

**Corporation of the City of Oshawa  
2016 Budget  
External Agency – Oshawa Public Libraries**

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## Oshawa Public Libraries Business Plan 2016

November 2015

## **1. Vision and Mission Statement**

Oshawa Public Libraries will provide innovative and responsive library service to the people of Oshawa. The Library will be recognized as a major partner in contributing to the development of improved literacy, informed citizens and a strong and vital community.

The Oshawa Public Library enriches the lives and potential of the people of Oshawa by connecting them to the world of information and each other.

## **2. Service Description & Client Identification**

Oshawa Public Libraries (OPL) provides free library service to the citizens of Oshawa through four (4) branch libraries (McLaughlin, Northview, Legends and Jess Hann) as well as a visiting library service for the homebound, and virtual library service 24/7 through our website [www.oshawalibrary.on.ca](http://www.oshawalibrary.on.ca).

In addition to lending materials both in print and electronic formats, we offer over 2,000 programs each year for all ages such as book clubs, movies, guest speakers, and other special events.

OPL is an external agency of the City of Oshawa and reports to the Oshawa Public Library Board in compliance with the Public Libraries Act. The Library Board is comprised of ten (10) citizen appointments plus one (1) Councillor.

Our clients are primarily citizens of Oshawa and we provide services to the citizens of the Region of Durham; and across Ontario through the Southern Ontario Library Service's inter-library loan program.

## **3. 2015 Accomplishments**

### Economic Prosperity & Financial Stewardship

- Secured external grants to supplement our funding such as the Canada-Ontario Job Grant, Enabling Accessibility In Communities grant and a Canada 150 grant for special projects
- Hosted our first Skilled Trades Expo with over 200 people attending
- Hosted Start Me Up, an interactive networking opportunity for entrepreneurs in partnership with BACD and the City of Oshawa
- Developed a new partnership with the Durham Unemployed Help Centre (DRUHC) to offer employment services at the McLaughlin branch on a monthly basis. Unemployment services at the Jess Hann branch continue
- OPL staff served on Pan Am Events Committee, Community Engagement, Promotions and Visitor Experience as well as provided three (3) locations for volunteers to register.
- OPL staff serve on the 3-Point Plan for Youth Employment and Hope committee

### Social Equity

- Received the Durham Diversity Champion Award
- Began loaning Kobo Arcs for people who cannot afford to buy their own devices
- Facilitated a local Volunteer Income Tax program which assisted over 500 low income individuals and families with tax preparation
- Offered a free Family Literacy Day Carnival with over 200 participants
- Coordinated LGBTQ training sessions for all Durham Library staff
- Began offering Freegal, a downloadable and streaming music service available through our website and Blu-ray movies in addition to DVDs so that families on a budget have affordable entertainment options
- Accessible washroom project in the Children's Department of the McLaughlin branch - secured an Enabling Accessibility in Communities grant to offset costs
- Accessible book return for those in wheelchairs or scooters at the McLaughlin branch
- Created a Community Engagement Team to take programs outside the library and into the community – this is especially important for families who may not be able to afford to travel to the library
- Provided the Lakeview Housing Complex with an afterschool support program
- Participating in the Active Kids, Healthy Kids Challenge
- Public computer use increased by 24% in 2015 compared to 2014 proving that not everyone can afford their own computer or internet service
- Attendance at our free programs increased by 4% compared to the previous year

### Cultural Vitality

- Digitized the Library's art collection and posted to the "Our Ontario Heritage" portal with links on the library's website
- Began hosting an English Conversation Circle for newcomers to Canada in partnership with the Community Development Council of Durham
- Began offering an After School French Club
- Hosted a Canadian Citizenship Ceremony, in partnership with the Robert McLaughlin Gallery and the Institute for Canadian Citizenship. 43 new citizens from 27 countries participated
- Aboriginal Literacy Project in partnership with a research team from UOIT.
- Began offering 3D printing workshops and robotics programs for youth
- Developed a new partnership with the Canadian Automotive Museum, assisting with organizing their collection of materials
- Coordinated Pass the Book, a community-wide reading event for adults in conjunction with other Durham Libraries
- Almost 1,200 children and teens participated in the annual TD Summer Reading Club to maintain their reading skills throughout the summer

- Participated in the PRLC Report
- Standing member of Culture Counts implementation team

#### Environmental Responsibility

- Began a Seed Library for gardeners with support from the Oshawa Environmental Advisory Committee (OEAC)
- Partnership with OEAC for the 30 Day Carbon Challenge
- Formed a "Green Team" at work to identify and promote recycling and other green habits in our workplace.

