

BUDGET 2017 *Ottawa*



Ottawa Public Library Bibliothèque publique d'Ottawa

Draft Operating and Capital Budget

Prévisions des budgets provisoires de
fonctionnement et d'immobilisation

	2015	2016		2017	\$ Change over 2016 Budget
	Actual	Forecast	Budget	Estimate	
Expenditures by Program					
Chief Executive Office	1,875	1,867	1,923	2,068	145
Deputy CEO	2,187	1,922	1,922	2,756	834
Programs & Services	14,451	14,029	14,029	14,750	721
Branch Operations	28,705	27,804	28,070	28,725	655
Non Departmental	2,602	3,305	3,305	2,350	-955
Gross Expenditure	49,820	48,927	49,249	50,649	1,400
Recoveries & Allocations	-291	-230	-230	-230	0
Revenue	-4,052	-3,459	-3,663	-3,714	-51
Net Requirement	45,477	45,238	45,356	46,705	1,349
Expenditures by Type					
Salaries, Wages & Benefits	34,737	33,368	33,708	34,295	587
Overtime	142	96	96	98	2
Material & Services	7,523	7,596	7,596	9,151	1,555
Transfers/Grants/Financial Charges	2,602	3,306	3,308	2,353	-955
Fleet Costs	140	131	155	155	0
Program Facility Costs	4,203	4,192	4,192	4,403	211
Other Internal Costs	473	238	194	194	0
Gross Expenditures	49,820	48,927	49,249	50,649	1,400
Recoveries & Allocations	-291	-230	-230	-230	0
Net Expenditure	49,529	48,697	49,019	50,419	1,400
Revenues By Type					
Federal	-91	-70	-70	-70	0
Provincial	-1,611	-1,380	-1,380	-1,380	0
Municipal	0	0	0	0	0
Own Funds	-225	-227	-227	-328	-101
Fees and Services	-2,125	-1,782	-1,986	-1,986	0
Fines	0	0	0	50	50
Other	0	0	0	0	0
Total Revenue	-4,052	-3,459	-3,663	-3,714	-51
Net Requirement	45,477	45,238	45,356	46,705	1,349
Full Time Equivalents			457.50	457.50	0.00

	2016 Baseline			2017 Adjustments					2017	\$ Change over 2016 Budget
	Forecast	Budget	Adj. to Base Budget	Maintain Services	Growth	Council Priorities	Service Initiatives / Savings	User Fees & Revenues	Estimate	
Expenditures by Program										
Chief Executive Office	1,867	1,923	0	30	115	0	0	0	2,068	145
Deputy CEO	1,922	1,922	0	834	0	0	0	0	2,756	834
Programs & Services	14,029	14,029	205	516	0	0	0	0	14,750	721
Branch Operations	27,804	28,070	0	655	0	0	0	0	28,725	655
Non Departmental	3,305	3,305	-703	-252	0	0	0	0	2,350	-955
Gross Expenditure	48,927	49,249	-498	1,783	115	0	0	0	50,649	1,400
Recoveries & Allocations	-230	-230	0	0	0	0	0	0	-230	0
Revenue	-3,459	-3,663	227	-328	0	0	0	50	-3,714	-51
Net Requirement	45,238	45,356	-271	1,455	115	0	0	50	46,705	1,349
Expenditures by Type										
Salaries, Wages & Benefits	33,368	33,708	-105	692	0	0	0	0	34,295	587
Overtime	96	96	0	2	0	0	0	0	98	2
Material & Services	7,596	7,596	310	1,130	115	0	0	0	9,151	1,555
Transfers/Grants/Financial Charges	3,306	3,308	-703	-252	0	0	0	0	2,353	-955
Fleet Costs	131	155	0	0	0	0	0	0	155	0
Program Facility Costs	4,192	4,192	0	211	0	0	0	0	4,403	211
Other Internal Costs	238	194	0	0	0	0	0	0	194	0
Gross Expenditures	48,927	49,249	-498	1,783	115	0	0	0	50,649	1,400
Recoveries & Allocations	-230	-230	0	0	0	0	0	0	-230	0
Net Expenditure	48,697	49,019	-498	1,783	115	0	0	0	50,419	1,400
Percent of 2016 Net Expenditure Budget			-1.0%	3.6%	0.2%	0.0%	0.0%	0.0%	2.9%	
Revenues By Type										
Federal	-70	-70	0	0	0	0	0	0	-70	0
Provincial	-1,380	-1,380	0	0	0	0	0	0	-1,380	0
Municipal	0	0	0	0	0	0	0	0	0	0
Own Funds	-227	-227	227	-328	0	0	0	0	-328	-101
Fees and Services	-1,782	-1,986	0	0	0	0	0	0	-1,986	0
Fines	0	0	0	0	0	0	0	50	50	50
Other	0	0	0	0	0	0	0	0	0	0
Total Revenue	-3,459	-3,663	227	-328	0	0	0	50	-3,714	-51
Percent of 2016 Revenue Budget			-6.2%	9.0%	0.0%	0.0%	0.0%	-1.4%	1.4%	
Net Requirement	45,238	45,356	-271	1,455	115	0	0	50	46,705	1,349
Percent of 2016 Net Requirement Budget			-0.6%	3.2%	0.3%	0.0%	0.0%	0.1%	3.0%	
Full Time Equivalents (FTE's)		457.50	0.00	0.00	0.00	0.00	0.00	0.00	457.50	0.00
Percent of 2016 FTE's			0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

		Surplus / (Deficit)		
2016 Forecast vs. Budget Variance Explanation		Expense	Revenue	Net
Includes the provision for the loss of lease revenue for garage repairs as well as reduced fine revenues.		0	-204	-204
An ongoing hiring freeze helped to mitigate workforce adjustments related to the implementation of RFID, thereby resulting in a small surplus in compensation.		322	0	322
Total Surplus / (Deficit)		322	-204	118
		Increase / (Decrease)		
2016 Baseline Adjustment / Explanation		Expense	Revenue	Net 2016 Changes
Removal of one-time funding for RFID/Customer Service training.		-105	0	-105
Removal of one-time funding for purchase of RFID Transit bins.		-125	0	-125
Removal of one-time reduction of the materials budget to fund the Central Library		500	0	500
Removal of one-time funding for Alternative Services lifecycle.		-65	0	-65
Removal of one-time transfer from Library reserve fund to assist in funding the Central		0	227	227
Removal of one-time increase in Contribution to Reserves to fund the 2016 capital projects.		-703	0	-703
Total Adjustments to Base Budget		-498	227	-271
		FTE Impact		

