

## 2021 Incremental - Business Case Form

<b>Project</b>	Computer Replacement - Asset failure		
<b>Category</b>	9. Other Projects and Financial Consid.	<b>Item No.</b>	1
<b>Proposed Budget Year</b>	2021	<b>Year Introduced</b>	2021
<b>Dept. Priority Ranking (High/Med/Low)</b>	Medium	<b>Dept. numeric priority</b>	2
<b>Strategic or Tactical Project</b>		<b>Tangible Capital Asset:</b>	
<b>Start Date (mm/year)</b>	03/2020	<b>End Date (mm/year)</b>	12/2020
<b>Financed by Federal Gas Tax (FGT)</b>		<b>FGT outcome</b>	

**Description/Scope of Incremental Item:**

Replacing existing older model and failing computers with newer equipment and software for public and staff use. Specifically, 8 computers for public or staff use, 1 laptop for staff use, 1 iPad for staff and program use, and corresponding monitors and peripheral equipment. This represents a replacement of less than 22% of the Library's technology equipment.

**Incremental Item Rationale:**

The Library normally provides 27 computer stations for public use. In 2020, when many organizations switched to contactless or online-only services, internet and computer access became even more important for our community. Regular usage from multiple users results in above average wear and tear on public computers (normal usage 7-days a week with an average usage time of 8 hours per day, regardless if the computer is used by staff or public). The Library currently follows a replacement schedule of a 3 year rotation for all computer equipment. A 3 year rotation for computers, especially public computers, remains appropriate and is recommended in order to keep up with above average wear and tear of library computers. In 2018, the Library did not receive computer replacement funding so further reduction in funding for computers will result in the Library falling further behind in its replacement schedule.

Incremental Item Budget				
	Total	2021	2022	2023 Onward
<b>Expenditures</b>				
Construction				
Engineering (Design & Admin)				
Advertising				
Contingency				
Other		11,200.00		
<b>Total Expenditures</b>	<b>0.00</b>	<b>11,200.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Funding</b>				
Contribution to Capital (Opg. Fund)				
Water Fund				
Wastewater Fund				
Reserve Funds & Development Charges <i>(please insert name of Reserve Fund here)</i>				
Federal Gas Tax (FGT)				
Grants and Subsidies				
Donations & Project Partners				
Debentures				
<b>Total Funding</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Operating Budget Impact**

	2021	2022	2023 Onward
Increases (Decreases)	11,200		

Project Manager:

Emily Farrell, Library CEO

Date:

November 17, 2020



## 2021 Incremental - Business Case Form

Project	Operations - COVID-19 health and safety	Item No.	2
Category	2. Health/Safety and Environmental	Year Introduced	2021
Proposed Budget Year	2021	Dept. numeric priority	1
Dept. Priority Ranking (High/Med/Low)	High	Tangible Capital Asset:	
Strategic or Tactical Project		End Date (mm/year)	12/2020
Start Date (mm/year)	01/2021	FGT outcome	
Financed by Federal Gas Tax (FGT)			

### Description/Scope of Incremental Item:

Cleaning supplies, cleaning services, software, and other health and safety expenses as a result of COVID-19.

### Incremental Item Rationale:

COVID-19 has caused many organizations to change the way they conduct business, namely through increased contactless services and cleaning requirements. In order to be open for the public, the Lanark, Leeds, and Grenville District Health Unit recommends cleaning and disinfecting commonly touched surfaces twice a day, and every two hours for public washrooms (<https://healthunit.org/health-information/covid-19/business-re-opening/>). The majority of this expense is for one contract cleaner during Library open hours for ten months (March to December 2021), the remainder being for cleaning supplies, personal protective equipment, and software for contactless interactions (e.g. Zoom subscription). When the Library reopening to the public in the fall of 2020, existing Library employees attempted to keep up with the cleaning requirements, but it was difficult for scheduling and is not recommended for 2021.

