

# BUDGET 2016 *Ottawa*



2015-184\_01

## Ottawa Public Library Bibliothèque publique d'Ottawa

### Draft Operating and Capital Budget

Prévisions des budgets provisoires de  
fonctionnement et d'immobilisation

## **Ottawa Public Library**

### **2016 Budget Briefing Note**

#### **Description**

The Ottawa Public Library (OPL) is an agency of the City of Ottawa established by municipal by-law under the authority of the Ontario Public Libraries Act. It is governed by a Council-appointed Board of nine, including four elected councillors and five citizen trustees. The Board reports directly to Ottawa City Council; it serves a four-year term, concurrent with the term of Council. The OPL builds community and transforms lives through mobile and outreach services and 34 branches, including its most popular, virtual branch BiblioOttawaLibrary.ca. OPL is the largest bilingual library (French and English) in North America and works with many local, provincial, and national partners to extend and enrich service for the taxpayers of Ottawa. The OPL's mission is to inspire learning, spark curiosity, and connect people.

#### **Strategic Directions**

The OPL's 2015-2018 Strategic Plan was approved in 2015, and focuses on three strategic directions:

SERVICES that are customer centric

SPACES for community, collections, and creation

SUCCESS through learning, literacy, and innovation

As of September 30, 2015, OPL has 458.98 budgeted FTEs representing a head count of 639. Of the total staff, 96.5% are frontline staff and 3.5% are management, support and administrative staff. Unionized library employees are represented by one bargaining agent: CUPE 503 Library Group.

## Programs/Services Offered

The Ottawa Public Library offers:

**Program and Reading Services:** Develop, innovate, implement, and evaluate program offerings that inspire reading, learning, and creation for all age groups. Introduce library services to newcomers, persons with disabilities, and marginalized populations. Build, maintain, and ensure access to a comprehensive collection of print and electronic materials and resources in a wide range of formats and languages.

**Branch Services:** Access to 33 physical locations that enable library customers to borrow and/or consult materials, attend programs, and participate in all parts of civic life.

**Outreach Services:** Extends services to those who cannot conveniently reach a library branch through alternate service delivery mechanisms such as bookmobiles, kiosks, as well as door-to-door delivery to those who are homebound.

**Virtual Services:** Extend library services through the Library's website ([BiblioOttawaLibrary.ca](http://BiblioOttawaLibrary.ca)) and mobile applications, enabling customer self-service to access information, manage accounts, download music and eBooks, and stream video/materials.

**Other:** Support front-line customer services, through capital planning and development to maintain, plan, and develop library facilities that are welcoming and safe places for customers and employees. Provides strategic support and management services to the nine-member governing board.

	2014	2015		2016	\$ Change over 2015 Budget
	Actual	Forecast	Budget	Estimate	
<b>Expenditures by Program</b>					
Chief Executive Office	2,570	1,730	1,752	1,800	48
Deputy CEO	2,010	1,920	1,920	1,984	64
Programs & Services	14,084	15,440	14,298	13,854	-444
Branch Operations	25,868	28,248	27,685	28,312	627
Non Departmental	2,834	2,602	2,602	3,305	703
<b>Gross Expenditure</b>	<b>47,366</b>	<b>49,940</b>	<b>48,257</b>	<b>49,255</b>	<b>998</b>
Recoveries & Allocations	-116	-242	-100	-230	-130
Revenue	-4,359	-3,747	-3,836	-3,663	173
<b>Net Requirement</b>	<b>42,891</b>	<b>45,951</b>	<b>44,321</b>	<b>45,362</b>	<b>1,041</b>
<b>Expenditures by Type</b>					
Salaries, Wages & Benefits	31,202	34,692	33,080	33,708	628
Overtime	179	165	94	96	2
Material & Services	8,470	7,838	7,872	7,452	-420
Transfers/Grants/Financial Charges	2,835	2,605	2,605	3,308	703
Fleet Costs	144	147	155	155	0
Program Facility Costs	4,144	4,114	4,114	4,199	85
Other Internal Costs	392	379	337	337	0
<b>Gross Expenditures</b>	<b>47,366</b>	<b>49,940</b>	<b>48,257</b>	<b>49,255</b>	<b>998</b>
Recoveries & Allocations	-116	-242	-100	-230	-130
<b>Net Expenditure</b>	<b>47,250</b>	<b>49,698</b>	<b>48,157</b>	<b>49,025</b>	<b>868</b>
<b>Revenues By Type</b>					
Federal	-142	-70	-70	-70	0
Provincial	-1,380	-1,380	-1,380	-1,380	0
Municipal	0	0	0	0	0
Own Funds	-605	-330	-330	-227	103
Fees and Services	-2,232	-1,967	-2,056	-1,986	70
Fines	0	0	0	0	0
Other	0	0	0	0	0
<b>Total Revenue</b>	<b>-4,359</b>	<b>-3,747</b>	<b>-3,836</b>	<b>-3,663</b>	<b>173</b>
<b>Net Requirement</b>	<b>42,891</b>	<b>45,951</b>	<b>44,321</b>	<b>45,362</b>	<b>1,041</b>
<b>Full Time Equivalents</b>			<b>457.50</b>	<b>457.50</b>	<b>0.00</b>