2017 Pressure Category / Explanation	Increase / (Decrease)			
	Expense	Revenue	Net 2017 Changes	FTE Impact
Maintain Services				
All programs include an adjustment for potential 2017 cost of living, increments and benefit adjustments.	644	0	644	0.00
Increase in Facility costs related to inflation on compensation contracts, hydro increases, security and maintenance contracts.	211	0	211	0.00
Inflationary increases to existing mandatory maintenance contracts for library systems and digital content support.	225	0	225	0.00
Increase in Security Services for Main Library and the Security Technology program.	100	0	100	0.00
Increase in maintenance of operational furniture and equipment.	130	0	130	0.00
One-time funding for RFID/Customer Service training.	50	0	50	0.00
One-time funding for general repairs and maintenance for Branch improvements.	500	0	500	0.00
One-time funding for Customer Relationship Management software for InfoService.	75	0	75	0.00
One-time funding for public PC booking and printing systems	100	0	100	0.00
One-time transfer from Library reserve fund to assist in funding one-time operating.	0	-328	-328	0.00
One-time decrease in Contribution to Reserves to fund the 2016 capital projects.	-252	0	-252	0.00
Total Maintain Services	1,783	-328	1,455	0.00
Growth				
One-time funding for special programs for Canada 150.	115	0	115	0.00
Total Growth	115	0	115	0.00
User Fees & Revenues				
Phase 3 revenue mitigation plan - reduction of Fine budget due to decrease in revenues for the past 3 years as a result of fine notification.	0	50	50	0.00
Total User Fees & Revenues	0	50	50	0.00
Total Budget Changes	1,400	-51	1,349	0.00

	2015 Rate \$	2016 Rate \$	2017 Rate \$	% Change Over 2016	% Change Over 2015	Effective Date	2017 Revenue (\$000)
Library Fees							50
Adult books, Audio books	\$0.50 per day; \$25 max	\$0.50 per day; \$25 max	\$0.40 per day; \$20 max	-20.0%	-20.0%	31-Jul-17	0
Adult paperbacks	\$0.50 per day; \$10 max	\$0.50 per day; \$10 max	\$0.40 per day; \$20 max	-20.0%	-20.0%	31-Jul-17	0
Adult periodicals	\$0.50 per day; \$3 max	\$0.50 per day; \$3 max	\$0.40 per day; \$20 max	-20.0%	-20.0%	31-Jul-17	0
Adult CDs, DVDs, Video Games	\$1.00 per day; \$20 max	\$1.00 per day; \$20 max	\$0.40 per day; \$20 max	-20.0%	-20.0%	31-Jul-17	0
Children/Teen books, Audio Books	\$0.25 per day; \$5 max	\$0.25 per day; \$5 max	\$0.10 per day; \$5 max	-60.0%	-60.0%	31-Jul-17	0
Children/Teen paperbacks, periodicals	\$0.25 per day; \$3 max	\$0.25 per day; \$3 max	\$0.10 per day; \$5 max	-60.0%	-60.0%	31-Jul-17	0
Children/Teen CDs, DVDs, Video Games	\$0.50 per day; \$10 max	\$0.50 per day; \$10 max	\$0.10 per day; \$5 max	-60.0%	-60.0%	31-Jul-17	0
Express : Adult DVD, Adult Music CDs, Teen Fiction, Children's Fiction	\$2.00 per day; \$35 max	\$2.00 per day; \$35 max	\$2.00 per day; \$20 max	0.0%	0.0%	31-Jul-17	0
Restocking Fee - Expired Holds			\$1.00 per item hold	100.0%	100.0%	31-Jul-17	0
Museum pass/Ski Pass (Express)	\$2.00 per day; \$35 max	\$2.00 per day; \$35 max	\$2.00 per day; \$20 max	0.0%	0.0%	31-Jul-17	0
Pedometer	\$0.50 per day; \$25 max	\$0.50 per day; \$25 max	\$0.40 per day; \$20 max	-20.0%	-20.0%	31-Jul-17	0
Kill-A-Watt Meter	\$1.00 per day; \$20 max	\$1.00 per day; \$20 max	\$0.40 per day; \$20 max	-60.0%	-60.0%	31-Jul-17	0
Ready-to-read Backpack	\$0.25 per day; \$5 max	\$0.25 per day; \$5 max	\$0.10 per day; \$5 max	-60.0%	-60.0%	31-Jul-17	0
Interlibrary Loan	\$1.00 per day; \$35 max	\$1.00 per day; \$35 max	\$1.00 per day; \$35 max	0.0%	0.0%		
Lost or damaged beyond repair items	cost + processing chg	cost + processing chg	cost + processing chg	0.0%	0.0%		
Repairable damage (bindery)	\$8.00 per item	\$8.00 per item	\$0	-100.0%	-100.0%	31-Jul-17	0
Lost Media Cases (AV/cassette/CD cases, hanging bags)	\$2.00 per item	\$2.00 per item	\$0	-100.0%	-100.0%	31-Jul-17	0
Assistive Listening Devices	\$5 per hour / \$30 max; not returned \$1200	\$5 per hour / \$30 max; not returned \$1200	\$5 per hour / \$20 max; not returned \$1200	0.0%	0.0%		
iPad / Chromebook	\$5 per hour / \$30 max; not returned \$500 (ipad), \$200 (Chromebook)	\$5 per hour / \$30 max; not returned \$500 (ipad), \$200 (Chromebook)	\$5 per hour / \$20 max; not returned \$500 (ipad), \$500 (Chromebook)	0.0%	0.0%		
Imagine Space Tools	\$5 per hour / max \$30 per day; not returned \$50-\$3000 depending	\$5 per hour / max \$30 per day; not returned \$50-\$3000 depending	\$5 per hour / max \$20 per day; not returned \$50-\$3000 depending	0.0%	0.0%		
Imagine Space - resin for ProJet 3D printer	\$0.30 per gram	\$0.30 per gram	\$0.30 per gram	0.0%	0.0%		
Imagine Space - plastic filament for Makerbot 3D printer	\$0.10 per gram	\$0.10 per gram	\$0.10 per gram	0.0%	0.0%		
Imagine Space - material for laser cutter	\$2 to \$5 per sheet	\$2 to \$5 per sheet	\$2 to \$5 per sheet	0.0%	0.0%		
ILL Postage Rates			\$2.00 for CDN Lender; \$5.00 for US Lender	100.0%	100.0%	31-Jul-17	0

