

BPL Library Board

Agenda

Thursday, November 27, 2025

Frank Rose Room, Central Branch, 6:30 p.m.

Burlington Public Library acknowledges the Treaty Lands of the Mississaugas of the Credit First Nation as well as the Traditional Territory of the Haudenosaunee, Huron-Wendat and Anishinabek peoples. We honour the timeless connection that Indigenous communities and Urban Indigenous residents maintain with the land, water, and sky, recognize their enduring stewardship, and acknowledge our shared responsibility to sustain and protect the earth. Through our collections, programs, and partnerships, Burlington Public Library seeks to amplify Indigenous voices and perspectives, providing opportunities for our community to engage in dialogue, education, and healing.

A light dinner will be served at 6:00 p.m.

1. Call to Order
2. Approval of the Agenda
3. Welcome and Intent for Gathering
4. Declarations of Interest
5. Presentations:
 - Board Development: Maker Services
6. Consent Items
 - 6.1 Open Minutes of October 23, 2025
 - 6.2 CEO Report
 - 6.3 Sustainability Report
 - 6.4 Fund Development Report
 - 6.5 Strategic Plan Launch
 - 6.6 Comprehensive Facilities Plan

7. Decision Items

7.1 Board Self-Evaluation & Survey Tool

7.2 2026 Board Governance Calendar & Workplan

7.3 Elect Respect Pledge

7.4 Policy Review:

7.4.1 Donations, Sponsorship Policy

7.4.2 Naming Rights Policy

8. Discussion Items - None

9. Information Items - None

10. Closed Session - None

11. Approval of Motions from Closed Session

12. Other Business

13. Next Meeting:

Thursday, January 22, 2026, 6:30 p.m., Frank Rose Room

BPL Board Minutes | October 23, 2025

Attendance

Board: Jason Manayathu, Jennifer Tarnawski, Lindsay Zalot, Ashley Cameron, Shayne Lemieux, Councillor Lisa Kearns (via Zoom)

Staff: Lita Barrie, Nicole Tewkesbury, Meg Uttangi Matsos, Cody Vanderslot, Kaitlyn , Meg DeForest, Cindy Tchorz

Regrets: Akindayomi Odedeyi

Minutes

A meeting of the Board was held on Thursday, October 23, 2025, at the New Appleby Branch.

1. Call to Order

Jason Manayathu, Library Board Chair, called the meeting to order at 6:37 p.m.

2. Approval of the Agenda

The agenda was approved as presented.

Motion 25-62, Approval of the Agenda

MOVED by Lindsay Zalot, SECONDED by Jennifer Tarnawski, that the agenda be approved as presented.

CARRIED.

3. Welcome and Intent for Gathering

4. Declarations of Interest – None

Councillor Lisa Kearns joined the Library Board meeting at 6:40 pm

5. Board Presentations:

- Board Development: Local History & Burlington Digital Archive

Cody Vanderslot, Manager, Digital Resources and Collections and Kaitlin Sonneveld, Local History Coordinator came to the Library Board meeting to share a presentation on local history and digital archives at BPL.

Cody and Kaitlin left the meeting at 7:14 p.m.

Meg DeForest left the meeting at 7:18 p.m.

- Draft 2026 Budget Presentation
Lita Barrie, CEO presented the presentation that will be shared at the city's budget delegation meeting, focusing on the need for additional funding to address the Burlington Public Library staff's projected budget shortfall for 2026. The discussion highlighted key financial concerns and the rationale behind the increased funding request.

6. Consent Items:

- 6.1. Open Minutes of September 25, 2025
- 6.2. CEO Report
- 6.3. Advocacy Report
- 6.4. Q3 Metrics

Motion 25-63, Consent Agenda Items

MOVED by Shayne Lemieux, SECONDED by Ashley Cameron, that all items listed under the heading of Consent Items for the Library Board meeting dated October 23, 2025 be adopted as recommended.

CARRIED.

7. Decision Items

- 7.1. Q3 Financials

Motion 25-64, Q3 Financials

MOVED by Jennifer Tarnawski, SECONDED by Shayne Lemieux, that the Burlington Public Library Board approve the 3rd Quarter Operating, Capital, and Other Fund Financial Statements for the period ending September 30, 2025.

CARRIED.

7.2. Policy Review:

7.2.1. Fees & Charges Policy

Motion 25-65, Fees & Charges Policy

MOVED by Ashley Cameron, SECONDED by Jennifer Tarnawski, that the Burlington Public Library Board approve the revised Fees & Charges Policy effective November 1, 2025 as presented.

CARRIED.

8. Discussion Items - None

9. Information Items - None

Motion 25 - 66, Move into Closed Session

MOVED by Shayne Lemieux, SECONDED by Ashley Cameron, that the Burlington Public Library Board move into Closed Session.

CARRIED.

The Library Board moved into Closed Session at 7:56 p.m.

Motion 25 - 67, Move out of Closed Session

MOVED by Ashley Cameron, SECONDED by Jennifer Tarnawski, that the Burlington Public Library Board moved out of Closed Session.

CARRIED.

The Library Board moved out of Closed Session 7:59 p.m.

11. Approval of Motions from Closed Session

Motion 25 - 68, Closed Minutes of September 25, 2025

MOVED by Jennifer Tarnawski, SECONDED by Shayne Lemieux, that the Burlington Public Library Board approved the Closed Minutes of September 25, 2025, as presented.

CARRIED.

12. Other Business - None

The meeting is adjourned at 8:01 p.m. Motion by Lindsay Zalot.

Chair

Secretary-Treasurer

Next Meeting

Thursday, November 27, 2025, Frank Rose Room, Central Branch

6. Consent Items: 6.2 CEO Report - November Update

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Purpose

The CEO report for November 2025 summarizes key activities that support the priorities outlined in BPL's [2021-2025 Strategic plan](#). This report covers items that are not part of the Board package.

Enhance Community Well-being



Burlington Literary Festival

BPL's 5th annual [BurlLITFest](#) is well underway. This month's long celebration of all things literary features author talks with local and national literary treasures, writing workshops for adults and kids, and closes with an open mic night showcasing local talent. To date, events have been very well received.



Remembrance Day

Every year on November 11th, we pause library service to hold a moment of silence. It is a time for us to participate in remembering everyone who has served throughout our nation's history, especially those who made the ultimate sacrifice. Throughout the month of November, branches have had collection displays and [booklists](#) have been posted on the BPL website to support reflection on ongoing conflicts around the world and their impact on people's lives, safety, and well-being both abroad and here at home.

Inspire Discovery with Diverse Collections, Services and Spaces

2026 BPL Reading Challenge

On November 19, BPL launched registration for the 2026 BPL Reading Challenge. The 2026 BPL Reading Challenge [website news article](#) lists all the 2026 monthly themes for the program. With the monthly meetups, displays, and social media content, BPL's annual reading challenge is making connections, connecting readers to their next great read and each other.

Outdoor Play Collection

BPL is collaborating with the City of Burlington to transition the City's Play Equipment Lending Library. BPL will be calling this collection the Outdoor Play Collection. It will include items like: Bocce ball, Badminton, Croquet, Disc Golf, Pickleball, Snowshoes, Giant Jenga, Ladderball, Cornhole and more!

The City will end its loans by December 2025. BPL plans to launch winter equipment lending at Alton Branch in early 2026, with items available for pickup only at Alton. Borrowing will be first-come, first-served, like the Community Access Pass collection.

Customers can check availability in the catalogue but cannot reserve or book items. Further details will be announced closer to the launch.

Bridge Library Technology Survey

For 7 days (from November 17-23), BPL is running both customer and staff Bridge Technology Surveys as part of a province-wide initiative. This project aims to enhance technology services offered by public libraries in Ontario and measure their effectiveness.

The survey takes 3-5 minutes to complete. The Bridge Library Technology Survey for Customers survey link is available all the time on our website and customers can fill it out anytime. However, during this week BPL will promote it so that data gathering is coordinated with other Ontario libraries.

The aim of the Staff survey is to help BPL get a snapshot of technology-related interactions with customers and the tools employees need to support this service. The survey asks employees to think about customer questions that they've answered in the last few months that were focused on topics such as Connecting to the Internet, Equipment and Software, and Digital Literacy Classes/Support.

Central Branch Closures

On, Thursday, November 13, the Central branch closed at 4 PM for the repair of the sewage system. On Sunday, December 7 Central branch will be closed for the day due to the Santa Claus, and Central staff will be redistributed to other branches. In 2026, with the completion of construction on Prospect, the original parade route will be restored, eliminating the need for this branch closure.

Create a Workforce Culture Driven by our Organizational Values

Staff Development Day

On November 3, BPL staff gathered at Central Library for Staff Development Day. The theme for this year was "Connections". This year, BPL collaborated with the Brantford Public Library for a joint Staff Development Day, with the Brantford team travelling to Burlington for the day.

The morning began with a keynote by Professor Jared Wesley of the University of Alberta, who leads the Common Ground team working to reduce political polarization in

Canada. Following his talk, attendees played TownSquare, a game designed to explore strategies for addressing polarization in communities.

In the afternoon, we launched BPL's 2026-2027 Strategic plan with an overview and interactive stations to collect staff input on key objectives. The day ended with BPL's Service Recognition ceremony.

Service Recognition

As part of BPL's Staff Development Day, we recognized our 2025 Service Milestone honourees. Nineteen staff reached a milestone in 2025, and we recognized an incredible total of 320 years of service. Congratulations to this year's honourees!



Great Place to Work

Since 2022, BPL has participated in the [Great Place to Work™](#) (GPTW) program. GPTW is the world's largest ongoing workplace assessment survey. For the fourth consecutive year, BPL has been awarded this prestigious certification as an official Great Place to Work. GPTW awards certification based on a comprehensive employee survey that considers workplace culture, job satisfaction, compensation, and managerial competencies. BPL achieved an overall satisfaction score of 95 percent in 2025, up from 93 percent in 2024. Our team takes great pride in our work and our contributions to the community.

Report Author

Respectfully submitted: Lita Barrie, Chief Executive Officer

6. Consent Items: 6.3 BPL 2025-2026 Sustainability Plan Report

Purpose

To provide the Library Board with a status update on BPL's 2025-2026 Sustainability Plan with the Library Board.

Background

In 2019, City of Burlington (COB) declared a climate emergency and in 2020 developed a Climate Action Plan with a target to become a net carbon zero community by 2050.