#### Accountable Leadership

- Developed a new CEO evaluation process
- Negotiated a new Collective Agreement after being without a contract for 1.5 years which was voted upon favourably by 98% of the membership
- In the process of developing a new Strategic Plan
- Implemented HRIS solution
- Developed a Procurement Policy
- Implemented monthly staff meetings for better communication throughout the organization
- Held a system-wide Staff Development Day
- Offered several staff training sessions including: Harassment training, LGBTQ sensitivity training, Mental Health in the Workplace, and First Aid Training
- Conducted a Risk Assessment at McLaughlin, identified problem behaviors by customers, and implemented a Zero Tolerance Policy with assistance from DRPS
- Continued efforts for AODA compliance – accessible washroom in Children's Dept and Accessible Bookdrop at McLaughlin

#### **4. Strengths, Challenges, Opportunities, Threats**

A SWOT analysis was undertaken by Board members and staff at all levels in the summer/fall of 2015. The key findings were as follows:

##### **Strengths**

- Large collection of both print and electronic resources as well as unique collections of local history and automotive repair manuals
- Up-to-date with technology e.g. Self-check-outs, Kobo readers, e-resources
- Dedicated skilled staff with diverse skill sets and knowledge base
- Four convenient locations and virtual library services 24/7 through our website
- Homebound service and deposit collections for special needs facilities
- Support from the Friends of the Library

- Community focused and partnerships with numerous agencies
- Good variety of free programs, outreach services, and special events

### **Weaknesses**

- Aging infrastructure, especially at the McLaughlin branch
- Not AODA compliant in all locations (although we are working on it)
- Safety concerns for staff and customers at some of our locations

### **Opportunities**

- Embrace technology and marry traditional library services with new technologies
- Continue developing partnerships with other agencies
- Continue working with DRPS and enhance our zero-tolerance strategy to improve safety for customers and staff
- Enhance multilingual materials/services to serve the growing immigrant population
- Implement more local history digitization projects

### **Threats**

- Losing funding
- Customers using the library for nefarious purposes, troublesome customers intimidating other customers and/or staff
- Changes in the public's perception of the library's usefulness and/or a lack of public awareness of what the library offers
- Keeping up with rapid changes in technology - changing demands from varying demographics, cost of replacing technology, and staff training for new technologies
- Low Canadian dollar affecting our purchasing power especially with books and e-resources which are predominantly American.

**5. Oshawa Public Library Key Objectives 2016**

**Key Objective 1**

<b>Agency Objective</b>	<i>Enhance Library Services for Families</i>			
<b>Relevant City Strategic Goals</b>	<i>Social Equity Cultural Vitality</i>			
<b>Strategy</b>	<i>Provide a welcoming and stimulating space where families can learn, create and explore.</i>			
<b>Responsibility</b>	Manager of Facilities, Director of Service Design & Delivery			
<b>Supporting Partners</b>	Government of Canada 150 Infrastructure Grant, Friends of the Oshawa Public Library			
<b>Actions per Strategy</b>	<b>Timing</b>	<b>Status</b>	<b>Performance Indicator</b>	<b>Target</b>
1. Launch a MakerSpace for families at the McLaughlin branch	Jan 2016	Underway	Number of programs & use of the MakerSpace equipment	50 MakerSpace programs with 500 participants
2. Renovate the Children's Department at McLaughlin	2016	Planning	Increased circulation and program attendance for McLaughlin Children's Dept	Increased use of the McLaughlin Children's Dept by 10%
3. Create a wheelchair accessible entry and refurbish the patio of the Children's Dept at McLaughlin	Spring 2016	Planning	Increased gate count of customers using the patio entrance and increased use of the patio	Gate count increase by 10% through the Children's patio entrance.
4. Support City with Healthy Kids Community Challenge (HKCC) programs	Fall 2015 -	ongoing	Build a collection of resources and deliver programming that promotes healthy lifestyles for kids and families	Add 500 resources on physical activity and healthy eating. Deliver 8 week programs at branches
<b>New Resource Requirements</b>				

