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## Library Board Report

To: Newmarket Public Library Board  
From: Todd Kyle, C.E.O.  
Date: September 16, 2020  
RE: **2021 Draft Capital Budget**

### Background:

At the June 17, 2020 Board meeting, the draft 2021 operating budget was approved. However, at that time information was insufficient to present a draft 2021 capital budget. Instead, the Board allowed staff to submit a preliminary draft to the Finance Dept with the expectation that it would be presented for Board approval in September.

### Discussion:

The following is a summary of the draft capital budget request submitted on a preliminary basis. Note that most requests can be funded from the Asset Replacement Fund and represent replacement of critical infrastructure rather than improvements or service level changes. In addition, some approved 2020 items are being re-requested as they are unlikely to be completed this year due to COVID.

### **Computer Hardware/Software: \$225,500, of which \$83,000 is being re-requested**

This package represents replacement of critical network hardware and public and staff workstations as well as renewal of critical software including the public/staff printing system and the library website. While it is possible that costs will be avoided or reduced as the Library's IT infrastructure is integrated with that of the Town, it is too early in that process to determine the resulting cost changes, and as such it is recommended that the request be submitted as is.

### **Equipment \$20,085 (full re-request)**

The project involves replacement of the video projection equipment in the library meeting rooms whose technology is no longer up to the standards of users and renters. This project was to have been completed in 2020 but will no longer be feasible due to COVID. The Board has in

the past recognized the priority of replacing out of date A/V equipment to mitigate risk to rental income as well as to Board and other uses of the equipment.

**Facility needs study \$50,000 (full re-request)**

The Library Board approved spending funds on a future library facility needs study in partnership with Community Services and this was approved by Council as part of the 2020 capital budget. As it is unlikely due to COVID that this study will be completed in 2020 it is being re-requested for 2021.

**Conclusion:**

**The following motion is recommended:**

**THAT the Library Board approve the draft 2021 Capital Budget for submission to Council.**