Burlington Public Library's 2021-2025 Strategic Plan aims to improve community well-being by pursuing carbon neutrality and reducing its carbon footprint. Updates on environmental initiatives and sustainability frameworks were shared with the Board in November 2022, and the 2025-2026 Sustainability Plan was presented in November 2024 to further these efforts.

Discussion

The BPL 2025-2026 Sustainability Plan aims to strengthen organizational and individual capacity by using existing initiatives. Due to external factors, most projects have been pushed to 2026 because of funding or capacity limits. Staff plan to complete the actions in 2026, focusing on understanding BPL's carbon output and setting appropriate targets. Capacity within the library sector is also expected to grow to support these efforts.

Financial Considerations

A move towards carbon neutrality can often require significant upfront capital investment. While there are typically operating cost savings to offset the investments, the payback period can vary greatly from a couple years to many decades. Given BPL's budget constraints and core business needs, it will be important for investments to be prioritized carefully. The implementation of an effective reporting and benchmarking process can help ensure that decisions are based on data using cost/benefit and payback period analysis.

Strategic Implications

This work aligns with the first strategic goal: Enhance community well-being:

- Enable the Library to make informed and data driven customer services and budgetary decisions.
- Map pathways to carbon neutrality and develop a plan to reduce our carbon footprint through efficiency of operating systems such as lighting & temperature controls and the reduction of waste.

Equity, Diversity & Inclusion Considerations

BPL's Sustainability plan includes a focus on Climate Equity. By implementing this plan and increase awareness and understanding, BPL will increase capacity to action a reduction to BPL's carbon footprint, and possible expansion to a more holistic reporting framework with an ESG lens.

Risk Management

It is important to understand current state, grow internal capacity in order to develop a multi-year plan to reduce BPL's carbon footprint in alignment with budgeting over the next several years. Proactively engaging in this work will also set BPL up for success should there ever be legislation or audit standards that require BPL to report more broadly on sustainability in the future.

Report Authors

Respectfully submitted: Lita Barrie, CEO & Nicole Tewkesbury, Director, Finance & Infrastructure

2025-2026 Sustainability Plan

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Introduction

Sustainability and climate action are core to BPL's vision of an engaged and sustainable community advanced by curiosity and discovery. Our commitment extends beyond institutional goals to contribute to individual and collective wellbeing, and to advance a more just and sustainable world.

As a public library, we recognize our unique role in sustainability. The 2025-2026 Sustainability Plan focuses on creating opportunities for customers and staff to learn about climate action by:

- Providing access to sustainability information and resources
- Building community awareness and resilience
- Developing strategies to address environmental challenges

Our plan is structured around three interconnected priorities aligned with the British Columbia Library Association and American Library Association frameworks and informed by the City of Burlington's Climate Action Plan:

- Climate Change Mitigation
 - Reducing and eliminating greenhouse gas emissions
 - Minimizing pollution, resource use, and waste
- Community Adaptation
 - Supporting community resilience
 - Addressing climate risks and impacts
 - Planning for future challenges
- Climate Equity
 - Ensuring climate actions are grounded in equity
 - Responding to community needs
 - Promoting inclusive solutions

Background

BPL's 2021-2025 Strategic Plan prioritizes sustainability, specifically targeting **Strategic Priority 1: Enhance community wellbeing**. This includes mapping pathways to carbon neutrality by improving operational efficiency—focusing on systems like lighting and temperature controls and reducing waste.

Climate change is a complex, systemic issue that intersects environmental, economic, social, and equity concerns. It requires holistic solutions that consider the interconnectedness of our everyday decisions.

Defined by the Government of Canada (2024), climate change represents a long-term shift in weather conditions, characterized by changing averages and increasing extreme events. Historically stable temperature, weather, and wind patterns are transforming, manifesting in increasingly visible and devastating events like heatwaves, droughts, wildfires, and floods.

These environmental changes have profound implications for human health and infrastructure, necessitating proactive preparation and adaptation across Canada (Government of Canada, 2023).

In 2022, BPL began exploring Environmental, Social, and Governance (ESG) reporting. ESG reporting encompasses three key pillars:

- Environmental: Carbon emissions and climate change
- Social: Labor relations, diversity, and community relationships
- Governance: Internal controls, decision-making, legal compliance, and risk management

At this time, BPL and the library sector more broadly lack the capacity for comprehensive environmental reporting. BPL's 2025-2026 sustainability focus will be to increase knowledge, build awareness, and develop the data access and infrastructure needed for future meaningful ESG reporting.

Frameworks

To advance this work, BPL will be leveraging three key frameworks to guide planning for sustainability and climate action:

- The United Nations Sustainable Development Goals
- Triple Bottom Line
- Canada's National Adaption Strategy

UN 2030 Agenda for Sustainable Development

The United Nations' 2030 Agenda for Sustainable Development, established in 2015, presents 17 Sustainable Development Goals (SDGs) that outline a shared vision for global sustainability (United Nations, 2024). These goals represent a universal call to action to end poverty, protect the planet, and ensure peace and prosperity for all.

The SDGs are inherently interconnected, recognizing that progress in one area often requires addressing challenges in others. While not legally binding, governments are expected to develop national frameworks to achieve these goals, supported by ongoing monitoring and reporting processes.

The Government of Canada has committed to these goals, and libraries play a vital role in advancing them. The Canadian Federation of Library Associations recognizes libraries as powerful agents of sustainable development through:

- Building literacy and providing equitable learning opportunities
- Fostering civic engagement
- Supporting employment and settlement services
- Creating social infrastructure and community development

Libraries worldwide contribute to the SDGs by:

- Offering free access to information and resources
- Providing safe, welcoming community spaces
- Supporting digital inclusion through technology access and skills development
- Promoting innovation and creativity
- Preserving knowledge for current and future generations
- Delivering services through staff who understand local needs



Triple Bottom Line

The American Library Association and the Sustainable Libraries Initiative use the "triple bottom line" framework to define sustainability through three interconnected elements, to help empower organizations and individuals in decision:

- Environmental stewardship
- Social equity
- Economic feasibility

This framework provides a practical approach for evaluating sustainability in libraries of all sizes. It can be applied to both day-to-day decisions and long-term planning, helping assess the sustainability of organizations, products, and communities.



Image source: Sustainable Libraries Initiative

Canada's National Adaptation Strategy

In 2023, the Government of Canada introduced the National Adaptation Strategy, endorsed by all provinces and territories. The Strategy guides Canadian communities and institutions in adapting to climate change while maintaining quality of life and safety (Government of Canada, 2023a).

The Strategy identifies knowledge as one of three fundamental pillars for successful climate adaptation. Libraries play a crucial role by:

- Building awareness of climate risks and vulnerabilities
- Making climate information accessible and understandable
- Supporting informed decision-making for climate preparedness
- Preserving and providing access to cultural knowledge and practices
- Protecting communities facing elevated climate risks
- Facilitating access to accurate climate science
- Countering misinformation
- Supporting First Nations, Inuit, and Métis research protocols and data sovereignty

2025–2026 Sustainability Plan

BPL's plan is divided into three interconnected parts that reflect our path to sustainability:

- Climate Change Mitigation

- Community Adaptation and Preparation
- Climate Equity

For each part, we've defined BPL's long-term goal, our key objectives and the future actions we are committing to over the course of this plan.

Climate Change Mitigation

BPL aligns with the City of Burlington's Climate Action Plan and national policymakers in recognizing the urgent need to reduce greenhouse gas emissions to prevent catastrophic climate impacts. Following global targets, BPL's long-term mitigation strategy aims to:

- Achieve net-zero greenhouse gas emissions by 2050

This commitment reflects the library sector's responsibility to contribute to global climate action through measurable, science-based targets.

BPL's key objectives for climate change mitigation:

- Reducing and eliminating greenhouse gas emissions
- Minimizing pollution, resource use, and waste

Future Actions

- Implementing lifecycle replacement of HVAC at Central with expectations for improved efficiency (Q4 2025 – **Delayed expected completion of Phase 1 in 2026**)
- Installing life cycle replacement of roof at Central with increased insulation (Q4 2025 - **Delayed expected completion of Phase 1 in 2026**)
- Implementing lifecycle replacement of HVAC at Brant Hills with expectations for improved efficiency (Q3 2025 - **Delayed expected completion in 2026**)
- Installing life cycle replacement of roof at Brant Hills with increased insulation (Q3 2025 - **Delayed expected completion in 2026**)
- Develop a waste reduction plan (Q2 2025 - **Delayed expected completion in 2026**)
- Create a dashboard to benchmark and track BPL greenhouse gas emissions and climate initiatives (Q4 2026)

Climate Change Adaptation

BPL plays a vital role in individual adaptation and building community resilience to climate change. As second responders, BPL enhances our community's ability to thrive in the face of climate challenges through:

- Resource Sharing
 - Advancing the circular economy through lending of collections and digital resources
 - Promoting food security through seed libraries and community collaborations
 - Facilitating community access to sustainable resources
- Operational Resilience
 - Prioritizing energy efficiency and renewable energy
 - Implementing green cleaning and recycling programs
 - Improving indoor air quality and green spaces
 - Supporting staff wellbeing
- Emergency Response
 - Serving as warming and cooling centers during extreme weather events
 - Providing critical information about shelter and recovery resources
 - Supporting community needs during severe weather events

BPL's key objectives for climate change adaptation:

- Supporting community resilience
- Addressing climate risks and impacts
- Planning for future challenges

Future Actions

- Add a sustainability section to the Board Report template (Q1 2025 - **Completed**)
- Distribute CFLA Climate Action Brief with Staff and Board (Q2 2025 – **In progress – distributed to staff working with CFLA to upload to website for Board distribution**)
- Develop a staff skills training program that addresses initial onboarding and ongoing development (Q4 2025 - **Delayed expected completion in 2026**)
- Explore options for service continuity in the rest of the city during power outages and emergency weather events. (Q4 2026)

Climate Equity

BPL recognizes that climate justice is inseparable from human rights and community wellbeing. Our climate equity goal focuses on:

- Education and Awareness
 - Providing educational resources
 - Deepening understanding of climate impacts on diverse communities
 - Building empathy and respect
 - Supporting the UN's Sustainable Development Goals
- Community Collaboration
 - Collaborating with local climate organizations
 - Amplifying community voices and experiences
 - Creating inclusive spaces for dialogue
 - Fostering holistic approaches to sustainability

This commitment ensures our climate initiatives promote equitable outcomes and address the needs of all community members, particularly those most affected by climate change

BPL's key objectives for climate change adaptation:

- Ensuring climate actions are grounded in equity
- Responding to community needs
- Promoting inclusive solutions

Future Actions

- Develop a staff skills training program that addresses initial onboarding and ongoing develop (Q4 2025 - **Delayed expected completion in 2026**)
- Explore opportunities to integrate SDGs into BPL's commitment to wellbeing (Q4 2025- **Delayed expected completion in 2026**)

Our Journey

As guided by BPL's 2021-2025 Strategic Plan priority to enhance community well-being by mapping pathways to carbon neutrality and development of a plan to reduce BPL's carbon footprint. Over the past several years, BPL has implemented the following initiatives to improve environmental impact:

- Multiple LED lighting retrofit projects
- Ongoing review and revision to BAS settings to maximize energy savings through lighting and temperature controls
- Reduced delivery of office supplies to once per month rather than multiple times per week
- Implementation of collaborative software reducing need for printed documents and travel between BPL locations for meetings
- On-going work from home policy implemented
- Use of eco-friendly cleaning products purchased as concentrated solutions to reduce packaging and use of washable/reusable cleaning cloths
- Waste diversion through resale and recycling of IT equipment, discarded collection items and scrap metal (for proceeds), and donation of used furniture
- Completion of air balancing project at Central to improve efficiency of HVAC•
- Completed a study of purchasing patterns for facility supplies to reduce frequency of deliveries and variation in products
- Replace the BPL delivery vehicle for BPL with carbon footprint as a key consideration
- Participated in the COB's the deep energy audit for the Brant Hills facility, which aims to provide a plan to for an 80% carbon reduction.