	2015 Rate \$	2016 Rate \$	2017 Rate \$	% Change Over 2016	% Change Over 2015	Effective Date	2017 Revenue (\$000)
Library Fees cont'd							
Non-Resident fee (4 months +)	\$50 each/\$100 family paid immediately; \$60 payable in two installments	\$50 each/\$100 family paid immediately; \$60 payable in two installments	\$80 each/\$160 family paid immediately	0.0%	0.0%		
Visitor Fee (3 months or less)	\$5.00 per mth	\$5.00 per mth	\$5.00 per mth	0.0%	0.0%		
Adult Library Card replacement	\$5.00 per card	\$5.00 per card	\$5.00 per card	0.0%	0.0%		
Children/Teen Card replacement	\$1.00 per card	\$1.00 per card	\$1.00 per card	0.0%	0.0%		
Thumb Drives (USB Sticks)	\$6.00 per key	\$6.00 per key	\$6.00 per key	0.0%	0.0%		
Earbuds			TBA	0.0%	0.0%		
NSF cheque	\$39.00 per draft	\$39.00 per draft	\$40.00 per draft	2.5%	2.5%	31-Jul-17	0
Printing/Copying	\$0.10 per page	\$0.10 per page	\$0.10 per page	0.0%	0.0%		
Room Rentals							
Main Library Auditorium							
Commercial	\$57.52/hour	\$57.52/hour	\$57.52/hour	0.0%	0.0%		
Non-profit	\$30.97/hour	\$30.97/hour	\$30.97/hour	0.0%	0.0%		
Nepean Centrepoin							
Commercial	\$66.28/4 hrs	\$16.57/hr or less	\$21.25/hr or less	28.0%	28.0%		
Non-profit	\$53.03/4 hrs	\$13.25/hr or less	\$17.25/hr or less	31.1%	31.1%		
Other Library Branches							
Commercial	\$66.38/4 hrs	\$16.60/hr or less	\$16.60/hr or less	0.0%	0.0%		
Non-profit	\$22.12/4 hrs	\$5.53/hr or less	\$5.53/hr or less	0.0%	0.0%		
Beaverbrook							
Small Meeting Room							
Commercial	\$45.22/hour or less	\$45.22/hour or less	\$45.22/hour or less	0.0%	0.0%		
Private	\$28.76/hour or less	\$28.76/hour or less	\$28.76/hour or less	0.0%	0.0%		
Non-Profit	\$9.87/hour or less	\$9.87/hour or less	\$9.87/hour or less	0.0%	0.0%		
Medium Meeting Room							
Commercial	\$56.46/hour or less	\$56.46/hour or less	\$56.46/hour or less	0.0%	0.0%		
Private	\$35.93/hour or less	\$35.93/hour or less	\$35.93/hour or less	0.0%	0.0%		
Non-Profit	\$12.35/hour or less	\$12.35/hour or less	\$12.35/hour or less	0.0%	0.0%		
Total Departmental							50

Capital Budget

City of Ottawa
2017 Draft Capital Budget
Ottawa Public Library Board
Capital Program Summary and Funding
 In Thousands (\$000)

Project Description	Revenue	Capital Reserve Fund	Development Charges	Debt Funding	Grand Total
Renewal of City Assets					
908467 2017 Buildings-Library	0	450	0	0	450
Renewal of City Assets Total	0	450	0	0	450
Growth					
904629 South Urban Library	0	95	405	0	500
907464 Collections - 2017	0	70	415	0	485
Growth Total	0	165	820	0	985
Strategic Initiatives					
905105 Central Library Development	0	500	0	1,500	2,000
907351 Rosemount - Planning/Retrofits	0	100	0	0	100
908265 Accessibility Technology	0	85	0	0	85
908459 2017 Accessibility - Library	0	80	0	0	80
Strategic Initiatives Total	0	765	0	1,500	2,265
Grand Total	0	1,380	820	1,500	3,700

City of Ottawa
 2017 Draft Capital Budget
 Ottawa Public Library Board
 In Thousands (\$000)

Service Area: Library											
Category	2017 Capital Budget	Revenues	Tax Supported/ Dedicated Reserves	Rate Supported Reserves	Develop. Charges	Gas Tax	Debt				
							Tax/ Dedicated	Rate	Develop. Charges	Gas Tax	Total Debt
Renewal of City Assets	450	0	450	0	0	0	0	0	0	0	0
Growth	985	0	165	0	820	0	0	0	0	0	0
Regulatory	0	0	0	0	0	0	0	0	0	0	0
Strategic Initiatives	2,265	0	765	0	0	0	1,500	0	0	0	1,500
Total	3,700	0	1,380	0	820	0	1,500	0	0	0	1,500

City of Ottawa
2017 Draft Capital Budget
Service Area: Library
In Thousands (\$000)

