long-term maintenance to keep the library operational and welcoming for our community. It includes routine upkeep and critical repairs to ensure the building remains in good condition. Additionally, we are setting aside funds for unforeseen repairs not covered by our operating budget, such as replacing ceiling tiles and individual windows. This will allow us to address issues promptly, avoid disruptions to library services, and preserve the library's overall condition.

4.4 Branch Expansion – Bullfrog

As we move forward with the construction of the new Central Library, we are evaluating the potential need to relocate or expand the Bullfrog Branch. The impacts of the new Central Library project could influence the current operations and spatial requirements of the Bullfrog Branch. This assessment will include a thorough review of how the new Central Library will affect branch accessibility, community needs, and overall service delivery. Our goal is to ensure that the Bullfrog Branch continues to effectively serve its patrons throughout and beyond the transition period. If relocation or expansion becomes necessary, we will explore options to enhance the branch's facilities and services, ensuring it remains a vital resource for the community. This process will involve stakeholder consultation and careful planning to minimize disruption and maximize the benefits for library users.

4.5 Branch Upgrades

To ensure that each branch of the Guelph Public Library continues to provide a high standard of service, we are requesting ongoing funding for necessary upgrades across all locations. This funding will support the replacement and enhancement of essential items such as furniture, fixtures, and equipment. Maintaining these elements is crucial for preserving the quality of the library.

experience for our patrons. Upgrades will include modernizing furniture to improve comfort and functionality, updating fixtures to enhance the aesthetic and operational efficiency of the spaces, and replacing outdated equipment to support current technology needs. These branch upgrades are in alignment with the Facilities Master Plan, which outlines our strategic vision for improving and maintaining our library facilities. By following this plan, we ensure that each branch not only meets current service standards but also adapts to evolving community needs and expectations. This ongoing investment will help maintain a welcoming and functional environment for all library users, supporting our commitment to providing exceptional library services throughout the city.

4.6 Collection – New Main

One-time capital cost to populate the new Central Library with material. An opening day collection refers to the initial set of materials that a new or significantly renovated library provides to its patrons on the day it opens. This collection includes a diverse range of resources. The goal of the opening day collection is to ensure that the library is fully stocked with current and relevant materials that reflect the interests and needs of the community, providing immediate value and service from the first day of operation. It also sets the foundation for future acquisitions and collection development.

4.7 Strategic Plan

We are requesting capital funding to develop comprehensive Strategic Plans that are informed by extensive community engagement. This funding will enable us to undertake a thorough and inclusive planning process, ensuring that our library's future directions and initiatives are aligned with the needs and aspirations of our community. The process will involve robust community engagement, data-driven analysis, collaborative planning, and transparent communications. By securing this capital funding, we aim to create Strategic Plans that are not only visionary but also grounded in community needs and priorities. This approach will help us enhance our library services, optimize resource allocation, and strengthen our role as a vital community resource.

4.8 Outreach Service Expansion

The library bookmobile will need replacement due to its aging infrastructure and increasing maintenance costs. As the vehicle approaches the end of its optimal lifespan, repairs become more frequent and expensive, making replacement a cost-effective solution. A new bookmobile will incorporate the latest technology, improve accessibility, and enhance service capacity to meet growing community demands. It will also offer better fuel efficiency and comply with modern safety standards, ensuring reliable and safe service for

patrons. Replacing the bookmobile will enable the library to continue delivering high-quality services effectively and efficiently.

5 Recommendation

That the Guelph Public Library Board adopt the 2025 Proposed Capital Budget and 2026-2034 Forecast as presented.