Conclusion

BPL's 2025-2026 Sustainability Plan is focused on building awareness and capacity. Over the course of this plan, we will strive to work with our library and municipal partners. While BPL has taken steps to reduce our environmental impact, we recognize the need for a data-driven approach to measuring and reducing our carbon footprint. Moving forward, our sustainability plan will focus on:

- Building organizational capacity for sustainability initiatives
- Developing clear targets and key performance indicators
- Using existing data to inform decisions

This reasonable, iterative approach will ensure our environmental initiatives are meaningful, measurable, and aligned with evolving best practices in the library sector.

Resources

British Columbia Library Association (2023) Climate Action Statement

<https://bclaconnect.ca/priorities/climate-action/bcla-climate-action-statement-essential-climate-justice-responsibilities-in-the-library-sector/>

City of Burlington (2020) Climate Action Plan

<https://www.getinvolvedburlington.ca/climate-action-plan>

Government of Canada – National Adaptation Strategy

<https://www.canada.ca/en/services/environment/weather/climatechange/climate-plan/national-adaptation-strategy/full-strategy.html>

Government of Canada – Sustainable Development Goals

<https://www.canada.ca/en/employment-social-development/programs/agenda-2030.html>

International Federation of Library Associations (IFLA) (2018) Libraries and Sustainable Development Goals

<https://www-ifla-org.webpkgcache.com/doc/-/s/www.ifla.org/files/assets/hq/topics/libraries-development/documents/sdg-storytelling-manual.pdf>

Sustainable Libraries Initiative & American Library Association (2024) National Climate Action Strategy for Libraries Implementation Guide

<https://www.sustainablelibrariesinitiative.org/national-climate-action-strategy-libraries>

- Date:
- Amended Dates:
- Associated Documents:

6. Consent Items: 6.4 2025 Fund Development Report and 2026 Fundraising Plan

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Recommendation

THAT the Board receive the 2025 Fund Development Report and approve the 2026 Fundraising Plan.

Purpose

This annual fund development report provides the Board a high-level overview of staff's fundraising efforts and outcomes from the previous year as well as key priorities for the following year's fundraising.

Background

In 2022, the Board approved BPL's Fundraising Strategy, which included the creation of focused funds to highlight the library's priority areas. This strategy has provided a general guide for BPL's fundraising efforts, though changes to organization structure have warranted some flexibility in the strategy. In 2023, BPL launched a seasonal giving campaign to fundraise for the Kids Learning Fund. In 2024, the campaign grew, as did

bequests to the library. The Board approved the continuation of the annual Kids Learning Fund campaign with a commitment from staff to monitor its success and relevance each year.

Discussion

Individual donations to BPL remained steady in 2025. In the first three quarters of 2025, donations totalled nearly \$12,000 with a late surge anticipated in December with the Kids Learning Fund campaign.

Year	Number of Donations*	Total Donated
2022	85	\$7,549
2023	91	\$8,080
2024	152	\$23,716
2025 (Jan – Sept)	71	\$11,818

Funds from bequests received in 2024 enabled enhancements to the new New Appleby Branch, including interactive features in the children’s area, along with a system-wide children’s area strategy which will implement upgraded features at branches in 2026. This system-wide project is supplemented by donations to the Kids Learning Fund, which also supported enhancements to BPL’s 2025 Summer Reading Club. A single donor contribution made to BPL through Burlington Community Foundation enabled library staff to add extra elements to the newly created BPL Reading Challenge.

In 2025, BPL received one new bequest from an anonymous estate for \$18.5K. The Board has directed these funds to the renewal of public furniture.

Previously received bequests/endowments that are invested with Burlington Community Foundation have earned interest for the April 1, 2024 to March 31, 2025 fiscal year totaling \$37.6K.

In 2026, library staff will focus on implementing improvements to legacy giving and donor recognition.

Financial Considerations

With limited resources, BPL has been able to increase fund development gradually in the past few years, which has enabled enhancements to several initiatives. Staff aim to balance the time required to resource fund development with the potential for donations. Economic uncertainty has caused some households and businesses to tighten their spending, which may pose challenges to sustained fund development in the coming years. As such, BPL continues to focus fund development on enhancements to services rather than supplement to core funding.

Strategic Implications

When allocating donations and earnings, the Board priorities areas of greatest need and strategic focus. Projects in the 2026-2027 Strategic Plan require mainly staffing resources, but library staff are pursuing grants to support some initiatives.

Equity, Diversity & Inclusion Considerations

Funds are used in alignment with BPL's value policies and values, ensuring decision making remains objective and considers accessibility and inclusion.

Risk Management

By allocating funds to service enhancement, the library mitigates the risk of fluctuation in fund development and sponsorship related to economic change.

Related Policy

Donation, Sponsorship, and Fundraising Policy

Report Author(s)

Respectfully submitted by:

Elise Copps, Director, Communications & Engagement

- Date: November 20, 2025

2025 Fund Development Report & 2026 Fundraising Plan



Year in Review: 2025 Fundraising

BPL welcomes and encourages donations and sponsorships for the purpose of enhancing library services and resources, supplemental to the library’s core funding. BPL extends a sincere thank you to everyone who has made a donation and supported our mission to inspire imagination, collaboration and compassion to support an informed and literate society.

The Library is seeing an increase in donations each year, in part due to a larger annual fundraising campaign in December as well as more donations received in honour of individuals.

Year	Number of Donations*	Total Donated
2022	85	\$7,549
2023	91	\$8,080
2024	152	\$23,716
2025 (Jan – Sept)	71	\$11,818

Note: Number of donations includes digital donations of all amounts, and in-person donations over \$20

Year in Review: 2025 Bequests

Year-to-date in 2025, BPL has received one new bequest from an anonymous estate for \$18.5K. The Board has directed these funds to the renewal of public furniture at Central.

Previously received bequests/endowments that are invested with Burlington Community Foundation have earned interest for the April 1, 2024 to March 31, 2025 fiscal year totaling \$37.6K. These funds are to be directed to the specific purpose of each endowment such as purchasing non-fiction, large print, or media collections.

Fund	2025 Earnings
McEwen	\$17,792
Broadbent	\$8,404
Margaret Clay	\$4,007
E & R Bird Fund	\$1,373
Wendy Schick	\$1,003
BPL Permanent Endowment	\$5,040
Anonymous Estate	\$18,455



Report Back:

2024 Kids Learning Fund Campaign

In 2024, the Burlington Public Library Board approved an annual holiday fundraising campaign to support the Kids Learning Fund, extending the pilot campaign that began in 2023. The board requested a report back on the 2024 campaign.

2024 Campaign Overview

The fundraising campaign to support the Kids Learning Fund ran December 3 to 31, 2024 with in branch and online promotion.

The campaign asked customers to support the Kids Learning Fund, which supports literacy by:

- Growing our children's collection with books, technology, and more.
- Funding free programs to build a love of reading, science, and art in kids of all ages.
- Upgrading our children's areas with toys, furnishings, and technology that make the library a safe and welcoming place for everyone.



Report Back:

2024 Kids Learning Fund Campaign

Results

The campaign raised a total of **\$10,214** in donations towards the KLF from 96 individual donors — approximately five times the amount as the 2023 campaign. In addition, BPL received \$3,595 in donations to its other funds during the campaign period, for a total of \$13,809 raised.

Date	Type	Fund	Number of Donors	Amount
Dec 3-31	Online	Kids Learning Fund	83	\$9,031
Dec 3-31	In Person	Kids Learning Fund	13	\$1,183
Dec 3-31	Online	Other BPL Funds	9	\$3,595
Total				\$13,809

2025 Fund Development Initiatives: Progress

Timeframe	Initiative	Progress Report
Spring 2025	Refresh BPL’s donate webpage to make it easier to navigate.	Updates made to bpl.on.ca/donate to make it easier to understand.
Spring 2025	Build awareness of legacy gifts at BPL: updating the website and profile stories showing the impact of bequests (with permission) through web, social media, email and outreach. Update fundraising materials.	Articles and stories will be developed as projects funded by legacy gifts are completed. Fundraising materials reviewed and updated.
Summer 2025	Refresh BPL’s donor recognition and communication process.	Reviewed internal donor recognition and communication processes. Drafted a new framework to improve internal processes and more timely, relevant communications with donors.
Fall 2025	Secure a sponsor to support key initiatives related to digital literacy.	Funds from bequests were allocated towards digital literacy projects such as the children’s area at New Appleby, instead of pursuing sponsorships.
Winter 2025	Implement the annual Kids Learning Fund fundraising campaign in November/December.	To be implemented beginning December 2025.

2026 Fund Development Goals

In 2026, BPL's fund development plan will:

- Continue to focus on legacy giving by developing communications materials and establishing connections with community members.
- Continue to improve BPL's donor recognition and communications, to acknowledge the contributions and generosity of donors in the community.
- Support children's literacy initiatives through the annual fundraising campaign (Kids Learning Fund).