	2015 Baseline			2016 Adjustments					2016	\$ Change over 2015 Budget
	Forecast	Budget	Adj. to Base Budget	Maintain Services	Growth	Council Priorities	Service Initiatives / Savings	User Fees & Revenues	Estimate	
	1,730	1,752	-100	148	0	0	0	0	1,800	48
Deputy CEO	1,920	1,920	-105	169	0	0	0	0	1,984	64
Programs & Services	15,440	14,298	-125	-319	0	0	0	0	13,854	-444
Branch Operations	28,248	27,685	0	627	0	0	0	0	28,312	627
Non Departmental	2,602	2,602	0	703	0	0	0	0	3,305	703
<b>Gross Expenditure</b>	<b>49,940</b>	<b>48,257</b>	<b>-330</b>	<b>1,328</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>49,255</b>	<b>998</b>
Recoveries & Allocations	-242	-100	0	-130	0	0	0	0	-230	-130
Revenue	-3,747	-3,836	330	-227	0	0	0	70	-3,663	173
<b>Net Requirement</b>	<b>45,951</b>	<b>44,321</b>	<b>0</b>	<b>971</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>70</b>	<b>45,362</b>	<b>1,041</b>
<b>Expenditures by Type</b>										
Salaries, Wages & Benefits	34,692	33,080	-205	833	0	0	0	0	33,708	628
Overtime	165	94	0	2	0	0	0	0	96	2
Material & Services	7,838	7,872	-125	-295	0	0	0	0	7,452	-420
Transfers/Grants/Financial Charges	2,605	2,605	0	703	0	0	0	0	3,308	703
Fleet Costs	147	155	0	0	0	0	0	0	155	0
Program Facility Costs	4,114	4,114	0	85	0	0	0	0	4,199	85
Other Internal Costs	379	337	0	0	0	0	0	0	337	0
<b>Gross Expenditures</b>	<b>49,940</b>	<b>48,257</b>	<b>-330</b>	<b>1,328</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>49,255</b>	<b>998</b>
Recoveries & Allocations	-242	-100	0	-130	0	0	0	0	-230	-130
<b>Net Expenditure</b>	<b>49,698</b>	<b>48,157</b>	<b>-330</b>	<b>1,198</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>49,025</b>	<b>868</b>
<b>Percent of 2015 Net Expenditure Budget</b>			<b>-0.7%</b>	<b>2.5%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>1.8%</b>	
<b>Revenues By Type</b>										
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	-330	-330	330	-227	0	0	0	0	-227	103
Fees and Services	-1,967	-2,056	0	0	0	0	0	70	-1,986	70
Fines	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0
<b>Total Revenue</b>	<b>-3,747</b>	<b>-3,836</b>	<b>330</b>	<b>-227</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>70</b>	<b>-3,663</b>	<b>173</b>
<b>Percent of 2015 Revenue Budget</b>			<b>-8.6%</b>	<b>5.9%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-1.8%</b>	<b>-4.5%</b>	
<b>Net Requirement</b>	<b>45,951</b>	<b>44,321</b>	<b>0</b>	<b>971</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>70</b>	<b>45,362</b>	<b>1,041</b>
<b>Percent of 2015 Net Requirement Budget</b>			<b>0.0%</b>	<b>2.2%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.2%</b>	<b>2.3%</b>	
<b>Full Time Equivalents (FTE's)</b>		457.50	0.00	0.00	0.00	0.00	0.00	0.00	457.50	0.00
<b>Percent of 2015 FTE's</b>			<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	