Program Information			Financial Details																																															
Buildings-Library			Class of Estimate:																																															
Dept: Planning, Infrastructure & Economic Development		Category: Renewal of City Assets	Ward: Multiple		Year of Completion: Various																																													
The Building and Park programs provide for life cycle renewal and replacement works to existing building and park assets. Detailed scope of work for specific projects extends to a wide assortment of work, such as roof replacement, building preservation, building mechanical and electrical systems, parks playgrounds and property elements, hard landscaping, arena and pool equipment and unplanned emergency work. Annual programming provides allocations as required for each of the service areas as follows: <table><tr><th>Service Area</th><th>Buildings</th><th>Parks</th></tr><tr><td>By-Law Services</td><td>120</td><td></td></tr><tr><td>Child Care Services</td><td>235</td><td></td></tr><tr><td>Cultural Services</td><td>1,720</td><td></td></tr><tr><td>Fire Services</td><td>775</td><td></td></tr><tr><td>General Government</td><td>1,370</td><td></td></tr><tr><td>Public Library</td><td>450</td><td></td></tr><tr><td>Long Term Care</td><td>1,610</td><td></td></tr><tr><td>Parks & Recreation Facilities</td><td>13,710</td><td>5,000</td></tr><tr><td>Roads Services</td><td>1,410</td><td></td></tr><tr><td>Social Services</td><td>460</td><td></td></tr><tr><td>Water Services</td><td>50</td><td></td></tr><tr><td>Transit Services</td><td>3,600</td><td></td></tr><tr><td>TOTAL Authority Request</td><td>25,510</td><td>5,000</td></tr></table> Forecasts are based on bulk allocations that will be detailed in future budget submissions. Project cost group summaries are provided following this program summary.			Service Area	Buildings	Parks	By-Law Services	120		Child Care Services	235		Cultural Services	1,720		Fire Services	775		General Government	1,370		Public Library	450		Long Term Care	1,610		Parks & Recreation Facilities	13,710	5,000	Roads Services	1,410		Social Services	460		Water Services	50		Transit Services	3,600		TOTAL Authority Request	25,510	5,000	2017 Request	450	Projected Yearend Unspent Bal.			0
			Service Area	Buildings	Parks																																													
			By-Law Services	120																																														
			Child Care Services	235																																														
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Transit Services	3,600																																																	
TOTAL Authority Request	25,510	5,000																																																
Revenues	0	Debt																																																
Tax Supported/ Dedicated	450	Tax Supported/ Dedicated Debt			0																																													
Rate Supported	0	Rate Supported Debt			0																																													
Develop. Charges	0	Develop. Charges Debt			0																																													
Gas Tax	0	Gas Tax Debt			0																																													
Forecast	2017	2018	2019	2020																																														
Authority	450	900	900	900																																														
Spending Plan	450	900	900	900																																														
FTE's	0	0	0	0																																														
Operating Impact	0	0	0	0																																														

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City of Ottawa
2017 Draft Capital Budget
Service Area: Library
In Thousands (\$000)

Program Information		Financial Details																						
Accessibility - Library		Class of Estimate:																						
Dept: Planning, Infrastructure & Economic Development	Category: Strategic Initiatives	Ward: Multiple	Year of Completion: Various																					
The Accessibility program provides for barrier removals to existing building and park assets based on ongoing condition assessments. Detailed scope of work for specific projects extends to a wide assortment of planned and/or emergency works, such as: installation of ramps, elevators, power door operators, signage, handrails in arena stands, removal of barriers in exterior and interior paths of travels, washroom / changeroom / kitchen remedial work, and parks playgrounds. Annual programming provides allocations as required for each of the service areas as follows: <table><tr><td>Service Area</td><td></td></tr><tr><td>Child Care</td><td>80</td></tr><tr><td>Cultural Services</td><td>415</td></tr><tr><td>General Government</td><td>350</td></tr><tr><td>Library</td><td>80</td></tr><tr><td>Long Term Care</td><td>90</td></tr><tr><td>Parks & Recreation</td><td>1,925</td></tr><tr><td>Social Services</td><td>60</td></tr><tr><td>TOTAL Authority Request</td><td>3,000</td></tr></table>		Service Area		Child Care	80	Cultural Services	415	General Government	350	Library	80	Long Term Care	90	Parks & Recreation	1,925	Social Services	60	TOTAL Authority Request	3,000	2017 Request	80	Projected Yearend Unspent Bal.		0
		Service Area																						
		Child Care	80																					
		Cultural Services	415																					
		General Government	350																					
		Library	80																					
		Long Term Care	90																					
		Parks & Recreation	1,925																					
		Social Services	60																					
		TOTAL Authority Request	3,000																					
		Revenues	0	Debt																				
		Tax Supported/ Dedicated	80	Tax Supported/ Dedicated Debt		0																		
Rate Supported	0	Rate Supported Debt		0																				
Develop. Charges	0	Develop. Charges Debt		0																				
Gas Tax	0	Gas Tax Debt		0																				
Forecast	2017	2018	2019	2020																				
Authority	80	0	0	0																				
Spending Plan	60	20	0	0																				
FTE's	0	0	0	0																				
Operating Impact	0	0	0	0																				

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Project Information			Financial Details								
904629 South Urban Library			Class of Estimate:		Not Applicable						
Dept:	Ottawa Public Library	Category: Growth	Ward: 22		Year of Completion: 2018						
The updated version of the Library Facilities Investment and Growth Planning Study was received by the Ottawa Public Library Board in September, 2016. Along with the receipt of the study, the Board approved a Facilities Framework which summarizes the approach for new, expanded, or renewed facilities. These foundational documents inform staff when updating the Development Charges Project List every 5 year period. Both the 2010 version and the recently updated Growth Planning Study received by the Board identify growth and support the requirement for a new branch in the Riverside South area of the City. The OPL will use \$405K (81% of the project cost) from development charge accounts and \$95K (19% of the project cost) from a one-time charge to fund the development of architectural designs for this new library branch.			2017 Request		500	Projected Yearend Unspent Bal.				100	
			Revenues		0	Debt					
			Tax Supported/ Dedicated		95	Tax Supported/ Dedicated Debt					0
			Rate Supported		0	Rate Supported Debt					0
			Develop. Charges		405	Develop. Charges Debt					0
			Gas Tax		0	Gas Tax Debt					0
			Forecast		2017	2018	2019				2020
			Authority		500	10,000	0				0
			Spending Plan		600	10,000	0				0
			FTE's		0	12	0				0
			Operating Impact		10,500	0	0				810
907464 Collections - 2017			Class of Estimate:		Not Applicable						
Dept:	Ottawa Public Library	Category: Growth	Ward: CW		Year of Completion: 2018						
Funding to further expand physical and digital holdings to better respond to customer demand. The OPL will use \$415K (86% of the project cost) from development charge accounts and \$70K (14% of the project cost) from capital to fund the enhancement of library materials content.			2017 Request		485	Projected Yearend Unspent Bal.				0	
			Revenues		0	Debt					
			Tax Supported/ Dedicated		70	Tax Supported/ Dedicated Debt					0
			Rate Supported		0	Rate Supported Debt					0
			Develop. Charges		415	Develop. Charges Debt					0
			Gas Tax		0	Gas Tax Debt					0
			Forecast		2017	2018	2019				2020
			Authority		485	1,250	1,600				1,700
			Spending Plan		485	1,250	1,600				1,700
			FTE's		0	0	0				0
			Operating Impact		0	0	0				0