2026 Fund Development Initiatives

Timeframe	Initiative
Throughout 2026	Improve donor relations and recognition by implementing new internal processes and exploring new donor management tools.
Throughout 2026	<p>Continue to build awareness of legacy gifts at BPL through web, social media, email and outreach.</p> <p>Recognize donors and profile impact of legacy gifts at BPL by showcasing projects as they are completed.</p>
Winter 2026	Implement the annual Kids Learning Fund fundraising campaign in December.

6. Consent Items: 6.5 2026-2027 Strategic Plan Launch

Purpose

To provide the Library Board with an update on the launch of 2026-2027 Strategic Plan. Print copies of the 2026-2027 Strategic Plan will be distributed to Library Board members at the November meeting.

Background

Burlington Public Library's current Strategic Plan covers 2021-2025 and was developed during the global pandemic, providing an opportunity to reimagine library services. The 2026-2027 Strategic Plan refresh maintains the same mission, vision, and values while placing heightened emphasis on connection and community engagement. This refresh specifically addresses the challenges of our increasingly digital and polarized world by fostering opportunities for community members to encounter diverse perspectives and engage with one another in meaningful ways.

Discussion

After the Board approved the plan in September, staff prepared communications for both internal and public audiences, including a webpage and poster. The staff launch took place on November 3 during BPL's Staff Development Day, followed by the public launch on November 12 through a media release, a news article on the [BPL website](#), an e-newsletter, and social media posts. The feedback has been positive so far.

Financial Considerations

The 2026-2027 Strategic Plan has been developed to align with the Library's current and projected resources. Strategic initiatives will be funded primarily through the annual operating budget, and staff will explore grant opportunities to enhance eligible initiatives.

Strategic Implications

Building on the existing strategic plan, this refreshed plan retains focus on community well-being, discovery, and workforce culture. The Library's mission, vision, and values, which provide overarching guidance to BPL operations, remain steadfast.

Equity, Diversity and Inclusion Considerations

The 2026-2027 Strategic Plan explicitly addresses equity, diversity, and inclusion in multiple ways:

- connecting people with diverse backgrounds, perspectives, and experiences
- increased awareness and use of Library resources members of equity-deserving groups (e.g. newcomers, Indigenous community members, youth, racialized groups, and people with disabilities)
- outreach to equity-deserving groups
- universal design and accessibility in improvements to spaces and services
- continued emphasis on the values of inclusion and intellectual freedom to provide foundational guidance for all BPL activities

The plan recognizes the essential role libraries play in creating an equitable society by providing universal access to information, technology, and learning opportunities for all community members regardless of socioeconomic status, cultural background, or ability.

Risk Management

This refreshed strategic plan is comprehensive and sets significant goals for the two years ahead. There is inherent risk that any plan could be delayed or disrupted by major staffing changes, unexpected budget constraints, or other external factors. The Library will mitigate this risk by using the strategic plan as its anchor for 2026-2027, limiting additional projects that do not drive the plan's key performance indicators, and monitoring data and projects to diligently track progress towards each objective.

Targets were established based on "business as usual," however Library staff acknowledge that service disruptions could arise from capital improvement work or unforeseen incidents. If key performance indicators are significantly impacted by service disruptions, staff will note these exceptions for the Board in quarterly Strategic

Plan performance reports.

Policy & Related Documents

- [Current 2021-2025 Strategic Plan](#)
- [Public Libraries Act, R.S.O. 1990, c. P.44](#)
- [Burlington's 2022-2026 Plan: From Vision to Focus](#)

Report Author

Respectfully submitted by Lita Barry, Chief Executive Officer and Elise Copps, Director of Communications & Engagement

6. Consent Items: 6.6 Comprehensive Facilities Plan Report

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Recommendation

THAT the Burlington Public Library approve the updated BPL Comprehensive Facilities Plan.

Purpose

To seek the Board’s approval on the updated Comprehensive Facilities Plan (CFP).

Discussion

The CFP is a comprehensive document that covers the history of BPL, current state of BPL facilities, service levels, and identifies areas of focus for future renewal and expansion. Further information to support renewal and expansion areas of focus will be provided in alignment with the City of Burlington’s Official Plan, Major Transit Station Areas, and Recreation Plan.

Primarily, changes made to the plan are related to the New Appleby branch, ensuring the plan includes the most up to data for planning and decision making. In 2026, BPL will contract with a consultant to complete a study that considers growth in the west and northeast quadrants of the city. The next update to the CFP will include the findings from the study.

Strategic Implications

This work aligns with Strategic Goal 2 within the current strategic plan:

- Inspire discovery with diverse collections, services, and spaces.

Equity, Diversity & Inclusion Considerations

The CFP is a tool to help us understand the limits and possibilities of our existing facilities, providing a renewed vision for all BPL locations to ensure we continue to have welcoming and accessible spaces that reflect the evolving library service and community needs.

Financial Considerations and Risk Management

Development and maintenance of a comprehensive facilities plan can help BPL better prepare for long-term capital renewal and expansion needs as driven by community usage, anticipated growth patterns, and library service evolution. The CFP helps to identify facility renewal and growth priorities and can provide data to support a request for additional capital funding related to facility renewal or expansion.

Respectfully submitted:

Lita Barrie, Chief Executive Officer and Nicole Tewkesbury, Director, Finance and Infrastructure

Comprehensive Facilities Plan 2025-2027

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Introduction and Context

The Comprehensive Facilities Plan (CFP) provides a strategic framework for both the planning and development of new facilities, and the maintenance and future transformation of existing facilities to meet community needs.

Burlington Public Library (BPL) developed its first CFP in 2005. The original plan was updated in 2019 and again, in 2023. The CFP will continue to be updated bi-annually to make sure that BPL is ready to grow with the City of Burlington.

BPL realized much of the vision of the initial CFP from 2005. This updated plan supports the Library Board’s strategic commitment to inspire discovery with collections, services, and spaces that reflect our evolving community. It provides a vision for all BPL

locations to continue to be welcoming and accessible spaces reflecting evolving library service and community needs.

Background

BPL worked with Galloway and Associates to create the Burlington Public Library Long Range Facilities Plan (2006–2021). This plan called for relocating the Aldershot Branch (finished in 2011) and building the Alton Branch (completed in 2013). Two main recommendations are still underway: expanding Tansley Woods Branch by 5,000 sq. ft. and addressing parking needs north of the QEW in partnership with the City.

A 2017 audit of the Central and Tansley Woods branches identified important themes for renewing facilities, such as transparency, flexible and convertible spaces, clear zoning, and a focus on sustainability. These principles guide BPL's current development projects. Any future expansion of the Tansley Woods Branch will align with the City of Burlington's Major Transit Station Areas and Live & Play Recreation plans and will consider population density projections.

To close space and service gaps in the New Appleby area, BPL partnered with KPMG on a Southeast Expansion Study in 2021. The study concluded that the former New Appleby branch was not adequate for meeting community needs now or in the future.

In September 2025, the New Appleby Branch successfully moved and reopened at 5151 New St., inside the former HDSB Robert Bateman Secondary School. The new location offers 16,429 sq. ft. for the library branch, developed in partnership with the City of Burlington, Brock University, TechPlace, and the Halton District School Board. BPL continued operations at the previous leased site until the move.

The 2021 KPMG Southeast Expansion Study also showcased national best practices, including constructing larger, multipurpose facilities to foster social interaction; designing open, collaborative areas; providing modular rooms and auditoriums for various events and programs; increasing meeting and study spaces; and adding kitchen and café features to encourage longer stays.

The Library Board remains committed to improving service in underserved areas, exploring renovations, repairs, and capital investments based on community feedback and partnership opportunities.

History of Burlington Public Library

Facilities Milestones Timeline

- **January 1872**
School Section No. 1 Nelson Trustees vote to spend \$56 on books from the Toronto Board of Education. The books are purchased in March and placed in the reception hallway at the schoolhouse located on the southeast corner of Brant and Caroline Streets.
- **1890s**
The library purchases more books with funds raised through the membership fees, proceeds from concerts and social events, and occasional grants from the school trustees. A variety of groups, including the first YMCA and the Mechanics Institute, maintain the community library's collection. The collection moves around, often kept in the homes of residents who serve as librarians. Eventually the library collection settles in the home of Henry Berry on Brant Street.
- **31 December 1901**
Oliver T. Springer first records the history of the Public Library property. [The earliest records of Burlington Public Library Board appear to be lost.]
- **1906**
Initially an anonymous donor, John Waldie, former village reeve and MPP for Halton, offers to fund a permanent reading room to house the library service if the Village provides a site.
6 April: Council votes to grant the Public Library Board \$1,000 to purchase a site. In June 1906, the Board purchases a site from Alex Riach.
- **21 February 1907**
The newly minted Burlington Public Library opens at the corner of Brant and James (current location of City Hall), sharing space with town offices and council chambers. In addition to funding the building, John Waldie generously donates 6,000 books to the public library.
- **19 December 1952**
The Library Board turns the Brant Street building over to the town in return for a house at 482 Elizabeth Street, formerly owned by the town's Medical Officer of Health, Dr. Austin Hager Speers. The new space includes a 60-seat auditorium for community programs.
- **19 December 1956**
The new library extension opens to the public on December 17, with an official ceremony two days later. The expansion includes two meeting rooms, and art gallery-auditorium seating 300, and more space for books.
- **1958**
Burlington's population jumps from 9,165 to 32,935. When the library abandons plans for a bookmobile, the building grows again, this time with a new garage that is used for stacks and a staff room.

