

Séanin Steele
Planning and Budgeting Case Study: Kitchen Proposal for Innisfil ideaLAB & Library
LIS 9005-001
Dr. Alissa Centivany
December 12, 2017

Planning and Budgeting Case Study

Dear Innisfil Public Library Board,

If I were awarded the \$20,000 programming budget I would invest in the installation of a kitchen in one of the branches of the Innisfil library. There is currently no place in the community for cooking lessons to be held so it would fill a gap in community engagement. Cooking can be a way to bring a community together while incorporating many cultures and offers a chance to celebrate the diversity of our community.

This project reflects the goals of the library's strategic plan very well. A space for cooking classes would help further our goal of making the library a hub for discovery and experience by offering services and programs that are meaningful for all Innisfil residents. Expanding our physical space also furthers the collaborative space effort that reflects the uniqueness of Innisfil's community. The library is well on its way to establishing a strong community presence as per its third strategic goal, this project would serve to further that.

Staff members could run classes on a voluntary basis to help promote community engagement if they feel they have recipes to contribute. Therefore, labour has not been calculated in the budget. The idea behind this project is to create more opportunities for community experience at as little cost as possible. The real cost will be the time necessary to plan the programming for the space. Partnerships would be formed with local restaurants and chefs. Having guest chefs teaching classes could function as publicity for local restaurants while allowing them to obtain feedback on their creative culinary pursuits. It would allow chefs to try out new recipes before making them available in their restaurants. A yearly competition could also be arranged to help attract chefs to donate their time. The guest instructor schedule could mimic a lecture series and follow many of the same procedures.

The library already has an established relationship with the YMCA, and this could be furthered to coordinate with the healthy living classes offered at the YMCA. Some sort of program could be established with the YMCA so that with one fee the participants could attend the healthy living classes and then also enjoy a session in the library kitchen to put the healthy living concepts to practice. The concept of community bonding and the benefit to the community would be emphasised when approaching the YMCA with this extension to the already established collaborative relationship.

While these classes would be designed as adult programming, once the initial purchase of equipment is completed, the space and resources could be used for youth and children's programming. The staff members responsible for other programming would be able to coordinate kitchen time and use the same instructors as the adult programming classes use. We can work together within the programming staff to cultivate a wide reaching programming schedule in the space. Different levels of programming could be offered, such as:

- Academic level: food, nutrition, science and cooking (the healthy living classes collaboration would fall into this level)
- Informative level: cooking for one classes, culturally themed classes, holiday themed classes (how to cook a turkey dinner, how to cook a French inspired meal for Valentine's Day, how to make mashed potatoes more interesting)
- Recreational level: fun classes with less emphasis on being precise (how to cook the right meal for your favourite wine, learn how to experiment in the kitchen successfully)

The programming could include smaller events such as seasonal cookie decoration in December, or Egg Decorating in the spring. Spending the money to install the kitchen will provide many new programming possibilities with the introduction of a space equipped for food handling.

Participants would only be charged for the cost of ingredients for most programming events, the exception would be when a guest chef would be unwilling to donate their time. Local farms would be approached to provide the produce and the opportunity to advertise to the community. Local farms could also be a source of instructors. To further the relationship with local farms, the library could consider hosting a farmers market in the warmer months in the parking lot.

This would be an opportunity for the library to invest in a waste-free system in a kitchen, an area of the home that generates a degree of waste, in order to demonstrate to the community that it is possible. This would help to promote the city's waste management initiatives. Local schools may also be interested in touring a waste-free facility and it could become a focus point for visiting school groups.

The kitchen space would be another space the library could offer to the greater community, and other organizations as rentable space. Due to the increased liability of using the space as compared to other bookable spaces in the library (such as the computer class space) it would be advisable to devise an agreement and payment system for outside groups to use the space. However, in keeping with the principles of accessibility and community building, the fee should be minimal.

Due to the small space, the classes would be limited to ten participants at a time. However, due to the level of community engagement in other areas of programming, it is expected that these lessons would be in demand and the possibility of a detailed and extensive schedule is likely.

Please find a detailed budget outline attached. Many of the costs are initial (such as the purchase of ovens and cabinetry), and due to the expected adult participant, replacement costs should be minimal in the first few years. Equipment will eventually need to be repaired or replaced, but there are cost saving avenues such as purchasing second hand equipment to help minimize future costs.

In the past the library has received great support from the community, and when the programs are successful, it is likely that the community will contribute to fundraising to cover costs as necessary. The very active Friends of the Library already helps organize fundraisers for library events and will no doubt be thrilled to help get this project off the ground.

Obtaining some of the equipment as donations from the community can also be arranged and is likely to be successful if past community donations are considered. For example, around the holiday season it is common for kitchen gadgets to be purchased as gifts. The library can advertise a donation bin for used and second hand kitchen tools after the holiday season as an alternative to throwing old things out. This could also apply to spring cleaning, or when community members clean out their kitchen of all the items that build up over the years. Gently used, and clean equipment will be a welcome addition to the kitchen.