Project Information			Financial Details					
905105 Central Library Development			Class of Estimate:		Not Applicable			
Dept:	Ottawa Public Library	Category: Strategic Initiatives	Ward: 14		Year of Completion: 2015			
To complete the planning phase for the Central Library Development Project. Development of an inclusive, dynamic Central Library enabling creation and learning is a Board strategic direction, and Central Library Development is a 2015-2018 approved strategic initiative for both the Board and Council. Funding will support the completion of an approved concurrent planning process for both an OPL stand-alone Central Library and a joint facility through a potential partnership with Library and Archives Canada. This 2017 funding request will supplement the existing authority in capital order # 905105.			2017 Request		2,000	Projected Yearend Unspent Bal. 3,393		
			Revenues		0	Debt		
			Tax Supported/ Dedicated		500	Tax Supported/ Dedicated Debt		1,500
			Rate Supported		0	Rate Supported Debt		0
			Develop. Charges		0	Develop. Charges Debt		0
			Gas Tax		0	Gas Tax Debt		0
			Forecast		2017	2018	2019	2020
			Authority		2,000	0	0	0
			Spending Plan		5,393	0	0	0
			FTE's		0	0	0	0
			Operating Impact		0	0	0	0
907351 Rosemount - Planning/Retrofits			Class of Estimate:		Not Applicable			
Dept:	Ottawa Public Library	Category: Strategic Initiatives	Ward: 15		Year of Completion: 2016			
A business case study to examine and evaluate the need to relocate the Rosemount library branch. The Rosemount branch is an original Carnegie Library and has been identified by the Ottawa Public Library Board as a facility renovation priority through the adoption of a facilities framework in 2016. This 2017 funding request for \$100K is intended to complement the existing authority in capital order # 907351.			2017 Request		100	Projected Yearend Unspent Bal. 78		
			Revenues		0	Debt		
			Tax Supported/ Dedicated		100	Tax Supported/ Dedicated Debt		0
			Rate Supported		0	Rate Supported Debt		0
			Develop. Charges		0	Develop. Charges Debt		0
			Gas Tax		0	Gas Tax Debt		0
			Forecast		2017	2018	2019	2020
			Authority		100	2,000	0	0
			Spending Plan		178	2,000	0	0
			FTE's		0	0	0	0
			Operating Impact		0	0	0	0

Project Information			Financial Details					
908265	Accessibility Technology		Class of Estimate:		Not Applicable			
Dept:	Ottawa Public Library	Category: Strategic Initiatives	Ward: CW		Year of Completion: 2019			
To support the replacement of accessible public workstations that are at the end of their serviceable lifecycle. This is the second year of a three year replacement strategy.			2017 Request		85	Projected Yearend Unspent Bal.		85
			Revenues		0	Debt		
			Tax Supported/ Dedicated		85	Tax Supported/ Dedicated Debt		0
			Rate Supported		0	Rate Supported Debt		0
			Develop. Charges		0	Develop. Charges Debt		0
			Gas Tax		0	Gas Tax Debt		0
			Forecast		2017	2018	2019	2020
			Authority		85	85	0	0
			Spending Plan		170	85	0	0
			FTE's		0	0	0	0
			Operating Impact		0	0	0	0

City of Ottawa
2017 Draft Capital Budget
Ottawa Public Library Board
Capital Program Forecast
In Thousands (\$000)

Project Description	2017	2018	2019	2020	Total
Renewal of City Assets					
904671 Bookmobile 2014	-	750	-	-	70
908212 OPL Vehicle Replacement	-	50	-	-	250
908253 Technology Lifecycle	-	190	265	345	260
908467 2017 Buildings-Library	450	900	900	900	600
Renewal of City Assets Total	450	1,890	1,165	1,245	1,180
Growth					
903608 East Urban Facility	-	-	150	6,000	2,330
904629 South Urban Library	500	10,000	-	-	610
907052 2018 Collections (DC)	-	1,600	-	-	7,119
907464 Collections - 2017	485	1,250	1,600	1,700	1,350
908691 New Kiosks - City Wide 2018	-	250	-	-	850
908692 North Gower Library	-	-	150	2,000	3,294
Growth Total	985	13,100	1,900	9,700	15,553
Strategic Initiatives					
905105 Central Library Development	2,000	-	-	-	2,430
907057 Library Retrofits 2013	-	350	-	-	1,025
907351 Rosemount - Planning/Retrofits	100	2,000	-	-	2,551
908211 Centennial Renovations	-	385	2,000	-	1,995
908265 Accessibility Technology	85	85	-	-	6,209
908459 2017 Accessibility - Library	80	-	-	-	2,296
908693 Kiosk lockers rural	-	-	-	200	233
908694 New Library Depots	-	-	350	-	1,367
908710 New Materials Delivery Vehicle 2018	-	100	-	300	729
908711 New Vehicle 2020 - Sprinter	-	-	-	250	4,306
Strategic Initiatives Total	2,265	2,920	2,350	750	23,141
Grand Total	3,700	17,910	5,415	11,695	39,874

City Of Ottawa
Ottawa Public Library
Capital Works-in-Progress (as of August 31, 2016)

In Thousands (\$000)