- **29 September 1960**
Aldershot Branch, BPL's first satellite location, opens in the basement of the Dominion Store.
- **02 June 1964**
Aldershot Branch relocates to the Towers/Zellers Plaza in May and reopens in June.
- **1965**
Skyway Branch Library opens to the public on July 26 in east Burlington's Skyway Plaza and hosts a community celebration on September 16.
- **1968**
January: Lucille Galloway becomes chief librarian and leads the library's transition from the converted house on Elizabeth Street to the current Central Library on New Street in Central Park. This transition shifts BPL from a small community library to a modern urban library. She and the Library Board, led by Frank Rose, tirelessly champion and advocate for this important and enormous step in the history of library service to the community.
October: Mountain Gardens Branch Library opens in the Mount Royal Plaza. A small collection is established in the private home of Mrs. Roy Coulter on Britannia Road in Kilbride and is known as Lowville Library.
- **1969**
Lowville Library relocates into Kilbride Public School and opens as Kilbride Branch Library (in January 1979 it relocates within the school to its current location).
- **15 November 1970**
Governor General Roland Michener officially opens the new Central Library on New Street in Central Park. This state-of-the-art facility was designed by Brook-Carruthers-Grierson-Shaw Architects.
- **1971**
Central Library wins the prestigious Award of Excellence in the Concrete Awards program (for buildings costing less than \$1,000,000) presented by the Department of Industry, Trade & Commerce, and the National Design Council.
22 November: Skyway Branch relocates to Appleby Mall and opens as New Appleby Branch Library. The library officially celebrates the new location on 16 January 1972.
- **1974**
\$550,000 extension to Central Library begins.
- **1975**
24 May: Central Library's first building expansion officially opens and houses a seminar room that seats 50 and the relocated film department. This new extension results in a larger adult circulation area (children still have their own check-out desk) and a larger reference area.
- **April 1978**
Mountain Gardens Branch relocates and becomes Tyandaga Branch Library.
- **20 March 1979**

- Aldershot Branch relocates to the Maplehurst Plaza and opens to the public.
- **20 October 1983**
New Appleby Branch relocates to the new Appleview Plaza on the corner of Fairview Street and Appleby Line and celebrates its opening.
- **1989**
New Appleby relocates within Appleview Plaza and celebrates with an open house on January 10.
Aldershot Branch relocates to the Downsview Plaza and reopens to the public on March 7. The official opening occurs on June 17.
- **14 September 1996**
Tansley Woods, the first new library branch in 28 years, opens in the City's new community centre. Architects: Stafford Haensli Architects in association with Shore Tilbe Irwin and Partners.
- **2003**
Central Library renovation and expansion project starts.
- **2005**
June 25: Tyandaga Branch relocates to the new community centre and opens as Brant Hills Branch Library. Architect: Teeple Architects Inc.
September 24: Central Library, designed by Teeple Architects Inc., reopens.
- **13 January 2012**
Aldershot Branch officially opens. Designed by KNY Architects Inc., it is the first BPL branch to open in a residential complex.
- **30 September 2013**
BPL's seventh branch library opened its doors. The Alton Branch Library, located in a shared facility with the Dr Frank J Hayden Secondary School and Haber Recreation Centre, is a unique hybrid library that blends public library and high school library services, and operates jointly with the Halton Board of Education. The community open house to mark the facility's official opening was on Saturday, November 23.
- **2017**
The Library Branch Catchment Areas were updated. They are closely aligned to the City of Burlington districts and communities and considers school locations as well as projected population density increases. The proposed changes to Branch Catchment Areas provides Branch staff with an area of focus for outreach and partnerships as well as information about the surrounding communities that is up to date and aligned with the City of Burlington Community Districts.
- **2018**
Facilities improvements. Interior space renovations at Brant Hills, New Appleby & Tansley Woods branches resulted in increased public space providing visitors with more work, study, and collaborative areas.
Service point integration. Completion of a multi-year project to consolidate service points at library branches to provide 'one-stop' help desks for customers and more efficient workflows for staff.

Online program registration & room rental reservation. New self-service options allow customers 'any time' access to program registration and room reservation at their convenience, and more efficient staff workflows.

Radio Frequency Identification (RFID) implementation. RFID technology improves self-service options through technology for customers (check-out, fine payment, item renewal), and more efficient materials handling, effective inventory control, and economical service delivery for staff.

- **2019**

Accessibility improvements. Installation of sliding entrance doors at Central and New Appleby (spring/summer 2019), and the realignment of collections shelving at Aldershot and New Appleby branches (spring 2019).

Central Children's Area refresh. This renewed programming, collections, and interactive discovery space aligns with the Library's commitment to early literacy, and healthy child development. The response from families and activity level exceeded expectations.

The Library's ongoing **LED lighting retrofit** has generated a cost savings of approximately \$16,800 per year in energy cost.

- **2020**

Accessibility & COVID-19 improvements. Installation of sliding entrance doors at Aldershot and Brant Hills, and installation of touchless toilets and faucets at all locations except Kilbride to improve accessibility and reduce common touchpoints.

- **2021**

Southeast Service Expansion Study: BPL engaged KPMG to complete a demographic study of the southeast service area to explore how to best serve the library needs of this community considering projected population intensification and the mobility hub. The Library Board expressed interest in a partnership with COB and Brock University at the Bateman High School site which was declared surplus by the HDSB.

Energy Efficiency Initiatives: The Library continued to improve energy efficiency through an ongoing LED lighting retrofit initiative and HVAC air balancing at the Central Library. These upgrades have generated a cost savings of approximately \$23,000 per year in energy costs.

Makerspace: The Library's Makerspace Strategy was implemented to expand access to the Library's Central Makerspace equipment and resources relocating the Makerspace to the 3rd Floor.

Collections Shift: BPL shifted collections at the Central branch from the 3rd floor to the 2nd floor to create more access to open study space, collaborative space, and event space on the 3rd floor.

- **2022**

Accessibility improvements: The library received Enabling Accessibility grant funding of \$77K from the federal government to install accessible door openers on the program room doors at all branches.

Energy Efficient Initiatives: BPL participated in the City of Burlington deep energy audit of the Brant Hills Branch. This yearlong study will assist BPL in understanding opportunity areas for improved energy efficiency at this facility.

- **2024**

Central DiscoverySpace Opened: A hands-on zone dedicated to learning, creating, and building, together as a family located on the second floor at Central Branch, near the children's area

- **2025**

Alton Makerstation Launched: A self-guided do-it-yourself workspace equipped with a 3D printer, sewing machine, Cricut® cutting machine, and button maker.

New Appleby Relocated: The New Appleby Branch at the relocated and opened to the public at 5151 New St., on September 15, in the former HDSB Robert Bateman Secondary School. The new facility provides 16,429 sq. ft. and includes three meeting rooms, expanded programming capacity and two MakerStudios.

BPL Space Principles

BPL is committed to a welcoming, people-first universal design in our spaces and has adopted the following design principles to guide decision-making.

- Design each library branch to be welcoming and easily recognizable from the street.
- Locate branches on main roads with strong street presence and visible entrances.
- Prioritize single-story buildings for accessibility and ease of use.
- Use durable, low-maintenance construction materials that foster community pride.
- Ensure all designs meet provincial and federal accessibility standards, including AODA and universal design principles.
- Build branches to be energy efficient and environmentally responsible within budget constraints.
- Provide flexible spaces that can be easily adapted for changing needs.
- Establish libraries as vibrant community meeting places.
- Whenever possible, locate new branches in multi-use facilities with compatible partners.
- Adapt services and spaces to meet evolving customer needs and service models.

- Balance investments in services, collections, staff, technology and facilities for system sustainability.
- Design staff areas to be ergonomic, flexible, and efficient.
- Distribute branches throughout the city so most residents are within a 15-minute trip by transit or car.

Burlington Public Library Board Statement on Sustainability

The Burlington Public Library Board is responsible for ensuring the funding it receives provides the best possible library service to Burlington residents. It is the Library's responsibility to ensure all residents have access to the information and resources required to enhance their lives. Libraries thrive when these five core elements are present:

1. Collections that are relevant and available when people need them.
2. Facilities that are busy, attractive, accessible, and open for sufficient hours to justify costs.
3. Technological infrastructure that is robust and capable of adapting to changing customer demands and expectations.
4. Staff who are knowledgeable, trained and who perform work that provides relevant value to those they serve.
5. Services and programs that remain relevant to those they serve, and that are modified, added, or eliminated to reflect changing customer needs.

When too much or too little of the available funding is disproportionately spent on any single element, a library system cannot operate effectively or provide relevant on-going service to the municipality it serves.

The Burlington Public Library Board is committed to seeking a balance between these elements when it sets out budgets and reviews the operations of the library system.

Trends in Facility Development

The evolution of Library service and demands on physical space

Both the 2006 Galloway CFP and the 2021 KPMG Expansion Study Report identified evolving trends in Canadian public libraries, noting that patrons are engaging with library services in ways unanticipated prior to 2006. Libraries must continually adapt their spaces and services to maintain relevance within their communities. Although books remain the central focus of core services—with Burlington Public Library (BPL)

currently enhancing collection space to address the requirements of its highly literate population—this effort is especially vital at the New Appleby branch.

In alignment with global patterns, an increasing number of libraries are innovatively utilizing space to foster inspiration, learning, knowledge exchange, and community engagement.

“The primary characteristic of a third place is the idea of the level playing field. This is not a place where one group is prioritised over another. In your third place, you’re not the boss or the employee, the parent, or the child: all are welcome without prejudice. This is, of course, the very definition of a library.”

Bruxvoort, D. (2017). *Library as Third Place: A Strategic Framework*. The Society of College, National and University Libraries (SCONUL), Issue 68.

Given the finite space available within existing facilities, libraries are required to balance spatial allocation based on user demand. Diverse functions—including technology and creative spaces, program delivery areas, meeting rooms, quiet study zones, comfortable reading lounges, and communal areas for conversation and social interaction—all compete with collections for limited space. The prevailing trend is toward larger library facilities, characterized by increased square footage per capita.

Branches are becoming larger and more flexible

With the completion of the Alton Branch in 2013, BPL, at the time, considered the system ‘built out’. The seven branches exhibit a classic geographic distribution that provides adequate coverage across the city.

While Central, Alton and New Appleby are right sized, Tansley Woods, Brant Hills and Aldershot are undersized and configured in a way that offers little flexibility. New branch footprints are increasingly larger and designed to be more flexible, to accommodate changing needs.

Branch locations may be determined by asset mapping

Libraries are also targeting more strategic locations to maximize access and visibility for all residents. Proximity to retail business, services, high pedestrian traffic, and transportation centres increases awareness and ease of use. This dovetails nicely with the City of Burlington’s Major Transit Areas initiative, and the CFP will need to be

updated to reflect development in the City of Burlington. Classic geographic branch distribution may be replaced by a focus on clustered assets. There is also a continued trend toward co-location with recreational, cultural, and civic destinations. Shared use not only improves convenience and access but can also be more financially sustainable.

Current Space Per Capita

The *Development Charges Act, 1997, S.O. 1997, c. 27* directs municipalities to base both library space allocation and access to development charge funding on historical service levels, which are calculated as a ten-year average of the ratio of existing square footage to population.