<p>The McLaughlin Children's Dept renovation has been approved for a Canada 150 grant and requires 2/3 matching funds amounting to \$118,460 which will be transferred from reserves. The Friends of the Library are also contributing an additional \$15,000 to this project.</p> <p>The McLaughlin Children's Accessible Entry and Patio project was originally slated for 2015 but all proposals came in over budget. An additional \$100,000 will be needed for capital upgrades making this a \$200,000 project.</p>
<p><b>Outcomes/Benefits Per Objective</b></p>
<p>Free access to the latest MakerSpace technologies such as 3D printers, robotics, etc.                  A more vibrant and enticing Children's Dept at McLaughlin.                  Direct wheelchair and stroller access to the Children's Dept at McLaughlin as well as a family friendly patio.</p>

**Key Objective 5.2**

Agency Objective	<i>Provide Equitable Access to the Latest Technologies</i>			
Related City Strategic Goals	<i>Social Equity Cultural Vitality Economic Prosperity &amp; Financial Stewardship</i>			
Strategy	<b>Continue Working with the City to Advance its Intelligent Community Designation</b>			
Responsibility	Manager of Information Technology, Director of Service Design & Delivery			
Supporting Partners	City of Oshawa			
Actions per Strategy	Timing	Status	Performance Measure	Target
1. Begin new subscription to Lynda.com to provide online tutorials on a variety of subjects.	Winter 2016	Pending funding	Number of users	100 users per month
2. Redesign website to make it more user friendly	2016	Internal Review Committee established	Number of hits on website	Increase website hits by 5%
3. Staff Training	2016	Planning underway	Number of training sessions	Increase staff training sessions by 10%
4. Increase number of technology programs offered to the public	2016	Planning underway	Number of programs and participants	Increase # of technology programs by 15%



5. Allocate budget for increased digital content	2016	Pending budgetary approval	Increased percentage of budget spent on digital content	Increase e-resource budget by 12.5% over 2015
<b>Identify Outcomes/Benefits per Strategy</b>				
Increased opportunities for the public and staff to experience and use new technologies. Increased efforts in the City's Intelligent Community designation.				

**Key Objective 5.3**

Agency Objective	<b><i>Provide a Safe, Accessible Environment</i></b>			
Related City Strategic Goals	<b><i>Social Equity Accountable Leadership</i></b>			
Strategy	<ol style="list-style-type: none"> <li><b><i>1. Continue working with DRPS on our Zero Tolerance Strategy</i></b></li> <li><b><i>2. Continue work to make our facilities AODA compliant</i></b></li> </ol>			
Responsibility	Manager of Facilities, Director Service Design & Delivery			
Supporting Partners	City of Oshawa, DRPS			
Actions per Strategy	Timing	Status	Performance Measure	Target
1. Renovate Auditorium washrooms to be AODA compliant	2016	Pending funding	Increased use of auditorium washrooms	Increased use by 5%
2. Implement 2-way staff radios at the Northview branch for staff safety & customer service efficiency.	2016	Pending funding	Use of 2-way radios	3 radios
3. Increase budget line item for security guards at McLaughlin	2016	Pending funding	Increased hours a security guard is available	Increase budget line item by \$10,000 over 2015
4. Continue work on 3 Point Plan with community partners	2016	Ongoing	Decrease in criminal activity at the library	Increase Employment Support programs for youth by 5%

5. Continue implementing Zero Tolerance Plan for staff and customer safety	2015-	Ongoing	Decrease in criminal activity at the library	10% fewer incident reports of criminal activity
<b>New Resource Requirements</b>				
Capital funding for McLaughlin Accessible Auditorium washroom estimated at \$90,000.				
<b>Identify Outcomes/Benefits per Strategy</b>				
Accessible washroom for auditorium. Safer facilities for both staff & customers. Take positive steps to strengthen partnerships with other organizations to address issues with the homeless, mentally ill, or criminal element.				