Project Description	Total Authority	Expenditures as at August 31, 2016	Unspent Cash Balance As at August 31, 2016	Total Contractual Obligations	Unspent/ Uncommitted Balance
Library					
Renewal of City Assets					
903626 Bookmobile Replacement 2011	508	25	483	456	27
904671 Bookmobile 2014	129	110	19	15	4
905780 Technology Infrastructure Lifecycle	240	141	99	0	99
906359 General Repairs & Maint 2012	50	41	9	0	9
906989 Buildings - Library	730	705	25	13	12
907286 Buildings-Library	495	450	45	14	31
907737 Buildings-Library	685	578	107	77	30
908114 2016 Buildings-Library	935	77	858	570	288
908253 Technology Lifecycle	150	0	150	0	150
Renewal of City Assets Total	3,922	2,127	1,795	1,144	651
Growth					
904628 West District Library	10,000	9,237	763	563	199
904629 South Urban Library	100	0	100	0	100
906395 Collections 2012	1,000	311	689	0	689
907916 Collections 2011	964	817	146	0	146
908254 OPL Facilities/ Growth Studies (DC)	100	43	57	2	55
Growth Total	12,164	10,409	1,754	565	1,189
Strategic Initiative					
904858 Library Radio Frequency Identificate2015	2,102	1,867	235	98	137
905105 Central Library Development	5,165	1,772	3,393	887	2,506
905708 New Central Library - Land Acq *Legacy*	26,000	189	25,811	0	25,811
907056 IT RFID 2013	985	978	7	11	(4)
907057 Library Retrofits 2013	700	594	106	0	106

City Of Ottawa

Ottawa Public Library

Capital Works-in-Progress (as of August 31, 2016)

In Thousands (\$000)

Project Description	Total Authority	Expenditures as at August 31, 2016	Unspent Cash Balance As at August 31, 2016	Total Contractual Obligations	Unspent/ Uncommitted Balance
907293 Accessibility-Library	30	11	19	0	19
907351 Rosemount - Planning/Retrofits	100	22	78	40	38
907992 Accessibility - Library	40	1	39	1	38
908125 2016 Accessibility - Library	165	22	143	126	16
908221 RFID (Const & Equip)	2,055	172	1,883	192	1,691
908265 Accessibility Technology	85	0	85	0	85
Strategic Initiative Total	37,427	5,628	31,799	1,356	30,443
Grand Total	53,513	18,164	35,348	3,065	32,283

BUDGET 2017 *Ottawa*



Ottawa Public Library Bibliothèque publique d'Ottawa

Draft Operating and Capital Budget

Prévisions des budgets provisoires de
fonctionnement et d'immobilisation

Bibliothèque publique d'Ottawa – Besoins en ressources de fonctionnement
en milliers de dollars (000 \$)

	2015	2016		2017	Variations en \$ par rapport au Budget 2016
	Réels	Prévisions	Budget	Estimations	
Dépenses par programme					
Directrice générale	1,875	1,867	1,923	2,068	145
Directrice générale adjointe	2,187	1,922	1,922	2,756	834
Programmes et services	14,451	14,029	14,029	14,750	721
Activités de succursale	28,705	27,804	28,070	28,725	655
Dépenses non liées au Service	2,602	3,305	3,305	2,350	-955
Dépenses brutes	49,820	48,927	49,249	50,649	1,400
Récupération des coûts et affectations	-291	-230	-230	-230	0
Revenus	-4,052	-3,459	-3,663	-3,714	-51
Besoins nets	45,477	45,238	45,356	46,705	1,349
Dépenses par catégorie					
Salaires et avantages sociaux	34,737	33,368	33,708	34,295	587
Heures supplémentaires	142	96	96	98	2
Matériaux et services	7,523	7,596	7,596	9,151	1,555
Transferts/subventions/charges financières	2,602	3,306	3,308	2,353	-955
Coûts du parc automobile	140	131	155	155	0
Coûts des installations de programme	4,203	4,192	4,192	4,403	211
Autres coûts internes	473	238	194	194	0
Dépenses brutes	49,820	48,927	49,249	50,649	1,400
Récupération des coûts et affectations	-291	-230	-230	-230	0
Dépenses nettes	49,529	48,697	49,019	50,419	1,400
Revenus par catégorie					
Fédéraux	-91	-70	-70	-70	0
Provinciaux	-1,611	-1,380	-1,380	-1,380	0
Municipaux	0	0	0	0	0
Fonds propres	-225	-227	-227	-328	-101
Frais et services	-2,125	-1,782	-1,986	-1,986	0
Amendes	0	0	0	50	50
Autres	0	0	0	0	0
Total des revenus	-4,052	-3,459	-3,663	-3,714	-51
Besoins nets	45,477	45,238	45,356	46,705	1,349
Equivalents temps plein			457.50	457.50	0.00

Bibliothèque publique d'Ottawa – Analyse des besoins en ressources de fonctionnement
en milliers de dollars (000 \$)