The evolution of library service and changing community needs suggests that this model needs to be adjusted to facilitate the funding and building of larger facilities. As an example, the 2005 Galloway CFP pointed to an existing program room size standard that accommodated fifteen children in a story time program. At many locations we now see double or triple that number. Many library systems are moving towards standards that are better suited to the mixed-use expectations of library customers. The assessment of local needs may be assisted by documents such as the Ontario Public Library Guidelines (Ontario Public Library Guidelines Monitoring and Accreditation Council, 8th edition 2023) and Guidelines for Rural/Urban Public Library Systems (Administrators of Rural-Urban Public Libraries of Ontario – ARUPLO, 3rd edition 2017). These documents provide several measures to assist libraries with future planning in areas such as staffing, space, collection size, collection use, hours and AODA requirements. These documents also recommend branches be sized at 1.0 square feet per capita rather than the 0.6 square feet per capita metric that has been traditionally advanced by provincial library bodies for system-wide space assessments.

Although the sector now promotes the 1.0 square feet per capita, the ability of a library system to attain any guideline is largely a function of:

- population size
- the historical amount of library space provided
- funding allocated by municipalities to their library system.

The 1 sq. ft. per capita may be aspirational but a study of various CFPs from other libraries suggests that 0.7 sq. ft. per capita is a realistic goal. Currently, BPL has a ten-

year average of 0.57 sq. ft. per capita when using 2021 census data, leaving a gap of 13,350 sq. ft. when the 0.7 standard is applied.

Using the Wisconsin model and Environics data, we have determined that there is actually 208,391 people (including non-residents) who use BPL. Given this number, it results in a much larger gap of 28,360 sq. ft. and a ratio of 0.564 sq. ft. per capita. By either calculation, the recommendations raised in previous studies completed on behalf of BPL, including the expansion of the New Appleby branch (completed in 2025) and a 5,000 sq. ft. addition to Tansley Woods are reasonable expectations. It is important to note that the 0.564 ratio is skewed by the relative size of the Central Library and the individual branches exhibit a much lower service standard of 0.334 sq. ft. per capita as indicated in Table 1.

Table 1

Branch Size and Space Per Capita				
	Library Space (sq. ft.)	Population Served*	Space per Capita	Physical Collection Size
Aldershot	7,000	25,310	0.28	31,347
Alton	12,400	26,737	0.46	36,692
Brant Hills	6,884	24,899	0.28	42,281
Kilbride	800	3,811	0.21	15,774
New Appleby	16,429	32,903	0.50	31,368
Tansley Woods	10,000	46,665	0.21	57,643
Central	64,000	48,066	1.33	156,938
	117,513	208,391*	0.564 (average = 0.334 without Central skew)	

**Population is based on the Wisconsin Model and 2023 Environics data which shows customers by postal code using BPL branches. This figure includes non-residents of Burlington who use BPL branches.*

State of Good Repair (SOGR)

Through the prudent application of library reserve funds and City of Burlington capital fund allocations, BPL has kept its seven facilities in a good state of repair. Leveraging

this funding to regularly refresh facilities, undertake needed preventive maintenance and comply with AODA requirements means that BPL has no appreciable SOGR backlog. This is significant as SOGR backlog is one of the variables used in the Facility Condition Index (FCI). The FCI is a widely used industry indicator that assists organizations answer the question of when to stop investing in a facility. It allows owners to make informed decisions about the appropriate level of investment by assessing the ratio of deferred maintenance and repairs to the current replacement cost of the building. There is also an Extended Facility Condition Index (EFCI) and a Facility Needs Index (FNI) that can be used to support decision making for facility investment as shown below:

Facility Condition Index FCI	=	$\frac{\text{Current Backlog (\$)}}{\text{Building Reproduction Cost (\$)}}$	=	“Catch-up” Costs
Extended Facility Condition Index EFCI	=	$\frac{\text{Current Backlog (\$)} + \text{Future Renewals } \sum n (\$)}{\text{Building Reproduction Cost (\$)}}$	=	“Keep-up” Costs
Facility Needs Index FNI	=	$\frac{\begin{aligned} &\text{Current Backlog (\$)} \\ &+ \text{Future Renewals } \sum n (\$) \\ &+ \text{Energy Efficiency Measures (\$)} \\ &+ \text{Regulatory Compliance (\$)} \\ &+ \text{Other Upgrades \& Adaptations (\$)} \end{aligned}}{\text{Building Reproduction Cost (\$)}}$	=	“Get-ahead” Costs

Source: Assetinsights.net

Costing data available to BPL currently includes the cost of like-for-like replacement of facility components rather than the cost to upgrade components for energy efficiency measures. With this limitation, and the ten-year capital forecast used to prepare the budget, we are unable to consider the FNI, but we can look at the EFCI for each BPL facility as detailed below:

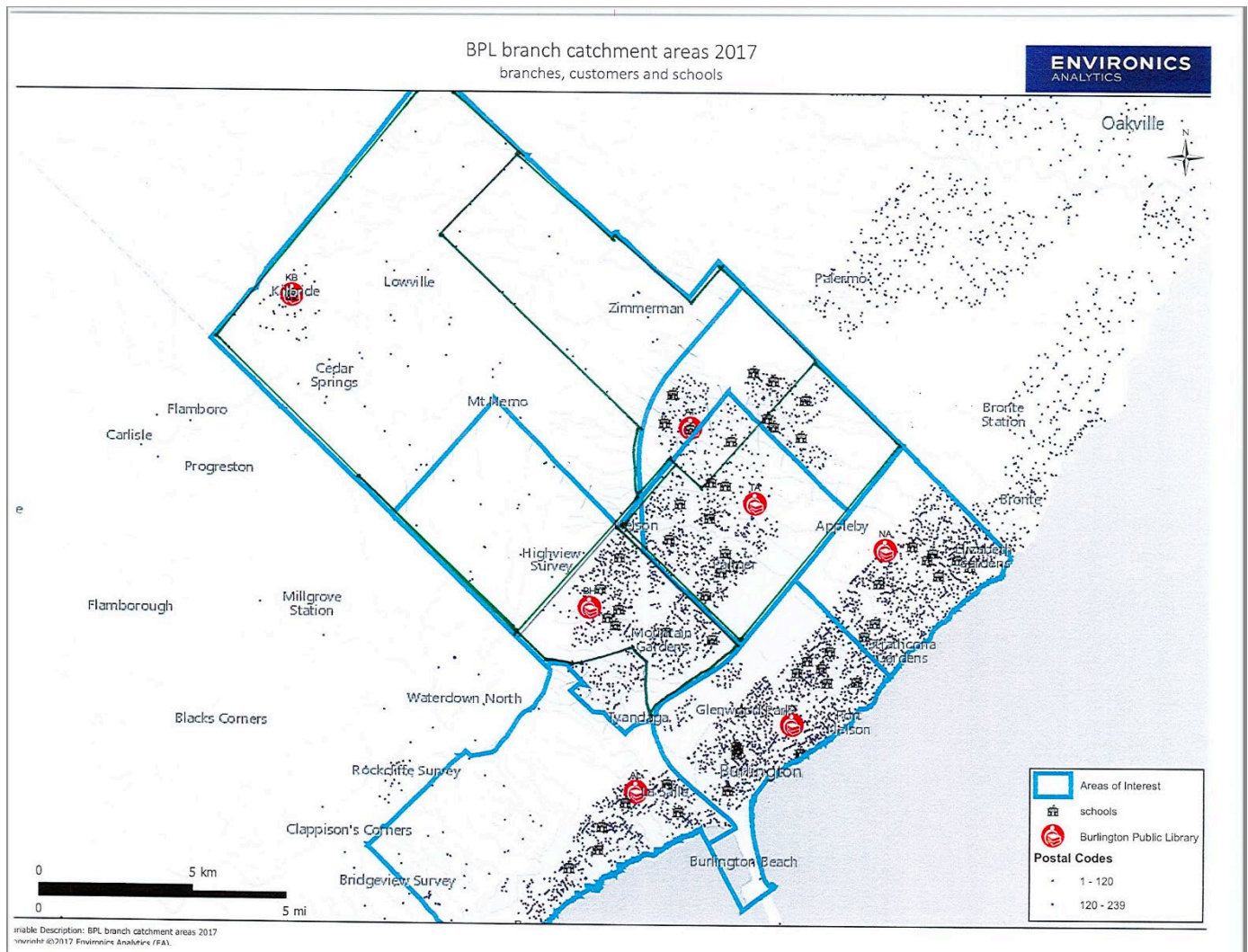
Branch	Current & Future Renewals (10-year horizon)	Building Replacement Cost	EFCI
Aldershot*	-	\$7,031,801	n/a
Alton	\$134,890	\$8,427,142	1.60%
Brant Hills	\$591,100	\$9,333,818	6.33%
Central	\$7,842,670	\$41,727,863	18.79%
New Appleby**	-	\$16,503,637	n/a
Tansley Woods	\$990,375	\$9,781,701	10.12%
Kilbride (figures not available)	n/a	n/a	n/a

**Lease expires in 2031. No planned updates currently, pending decision to remain in location. **Moved to new facility in 2025, typical lifecycle replacement of building components is beyond 10-year horizon so no anticipated renewals at this time.*

When using the EFCI scale, scores of 0-20% indicate a GOOD state of repair, and scores of 21-39% indicate a facility is in a FAIR state of repair. Based on the current costing data, the BPL facilities all fall into the GOOD category, although there is a clear indication that Central, Tansley, and Brant Hills will be the priority for infrastructure renewal over the next several years. While funding has been budgeted for necessary renewal at each of these facilities, there is risk that allocated funding may not align with inflationary price pressures experienced at the time of implementation making it necessary to seek additional funding support from the City of Burlington.

Branch Profiles

The catchment map for each of BPL's branches was reconfigured in 2023 to better represent the population using each branch based on Circulation by Postal Code. To better understand the neighbourhood psychographics and demographics, BPL has estimated mapped catchments for each branch to help inform decision-making. The original branch catchments are outlined in blue. The adjustments to the branch catchments is outlined in green.

