

REPORT

Oakville Public Library Board – Special Meeting

Meeting Date: July 17, 2024

FROM: Oakville Public Library

DATE: July 9, 2024

SUBJECT: 2025 Capital Budget Planning – July 17, 2024

RECOMMENDATION:

That the following proposed capital projects be approved for inclusion in the 2025 Capital budget:

1. Scheduling Software
2. PRLMP OPL Recommended Strategies
3. Traffic Pattern Tracking
4. Public Print Payment System Replacement
5. Room Booking
6. AI Assistant for OPL.ca

KEY FACTS:

The following are key points for consideration with respect to this report:

- OPL has been advised via the “Draft Mayoral Direction to Staff regarding the preparation of a balanced 2025 Annual Budget report” that OPL is to prepare its budget submission to the town based on overall increase not to exceed 5.5% (\$670,00) inclusive of growth-related impacts.
- OPL is proposing 6 capital projects for consideration by the OPL board.
- This report highlights the proposed capital projects impacting the development of the 2025 Budget. All projects are provided to the board to review and feedback to assist with prioritization within the budget request. The 2025 capital budget will come back to the board for review in September 2024.
- At the June 20, 2024, board meeting, it was requested that a special board meeting be held to thoroughly review the 2025 budget options including increased detail on the costing related to the capital projects.

BACKGROUND:

The first budget committee meeting was held on June 17 and the mayor provided his budget report and direction for staff in preparation of the 2025 budget. For 2025, the mayor has directed that staff prepare “an operating budget with spending levels predicated on an overall tax levy increase of up to 4.00% to accommodate priorities from the Council Strategic Plan and the use of Performance Based Program Based budgeting methodology to identify efficiencies.”

The report also advises Oakville Public Library to prepare its budget submission to the town based on an overall increase not to exceed 5.5% inclusive of growth-related impacts.

At the June 20, 2024, board meeting, OPL staff presented a Budget Driver’s report that highlighted the key pressures influencing the creation of the 2025 operating and capital budgets. The board reviewed the report and requested that a special board meeting be held for an in-depth review of the provided budget drivers and proposed capital projects.

Board feedback/direction based on the identified budget drivers below will be used to prioritize items within the 2025 budget and a full budget will come to the board for review and feedback in September with a goal of approving the OPL operating and capital budgets in October. Once approved by the OPL Board, OPL’s 2025 operating and capital budgets are submitted Town of Oakville for consideration.

COMMENT/OPTIONS:

Capital Budget

OPL is proposing 6 capital projects for board consideration as part of the 2025 capital budget submission. Projects with board support will be developed into business cases and sent to the Town to be considered with the full town slate of proposed capital projects. Updated recommendations will be provided as part of the full 2025 capital budget report in September.

Proposed 2025 capital projects are listed below in order of priority:

- Scheduling Software implementation (Appendix A)
- Parks, Recreation and Library Master Plan (PRLMP) Recommendations (Appendix B)
- Traffic Pattern Tracking software (Appendix C)
- Public Print Payment System Replacement (Appendix D)
- Room Booking (Appendix E)
- AI Assistant for OPL.ca (Appendix F)

Project name	2025 Capital Cost
Scheduling Software	\$100,000
PRLMP Recommendations	\$100,000
Traffic Pattern Tracking	\$135,000
Public Print Payment System Replacement	\$50,000
Room Booking	\$26,000
AI Assistant for OPL.ca	\$40,200
Total	\$453,000

As requested by the board at the June 20th board meeting, projects appendices have been created to including more information on project rationale and costing.

APPENDICES:

Appendix A - Scheduling Software implementation

Appendix B - Parks, Recreation and Library Master Plan Recommendations

Appendix C - Traffic Pattern Tracking software.

Appendix D - Public Print Payment System Replacement

Appendix E - Room Booking

Appendix F – AI Assistant for OPL.ca

Prepared and submitted by:
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