**Key Objective 5.4**

<b>Agency Objective</b>	<b>Provide a Diverse Collection to Meet our Customers' Changing Needs</b>			
<b>Related City Strategic Goals</b>	<b>Economic Prosperity &amp; Financial Stewardship</b> <b>Social Equity</b> <b>Cultural Vitality</b> <b>Accountable Leadership</b>			
<b>Strategy</b>	<b>Provide materials that meet our customer's needs and not duplicate other's collections</b>			
<b>Responsibility</b>	Director of Collection Management, Director of Service Design and Delivery			
<b>Supporting Partners</b>	Oshawa Museum, Canadian Automotive Museum, Robert McLaughlin Gallery, etc.			
<b>Actions per Strategy</b>	<b>Timing</b>	<b>Status</b>	<b>Performance Measure</b>	<b>Target</b>
1. Review and update our foreign language collection to meet new immigrant's needs	2016	Ongoing	Increased use of foreign language materials; Addition of new materials	5% increase in use
2. Develop local history collection policy in partnership with Oshawa Museum, CAM, RMG, etc.	2016	Planning	Local history collection policy approved by Board	No overlap in acquisition of local history materials as we go forward

3. Continue assisting Canadian Automotive Museum (CAM) with organizing its library collection	2015 -	Ongoing	Access to the CAM's library collection through online catalogue	1,000 records from the CAM collection catalogued
4. Review and enhance our Literacy Collection for self-improvement & life-long learning	2016	Ongoing	Use of Literacy Materials	5% increase in use
<b>Identify Outcomes/Benefits per Strategy</b>				
Support for newcomers to Canada Preservation of local history without duplicating efforts Partnerships and support for other organizations with similar goals Support for individual's life-long learning				

## 6. Resource Requirements

The proposed 2016 Municipal grant takes into consideration the following unavoidable business costs:

Staffing	Salaries	1% increase effective Apr 1/16 due to contractual obligations.
	Benefits	4.5% increase in health plan premiums over 2015
Utilities	Natural Gas	4.0% increase over 2015
	Electricity	8.6% increase over 2015
	Water and Sewer	5.0% increase over 2015
Fuel	Gasoline and Diesel	2.0% increase over 2015
Supplies and Services	Fine Paper Products	5.0% increase over 2015
Library Materials	Electronic Resources	Previously \$22,000 worth of e-resources were provided Province. This has been discontinued as of 2016 and we must pay from our own budget.
Maintenance & Repairs	Building Security	38% increase from previous year based on actuals. Continued efforts to make the McLaughlin branch safe for customers and staff.

Professional Services	Education & Training	20% increase to keep up with changing technologies and ensure staff are prepared and can thrive in a changing workplace.
	Memberships	Previously this line item had been eliminated, but only by institutional memberships can our staff take advantage of training discounts offered by the Federation of Ontario Public Libraries and the Ontario Library Association.
Capital Projects	McLaughlin Children's Dept renovation - Aging infrastructure and lack of AODA compliance at McLaughlin	2/3 matching funds for Canada 150 grant.

## 7. Conclusion

Oshawa Public Libraries contributes to the City's strategic goals, as well as advancing their application as an Intelligent Community, by ensuring that library services, programs, and facilities enhance the quality of life of the citizens of Oshawa. Public libraries have evolved from being the keeper of books to becoming vibrant community hubs that bring together people of all ages.

Operational reviews this year have allowed us to identify priority projects, create efficiencies, and begin strategic planning for 2016 onward.

The Library Board, Management, Staff and the citizens of Oshawa wish to thank the Mayor and Oshawa City Council for continuing to recognize the value of lifelong learning and the role of the public library in the improvement of the quality of life for the citizens of Oshawa through their continued support of Library services.

