



Administrative Report

Office of the Chief Librarian/CEO

To: Warden Gary McNamara and Members of County Council

From: Robin Greenall
CEO/Chief Librarian, Essex County Library

Date: January 16, 2019

Subject: 2019 Budget – Essex County Library

Report #: 2019-0116-ECL-R001-RG

Purpose

To provide the Essex County Council with the 2019 Library Budget as approved by the Essex County Library Board.

Background

The Essex County Library Board (ECLB) started their term (2015 – 2018) with a review of the current Mission and Vision statements. The Board reconfirmed its commitment to its existing statements:

Mission Statement

Essex County Library welcomes you to a world of discovery, creativity and lifelong learning through accessible resources, programs and innovative services.

Vision Statements

Essex County Library strives to welcome a diverse community to a warm and inviting space where:

- *Knowledgeable staff are sensitive to the needs and aspirations of the community*

- *Innovative ideas and cutting-edge technology are embraced*
- *Engaging programs and current comprehensive collections are created*
- *Creative partnerships encourage social interaction and cultural vitality*

The Essex County Library (ECL) Mission and Vision guides the services and programs ECL provides to the community and directs operational spending.

Discussion

2019 Budget

Library Administration presented their 2019 service planning to the Board as part of the annual budget review. The presentation focused on two considerations as part of the planning process. First, to address the residual impacts of the 2017 0% budget due to the 2016-2017 strike; second, to support ECL operational projects that meet the goals of the Mission and Vision of the Library Board.

The proposed 2019 Budget is mindful of financial limitations and constraints, yet strives to maintain a provincial standard for buildings, collections and staffing. The ECLB approved a 4.6% increase to base funding at the November 15, 2018 meeting and recommends the 2018 ECL Budget as submitted (ECLB Resolution #18/58).

The ECL Budget supports the following operational and capital expenses for the 2019 year:

Salary, Wages and Benefits: Salaries, Wages and Benefits is the largest portion of the ECLB Budget. The 2019 increase of 1.09% for Salaries and Wages supports Collective Agreement obligations. An increase of 4.52% for Benefit funding reflects the anticipated cost of employment insurances, pension contributions and taxes, along with premium adjustments for health and welfare benefits

Staffing Expense: The 2019 Budget supports the vision of the Essex County Library for “*knowledgeable staff [who] are sensitive to the needs and aspirations of the community*” by continuing the development of a performance appraisal process that will assist identify department training needs, and further develop skills to meet current work obligations and to support future succession planning. Training expenses also support the commitment of the ECLB and the County of Essex to provide Health and Safety awareness training for all staff.

Collection Development and Maintenance: The ECLB maintained the Tangible Materials budget at status quo to minimize the budget increases. The ECL will continue to develop a collection that is relevant to the needs of our communities and will seek grant funding to support and maintain alternate collections.

ECLB recognizes that the restocking of resources after the renovation of the Leamington Library will impact the 2019 Budget. To fund this project, the ECLB directed the 2018 tangible book surplus (\$80,000) to the Essex County Library Rate Stabilization Reserve. These reserve funds will be accessed to support a one-time purchase of new resources for the Leamington Library as part of the 2019 Budget.

Technology: The ECL supports its vision of providing a culture where *“Innovative ideas and cutting-edge technology are embraced”*. ECL will continue to seek opportunities and funding to expand technology to improve patron access to resources and services.

Capital Expenses: The 2019 Budget will focus on supporting several capital projects. The ECLB will fund these projects from ECLB reserves.

Leamington Library Renovation – The ECLB is committed to the purchase and installation of furnishing and equipment necessary for the delivery of library services and programming.

Secondary Library Vehicle -The ECLB proposes the purchase of a secondary vehicle to assist with the delivery of library resources and programming services.

Board Planning – The outgoing ECLB acknowledges the incoming board may wish to conduct formal planning sessions to create a strategic plan/ business plan that will define the goals and objectives for the upcoming four-year term.

Furnishing, Equipment and Facility Repairs - The ECLB is aware that there are several branches that may need repairs due to ageing facilities, equipment, and furnishings.

Recommendation

That Report Number 2019-0116-ECL-R001-RG be received and further that the 2019 Essex County Library Budget Estimates be approved.

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Respectfully Submitted

Robin Greenall

Originally Signed by Robin Greenall
CEO/Chief Librarian

Appendix No.	Title of Appendix
Appendix A	2019 Budget – Essex County Library