



Report to: Stratford Public Library Board
Meeting Date: September 1, 2020
From: Julia Merritt, CEO
Subject: Draft 2021 Capital Budget

The 2021 budget proposes to split the regularly allocated amount of \$50,000 between:

1. \$32,200: Training and public access devices for the public, firewall expenses.
2. \$17,800: Replacement carpet.

A carry-forward will be requested from 2020 for:

- the funds for the 2019 Children's circulation desk project. Construction will not be completed in 2020.
- the funds designated for carpet replacement in 2020. Staff will enquire as to feasibility but we anticipate that this partial carpet replacement will be pushed back until 2021.

As noted in the monitoring report, the only other potential addition to the capital budget request is the space needs analysis study, currently estimated to need \$50,000 - \$75,000 to complete. Presently, the options for funding are limited to a request to place this in the annual capital budget, or to fund from the Library's existing reserve fund.

Staff Recommendation

Staff recommend that the Board approve the allocation of capital expenditures as presented for 2021, and discuss the potential addition of the space needs analysis study.