		Surplus / (Deficit)		
2015 Forecast vs. Budget Variance Explanation		Expense	Revenue	Net
Fine revenues less than budgeted as a result of the continuing expanding use of e-		0	-89	-89
Costs of pay equity retroactive payments		-1,541	0	-1,541
<b>Total Surplus / (Deficit)</b>		<b>-1,541</b>	<b>-89</b>	<b>-1,630</b>
		Increase / (Decrease)		
2015 Baseline Adjustment / Explanation		Expense	Revenue	Net 2015 Changes
Removal of one-time funding for RFID/Customer Service training.		-100	0	-100
Removal of one-time funding for Automated Materials Handling temporary staffing.		-105	0	-105
Removal of one-time funding for purchase of RFID Transit bins.		-125	0	-125
Removal of one-time reserve fund transfer.		0	330	330
<b>Total Adjustments to Base Budget</b>		<b>-330</b>	<b>330</b>	<b>0</b>
		Increase / (Decrease)		
2016 Pressure Category / Explanation		Expense	Revenue	Net 2016 Changes
<b>Maintain Services</b>				
All programs include an adjustment for potential 2016 cost of living, increments and benefit adjustments.		730	0	730
Increase in Facility costs related to inflation on compensation contracts, parts, fuel, contribution to capital reserve and maintenance.		85	0	85
Inflationary increases to existing mandatory maintenance contracts for RFID- related equipment and software (e.g. transit bins, self-check units, gates, sorters).		15	0	15
Capital recovery for Central Library resources.		-130	0	-130
One-time funding for Alternative Services lifecycle		65	0	65
One-time funding for RFID/Customer Service training.		105	0	105
One-time funding for purchase of RFID Transit bins.		125	0	125
One-time reduction of the materials budget to fund the Central Library project.		-500	0	-500
One-time transfer from Library reserve fund to assist in funding the Central Library project.		0	-227	-227
One-time increase in Contribution to Reserves to fund the 2016 capital projects.		703	0	703
<b>Total Maintain Services</b>		<b>1,198</b>	<b>-227</b>	<b>971</b>

2016 Pressure Category / Explanation	Expense	Revenue	Net 2016 Changes	FTE Impact
<b>User Fees &amp; Revenues</b> Second part of revenue mitigation plan - reduction of Fine budget due to decrease in revenues for the past 3 years as a result of fine notification.	0	70	70	0.00
<b>Total User Fees &amp; Revenues</b>	<b>0</b>	<b>70</b>	<b>70</b>	<b>0.00</b>
<b>Total Budget Changes</b>	<b>868</b>	<b>173</b>	<b>1,041</b>	<b>0.00</b>

