

**VAUGHAN PUBLIC LIBRARY BOARD 2004 PRE-BUDGET APPROVALS**

**Recommendation**

The Commissioner of Finance & Corporate Services recommends:

That staff request direction on the Vaughan Public Library Board 2004 Pre-Budget requests.

**Purpose**

To provide the Budget Committee with the Vaughan Public Library Board submission requesting 2004 Pre-Budget approvals.

**Background - Analysis and Options**

The Vaughan Public Library Board is seeking 2004 pre-budget approvals for two (2) items. The following is a summary of their request.

1 **New Resource Library – Operating Budget**

The New Resource Library is scheduled to open February 2004. In anticipation of this opening, the deployment of a service plan, which includes the recruitment of five staff, orientation and training, must be completed in advance. For this initiative, the Board 2004 pre-budget Operating budget request is \$148,000.

2. **System Wide Communications – Capital Budget**

The Vaughan Public Library Board is experiencing inconsistent and unstable issues with an antiquated telephone system. The Board is seeking funding to deploy a new integrated call centre environment system wide. The Board's 2004 pre-budget Capital budget request is for an additional \$268,000 to what was previously approved in the 2003 Capital Budget. The funding source for this expenditure would be taxation.

**Conclusion**

Staff request direction on the Vaughan Public Library Board requests. Should Council concur with the proposed increase in expenditure, this action would be considered an adoption to part of the 2004 Operating and Capital Budgets. Pursuant to the Municipal Act, 2001, Section 291 (1) before adopting all or part of budget, a municipality shall give notice of its intention to adopt the budget at a Council meeting. In accordance with By-law 394-2002, notice of an intention to adopt all or part of a budget consists of publication notice in a newspaper of a public meeting to consider the proposed adoption at least 14 days prior to the date of the Council meeting at which this proposed amendment is to be considered.

Therefore if Council is considering pre-budget approval to the 2004 Operating and Capital Budgets, staff be directed to provide notice of an intention to adopt part of the 2004 Operating and Capital budgets pursuant to By-law 394-2002.

**Attachments**

Attachment 1 – Vaughan Public Library Board Request

**Report prepared by:**

Ferrucio Castellarin, ext. 8271  
Director of Reserves and Investments

Respectfully submitted,

Clayton D. Harris, CA  
Commissioner of Finance and Corporate Services

**MEMORANDUM**

Administration Office  
900 Clark Avenue West, Thornhill, Ontario L4J 8C1  
Tel. (905) 709-1106 \* Fax (905) 709-1530

TO: Clayton Harris, Commissioner of Finance and Corporate Services  
Michael De Angelis, City Manager  
✓ Ferruccio Castellarin, Director of Reserves & Investments  
John Hrajnik, Director of Budgeting

FROM: Rosemary Bonanno, Chief Executive Officer  
June 3, 2003

SUBJECT: Pre-Budget Approval (2004)

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**RESERVES &  
INVESTMENTS**

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Further to our telephone conversation, let this memo serve as a reminder regarding the Vaughan Public Library Board's request for pre-budget approval (2004) for two projects.

Would you please ensure that the Board's letter dated May 21, 2003 is included on the next agenda of the City of Vaughan Finance Committee.

Thanking you in advance.

  
Bonanno  
Chief Executive Officer



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*Vaughan Public Libraries serve the information, cultural, learning and leisure needs of a growing multicultural community. We offer every member of our community full access to all our services.*

May 21, 2003

His Worship Mayor Michael Di Biase  
and Members of Council  
City of Vaughan  
2141 Major MacKenzie Drive  
Vaughan, Ontario  
L6A 1T1

Dear Mayor and Members of Council:

The Vaughan Public Library Board is resubmitting projects to the Council of the City of Vaughan, projects that were not funded through the 2003 Budget allocations.

As advised by the Chair of the City of Vaughan Finance Committee, the Board is resubmitting the following projects for pre-budget approval.

**New Resource Library**  
**2004 Pre-Budget Approval – Operating Budget**

The 2004 annual budget for the operation of the new resource library has been estimated in 2003 dollars at \$1,766,031.00.

continued

**New Resource Library**

**2004 Pre-Budget Approval – Operating Budget - Recruitment of Five Key Staff**

In anticipation of the February 2004 opening of the new resource library, recruitment

Prior to opening, the following elements of the service plan must be initiated and accomplished

- deployment and testing of four networks
- configuration and deployment of 108 PCs
- activating the smart security tags for express check-out
- shelving the inventory of +75,000 items
- training staff
- launching the marketing plan

Therefore, five key members of staff need to be retained prior to the opening date. The recruitment schedule is as follows:

Executive Manager	August 2003
Co-ordinator	September 2003
Business Librarian	September 2003
Youth Advocate Librarian	September 2003
Circulation Technician	September 2003

The remainder of the staff will be recruited and trained commencing January 2004

**System Wide Communication**

**2004 Pre-Budget Approval – Capital Budget**

To address the myriad of inconsistent and unstable issues currently experienced with the antiquated telephone system, the Board is seeking funding to deploy a call centre environment at Bathurst Clark Resource Library, Dufferin Clark Library, Ansley Grove Library, Maple Library, Woodbridge Library and Kleinburg Library.

The portion of the project attributed to the new resource library was approved during the 2003 budget process.

continued

## CONCLUSION

The Vaughan Public Library Board's pre-budget submission reflects the funding necessary to maintain the effective and efficient delivery of library services to an increased service base.

The Board looks forward to your response. If you have any additional questions, please contact me.

Sincerely,

*E. Burrell*

Eileen Burrell

Chair

Vaughan Public Library Board

BOARD\2004 Pre-Budget Approval py

cc: Trustees of the Vaughan Public Library Board  
Rosemary Bonanno, Chief Executive Officer, Vaughan Public Libraries  
Frances Stocker, Strategic Development Officer, Vaughan Public Libraries  
Yvonne Kharag, Business Manager, Vaughan Public Libraries  
Michael De Angelis, City Manager, City of Vaughan  
Clayton Harris, Commissioner of Finance, City of Vaughan