Getting the appropriate licensing approval and health and safety standards certificates from the Canada Food Inspection Agency should prove to be a minimal cost to the library. Similarly, purchasing another first aid kit for the new space should be included in the library's yearly first aid kit replacement plan.

Installing the facilities to enable food based programming will add greatly to the library's already comprehensive programming schedule. There is a gap in the services available to the

community, and there are many partnerships with local businesses and professionals to help make the project successful.

Thank you for your consideration of this programming project. If you have any further queries related to this plan, please do not hesitate to contact me.

Yours Sincerely,

Séanin Steele
Adult Services Librarian
Innisfil ideaLAB & Library

Budget

All prices were obtained through the Home Depot website, Walmart Canada website, or are items easily purchased at a dollar store. If this proposal is approved, a call for bids from local vendors will go out, and an appropriate contractor can be selected and savings would most likely be available through using a local vendor for the entire installation of the project. Items that could be purchased at the dollar store have been allotted a \$20 maximum in the total column.

Budget for \$20,000	Estimated cost	Model specs	Total
Appliances			
Cooking range x2	\$598 each	GE Model # JCBS630DKWW Energy Star	\$1,196
Microwave x2	\$78.85 each	Danby Model # DMW7700WDB	\$157.77
Dishwasher x1	\$328 each	White Westinghouse Model#WWBD2400HW	\$328
Kettle x2	\$54.28 each	Danby Model #DKT17C2SSDB	\$108.56
Refrigerator	\$548 each	Magic Chef Model # MRC1010WEF Energy Star	\$548
Hand Mixer x2	\$49.99 each	Kitchenaid Model #KHM512WM	\$99.98
Blender x2	\$119 each	Kitchenaid Model #KSB1570SL	\$238
Grill x2	\$49.98 each	Oster Panini Maker and Grill Model #CKSTPM20SB-033	\$99.96
Cooking Equipment			
Mixing bowls x3	\$14.98 for set of 4	THD Model #TTU-Q4893	\$44.94
Casserole dishes x2	\$29.97 for 8-piece set	Walmart CorningWare	\$59.94
Backing sheets x5		Dollar store	\$20
Baking pans x5		Dollar store	\$20
Pots and pans x2	\$148.00 for set of 10	Kitchenaid Model #KCH1S10KD	\$296
Spoons x5		Dollar store	\$20
Spatulas x5		Dollar store	\$20
Spreaders x5		Dollar store	\$20
Tongs x5		Dollar store	\$20
Ladle x5		Dollar store	\$20
Vegetable peelers x4	\$4.97	Walmart Dual Sided Peeler	\$19.88
Whisks x5	\$10.98 each	MetalTex	\$54.90
Knives x2	\$22.98 for set of 12	Cuisinart Model #CA-12C	\$45.96
Chopping blocks/ boards x10 of various sizes		Dollar store	\$20

Can opener x2	\$4.96	Walmart Gormet Club Can Opener	\$9.92
Colander x2	\$9.97 for set of 3	Walmart Faberware	\$19.94
Citrus juicer x2		Dollar store	\$20
First aid kit	The library will need to include an extra first aid kit in their yearly update		
Towels x10		Dollar store	\$20
Measuring cups x4		Dollar store	\$20
Measuring spoons x4		Dollar store	\$20
Rolling pins x4		Dollar store	\$20
Salad spinner x2		Dollar store	\$20
Skillets x4	\$10.36 for two	Walmart Faberware	\$41.44
Steamer insert for pot x4	\$16.58 each	Walmart Smarit	\$66.32
Graters x4	\$12.97	Walmart TFAL Grater	\$51.88
Meat thermometer x4	\$6.99	Walmart Taylor Meat Dial Thermometer	\$27.96
Cabinetry	The cabinetry will depend on the space that is chosen, but will not exceed more than \$10,000		\$10,000
Work surfaces	The cost of the work surface will depend on the cabinetry, but will not exceed more than \$5,000		\$5,000
Stools x8	\$51.43 each	Linon Home Décor Products Model #98100NAT-01-KD	\$411.44
Sink	\$129.00 each	Wessan Model#JR600D73	\$129
Island/cart	\$123.00 each	Nexera Model #590013	\$123
TOTAL			\$19,418.79

While the budget outline suggests that almost the entire \$20,000 program budget would be utilized, it is expected that costs will be less than this through collaboration with local contractors and community fundraising efforts from the Friends of the Library, as well as community donations.

Bibliography

- Home. (n.d.). Retrieved December 11, 2017, from <https://www.homedepot.ca/en/home.html>
- Innisfil Public Library |. (n.d.). Retrieved December 1, 2017, from <http://www.innisfillibrary.ca/>
- Kitchens in Libraries » Public Libraries Online. (n.d.). Retrieved December 1, 2017, from <http://publiclibrariesonline.org/2015/06/kitchens-in-libraries/>
- Online Shopping Canada: Everyday Low Prices at Walmart.ca! (n.d.). Retrieved December 3, 2017, from <https://www.walmart.ca/en>
- Stueart, R. D., Moran, B. B., & Morner, C. J. (2013). *Library and information center management* (Eighth ed.). Santa Barbara, California: Libraries Unlimited.