	2014 Rate \$	2015 Rate \$	2016 Rate \$	% Change Over 2015	% Change Over 2014	Effective Date	2016 Revenue (\$000)
<b>Library Fees</b>							
Adult books, Audio books	\$0.50 per day; \$25 max	\$0.50 per day; \$25 max	\$0.50 per day; \$25 max	0.0%	0.0%	01-Jan-16	70
Adult paperbacks	\$0.50 per day; \$10 max	\$0.50 per day; \$10 max	\$0.50 per day; \$10 max	0.0%	0.0%	01-Jan-16	
Adult periodicals	\$0.50 per day; \$3 max	\$0.50 per day; \$3 max	\$0.50 per day; \$3 max	0.0%	0.0%	01-Jan-16	
Adult CDs, DVDs, Video Games	\$1.00 per day; \$20 max	\$1.00 per day; \$20 max	\$1.00 per day; \$20 max	0.0%	0.0%	01-Jan-16	
Children/Teen books, Audio Books	\$0.25 per day; \$5 max	\$0.25 per day; \$5 max	\$0.25 per day; \$5 max	0.0%	0.0%	01-Jan-16	
Children/Teen paperbacks, periodicals	\$0.25 per day; \$3 max	\$0.25 per day; \$3 max	\$0.25 per day; \$3 max	0.0%	0.0%	01-Jan-16	
Children/Teen CDs, DVDs, Video Games	\$0.50 per day; \$10 max	\$0.50 per day; \$10 max	\$0.50 per day; \$10 max	0.0%	0.0%	01-Jan-16	
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; \$35 max	0.0%	0.0%	01-Jan-16	
Museum pass/Ski Pass (Express)	\$2.00 per day; \$35 max	\$2.00 per day; \$35 max	\$2.00 per day; \$35 max	0.0%	0.0%	01-Jan-16	
Pedometer	\$0.50 per day; \$25 max	\$0.50 per day; \$25 max	\$0.50 per day; \$25 max	0.0%	0.0%	01-Jan-16	
Kill-A-Watt Meter	\$1.00 per day; \$20 max	\$1.00 per day; \$20 max	\$1.00 per day; \$20 max	0.0%	0.0%	01-Jan-16	
Ready-to-read Backpack	\$0.25 per day; \$5 max	\$0.25 per day; \$5 max	\$0.25 per day; \$5 max	0.0%	0.0%	01-Jan-16	
Interlibrary Loan	\$1.00 per day; \$35 max	\$1.00 per day; \$35 max	\$1.00 per day; \$35 max	0.0%	0.0%	01-Jan-16	
Lost or damaged beyond repair items	cost + processing chg	cost + processing chg	cost + processing chg	0.0%	0.0%	01-Jan-16	
Repairable damage (bindery)	\$8.00 per item	\$8.00 per item	\$8.00 per item	0.0%	0.0%	01-Jan-16	
Lost Media Cases (AV/cassette/CD cases, hanging bags)	\$2.00 per item	\$2.00 per item	\$2.00 per item	0.0%	0.0%	01-Jan-16	
Assistive Listening Devices	\$5 per hour / \$30 max; not returned \$1200	\$5 per hour / \$30 max; not returned \$1200	\$5 per hour / \$30 max; not returned \$1200	0.0%	0.0%	01-Jan-16	
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 / \$30 max; not returned \$500 (ipad), \$200 (Chromebook)	0.0%	0.0%	01-Jan-16	
Imagine Space equipment		\$5 per hour / max \$30 per day; not returned \$50-\$3000 depending	\$5 per hour / max \$30 per day; not returned \$50-\$3000 depending	0.0%	0.0%	01-Jan-16	
Imagine Space - resin for ProJet 3D printer		\$0.30 per gram	\$0.30 per gram	0.0%	0.0%	01-Jan-16	
Imagine Space - plastic filament for Makerbot 3D printer		\$0.10 per gram	\$0.10 per gram	0.0%	0.0%	01-Jan-16	
Imagine Space - material for laser cutter		\$2 to \$5 per sheet	\$2 to \$5 per sheet	0.0%	0.0%	01-Jan-16	