THE CORPORATION OF THE CITY OF OSHAWA

2016 OPERATING BUDGET

OSHAWA PUBLIC LIBRARY

DESCRIPTION	2015 PROJECTED ACTUALS	2015 APPROVED BUDGET	2016 PROPOSED BUDGET	VARIANCE INC / DEC (-)
PERSONNEL COSTS	6,585,683	6,925,900	7,104,556	178,656
OFFICE SUPPLIES	979,206	981,500	1,030,650	49,150
PROFESSIONAL SERVICES	190,090	164,800	209,850	45,050
MAINTENANCE & REPAIRS	664,921	624,000	639,500	15,500
UTILITIES	290,450	266,700	311,405	44,705
CONTRIBUTION TO CAPITAL	443,401	80,000	0	-80,000
COUNCIL DIRECTED REDUCTION TBD BY AGENCY	0	-43,600	0	43,600
<b>TOTAL EXPENDITURES/EXPENSES</b>	<b>9,153,751</b>	<b>8,999,300</b>	<b>9,295,961</b>	<b>296,661</b>
AGENCY GENERATED REVENUE	-693,851	-583,000	-632,961	-49,961
CITY OF OSHAWA GRANTS	-8,459,900	-8,459,900	-8,663,000	-203,100
<b>(SURPLUS)/DEFICIT</b>	<b>0</b>	<b>-43,600</b>	<b>0</b>	<b>43,600</b>

THE CORPORATION OF THE CITY OF OSHAWA

2016 OPERATING BUDGET

OSHAWA PUBLIC LIBRARY

DESCRIPTION	2015 PROJECTED ACTUALS	2015 APPROVED BUDGET	2016 PROPOSED BUDGET	VARIANCE INC / DEC (-)
CENTRAL BRANCH	6,807,713	6,656,400	6,832,439	176,039
NORTHVIEW BRANCH	660,056	673,500	699,647	26,147
JESS HANN BRANCH	667,854	656,200	694,655	38,455
LEGENDS BRANCH	1,018,128	1,056,800	1,069,220	12,420
<b>TOTAL EXPENDITURES/EXPENSES</b>	<b>9,153,751</b>	<b>9,042,900</b>	<b>9,295,961</b>	<b>253,061</b>
AGENCY GENERATED REVENUE	-693,851	-583,000	-632,961	-49,961
CITY OF OSHAWA GRANTS	-8,459,900	-8,459,900	-8,663,000	-203,100
<b>(SURPLUS)/DEFICIT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

THE CORPORATION OF THE CITY OF OSHAWA

2016 OPERATING BUDGET

OSHAWA PUBLIC LIBRARY CENTRAL - CENTRAL BRANCH

DESCRIPTION	2015 PROJECTED ACTUALS	2015 APPROVED BUDGET	2016 PROPOSED BUDGET	VARIANCE INC / DEC (-)
REGULAR FULL-TIME	3,573,791	3,796,300	3,895,571	99,271
TEMPORARY	187,016	187,000	195,000	8,000
OVERTIME	6,171	7,000	7,900	900
EMPLOYEE BENEFITS	989,752	1,049,600	1,061,939	12,339
<b>PERSONNEL COSTS</b>	<b>4,756,730</b>	<b>5,039,900</b>	<b>5,160,410</b>	<b>120,510</b>
BOOKS	363,400	379,900	400,000	20,100
ELECTRONIC MATERIALS	165,398	158,300	178,200	19,900
PROCESSING COSTS	87,440	95,000	95,000	0
LIBRARY SUPPLIES	68,727	65,000	70,000	5,000
PHOTOCOPYING & PRINTING	74,894	65,000	60,000	-5,000
BINDERY	1,000	1,500	0	-1,500
MUSIC	14,457	16,500	12,500	-4,000
POSTAGE	5,327	5,000	5,500	500
MICROFORM SUBSCRIPTIONS	876	1,600	1,000	-600
NEWSPAPERS & MAGAZINES	40,504	38,200	49,450	11,250
VISUAL MATERIALS	157,183	155,500	159,000	3,500
<b>OFFICE SUPPLIES</b>	<b>979,206</b>	<b>981,500</b>	<b>1,030,650</b>	<b>49,150</b>
COMMUNICATIONS	13,474	13,800	13,850	50
INSURANCE	10,917	10,100	13,005	2,905
PUBLIC RELATIONS & ADVERTISING	18,350	20,000	38,000	18,000
LABOUR RELATIONS	32,539	12,000	20,000	8,000