	Budget de référence 2016			Rajustements en 2017					2017	Variations en \$ en comp. au budget 2016
	Prévisions	Budget	Raj. - budget de réf. 2016	Maintien des services	Croissance	Priorités du Conseil	Économies et initiatives des services	Frais d'utilisation et revenus	Estimations	
Dépenses par programme										
Directrice générale	1,867	1,923	0	30	115	0	0	0	2,068	145
Directrice générale adjointe	1,922	1,922	0	834	0	0	0	0	2,756	834
Programmes et services	14,029	14,029	205	516	0	0	0	0	14,750	721
Activités de succursale	27,804	28,070	0	655	0	0	0	0	28,725	655
Dépenses non liées au Service	3,305	3,305	-703	-252	0	0	0	0	2,350	-955
Dépenses brutes	48,927	49,249	-498	1,783	115	0	0	0	50,649	1,400
Récupération des coûts et affectations	-230	-230	0	0	0	0	0	0	-230	0
Revenus	-3,459	-3,663	227	-328	0	0	0	50	-3,714	-51
Besoins nets	45,238	45,356	-271	1,455	115	0	0	50	46,705	1,349
Dépenses par catégorie										
Salaires et avantages sociaux	33,368	33,708	-105	692	0	0	0	0	34,295	587
Heures supplémentaires	96	96	0	2	0	0	0	0	98	2
Matériaux et services	7,596	7,596	310	1,130	115	0	0	0	9,151	1,555
Transferts/subventions/charges financières	3,306	3,308	-703	-252	0	0	0	0	2,353	-955
Coûts du parc automobile	131	155	0	0	0	0	0	0	155	0
Coûts des installations de programme	4,192	4,192	0	211	0	0	0	0	4,403	211
Autres coûts internes	238	194	0	0	0	0	0	0	194	0
Dépenses brutes	48,927	49,249	-498	1,783	115	0	0	0	50,649	1,400
Récupération des coûts et affectations	-230	-230	0	0	0	0	0	0	-230	0
Dépenses nettes	48,697	49,019	-498	1,783	115	0	0	0	50,419	1,400
Pourcentage du budget des dépenses nettes 2016			-1.0 %	3.6 %	0.2 %	0.0 %	0.0 %	0.0 %	2.9 %	
Revenus par catégorie										
Fédéraux	-70	-70	0	0	0	0	0	0	-70	0
Provinciaux	-1,380	-1,380	0	0	0	0	0	0	-1,380	0
Municipaux	0	0	0	0	0	0	0	0	0	0
Fonds propres	-227	-227	227	-328	0	0	0	0	-328	-101
Frais et services	-1,782	-1,986	0	0	0	0	0	0	-1,986	0
Amendes	0	0	0	0	0	0	0	50	50	50
Autres	0	0	0	0	0	0	0	0	0	0
Total des revenus	-3,459	-3,663	227	-328	0	0	0	50	-3,714	-51
Pourcentage des recettes prévues 2016			-6.2 %	9.0 %	0.0 %	0.0 %	0.0 %	-1.4 %	1.4 %	
Besoins nets	45,238	45,356	-271	1,455	115	0	0	50	46,705	1,349
Pourcentage du budget des besoins nets 2016			-0.6 %	3.2 %	0.3 %	0.0 %	0.0 %	0.1 %	3.0 %	
Equivalents temps plein (ETP)		457.50	0.00	0.00	0.00	0.00	0.00	0.00	457.50	0.00
Pourcentage des ETP en 2016			0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	

	Tarif en \$ 2015	Tarif en \$ 2016	Tarif en \$ 2017	Variation en % par rapport à 2016	Variation en % par rapport à 2015	Date d'entrée en vigueur	Recettes en milliers (000 \$) 2017
Frais de Bibliothèque							50
Livres et livres audio pour adultes	0,50 \$ par jour; max 25 \$	0,50 \$ par jour; max 25 \$	0,40 \$ par jour; max 20 \$	-20.0%	-20.0%	31 juillet 2017	0
Livres de poche pour adultes	0,50 \$ par jour; max 10 \$	0,50 \$ par jour; max 10 \$	0,40 \$ par jour; max 20 \$	-20.0%	-20.0%	31 juillet 2017	0
Périodiques pour adultes	0,50 \$ par jour; max 3 \$	0,50 \$ par jour; max 3 \$	0,40 \$ par jour; max 20 \$	-20.0%	-20.0%	31 juillet 2017	0
CD, DVD et jeux vidéo pour adultes	1 \$ par jour; max. 20 \$	1 \$ par jour; max. 20 \$	0,40 \$ par jour; max 20 \$	-20.0%	-20.0%	31 juillet 2017	0
Livres et livres audio pour enfants/ados	0,25 \$ par jour; max. 5 \$	0,25 \$ par jour; max. 5 \$	0,10 \$ par jour; max. 5 \$	-60.0%	-60.0%	31 juillet 2017	0
Livres de poche, périodiques pour jeunes, jeunes adultes	0,25 \$ par jour; max. 3 \$	0,25 \$ par jour; max. 3 \$	0,10 \$ par jour; max. 5 \$	-60.0%	-60.0%	31 juillet 2017	0
CD, DVD et jeux vidéo pour enfants/ados	0,50 \$ par jour; max. 10 \$	0,50 \$ par jour; max. 10 \$	0,10 \$ par jour; max. 5 \$	-60.0%	-60.0%	31 juillet 2017	0
musique pour adultes,	2 \$ par jour; max. 35 \$	2 \$ par jour; max. 35 \$	2 \$ par jour; max. 20 \$	0.0%	0.0%	31 juillet 2017	0
Frais de réapprovisionnement — Articles réservés échus			1,00 \$ par article réservé	100.0%	100.0%	31 juillet 2017	0
Laissez-passer pour les musées/Laissez-passer de ski (express)	2 \$ par jour; max. 35 \$	2 \$ par jour; max. 35 \$	2 \$ par jour; max. 20 \$	0.0%	0.0%	31 juillet 2017	0
Podomètre	0,50 \$ par jour; max. 25 \$	0,50 \$ par jour; max. 25 \$	0,40 \$ par jour; max. 20 \$	-20.0%	-20.0%	31 juillet 2017	0
Wattmètre	1 \$ par jour; max. 20 \$	1 \$ par jour; max. 20 \$	0,40 \$ par jour; max. 20 \$	-60.0%	-60.0%	31 juillet 2017	0
Sac à dos	0,25 \$ par jour; max. 5 \$	0,25 \$ par jour; max. 5 \$	0,10 \$ par jour; max. 5 \$	-60.0%	-60.0%	31 juillet 2017	0
Prêt interbibliothèques	1 \$ par jour; max. 35 \$	1 \$ par jour; max. 35 \$	1 \$ par jour; max. 35 \$	0.0%	0.0%		
Articles perdus ou endommagés et irréparables	coût + frais de traitement	coût + frais de traitement	coût + frais de traitement	0.0%	0.0%		
Dommages réparables (reliure)	8 \$ par article	8 \$ par article	0 \$	-100.0%	-100.0%	31 juillet 2017	0
Étuis à cassette/CD, sacs à accrocher (ensemble audiovisuel) perdus	2 \$ par article	2 \$ par article	0 \$	-100.0%	-100.0%	31 juillet 2017	0
Aides de suppléance à l'audition	5 \$ l'heure, max. 30 \$; 1 200 \$ si elle n'est pas retournée	5 \$ l'heure, max. 30 \$; 1 200 \$ si elle n'est pas retournée	5 \$ l'heure, max. 20 \$; 1 200 \$ si elle n'est pas retournée	0.0%	0.0%		
iPad ou Chromebook	5 \$ l'heure, max. 30 \$; 500 \$ (iPad) ou 200 \$ (Chromebook) s'il n'est pas retourné	5 \$ l'heure, max. 30 \$; 500 \$ (iPad) ou 200 \$ (Chromebook) s'il n'est pas retourné	5 \$ l'heure, max. 20 \$; 500 \$ (iPad) ou 500 \$ (Chromebook) s'il n'est pas retourné	0.0%	0.0%		
Équipement de l'ESPACE IMAGINE	5 \$ l'heure, max. 30 \$ par jour; de 50 à 3 000 \$ (selon l'équipement) s'il n'est pas retourné	5 \$ l'heure, max. 30 \$ par jour; de 50 à 3 000 \$ (selon l'équipement) s'il n'est pas retourné	5 \$ l'heure, max. 20 \$ par jour; de 50 à 3 000 \$ (selon l'équipement) s'il n'est pas retourné	0.0%	0.0%		
ESPACE IMAGINE – Résine pour l'imprimante ProJet 3D	30 ¢ le gramme	30 ¢ le gramme	30 ¢ le gramme	0.0%	0.0%		
ESPACE IMAGINE – Filament PLA d'imprimante MakerBot 3D	10 ¢ le gramme	10 ¢ le gramme	10 ¢ le gramme	0.0%	0.0%		
ESPACE IMAGINE – Matériaux de découpeur au laser	De 2 à 5 \$ la feuille	De 2 à 5 \$ la feuille	De 2 à 5 \$ la feuille	0.0%	0.0%		