	2014 Rate \$	2015 Rate \$	2016 Rate \$	% Change Over 2015	% Change Over 2014	Effective Date	2016 Revenue (\$000)
<b>Library Fees cont'd</b>							
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	\$50 each/\$100 family paid immediately; \$60 payable in two installments	0.0%	0.0%	01-Jan-16	
Visitor Fee (3 months or less)	\$5 per mth	\$5 per mth	\$5 per mth	0.0%	0.0%	01-Jan-16	
Adult Library Card replacement	\$5.00 per card	\$5.00 per card	\$5.00 per card	0.0%	0.0%	01-Jan-16	
Children/Teen Card replacement	\$1.00 per card	\$1.00 per card	\$1.00 per card	0.0%	0.0%	01-Jan-16	
USB Keys	\$6.00 per key	\$6.00 per key	\$6.00 per key	0.0%	0.0%	01-Jan-16	
NSF cheque	\$39.00 per draft	\$39.00 per draft	\$39.00 per draft	0.0%	0.0%	01-Jan-16	
Printing/Copying	\$0.10 per page	\$0.10 per page	\$0.10 per page	0.0%	0.0%	01-Jan-16	
<b>Room Rentals</b>							
<b>Main Library Auditorium</b>							
Commercial	\$57.52/hour	\$57.52/hour	\$57.52/hour	0.0%	0.0%	01-Jan-16	
Non-profit	\$30.97/hour	\$30.97/hour	\$30.97/hour	0.0%	0.0%	01-Jan-16	
<b>Nepean Centreponte</b>							
Commercial	\$66.28/4 hrs	\$66.28/4 hrs	\$16.57/hr or less	0.0%	0.0%	01-Apr-16	
Non-profit	\$53.03/4 hrs	\$53.03/4 hrs	\$13.25/hr or less	0.0%	0.0%	01-Apr-16	
<b>Other Library Branches</b>							
Commercial	\$66.38/4 hrs	\$66.38/4 hrs	\$16.60/hr or less	0.0%	0.0%	01-Apr-16	
Non-profit	\$22.12/4 hrs	\$22.12/4 hrs	\$5.53/hr or less	0.0%	0.0%	01-Apr-16	
<b>Beaverbrook</b>							
Small Meeting Room							
Commercial		\$45.22/hour or less	\$45.22/hour or less	0.0%	0.0%	01-Apr-16	
Private		\$28.76/hour or less	\$28.76/hour or less	0.0%	0.0%	01-Apr-16	
Non-Profit		\$9.87/hour or less	\$9.87/hour or less	0.0%	0.0%	01-Apr-16	
Medium Meeting Room							
Commercial		\$56.46/hour or less	\$56.46/hour or less	0.0%	0.0%	01-Apr-16	
Private		\$35.93/hour or less	\$35.93/hour or less	0.0%	0.0%	01-Apr-16	
Non-Profit		\$12.35/hour or less	\$12.35/hour or less	0.0%	0.0%	01-Apr-16	
<b>Total Departmental</b>							<b>70</b>

# Capital Budget

**City of Ottawa**  
**2016 Draft Capital Budget**  
**Ottawa Public Library Board**  
**Capital Program Summary & Funding**  
 In Thousands (\$000)

Project Description	Revenue	Capital Reserve Fund	Gas Tax	Development Charges	Debt Funding	Grand Total
<b>Renewal of City Assets</b>						
908114 2016 Buildings-Library	0	935	0	0	0	935
908253 Technology Lifecycle	0	150	0	0	0	150
<b>Renewal of City Assets Total</b>	<b>0</b>	<b>1,085</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,085</b>
<b>Growth</b>						
908254 OPL Facilities/ Growth Studies (DC)	0	14	0	86	0	100
<b>Growth Total</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>86</b>	<b>0</b>	<b>100</b>
<b>Strategic Initiatives</b>						
905105 Central Library Development	0	3,900	0	0	0	3,900
908125 2016 Accessibility - Library	0	90	0	0	0	90
908221 RFID (Const & Equip)	0	2,055	0	0	0	2,055
908265 Accessibility Technology	0	85	0	0	0	85
<b>Strategic Initiatives Total</b>	<b>0</b>	<b>6,130</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,130</b>
<b>Grand Total</b>	<b>0</b>	<b>7,229</b>	<b>0</b>	<b>86</b>	<b>0</b>	<b>7,315</b>

City of Ottawa  
 2016 Draft Capital Budget  
 Ottawa Public Library Board  
 In Thousands (\$000)

Service Area: Library											
Category	2016 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	1,085	0	1,085	0	0	0	0	0	0	0	0
Growth	100	0	14	0	86	0	0	0	0	0	0
Regulatory	0	0	0	0	0	0	0	0	0	0	0
Strategic Initiatives	6,130	0	6,130	0	0	0	0	0	0	0	0
<b>Total</b>	<b>7,315</b>	<b>0</b>	<b>7,229</b>	<b>0</b>	<b>86</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**City of Ottawa**  
**2016 Draft Capital Budget**  
**Service Area: Library**  
**In Thousands (\$000)**