THE CORPORATION OF THE CITY OF OSHAWA

2016 OPERATING BUDGET

OSHAWA PUBLIC LIBRARY CENTRAL - CENTRAL BRANCH

DESCRIPTION	2015 PROJECTED ACTUALS	2015 APPROVED BUDGET	2016 PROPOSED BUDGET	VARIANCE INC / DEC (-)
BANK SERVICE CHARGES	2,735	4,000	3,500	-500
OVERDUES COLLECTIONS	2,252	7,500	5,000	-2,500
AUDIT FEES	6,410	6,400	7,000	600
MEMBERSHIPS	8,140	4,000	10,500	6,500
TRAVEL	3,100	0	3,200	3,200
EVENTS/PROGRAMMES	14,731	15,500	14,350	-1,150
MEDICALS/REFERENCE CHECKS	1,275	700	1,000	300
EDUCATION & TRAINING	24,799	25,000	30,000	5,000
SYSTEMS DEVELOPMENT	18,913	15,000	20,000	5,000
PROFESSIONAL SERVICES	157,635	134,000	179,405	45,405
MAINTENANCE & REPAIRS	135,673	123,000	121,900	-1,100
BUILDING SECURITY	34,943	26,000	36,000	10,000
MAINTENANCE-COMPUTER	136,353	128,000	133,500	5,500
MAINTENANCE & REPAIRS	306,969	277,000	291,400	14,400
FUEL	24,005	22,000	25,480	3,480
POWER	125,777	110,000	132,058	22,058
SEWER & WATER	13,990	12,000	13,036	1,036
UTILITIES	163,772	144,000	170,574	26,574
BUILDING IMPROVEMENTS	252,455	80,000	0	-80,000
CAPITAL RESERVE CONTRIBUTION	190,946			
CONTRIBUTION TO CAPITAL	443,401	80,000	0	-80,000
CENTRAL BRANCH	6,807,713	6,656,400	6,832,439	176,039



THE CORPORATION OF THE CITY OF OSHAWA

2016 OPERATING BUDGET

OSHAWA PUBLIC LIBRARY - NORTHVIEW BRANCH

<u>DESCRIPTION</u>	<u>2015 PROJECTED ACTUALS</u>	<u>2015 APPROVED BUDGET</u>	<u>2016 PROPOSED BUDGET</u>	<u>VARIANCE INC / DEC (-)</u>
REGULAR FULL-TIME	368,135	384,200	396,887	12,687
TEMPORARY	48,585	50,000	48,000	-2,000
OVERTIME	2,127	1,000	2,500	1,500
EMPLOYEE BENEFITS	99,740	101,700	104,732	3,032
<b>PERSONNEL COSTS</b>	<b>518,587</b>	<b>536,900</b>	<b>552,119</b>	<b>15,219</b>
COMMUNICATIONS	3,346	3,300	3,400	100
INSURANCE	2,091	1,800	2,295	495
EVENTS/PROGRAMMES	8,306	7,000	6,300	-700
PROFESSIONAL SERVICES	13,743	12,100	11,995	-105
MAINTENANCE & REPAIRS	58,795	60,000	59,800	-200
BUILDING SECURITY	0	0	0	0
<b>MAINTENANCE &amp; REPAIRS</b>	<b>58,795</b>	<b>60,000</b>	<b>59,800</b>	<b>-200</b>
POWER	65,309	60,000	70,920	10,920
SEWER & WATER	3,622	4,500	4,813	313
UTILITIES	68,931	64,500	75,733	11,233
<b>NORTHVIEW BRANCH</b>	<b>660,056</b>	<b>673,500</b>	<b>699,647</b>	<b>26,147</b>

