

**Report to/Rapport au:  
OTTAWA PUBLIC LIBRARY BOARD  
CONSEIL D'ADMINISTRATION DE LA BIBLIOTHÈQUE PUBLIQUE D'OTTAWA**

**July 7, 2014  
Le 7 juillet 2014**

**Submitted by/Soumis par :  
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Ref N°: OPLB-2014-0066

**SUBJECT: Board Budget Mid-year Review**

**OBJET : Examen de mi-exercice du budget du C.A.**

**REPORT RECOMMENDATION**

**THAT THE OTTAWA PUBLIC LIBRARY BOARD approve the reallocation of \$500 from the Professional Services line item to the Transportation/Parking line item; and,**

**That the Board allocate \$15,000 from the Professional Services budget to the development of a Board Trustee Orientation and Development package to be used with the new Board.**

**RECOMMANDATION DU RAPPORT**

**Que le C.A. de la Bibliothèque publique d'Ottawa approuve la réaffectation de 500 \$ du poste de services professionnels au poste de transports et stationnement;**

**Que le C.A. de la Bibliothèque publique d'Ottawa affecte 15 000 \$ du budget de services professionnels à la création d'une trousse d'orientation et de développement des administrateurs, qui sera utilisée par le nouveau C.A.**

## BACKGROUND

At the November 21, 2013 Ottawa Public Library Board meeting, the Board approved a spend plan for the 2014 year. At the May 12, 2014 Board meeting, the Q1 Financials were presented, including a status check of the Board's budget. At the meeting, the Board Chair asked staff to review the budget and bring forward any recommendations that may be required.

## DISCUSSION

**Actual spending:** The Board spending is well within the approved budget. Based on current spending patterns staff recommends the budget be adjusted as follows:

1. Increase the budget line for transportation/parking to \$1000 for the year. This would see an average of \$100 per meeting. This budget for this line item is \$500; it is currently over-budget.
2. Decrease the budget line for professional services to \$19,135 for the year. This is a reduction of \$500 in order to align the transportation/parking line.

**Proposed spending:** The Board's largest line item is Professional Services. It has not yet been assigned to a specific project. Staff recommend funds be used to prepare the Board Orientation program (as identified on the Governance Review), in preparation for the new Board, to a maximum of \$15,000. The line item (after adjustments above), would see approximately \$19K in this line item.

## CONSULTATION

No consultation occurred in the preparation of this report.

## LEGAL IMPLICATIONS

There are no legal implications associated with this report's recommendation.

## RISK MANAGEMENT IMPLICATIONS

There are no risk management implications associated with this report's recommendation.

## ACCESSIBILITY IMPACTS

There are no accessibility impacts associated with this report's recommendation.

## TECHNOLOGY IMPACTS

There are no technology impacts associated with this report's recommendation.

## FINANCIAL IMPLICATIONS

There are no financial implications associated with this report's recommendation. The funds currently exist within the Board's approved budget.

## BOARD PRIORITIES

The recommendation supports strategic direction E. Excellence in Governance, Accountability and Financial Sustainability.

## DISPOSITION

If approved, the Manager, Planning and Board Support will:

- Work with the City of Ottawa's Financial Services Unit (FSU) to ensure the necessary line adjustments are completed; and,
- Proceed with next steps related to Board Orientation and Development planning.