Program Information			Financial Details																																																
Buildings-Library			Class of Estimate: C) Planning																																																
Dept: Infrastructure Services		Category: Renewal of City Assets	Ward: Multiple		Year of Completion: Various																																														
<p>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.</p> <p>Annual programming provides allocations as required for each of the service areas as follows:</p> <table><tr><td>Service Area</td><td>Buildings</td><td>Parks</td></tr><tr><td>By-Law Services</td><td>530</td><td></td></tr><tr><td>Child Care Services</td><td>145</td><td></td></tr><tr><td>Cultural Services</td><td>1,085</td><td></td></tr><tr><td>Fire Services</td><td>525</td><td></td></tr><tr><td>General Government</td><td>1,220</td><td></td></tr><tr><td>Public Library</td><td>935</td><td></td></tr><tr><td>Long Term Care</td><td>950</td><td></td></tr><tr><td>Parks &amp; Recreation Facilities</td><td>15,785</td><td>3,500</td></tr><tr><td>Roads Services</td><td>915</td><td></td></tr><tr><td>Social Services</td><td>270</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>26,010</td><td>3,500</td></tr></table>			Service Area	Buildings	Parks	By-Law Services	530		Child Care Services	145		Cultural Services	1,085		Fire Services	525		General Government	1,220		Public Library	935		Long Term Care	950		Parks & Recreation Facilities	15,785	3,500	Roads Services	915		Social Services	270		Water Services	50		Transit Services	3,600		TOTAL Authority Request	26,010	3,500	2016 Request		935	Projected Yearend Unspent Bal.			0
			Service Area	Buildings	Parks																																														
			By-Law Services	530																																															
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			Cultural Services	1,085																																															
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Transit Services	3,600																																																		
TOTAL Authority Request	26,010	3,500																																																	
Revenues		0	Debt																																																
Tax Supported/ Dedicated		935	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		2016	2017	2018	2019																																														
Authority		935	900	900	900																																														
Spending Plan		935	900	900	900																																														
FTE's		0	0	0	0																																														
Operating Impact		0	0	0	0																																														

Forecasts are based on bulk allocations that will be detailed in future budget submissions. Project cost group summaries are provided following this program summary.

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 Project cost group summaries are provided following this program summary.

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**City of Ottawa**  
**2016 Draft Capital Budget**  
**Service Area: Library**  
**In Thousands (\$000)**

Program Information		Financial Details																				
Accessibility - Library		Class of Estimate: C) Planning																				
Dept: Infrastructure Services	Category: Strategic Initiatives	Ward: Multiple	Year of Completion: Various																			
<p>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.</p> <p>Annual programming provides allocations as required for each of the service areas as follows:</p> <table><tr><th colspan="2">Service Area</th></tr><tr><td>Child Care Services</td><td>105</td></tr><tr><td>Cultural Services</td><td>205</td></tr><tr><td>General Government</td><td>370</td></tr><tr><td>Public Library</td><td>90</td></tr><tr><td>Parks &amp; Recreation Facilities</td><td>1,405</td></tr><tr><td>Social Services</td><td>325</td></tr><tr><td><b>TOTAL Authority Request</b></td><td><b>2,500</b></td></tr></table>		Service Area		Child Care Services	105	Cultural Services	205	General Government	370	Public Library	90	Parks & Recreation Facilities	1,405	Social Services	325	<b>TOTAL Authority Request</b>	<b>2,500</b>	2016 Request	90	Projected Yearend Unspent Bal.		0
		Service Area																				
		Child Care Services	105																			
		Cultural Services	205																			
		General Government	370																			
		Public Library	90																			
		Parks & Recreation Facilities	1,405																			
		Social Services	325																			
		<b>TOTAL Authority Request</b>	<b>2,500</b>																			
		Revenues	0	Debt																		
		Tax Supported/ Dedicated	90	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	2016	2017	2018	2019																		
Authority	90	0	0	0																		
Spending Plan	70	20	0	0																		
FTE's	0	0	0	0																		
Operating Impact	0	0	0	0																		

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**City of Ottawa**  
**2016 Draft Capital Budget**  
**Service Area: Library**  
**In Thousands (\$000)**

