

**Report to / Rapport au:**

**Ottawa Public Library Board  
Conseil d'administration de la bibliothèque publique d'Ottawa**

**December 1, 2015 / 1 décembre 2015**

**Submitted by / Soumis par:**

**Danielle McDonald, Chief Executive Officer / Directrice générale**

*Contact Person / Personne ressource:*

*Monique E. Désormeaux, Deputy Chief Executive Officer / Directrice générale adjointe  
(613) 580-2424, x32181 / [monique.desormeaux@bibliooottawalibrary.ca](mailto:monique.desormeaux@bibliooottawalibrary.ca)*

**File Number: OPLB-2015-0101**

**SUBJECT: Adoption of OPL 2016 Draft Budget**

**OBJET: Adoption du budget provisoire 2016 de la BPO**

#### **REPORT RECOMMENDATIONS**

1. That the Ottawa Public Library (OPL) Board approve the 2016 OPL Draft Operating and Capital Budget, and forward to City Council for consideration and final approval; and,
2. That the Board approve the draft funding request for \$3.9M to further the work required for the Central Library Development Project; and that in addition to OPL funds of \$1M for the project, the OPL request that Ottawa City Council fund the balance of \$2.9M from City reserves.

#### **RECOMMANDATIONS DU RAPPORT**

1. Que le Conseil d'administration de la bibliothèque publique d'Ottawa (BPO) approuve les budgets de fonctionnement et d'immobilisation de la BPO pour 2016, et les transmette au Conseil municipal aux fins d'examen et d'approbation définitive; et
2. Que le Conseil d'administration de la bibliothèque publique d'Ottawa approuve une demande de fonds de 3,9 millions de dollars afin de

poursuivre les travaux nécessaires dans le cadre du projet d'aménagement de la Bibliothèque centrale et que, outre les fonds d'un million de dollars consacrés par la BPO à ce projet, la BPO demande au Conseil municipal d'Ottawa de financer le solde, soit 2,9 millions de dollars, à partir des réserves de la ville.

## BACKGROUND

At its meeting of November 10, 2015, the Ottawa Public Library Board (the Board) received 2016 draft budget estimates that are in keeping with the guidelines approved by City Council. The 2016 draft budget estimates were subsequently tabled with City Council on November 12 2015.

## DISCUSSION

OPL has been allocated \$1.041M in its draft 2016 budget to address operating and/or capital pressures. As a result, OPL has a budget envelope of \$46.297M and a net operating budget of \$45.362M. The draft operating budget is summarized in Table A. The majority of the allocation will be used to maintain existing services.

<b>Table A - 2016 Draft Operating Budget</b>	<b>\$,000</b>
<b>2015 Net Operating Budget</b>	<b>44,321</b>
<b>Description</b>	
2016 COLA	730
2016 Parks, Buildings and Grounds (PBG)	85
Phase II Reduced Revenue Mitigation Plan	70
Maintenance - Materials Handling	15
Central Library Development Project - Compensation Recovery-Capital	-130
Reduction to Materials Budget for Central Library project (One-Time)	-500
Transfer from Library Reserves (One-Time)	-227
Increase to PAYG for 2016 Capital Plan	703
Material Transit Bins (One-Time)	125
Alternative Services Lifecycle (One-Time)	65
RFID / Customer Service Training (One-Time)	105

<b>Total 2016 Pressures</b>	<b>1,041</b>
<b>Total 2016 Net Operating Base</b>	<b>45,362</b>

The majority of the funding allocated to capital will be used to complete the remaining conversions of branches to RFID. The draft capital budget is summarized in Table B.

<b>Table B - 2016 Draft Capital Budget</b>	<b>\$,000</b>
<b>Strategic Initiatives</b>	
RFID Projects (Construction and Equipment), at the following branches	2,055
Blackburn Hamlet	155
Centennial	220
Manotick	170
North Gloucester	270
Rideau	175
Rosemount	100
St-Laurent	290
Stittsville	230
Sunnyside	375
Vanier	70
Technology Lifecycle	150
Accessibility Technology	85
2016 OPL Facilities/Growth Study - Library Reserve Portion	15
<b>Total Strategic Initiatives</b>	<b>2,305</b>
<b>Growth</b>	
2016 OPL Facilities/Growth Study	85
<b>Total Growth</b>	<b>85</b>
<b>2016 Total Capital Including Growth</b>	<b>2,390</b>
Lifecycle OPL Program - City Allocated	935
<b>Total Capital Program</b>	<b>3,325</b>

In order to further the planning for the Central Library Development Project, capital funding of \$3.9M is required in 2016. OPL has worked with the City's Finance Department to develop a funding solution. Through a cost-shared approach, OPL proposes to self-fund \$1M of the 2016 requirement with the balance of \$2.9M funded by the City through the use of City reserves. Table C summarizes the proposed Central Library Development Project funding.

<b>Table C 2016 Draft Central Library Development Project</b>	<b>\$,000</b>
Transfer from Base Operating – OPL Library Materials (One-Time)	500
Transfer from OPL Reserve for Central Library Development Project	227
Central Library Development – PAYG (One-Time)	273
<b>Total OPL Funding</b>	<b>1,000</b>
City of Ottawa – City Reserves	2,900
<b>Total Funding</b>	<b>3,900</b>

In summary, the proposed is a straight-forward budget, which maintains services with the existing staff complement while advancing key OPL Board and Ottawa City Council strategic initiatives.

## CONSULTATION

OPL budget information was available online at [www.biblioottawalibrary.ca](http://www.biblioottawalibrary.ca) and members of the public were invited to provide feedback on the draft budget via [BudgetOPLBPO@biblioottawalibrary.ca](mailto:BudgetOPLBPO@biblioottawalibrary.ca) and other feedback channels. Members of the public were offered the opportunity to share their views at public consultation sessions led by the Mayor and Ottawa City Councillors throughout the summer and into the fall. The OPL Board will receive public delegations at its meeting on December 1, 2015.

## LEGAL IMPLICATIONS

The draft budget is in keeping with the *Public Libraries Act, R.S. O. 1990, c. P. 44*, (PLA) which states: *A public library board, county library board or county library co-operative board shall submit to the appointing council, annually on or before the date and in the form specified by the council, estimates of all sums required during the year for the purposes of the board. R.S.O. 1990, c. P.44, s. 24(1).*

## **RISK MANAGEMENT IMPLICATIONS**

There are no risk management implications associated with this report.

## **FINANCIAL IMPLICATIONS**

The Ottawa Public Library has met the target provided by City Council (target of \$1.041M). There is an additional funding request of \$2.9M from City Reserves for ongoing planning requirements for the Central Library Development Project.

## **ACCESSIBILITY IMPACTS**

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

## **TECHNOLOGY IMPLICATIONS**

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

## **BOARD PRIORITIES**

The Board is fulfilling its fiduciary responsibilities as defined in the *Public Libraries Act*.

## **SUPPORTING DOCUMENTATION**

Appendix 1 – Transmittal Report to City Council

Appendix 2 – OPL Budget Book

## **DISPOSITION**

2016 Budget estimates for the Ottawa Public Library will be forwarded to Ottawa City Council for consideration and final approval by Committee of the Whole on December 9, 2015.