

REPORTS

3. OTTAWA PUBLIC LIBRARY 2018 DRAFT BUDGET

Monique Désormeaux, Deputy CEO provided a summary of the detailed presentation of November 7. (*Held on file with the Chief Executive Officer*) Matthew Pritz, Program Manager, Finance and Business Services, and Brenda Gorton, Account Manager, City of Ottawa's Financial Services Unit were in attendance to respond to questions. Ms. Désormeaux reminded the Board that the purpose of the evening's discussion was to approve the Draft 2018 budget for recommendation to City Council for final approval on December 13.

Ms. Désormeaux said the 2018 total budget envelope was \$49.309M, comprised of a 2018 net budget of \$48.199M, including the \$1.49M targeted allocated by Council, plus \$1.110M to support facility lifecycle costs and accessibility improvements, managed by City partners. She outlined the 2018 operating budget pressures in three primary categories: Mandatory, Strategic, and Financial adjustments required by Finance. Ms. Désormeaux provided an overview of the 2018 capital funds noting the biggest investments were for the renewal of the Rosemount branch (\$2M) and to replace an aging Bookmobile Unit 2 (\$750K). The Deputy CEO summarized the eight initiatives for the proposed revised fee schedule noting the effective date of January 24, 2018.

The Board heard from the following delegations:

Mike Pyndus*, spoke to observations on the 2018 Ottawa Public Library (OPL) 2018 Draft Budget with respect to administrative and meeting room spaces at the current main branch and future Central Library. Mr. Pyndus suggested the Library co-locate administrative spaces at the Nepean CentrepoinTE branch, one of the largest branches per capita, stating it would reduce waste and contribute to a cost

avoidance.

Joshua Nutt, Chair, Rosemount Expansion and Development (READ), expressed concerns on the city's approach to planning for, and funding of capital projects. He encouraged the Board to advocate for library services through planning for long-term capital projects, and provided examples from Winnipeg and Edmonton. Mr. Nutt would like to see a commitment to long-term sustainable capital funding. He said the Rosemount branch renewal is not a sustainable plan and expressed concerns with intensification in the community. Mr. Nutt said density is not being captured for development charges (DC), that urban libraries do not have access to DC funding, and an unfair cap was used in the Rosemount Business Case report. READ sees this as a problem that will continue to affect long-term funding.

Trustee McKenney requested the delegation provide his speaking notes to the Board. Mr. Nutt said he has no objections providing his notes.

*[*Individuals / groups marked with an asterisk above either provided comments in writing or by email; all submissions are held on file with the CEO.]*

In response to a question from Trustee Higdon on additional lease costs for the Emerald Plaza branch in the amount of \$55K, as well as further lease options, Ms. Désormeaux said the increases are as a result of inflation and are built to the lease agreement. With respect to lease options, Ms. Désormeaux indicated that there are no other leased facilities requiring cost adjustments in 2018, however, the Blackburn Hamlet branch lease will expire in three years.

Trustee Higdon complimented staff on a very good budget and stated he was pleased to see an increase for library materials.

In response to a question from Trustee Sweet on whether the proposed minimum wage increase in Ontario will have any impact, Ms. Désormeaux replied that the

increase will not have any budgetary impact to OPL.

In response to a question from Trustee Sweet on upcoming changes to the Development Charges By-law policy, specifically on the point that was raised regarding intensification, Ms. Désormeaux cited the Library Facilities Investment and Growth Planning Study (September 2016) which governs investments in facilities, directs which facility priorities will be developed using growth funding, and confirms branch renewal priorities. She noted that staff met with City colleagues to begin work on the Development Charges By-law policy, which will be reviewed in 2019.

Trustee Wilkinson posed questions on the replacement charges for the popular Museum and Ski Pass and the associated program costs. Monique Brûlé, Division Manager, Programs and Services indicated that institutions provide passes in limited numbers. In the past there was no charge for replacement (lost) passes, however, some of the institutions are now charging a cost of \$20.00. She said that OPL has a solid partnership with the institutions. Trustee Wilkinson noted that the passes are very good, however not all customers are aware that these are offered. She asked if there are waiting lists for the passes. Ms. Brûlé indicated that all passes are now part of the Express collection available for a seven-day loan and are no longer available as "Holds". Changes were made in order to improve customer access to these items by eliminating the long hold lists.

Trustee McKenney asked staff to confirm the requirement for one Full-Time Equivalent (FTE) overall and to explain the Automated Employee Scheduling System. Ms. Désormeaux confirmed that OPL was asking for an increase of only one FTE. She further explained that year one will be focused on planning, determining the software and related requirement to implement an automated scheduling system. Year two will be the implementation phase.

In response to a further question from Trustee McKenney on gapping targets and whether other FTEs are required for growth, Ms. Désormeaux indicated that

because OPL is a public service, the gapping is two percent. With respect to FTE increases for growth, Danielle McDonald, CEO said that OPL has not had an FTE increase request in many years. She pointed out that 9 FTEs for the Beaverbrook branch were funded internally through efficiencies from the implementation of Radio Frequency Identification (RFID). Ms. McDonald mentioned that staff will be requesting FTEs in the future for the new Riverside South branch.

In response to questions from Trustee Fisher regarding the Bookmobile Replacement, Unit 2 (\$750K), Ms. Désormeaux said OPL last purchased a Bookmobile in 2014. City Fleet partners were consulted to develop the replacement cost estimate. In addition, a Request for Information (RFI) has been developed to further solidify cost estimates. With respect to maintenance costs included in the operating budget, Ms. Désormeaux indicated this was to keep the current Unit 2 road worthy, while the replacement was being ordered. She also mentioned that maintenance costs typically diminish with a new unit in the short term as work is covered under warranty. Ms. Désormeaux also confirmed that the old unit will be decommissioned.

There being no further discussion, the OPL 2018 Draft Budget was CARRIED as presented.

MOTION OPL 20171205/6

That the Ottawa Public Library Board:

- 1. Approve the OPL 2018 Draft Budget for the Ottawa Public Library; and**
- 2. Direct staff to forward the report to Ottawa City Council for consideration on December 13, 2017 as part of the City Council's approval of the City of Ottawa 2018 Draft Operating and Capital budget.**

**DOCUMENT 3
OTTAWA PUBLIC
LIBRARY BOARD
13 DECEMBER 2017**

**EXTRACT OF DRAFT
MINUTES 32
OTTAWA PUBLIC
LIBRARY BOARD
5 DECEMBER 2017**

**DOCUMENT 3
C.A. DE LA BIBLIOTHÈQUE
PUBLIQUE D'OTTAWA
13 DÉCEMBRE 2017**

**EXTRAIT DE L'ÉBAUCHE DU
PROCÈS-VERBAL 32
C.A. DE LA BIBLIOTHÈQUE
PUBLIQUE D'OTTAWA
5 DÉCEMBRE 2017**

CARRIED

In closing, Chair Tierney thanked the CEO and staff for their tremendous work on the budget and during the year.