Incremental Item Budget				
	Total	2020	2021	2022 Onward
<b>Expenditures</b>				
Construction				
Engineering (Design & Admin)				
Advertising				
Contingency				
Other			22,262.00	
<b>Total Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>22,262.00</b>	<b>0.00</b>
<b>Funding</b>				
Contribution to Capital (Opg. Fund)				
Water Fund				
Wastewater Fund				
Reserve Funds & Development Charges (please insert name of Reserve Fund here)				
Federal Gas Tax (FGT)				
Grants and Subsidies				
Donations & Project Partners				
Debentures				
<b>Total Funding</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Operating Budget Impact			
	2020	2021	2022 Onward
Increases (Decreases)		22,262	

Project Manager:

Emily Farrell, Library CEO

Date:

January 4, 2021

## 2021 Incremental - Business Case Form

Project	Capital - Library Lighting		
Category	2. Health/Safety and Environmental	Item No.	3
Proposed Budget Year	2021	Year Introduced	2020
Dept. Priority Ranking (High/Med/Low)	High	Dept. numeric priority	1
Strategic or Tactical Project		Tangible Capital Asset:	
Start Date (mm/year)	01/2020	End Date (mm/year)	12/2021
Financed by Federal Gas Tax (FGT)		FGT outcome	

**Description/Scope of Incremental Item:**

Continuing from the 2020 support to upgrade or replace the lighting in the Library. This year's request is for the lighting on the second floor of the Library.

**Incremental Item Rationale:**

Existing fluorescent lighting fixtures require periodic maintenance to replace bulbs and ballasts. New LED fixtures require less maintenance, provides better lighting for a public space, increases energy efficiencies and will result in less long-term expenses for hydro. Possibility to make use of energy incentives, which will have to be reconfirmed.

Incremental Item Budget				
	Total	2020	2021	2022 Onward
<b>Expenditures</b>				
Construction			40,815.00	0.00
Engineering (Design & Admin)				
Advertising				
Contingency				
Other				
<b>Total Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>40,815.00</b>	<b>0.00</b>
<b>Funding</b>				
Contribution to Capital (Opg. Fund)				
Water Fund				
Wastewater Fund				
Reserve Funds & Development Charges <i>(please insert name of Reserve Fund here)</i>				
Federal Gas Tax (FGT)			7,980	
Grants and Subsidies				
Donations & Project Partners				
Debentures				
<b>Total Funding</b>	<b>0.00</b>	<b>0.00</b>	<b>7,980.00</b>	<b>0.00</b>

Operating Budget Impact	2020	2021	2022 Onward
Increases (Decreases)		40,815.00	0

Project Manager:

Emily Farrell, Library CEO & Les Johnston, Arenas and Fa

Date:

November 18, 2020



**2021 Incremental - Business Case Form**

Project	<u>Building Maintenance</u>	Item No.	<u>                    </u>
Category	<u>2. Health/Safety and Environmental</u>	Year Introduced	<u>2020</u>
Proposed Budget Year	<u>2021</u>	Dept. numeric priority	<u>1</u>
Dept. Priority Ranking (High/Med/Low)	<u>High</u>	Tangible Capital Asset:	<u>                    </u>
Strategic or Tactical Project	<u>Tactical project</u>	End Date (mm/year)	<u>Dec 2021</u>
Start Date (mm/year)	<u>Jan 2021</u>	FGT outcome	<u>                    </u>
Financed by Federal Gas Tax (FGT)	<u>                    </u>		

**Description/Scope of Incremental Item:**

Continued support from 2020 to replace discontinued electronic module of Library elevator.

**Incremental Item Rationale:**

The elevator was installed in 1996 and is reaching its end of life. Periodic updates to existing equipment are necessary to prevent failure. The electronic module that controls elevator operation has been discontinued and is proposed to be replaced with a new model which will allow for extended life for the elevator. The elevator is essential for maintain accessibility standards for the public and for operations - the majority of the collection is on the second floor, while checkout station and curbside pickup (when applicable) are on the first floor. A working elevator is necessary for moving library materials and supplies

Incremental Item Budget				
	Total	2020	2021	2022 Onward
<b>Expenditures</b>				
Construction	60,000.00	20,000.00	20,000.00	20,000.00
Engineering (Design & Admin)				
Advertising				
Contingency				
Other				
<b>Total Expenditures</b>	<b>60,000.00</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>20,000.00</b>
<b>Funding</b>				
Contribution to Capital (Opg. Fund)				
Water Fund				
Wastewater Fund				
Reserve Funds & Development Charges <i>(please insert name of Reserve Fund here)</i>				
Federal Gas Tax (FGT)				
Grants and Subsidies				
Donations & Project Partners				
Debentures				
<b>Total Funding</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Operating Budget Impact**

	2020	2021	2022 Onward
Increases (Decreases)			

Project Manager:

Les Johnston, Arenas and Facilities Supervisor & Emily

Date:

January 4, 2021