



# **The Corporation of the Town of Orangeville**

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## **Report to the Library Board**

**To:** Chair and Members of the Board  
**From:** Darla Fraser, Chief Executive Officer  
**Date:** November 23, 2022  
**Report #:** 22-10  
**Subject:** Revised Draft Capital Budget 2023-2032

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### **Recommendation:**

**That report 22-10, dated November 23, 2022, with respect to the Draft Capital Budget 2023-2032, be received;**

**And that the proposed 2022-2032 Capital Budget requests be forwarded to Council for their consideration.**

### **Purpose:**

The purpose of this report is to present for discussion a revision to the proposed capital budget (originally approved September 28, 2022) for the library for the next ten years.

### **Background:**

As outlined in the Public Library Act, the library must submit their proposed budget to the municipality according to the procedure set by the Town. Working with the CEO and the Treasurer, the board must prepare a budget deemed adequate to carry out the library's goals and objectives. The proposed budget as prepared must then be presented to council for their consideration.

The procedure set by the Town is detailed below:

Budget Timeline ([library actions in blue](#)):

- Financial Software opened for budget input between Sept 6 - Oct 6
  - [September 28, 2022 – OPL Board approved budget submissions](#)
- Deputy Treasurer Review: Oct 7-14
- Treasurer Review: Oct 17-21
- GM Review: Oct 24-28
  - [October 28, 2022 – Review with GM resulted in no changes](#)
- CAO Review: Oct 31-Nov 17
  - [November 15, 2022 – revision to the capital submission received](#)
  - [November 23, 2022 – seek Board approval to revised submission](#)
- Final cut-off for minor changes: Nov 24
- Treasurer Tables Budget: Dec 5

The newly adopted strategic plan sets out estimates for additional space and functionality as detailed in the Business and Branding strategies and reflected in the implementation plan. The estimates submitted by the board are rough costing estimates, at best. The significant dollar value of the project proposed has resulted in an alternative presentation of this project, however, this change does not take the project out of the long-term capital plan approved in principle by the board.

The revision requested by the Chief Administrative Officer and supported by the Treasurer calls for the removal of the \$11 million project from the 2024 capital estimates and the addition of \$100,000 for a feasibility study to be completed in 2023.

A feasibility study aims to provide an independent assessment that examines all aspects of a proposed project, including technical, cost analysis, funding options, floor plan options, site evaluations, conceptual designs, projected operational cost, and environmental considerations.

The feasibility study is a logical request as it would take the project to the next level with a site-specific investigation. The recommendation from the consultants (Orangeville Building and Branding Strategy) provides some general estimates, but those figures require greater scrutiny and updating.

Orangeville Town Council has the authority to change the estimates prior to approval. Typically, Town Council would provide some general direction and send the proposed budget back to the board for re-work if Council felt an adjustment was needed.

There are no further changes to the estimates approved by the board September 28, 2022.

Figure 6 – Revised Capital Budget Estimates (2023 - 2032)

Project Description	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Library Collections	\$ 206,875	\$ 213,082	\$ 219,474	\$ 226,059	\$ 229,466	\$ 235,203	\$ 241,083	\$ 254,000	\$ 260,000	\$ 265,000
Building Reserve	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
Furniture & Equipment	\$ 5,000	\$ 30,000	\$ 10,000	\$ 30,000	\$ 10,000	\$ 30,000	\$ 10,500	\$ 30,000	\$ 10,500	\$ 30,000
Modernize Space	\$ 20,000		\$ 20,000		\$ 20,000		\$ 20,500		\$ 20,500	
MakerSpace Updates		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500
New Library Feasibility Study - Alder	\$ 100,000									
Computer Hardware	\$ 48,160		\$ 4,326		\$ 52,339					
Network Infrastructure				\$ 26,000						
Security Inventory System (Self-check)	\$ 10,000	\$ 30,000	\$ 25,000			\$ 25,000			\$ 30,000	
Lockers/Kiosk				\$ 25,000	\$ 25,000					
Total	\$ 425,035	\$ 313,082	\$ 318,800	\$ 347,059	\$ 376,805	\$ 330,703	\$ 312,583	\$ 324,500	\$ 361,500	\$ 335,500

### Financial Impact:

The revised total capital request for 2023 is \$ 425,035.

Prepared and respectfully submitted by,  
 Darla Fraser  
 Chief Executive Officer