	Tarif en \$ 2015	Tarif en \$ 2016	Tarif en \$ 2017	Variation en % par rapport à 2016	Variation en % par rapport à 2015	Date d'entrée en vigueur	Recettes en milliers (000 \$) 2017
Frais de Bibliothèque (suite)							
Tarifs d'affranchissement des prêts interbibliothèques (PIB)			2,00 \$ par prêteur canadien 5,00 \$ par prêteur américain	100.0%	100.0%	31 juillet 2017	0
Frais de non-résident (4 mois ou plus)	50 \$ par personne ou 100 \$ par famille payables immédiatement; 60 \$ payables en	50 \$ par personne ou 100 \$ par famille payables immédiatement; 60 \$ payables en	80 \$ par personne ou 160 \$ par famille payables immédiatement	0.0%	0.0%		
Frais pour les visiteurs (3 mois ou moins)	5 \$ par mois	5 \$ par mois	5 \$ par mois	0.0%	0.0%		
Remplacement d'une carte de bibliothèque pour adulte	5 \$ la carte	5 \$ la carte	5 \$ la carte	0.0%	0.0%		
Remplacement d'une carte pour jeune/jeune adulte	1 \$ la carte	1 \$ la carte	1 \$ la carte	0.0%	0.0%		
Clés USB	6 \$ la clé	6 \$ la clé	6 \$ la clé	0.0%	0.0%		
Earbuds			À communiquer	0.0%	0.0%		
Chèque sans provision	39 \$ la copie	39 \$ la copie	40 \$ la copie	2.5%	2.5%	31 juillet 2017	0
Impression et photocopie	0,10 \$ la page	0,10 \$ la page	0,10 \$ la page	0.0%	0.0%		
Location de salles							
Auditorium de la Bibliothèque centrale							
Commercial	57,52 \$/heure	57,52 \$/heure	57,52 \$/heure	0.0%	0.0%		
But non lucratif	30,97 \$/heure	30,97 \$/heure	30,97 \$/heure	0.0%	0.0%		
Nepean Centrepointe							
Commercial	66,28 \$/4 h	16,57 \$ l'heure ou moins	21,25 \$ l'heure ou moins	28.0%	28.0%		
But non lucratif	53,03 \$/4 h	13,25 \$ l'heure ou moins	17,25 \$ l'heure ou moins	31.1%	31.1%		
Autres succursales							
Commercial	66,38 \$/4 h	16,60 \$ l'heure ou moins	16,60 \$ l'heure ou moins	0.0%	0.0%		
But non lucratif	22,12 \$/4 h	5,53 \$ l'heure ou moins	5,53 \$ l'heure ou moins	0.0%	0.0%		
Beaverbrook							
Petite salle de réunion							
Commercial	45,22 \$ l'heure ou moins	45,22 \$ l'heure ou moins	45,22 \$ l'heure ou moins	0.0%	0.0%		
Privé	28,76 \$ l'heure ou moins	28,76 \$ l'heure ou moins	28,76 \$ l'heure ou moins	0.0%	0.0%		
Sans but lucratif	9,87 \$ l'heure ou moins	9,87 \$ l'heure ou moins	9,87 \$ l'heure ou moins	0.0%	0.0%		
Salle de réunion moyenne							
Commercial	56,46 \$ l'heure ou moins	56,46 \$ l'heure ou moins	56,46 \$ l'heure ou moins	0.0%	0.0%		
Privé	35,93 \$ l'heure ou moins	35,93 \$ l'heure ou moins	35,93 \$ l'heure ou moins	0.0%	0.0%		
Sans but lucratif	12,35 \$ l'heure ou moins	12,35 \$ l'heure ou moins	12,35 \$ l'heure ou moins	0.0%	0.0%		
Total du Service							50

Ville d'Ottawa

Budget d'immobilisations préliminaires de 2017

C.A. de la Bibliothèque publique d'Ottawa

Résumé et financement du programme d'immobilisations

En milliers (000 \$)

Description de Projet	Recettes	Fonds de réserve financé par les deniers publics	Redevances d'aménagement	Taxe sur l'essence	Dette financée par les deniers publics	Total General
Croissance						
905105 Aménagement de la Bibliothèque centrale d'Ottawa		500			1,500	2,000
907351 Rosemount - planification/réfection		100				100
907464 Collection - 2017		70	415			485
908265 Accessibilité de la technologie		85				85
908459 Accessibilité 2017 - Bibliothèque		80				80
Croissance Total		835	415		1,500	2,750
Renouvellement des immobilisations						
904629 Bibliothèque de la zone urbaine sud		95	405			500
908467 Bâtiments - Bibliothèque 2017		450				450
Renouvellement des immobilisations Total		545	405			950
Total General		1,380	820		1,500	3,700