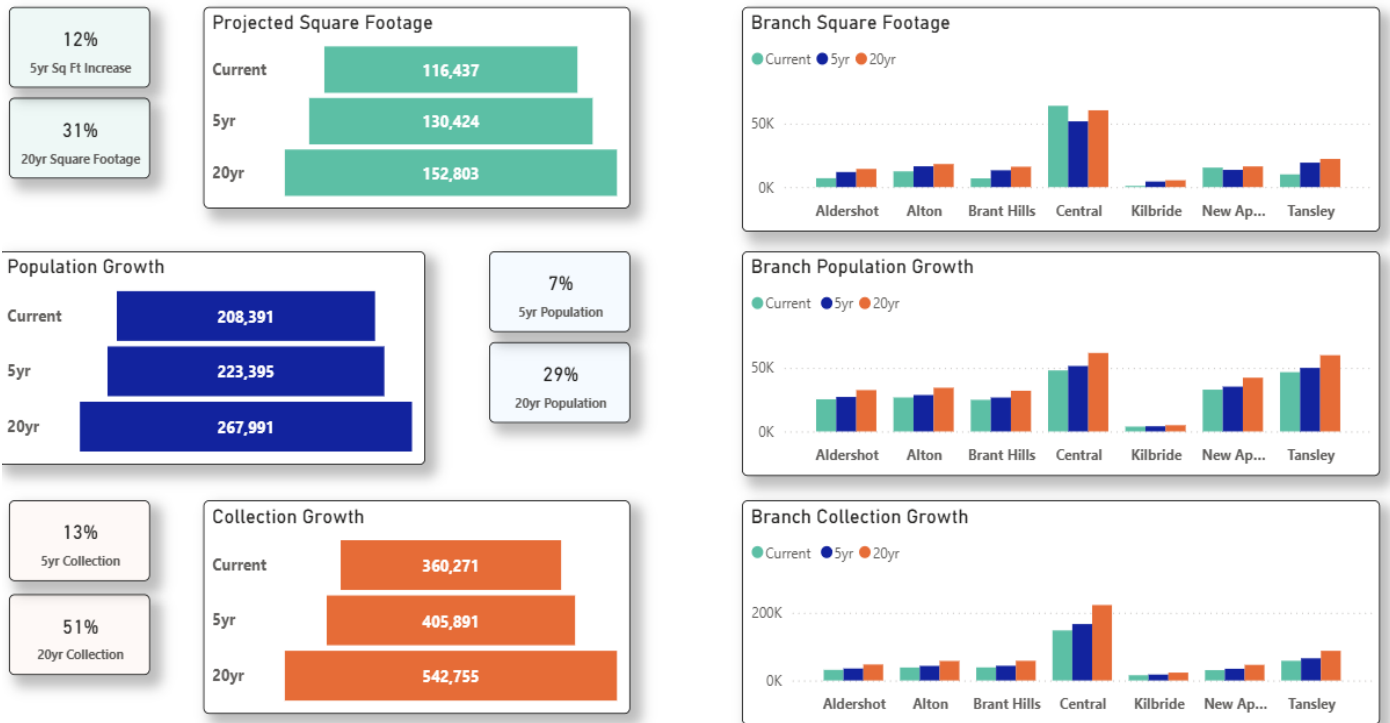


The Wisconsin Public Library Model Standard was applied to all current BPL branch locations. This model defines the basic level of service that should be available in any community and is a tool for evaluating the appropriateness of current services or for setting goals and objectives.

The tool identifies the branch, collection, seating, and computer workstation needs based on anticipated population growth.

Wisconsin Model details for BPL as a whole, and each individual branch can be seen below:

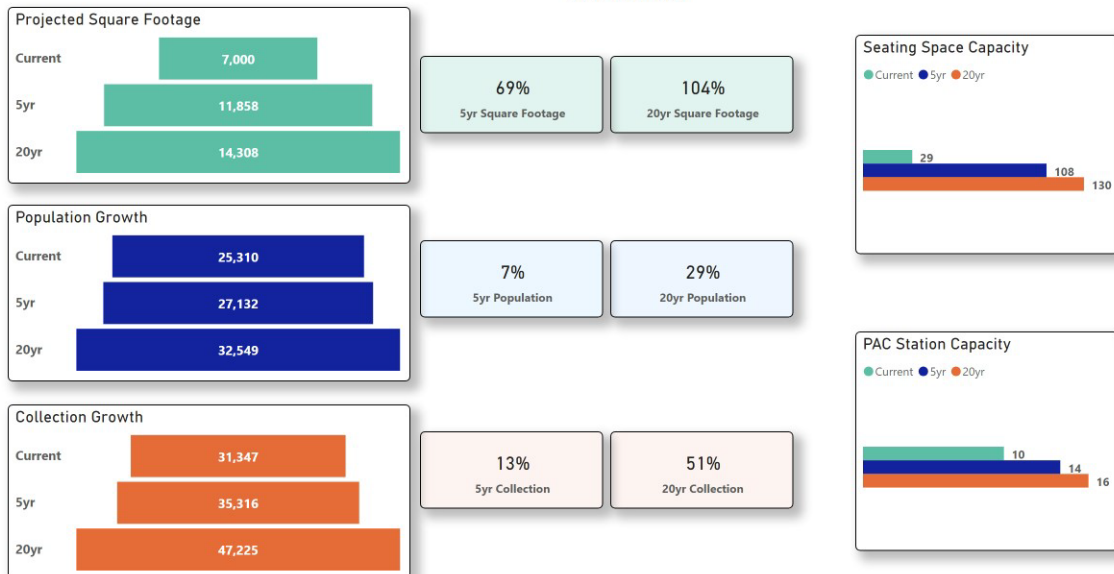
WISCONSIN MODEL SUMMARY 2022 (includes 2025 New Appleby update)



Home - Summary | Aldershot | Alton | Brant Hills | Central | Kilbride | New Appleby | Tansley



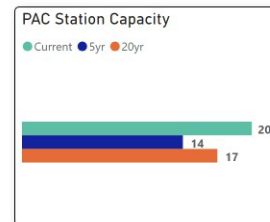
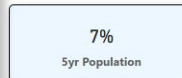
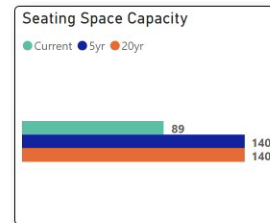
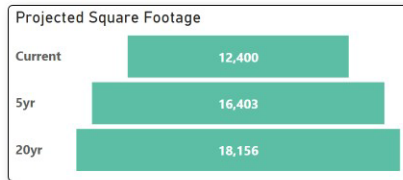
ALDERSHOT



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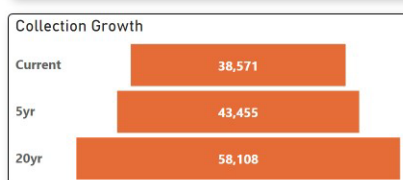
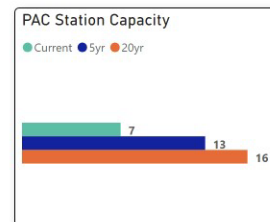
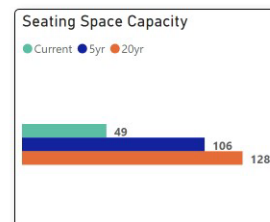
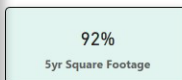
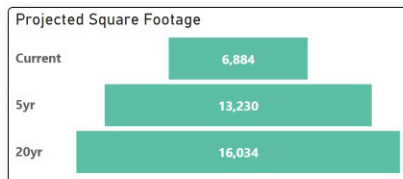
ALTON



Home - Summary Aldershot **Alton** Brant Hills Central Kilbride New Appleby Tansley



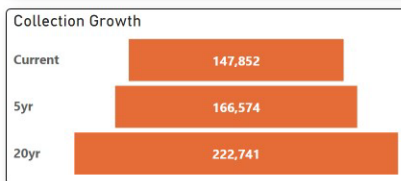
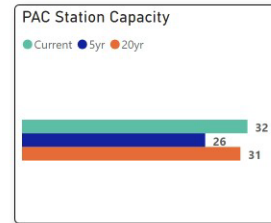
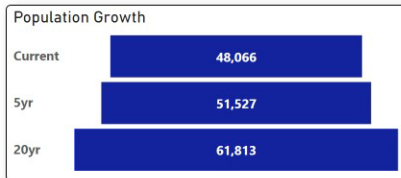
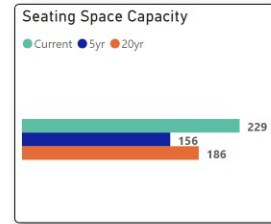
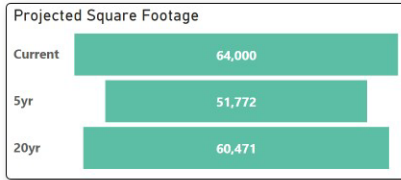
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Home - Summary Aldershot Alton **Brant Hills** Central Kilbride New Appleby Tansley



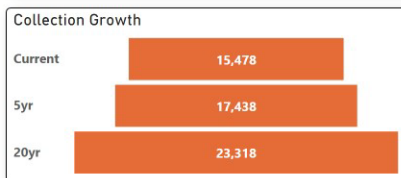
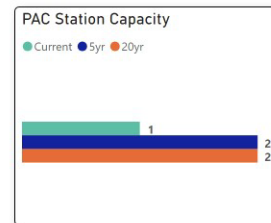
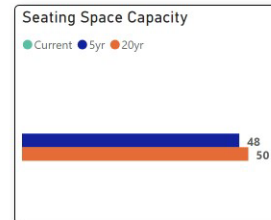
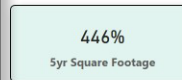
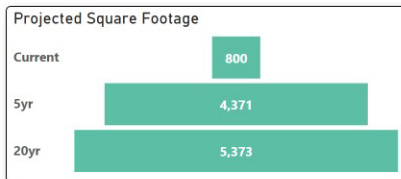
CENTRAL



Home - Summary Aldershot Alton Brant Hills **Central** Kilbride New Appleby Tansley



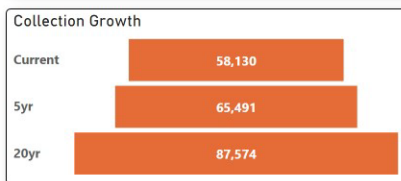
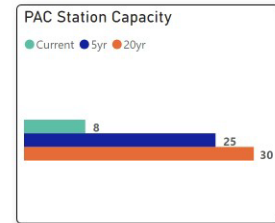
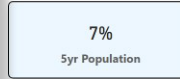
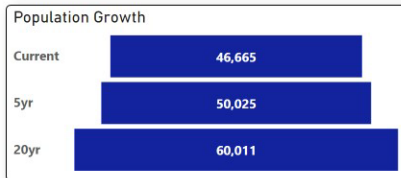
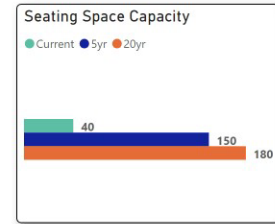
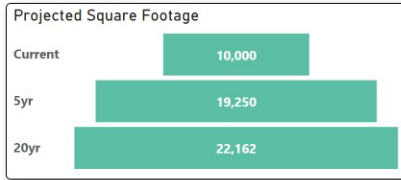
KILBRIDE



