

**Report to/Rapport au :**

**Council / Conseil**

**March 11, 2015**

**11 mars 2015**

**Submitted by/Soumis par :**

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CITY WIDE / À L'ÉCHELLE DE LA VILLE

Ref N°:

**SUBJECT: OTTAWA PUBLIC LIBRARY: APPROVAL OF 2015 DRAFT BUDGET**

**OBJET : BIBLIOTHÈQUE PUBLIQUE D'OTTAWA : APPROBATION DES PRÉVISIONS BUDGÉTAIRES 2015**

**REPORT RECOMMENDATION**

**That City Council approve the Revised 2015 Ottawa Public Library Board Operating and Capital Budget.**

**RECOMMANDATION DU RAPPORT**

**Que le Conseil municipal approuve les budgets révisés de fonctionnement et d'immobilisation 2015 du Conseil d'administration de la Bibliothèque Publique d'Ottawa.**

**BACKGROUND**

The Ottawa Public Library (OPL) has prepared its draft operating and capital budget estimates within guidelines provided through the City. The draft estimates were tabled with the OPL Board on January 28, 2015 and then forwarded to City Council on February 4, 2015. On February 10, 2015, the OPL Board was fully briefed on a decision rendered by the Ontario Pay Equity Hearing Tribunal, which directly impacted the Library's Draft 2015 Budget Estimates (i.e. \$250,000 base-budget pressure and an estimated \$2.3M in retroactive payments going back to 2005).

Staff were directed to revise the recommended 2015 draft operating and capital budgets tabled on January 28 2015 for consideration at the Board's next meeting. The Library's revised budget documents were posted to BiblioOttawaLibrary.ca on February 24, 2015. The Library's revised budget was reviewed at the OPL Board meeting on Tuesday, March 3, 2015. The Board heard from delegations and then adopted the draft budget. Motion # OPL 20150303/X was carried by the Board:

"That the Ottawa Public Library (OPL) Board approve the revised 2015 OPL Draft Operating and Capital Budget Estimates, as amended, and forward them to City Council for consideration and final approval."

## **DISCUSSION**

The 2015 Operating Budget request represents an increase of \$1.028 million over the 2014 net requirement. Previously approved capital projects will be closed to fund one-time requirements for RFID/customer service training, empowering employees with the right tools and skills in a transformed workplace, additional transit bins to move library materials from one location to another in an ergonomically correct way and temporary staffing in the Materials Handling department to test and streamline new workflow processes to facilitate the movement of more than 50,000 tons of materials. These accounts are listed in Document 1, Table 4.

Pages nine (9) through twelve (12) of the Ottawa Public Library 2015 Budget Book have been changed to reflect the actual year end surplus (\$522,000) and to realign the operating impact of the Ontario Pay Equity Hearing Tribunal decision dated February 3, 2015.

The 2015 Capital Budget total program request is \$3.387 million (including lifecycle requirements). Please note, page seventeen (17) of the Capital section of the 2015 Budget Book has been updated to reflect the revised spending plan for lifecycle projects.

## **RURAL IMPLICATIONS**

There are no specific rural implications associated with this report. The Ottawa Public Library offers equitable service to all residents of the City of Ottawa.

## **CONSULTATION**

The public consultation on the draft operating and capital estimates, have been conducted. Public consultation on the Library's budget consisted of:

- Participation in multi-ward bilingual budget consultation meetings taking place from February 9-12, 2015.
- Public delegations heard at the regularly scheduled monthly Ottawa Public Library Board meeting on March 3, 2015.
- Receipt of comments and questions through a special email address managed through the Library's electronic feedback channels.

## **COMMENTS BY THE WARD COUNCILLOR(S)**

This is a City-wide report.

## **LEGAL IMPLICATIONS**

There are no legal impediments to implementing the recommendations in this report.

## **RISK MANAGEMENT IMPLICATIONS**

There are no risk management impediments to implementing the recommendations in this report.

## **FINANCIAL IMPLICATIONS**

The Ottawa Public Library has met the target provided by the City of Ottawa for the draft 2015 budget target of \$1.028 million. There is an additional funding requirement of \$330,593 which will come from the closure of capital Works In Progress.

## **ACCESSIBILITY IMPACTS**

There are no accessibility implications in implementing the recommendations in this report.

## **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications in implementing the recommendations in this report.

## **TECHNOLOGY IMPLICATIONS**

There are no technology implications in implementing the recommendations in this report.

## **TERM OF COUNCIL PRIORITIES**

This section is not applicable to this report.

## **SUPPORTING DOCUMENTATION**

Document 1 – Doc 2 Adoption of the OPL 2015 Draft Budget, March 3, 2015

## **DISPOSITION**

Draft budget estimates for the Ottawa Public Library are forwarded to City Council for approval on March 11, 2015.