THE CORPORATION OF THE CITY OF OSHAWA

2016 OPERATING BUDGET

OSHAWA PUBLIC LIBRARY - JESS HANN BRANCH

DESCRIPTION	2015 PROJECTED ACTUALS	2015 APPROVED BUDGET	2016 PROPOSED BUDGET	VARIANCE INC / DEC (-)
REGULAR FULL-TIME	276,067	271,500	303,959	32,459
TEMPORARY	21,415	30,000	22,000	-8,000
OVERTIME	994	1,000	1,250	250
EMPLOYEE BENEFITS	73,619	70,600	81,758	11,158
<b>PERSONNEL COSTS</b>	<b>372,095</b>	<b>373,100</b>	<b>408,967</b>	<b>35,867</b>
COMMUNICATIONS	2,311	1,900	2,400	500
EVENTS/PROGRAMMES	7,527	6,500	5,950	-550
PROFESSIONAL SERVICES	9,838	8,400	8,350	-50
MAINTENANCE & REPAIRS	25,181	20,000	20,700	700
RENT	243,993	240,000	240,000	0
<b>MAINTENANCE &amp; REPAIRS</b>	<b>269,174</b>	<b>260,000</b>	<b>260,700</b>	<b>700</b>
FUEL	4,087	3,700	4,410	710
POWER	12,660	11,000	12,228	1,228
UTILITIES	16,747	14,700	16,638	1,938
<b>JESS HANN BRANCH</b>	<b>667,854</b>	<b>656,200</b>	<b>694,655</b>	<b>38,455</b>

THE CORPORATION OF THE CITY OF OSHAWA

2016 OPERATING BUDGET

OSHAWA PUBLIC LIBRARY - LEGENDS BRANCH

DESCRIPTION	2015 PROJECTED ACTUALS	2015 APPROVED BUDGET	2016 PROPOSED BUDGET	VARIANCE INC / DEC (-)
REGULAR FULL-TIME	697,999	717,800	725,032	7,232
TEMPORARY	58,350	62,000	60,000	-2,000
OVERTIME	1,158	0	1,350	1,350
EMPLOYEE BENEFITS	180,764	196,200	196,678	478
<b>PERSONNEL COSTS</b>	<b>938,271</b>	<b>976,000</b>	<b>983,060</b>	<b>7,060</b>
INSURANCE	1,394	1,300	1,700	400
EVENTS/PROGRAMMES	7,480	9,000	8,400	-600
PROFESSIONAL SERVICES	8,874	10,300	10,100	-200
MAINTENANCE & REPAIRS	29,983	27,000	27,600	600
MAINTENANCE & REPAIRS	29,983	27,000	27,600	600
FUEL	15,551	16,500	16,910	410
POWER	23,563	25,000	29,350	4,350
SEWER & WATER	1,886	2,000	2,200	200
UTILITIES	41,000	43,500	48,460	4,960
<b>LEGENDS CENTRE BRANCH</b>	<b>1,018,128</b>	<b>1,056,800</b>	<b>1,069,220</b>	<b>12,420</b>

THE CORPORATION OF THE CITY OF OSHAWA

2016 OPERATING BUDGET

OSHAWA PUBLIC LIBRARY - REVENUE

DESCRIPTION	2015 PROJECTED ACTUALS	2015 APPROVED BUDGET	2016 PROPOSED BUDGET	VARIANCE INC / DEC (-)
CITY OF OSHAWA-OPERATING	-8,379,900	-8,379,900	-8,629,100	-249,200
CITY OF OSHAWA-CAPITAL	-80,000	-80,000	-33,900	46,100
PROVINCE OF ONTARIO	-215,400	-215,400	-215,400	0
DESK RECEIPTS	-149,000	-135,000	-147,000	-12,000
DEVELOPMENT CHARGE FUNDING BOOKS/MATERIALS	-85,500	-45,000	-85,500	-40,500
OTHER REVENUE	-95,751	-28,900	-37,861	-8,961
JESS HANN RENT DONATION	-140,200	-140,200	-140,200	0
INTEREST EARNED	-8,000	-7,000	-7,000	0
(SURPLUS)/DEFICIT	0	-11,500	0	11,500
REVENUE	-9,153,751	-9,042,900	-9,295,961	-253,061