Project Information			Financial Details						
908253    Technology Lifecycle			Class of Estimate:		Not Applicable				
Dept:    Ottawa Public Library		Category: Renewal of City Assets	Ward: CW		Year of Completion: 2019				
To support the replacement of key Technology Infrastructure assets in support of continually increasing demand for Library virtual services. The procurement of network controlling and caching devices is required to maintain an existing high level of dependability within this popular service delivery stream.			2016 Request		150	Projected Yearend Unspent Bal.			0
			Revenues		0	Debt			
			Tax Supported/ Dedicated		150	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		2016	2017	2018	2019	
			Authority		150	160	240	200	
			Spending Plan		150	160	240	200	
			FTE's		0	0	0	0	
			Operating Impact		0	0	0	0	
908254    OPL Facilities/ Growth Studies (DC)			Class of Estimate:		Not Applicable				
Dept:    Ottawa Public Library		Category: Growth	Ward: CW		Year of Completion: 2019				
The last Library Facilities Investment and Growth Planning Study was completed in 2010. The Planning Study requires regular review and updating including application of the 2014 Development Charge Bylaw. This full review identifies future Ottawa Public Library (OPL) facility requirements needed to meet growth projections as well as asset renewal requirements to ensure the integrity of existing OPL facilities.			2016 Request		100	Projected Yearend Unspent Bal.			0
			Revenues		0	Debt			
			Tax Supported/ Dedicated		14	Tax Supported/ Dedicated Debt		0	
			Rate Supported		0	Rate Supported Debt		0	
			Develop. Charges		86	Develop. Charges Debt		0	
			Gas Tax		0	Gas Tax Debt		0	
			Forecast		2016	2017	2018	2019	
			Authority		100	0	0	0	
			Spending Plan		100	0	0	0	
			FTE's		0	0	0	0	
			Operating Impact		0	0	0	0	

**City of Ottawa**  
**2016 Draft Capital Budget**  
**Service Area: Library**  
**In Thousands (\$000)**

Appendix 2

Project Information			Financial Details						
<b>908221</b>	<b>RFID (Const &amp; Equip)</b>		<b>Class of Estimate:</b>		<b>C) Planning</b>				
Dept:	Ottawa Public Library	Category: Strategic Initiatives	Ward: CW		Year of Completion: 2019				
To support the final phase of Radio Frequency Identification (RFID) conversion in 10 rural, urban and suburban library locations. Funding is required for security and technology purchases and necessary capital fit-ups.			<b>2016 Request</b>		<b>2,055</b>	Projected Yearend Unspent Bal.			0
			Revenues		0	Debt			
			Tax Supported/ Dedicated		2,055	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	
			<b>Forecast</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	
			Authority		2,055	0	0	0	
			Spending Plan		2,055	0	0	0	
			FTE's		0	0	0	0	
			Operating Impact		0	0	0	0	
<b>905105</b>	<b>Central Library Development</b>		<b>Class of Estimate:</b>		<b>D) Conceptual</b>				
Dept:	Ottawa Public Library	Category: Strategic Initiatives	Ward: 14		Year of Completion: 2015				
To advance planning for the Central Library Development Project. Development of an inclusive, dynamic Central Library enabling creation and learning is a Board strategic direction (and 2015-2018 Term of Council Priorities HC4-43). Funding will support project planning through completion of Stage 3 of the approved implementation process in order to determine the project delivery method, procurement process, site location, project budget and funding required for a new Ottawa Central Library.  New year of completion 2018.			<b>2016 Request</b>		<b>3,900</b>	Projected Yearend Unspent Bal.			510
			Revenues		0	Debt			
			Tax Supported/ Dedicated		3,900	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	
			<b>Forecast</b>		<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	
			Authority		3,900	0	0	0	
			Spending Plan		4,410	0	0	0	
			FTE's		0	0	0	0	
			Operating Impact		0	0	0	0	

City of Ottawa  
2016 Draft Capital Budget  
Service Area: Library  
In Thousands (\$000)

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 first year of a three year replacement strategy.			2016 Request		85	Projected Yearend Unspent Bal.			0
			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		2016	2017	2018	2019	
			Authority		85	85	85	0	
			Spending Plan		85	85	85	0	
			FTE's		0	0	0	0	
			Operating Impact		0	0	0	0	

**City of Ottawa**  
**2016 Draft Capital Budget**  
**Ottawa Public Library Board**  
**Capital Program Forecast**  
In Thousands (\$000)

