

2026 Capital Project Detail Form

FORM H

Department and Division:	Stratford Public Library
Project Number:	H.1
Project Name:	Library Computer Equipment
Start Date and End Date:	January 1, 2026 - December 31, 2026

Brief Project Description:

Routine scheduled replacement of staff and public workstations as well as network infrastructure.

A. Project Justification/Contribution to City Services and Strategic Priorities:

This project focuses on the maintenance and enhancement of computer hardware within our public library. The funds will be allocated to ensure the smooth operation, security, and longevity of essential technology resources, including public access computers, Online Public Access Catalogs (OPACs), self-checkout machines, and other critical systems. By investing in the upkeep of these technologies, we aim to provide a seamless and efficient experience for all library patrons, ensuring that our community continues to benefit from reliable and accessible digital services.

B. Project Financials: (including 1.76% net HST expenses)

Project Cost	Amount	Additional Detail
9030 Equipment	31,000	
Total Project Cost	\$ 31,000	
Funding Sources	Amount	Additional Detail
Reserve or Reserve Fund (specify)	31,000	R-R11-LIBR
Total Funding	\$ 31,000	

C. Impact on Operating Budget Going Forward:

Timing of Impact	Amount	Frequency
Amount in this Budget Year:	\$ 31,000	Current Year only
Amount in Future Budget Years:		

Description:

Capital equipment is replaced on a schedule and financial impact varies year by year.

D. Benefits and Outcomes of Proceeding with this Item/ Risks and Outcomes if not approved:

Staff and public workstations and network infrastructure that is modern and up-to-date helps fulfill the mandate of libraries to delivery effective and efficient services to the community. Library technologies play a vital role in bridging the digital divide for residents who wouldn't otherwise have access to reliable technology. Updating technologies on a regular basis helps limit security risks and service outages. Additionally, with outdated technology, there is decrease in productivity and employee morale and the potential for higher operational costs due to incompatibility and maintenance issues.

E. Asset Management Plan:

E.1 For a new purchase or construction

Projected Replacement Year:	2030
Projected Replacement Cost:	
Projected Useful Life in years:	4-5 years
Service Level Impact:	Maintain

Explain:

Staff and public workstations are replaced on a four year cycle; network equipment is replaced on a five year cycle.		
E.2 For a major repair or rehabilitation of an existing asset		
Asset ID #:		
Description (make, model, year):		
Current Condition Rating:		
Will it extend useful life?		
If yes, amended useful life in years:		
Service Level Impact:		
Explain:		
E.3 Is there an asset to be disposed?	Yes	
Asset ID #:		
Description (make, model, year):		
Expected Disposal Date:	TBD	
F. Corporate Energy and Emissions Plan:		
F.1 Corporate Fleet		
F.2 Facility Asset		
F.3 Climate Lens for Other Purchases		
		<u>Additional Detail</u>
Est. GHG Emissions Reduction (tCO2e)		
(tCO2e, or tonnes of carbon dioxide equivalent, is a metric measure used to quantify emissions from all greenhouse gases in one standard unit)		
Explain:		
It is recommended that computer equipment procured is Energy Star rated, leading to efficiency in performance and lower energy costs.		
Note: Procurement Policy shall ensure climate lens and asset management principles are applied.		

Please confirm that the Climate Change Program Manager has reviewed this form prior to submitting to Finance

Confirmed

2026 Capital Project Detail Form

FORM H

Department and Division:	Stratford Public Library
Project Number:	H.2
Project Name:	Physical Library Collections
Start Date and End Date:	January 1, 2026 - December 31, 2026

Brief Project Description:
 The library houses a large collection (approx. 86,000 items) of resources that are available for library members to borrow. This project supports the purchase of new library materials to lend to the community.

A. Project Justification/Contribution to City Services and Strategic Priorities:
 This reserve funds the purchase of physical books, audiovisual and other materials for circulation to the public. The library collection helps fulfill the core mission of the library which is to provide the community with timely and relevant information and cultural resources. This project additionally supports the City's priority of innovation and creativity by allowing people to pursue their passions and lifelong learning.

B. Project Financials: (including 1.76% net HST expenses)		
Project Cost	Amount	Additional Detail
3050 Materials	171,000	
Total Project Cost	\$ 171,000	
Funding Sources	Amount	Additional Detail
Reserve or Reserve Fund (specify)	171,000	R-R11-LIBR
Total Funding	\$ 171,000	

C. Impact on Operating Budget Going Forward:		
Timing of Impact	Amount	Frequency
Amount in this Budget Year:	\$ 171,000	Annual
Amount in Future Budget Years:		

Description:
 Costs may increase for annual inflation, tariffs or with changes to formats and resources required.

**D. Benefits and Outcomes of Proceeding with this Item/
 Risks and Outcomes if not approved:**
 Through its collections, the Library fulfills a number of its core goals: to encourage reading, develop literacy skills, foster life-long learning, and support democracy. The various collections at the library support informational and recreational reading, viewing, listening, and engagement; stimulate the imagination and empower creativity; increase an individual's ability to succeed and participate actively in the community and a modern society

E. Asset Management Plan:		
E.1 For a new purchase or construction		
Projected Replacement Year:		
Projected Replacement Cost:		
Projected Useful Life in years:	varies	
Service Level Impact:	Maintain	

Explain:

Library materials have a varied yet limited life cycle related to: popularity, timeliness, accuracy of information, and physical condition. Without unlimited space, the collection must be treated as rotating stock: new items are purchased and older items are discarded on a regular basis.

E.2 For a major repair or rehabilitation of an existing asset

Asset ID #:

Description (make, model, year):

Current Condition Rating:

Will it extend useful life?

If yes, amended useful life in years:

Service Level Impact:

Explain:

E.3 Is there an asset to be disposed?

Yes

Asset ID #:

Description (make, model, year):

Expected Disposal Date:

TBD

F. Corporate Energy and Emissions Plan:

F.1 Corporate Fleet

F.2 Facility Asset

F.3 Climate Lens for Other Purchases

Additional Detail

Est. GHG Emissions Reduction (tCO₂e)

(tCO₂e, or tonnes of carbon dioxide equivalent, is a metric measure used to quantify emissions from all greenhouse gases in one standard unit)

Explain:

Not applicable

Note: Procurement Policy shall ensure climate lens and asset management principles are applied.

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Confirmed