Project Description	2016	2017	2018	2019	Total
<b>Renewal of City Assets</b>					
908114 2016 Buildings-Library	935	900	900	900	3,635
908212 Vehicle Replacement	0	0	50	50	100
908253 Technology Lifecycle	150	160	240	200	750
<b>Renewal of City Assets Total</b>	<b>1,085</b>	<b>1,060</b>	<b>1,190</b>	<b>1,150</b>	<b>4,485</b>
<b>Growth</b>					
903608 East Urban Facility	0	0	150	7,500	7,650
904629 South Urban Library	0	500	7,500	0	8,000
907052 2018 Collections (DC)	0	0	1,600	0	1,600
908254 OPL Facilities/ Growth Studies (DC)	100	0	0	0	100
<b>Growth Total</b>	<b>100</b>	<b>500</b>	<b>9,250</b>	<b>7,500</b>	<b>17,350</b>
<b>Strategic Initiatives</b>					
905105 Central Library Development	3,900	0	0	0	3,900
907351 Rosemount - Planning/Retrofits	0	1,000	0	0	1,000
907376 Alternative Services	0	600	315	415	1,330
908125 2016 Accessibility - Library	90	0	0	0	90
908211 Centennial Refurbishment	0	425	0	0	425
908221 RFID (Const & Equip)	2,055	0	0	0	2,055
908266 Orleans Refurbishment	0	300	0	0	300
<b>Strategic Initiatives Total</b>	<b>6,130</b>	<b>2,410</b>	<b>400</b>	<b>415</b>	<b>9,355</b>
<b>Grand Total</b>	<b>7,315</b>	<b>3,970</b>	<b>10,840</b>	<b>9,065</b>	<b>31,190</b>

**City Of Ottawa**  
**Ottawa Public Library**  
**Capital Works-in-Progress (as of Sept. 30 2015)**  
in Thousands (\$000)

Project Description	Total Authority	Expenditures as at Sept. 30 2015	Unspent Cash Balance as at Sept. 30 2015	Total Contractual Obligations	Unspent / Uncommitted Balance
<b>Library</b>					
<b>Renewal of City Assets</b>					
903626 Bookmobile Replacement 2011	508	11	497	456	41
904671 Bookmobile 2014	129	110	19	0	19
905780 Technology Infrastructure Lifecycle	240	96	144	0	144
906359 General Repairs & Maint 2012	50	41	9	8	2
906989 Buildings - Library	730	675	55	37	18
907286 Buildings-Library	495	335	160	26	134
907737 Buildings-Library	685	237	448	319	128
<b>Renewal of City Assets Total</b>	<b>2,837</b>	<b>1,505</b>	<b>1,332</b>	<b>845</b>	<b>486</b>
<b>Growth</b>					
904628 West District Library	10,000	9,220	780	102	679
904629 South Urban Library	100	0	100	0	100
905631 Collections 2010	500	500	0	0	0
906395 Collections 2012	1,000	34	966	0	966
907916 Collections 2011	964	126	837	0	837
<b>Growth Total</b>	<b>12,564</b>	<b>9,879</b>	<b>2,684</b>	<b>102</b>	<b>2,583</b>
<b>Strategic Initiative</b>					
904858 Library Radio Frequency Identificate2015	2,102	795	1,307	782	525
905105 Central Library Development	1,265	755	510	139	372
905708 New Central Library - Land Acq *Legacy*	26,000	189	25,811	0	25,811
906401 Innovation & Strateg. Initiative 2012	146	104	42	0	42
907056 IT RFID 2013	985	935	50	0	50
907057 Library Retrofits 2013	700	523	177	16	161
907293 Accessibility-Library	30	8	22	0	22

## City Of Ottawa

## Ottawa Public Library

## Capital Works-in-Progress (as of Sept. 30 2015)

in Thousands (\$000)

Project Description	Total Authority	Expenditures as at Sept. 30 2015	Unspent Cash Balance as at Sept. 30 2015	Total Contractual Obligations	Unspent / Uncommitted Balance
907350 Constance Bay Expansion	400	0	400	0	400
907351 Rosemount - Planning/Retrofits	100	3	97	12	85
907992 Accessibility - Library	40	0	40	0	40
<b>Strategic Initiative Total</b>	<b>31,768</b>	<b>3,313</b>	<b>28,455</b>	<b>949</b>	<b>27,506</b>
<b>Library Total</b>	<b>47,168</b>	<b>14,697</b>	<b>32,471</b>	<b>1,895</b>	<b>30,575</b>
<b>Grand Total</b>	<b>47,168</b>	<b>14,697</b>	<b>32,471</b>	<b>1,895</b>	<b>30,575</b>