Home - Summary Aldershot Alton Brant Hills Central **Kilbride** New Appleby Tansley

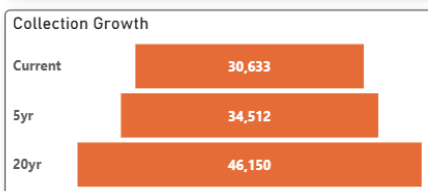
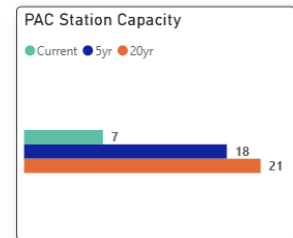
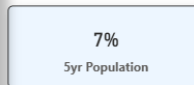
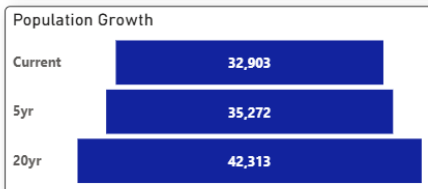
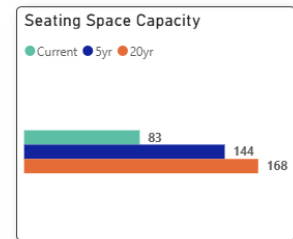
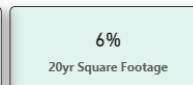
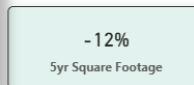
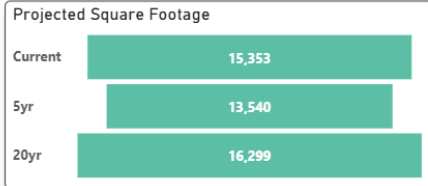


TANSLEY



Home - Summary Aldershot Alton Brant Hills Central Kilbride New Appleby **Tansley**

NEW APPLEBY - as of 2025



Home - Summary Aldershot Alton Brant Hills Central Kilbride **New Appleby** Tansley

Overview of Digital Technology Infrastructure

BPL's digital technology infrastructure is key to supporting the wide range of collections, programs and services offered by BPL. Our technology solutions must be innovative and responsive to the changing needs of Library customers and staff. As part of the Library's commitment to accountability, the Library must ensure that the public and staff computing services are vital, relevant, and kept secure from cyber attacks.

Data Centre

The Library's Data Centre leverages Dell EMC technology in two ESXi Clusters, and there are two additional ESX servers for VoIP VMs. The Dell server environment is 44 per cent virtualized hosting over 23 virtual servers, and 29 physical servers, and 2 AWS servers. Primarily we are running Windows 2016/2019/2022 Enterprise and includes Ubuntu servers and Red Hat. We have also increased our network bandwidth to each branch from 100Mbps to 390Mbps at no additional cost.

Hardware

BPL infrastructure supports over 300 end users in both a public domain and a staff domain. The Library's public computers provide Internet access, software applications and Library catalogue terminals for our customers. All branches have colour multifunction printers for printing and scanning, and two branches also offer fax services, and sophisticated scanning services. BPL is predominantly a Microsoft environment, up to date with Windows 10 and Windows 11 on most endpoints.

Software Applications

The Library's Integrated Library System (catalogue) is Innovative Interface's Polaris platform. The Library migrated to Polaris in 2021. Library customers access the Library's catalogue through the BiblioCommons discovery layer. BPL upgraded the print management system in 2024 and provides secure, unmanned printing services from both public library computers, the public's own devices, and from remote locations.

Website & Intranet

The Library's website was redesigned in Drupal 10 in 2023. The website has been fully responsive since 2013 and is compliant with current accessibility legislation. The Library has utilized SharePoint Online since 2019. BPL also hosts a staff-only social engagement app called Viva Engage (formerly Yammer).

Summary of Computer & Wireless Hardware

Location	Local Bandwidth	# of Public Computers (includes PACs, Kids ELS)	# of Staff computers (includes laptops, tablets)	Wireless Access Points	Additional Information
					(Labs, Special Equipment...)
Aldershot	390 Mbps	12	15	2	1 RFID Security Gate set; 2 self-checks
Alton	390 Mbps	22	23	3	1 RFID Security Gate set; MakerSpace; 2 self-checks
Brant Hills	390 Mbps	9	14	1	1 RFID Security Gate set; 2 self-checks
Central	880 Mbps	34	150	11	8 seat training lab; MakerSpace; 2 RFID Security Gate sets; 5 self-checks
Kilbride	20 Mbps	1	1	0	
New Appleby	390 Mbps	9	18	1	3 self-checks, Draw Alive, MakerSpace
Tansley Woods	390 Mbps	10	17	2	1 RFID Security Gate set; 3 self-checks

Strategic Directions for Facilities Development

This section identifies BPL's long-term priorities for capital investments in BPL facilities. BPL is required to identify priority facility investments in the City's ten-year capital outlook. This comprehensive plan includes three categories of recommended improvements for BPL's facilities based on a model developed by the Santa Cruz Public Libraries.

Maintain	<ul style="list-style-type: none">- Keep existing facilities open & in a state of good repair- Deferred maintenance and lifecycle renewal projects- Projects do not address library services, operations, or capacity
Gain	<ul style="list-style-type: none">- Improve accessibility, service, and operations of existing facilities.- Increase customer self-service opportunities and access to power and data- Improve access to collections and work/study space- Projects do not expand capacity
Attain	<ul style="list-style-type: none">- Expand, extend, and reimagine use, flexibility and design the Library's physical presence in the community- Using an equity lens, create physical spaces and technology to support the Library's vision as an inspiring place that sparks curiosity and discovery- Address space deficits and strive to meet future growth needs- Projects improve customer experience and build capacity for the future

Priorities

Since 2023, two key priorities have been accomplished: the Alton MakerStation has launched and the relocation of the New Appleby Branch has occurred. This CFP, updates facilities priorities under the guidance of BPL's 2026-2027 Strategic Plan. BPL seeks to *Inspire discovery with collections, services, and spaces that reflect our evolving community*. This priority focuses on using an equity lens to create a strategic roadmap for our physical spaces and technology to support the Library's vision as an inspiring place that sparks curiosity and discovery. Board and staff will seek opportunities to reimagine use, ensuring flexibility in the design of our spaces.

Maintain

Kilbride: This is a shared space with HDSB with no potential for upgrades or expansion. While the physical location is undersized, staff recommend considering alternate options for service delivery.

New Appleby: The recent move to the Robert Bateman Community Centre with over 16,000 sq.ft. now supports anticipated growth in usage for the next twenty years.

Gain

Central: The Central Tansley Woods Space Audit and Feasibility Study identify several opportunities for Central to increase capacity through a significant renovation of the library's interior to increase public space and potential expansion of programming space through the addition of a theatre style auditorium. There have been several improvements made to Central with creation of a flexible work/study/event space and the relocation of the Makerspace to the 3rd Floor, LED lighting retrofits and accessibility improvements, and the launch of the STEAM-based DiscoverySpace. The focus in 2026 will be on wayfinding and furniture that helps to better define spaces within the branch to support conflicting needs such as quiet vs collaborative spaces. It is important to note that the City is slated to renew the Central Park Complex as outlined in the City's Live & Play plan.

Attain

Tansley Woods: Future service upgrade and building capacity opportunities continue to be identified for this branch. While many of the service upgrade objectives identified in the Central & Tansley Woods Space Audit & Feasibility Study were met with the 2018 refresh, there is still a capacity issue, which would be best served with a 3-5000 sq. ft. addition of public space to serve the population growth in the branch catchment. The Tansley Woods Recreation Centre is slated for renewal in 2027, and staff are in discussions with COB staff about opportunities to address this gap.

Aldershot: The current location is undersized for the population served and future population growth. There is limited room for programming and work/study at the current location. The Aldershot Major Transit Station Area Plan and the Recreation plan will provide critical information for determining next steps for this location.

Brant Hills: The current location is undersized for the population served and future population growth. There is limited room for programming and work/study within the current footprint of the location. There is infrastructure renewal planned for 2026, and staff will work with COB staff to seek other opportunities for increasing capacity at this location.

Evolution of the Plan

This CFP is a living document to be reviewed and updated regularly to ensure it remains useful and relevant. As the City of Burlington actions Burlington's Official Plan, the City's Major Transit Station Area plans, and the Live & Plan Recreation plan, based on projected population growth and demographics in a complex and evolving economic climate, it is vital for BPL to stay actively engaged in the process.

Appendix – Building Lifespan Estimates

Appendix 7: Building Systems Useful Life

The following list of systems and average useful life years is the opinion of the author based on regular preventive maintenance properly performed at prescribed frequencies. Many factors can affect the average useful life and like any average, individual systems and components will have lifetimes far from average. Lifetimes can often be extended significantly through robust maintenance programs that go beyond the norm, and many facilities currently have functioning equipment older than the lifetimes listed.

Climatic conditions and challenging environments (for instance in wet locations, near salt water or heavy industry) will shorten life. Selection of heavy-duty equipment features, such as hinged access doors, double wall panels, serviceable components, corrosion-resistant materials and other factors will lengthen life.

Due to hardware and software revisions, central control equipment for HVAC, fire alarms, security and other computerized systems can become "orphaned" and no longer supported by vendors. Users may consider new or enhanced functionality essential and these may be compatible only with new hardware and software. Vendors have incentives to force upgrades. Any of these factors can shorten the useful life of central control hardware and software.

Despite all the limitations of averages, this list serves as a general guide for future planning. Energy cost reduction may justify replacement or major upgrade of equipment prior to the end of its useful life.

SYSTEMS	AVERAGE USEFUL LIFE YEARS
A. HVAC^a	
1. Air Conditioners	
a. Window Unit	10
b. Residential Single or Split Package	15
c. Commercial	10
d. Water-Cooled Package	20
e. Computer Room Unit	15
2. Air Handling Units	
a. Built-Up Heavy Duty	30
b. Packaged Medium-Duty	25
c. Severe Duty or 100% Outside Air	20
3. Heat Pumps	
a. Residential Air-to-Air	12
b. Commercial Air-to-Air	15
c. Commercial Water-to-Air	18
4. Roof-Top Air Conditioners	
a. Single Zone	18
b. Multizone	18
c. VAV	20
5. Boilers, Hot Water	
a. Steel Water-Tube	30
b. Steel Fire-Tube	30
c. Cast Iron	30
d. Electric	25
f. Condensing	15
6. Boilers, Steam	
a. Steel Water-Tube	28
b. Steel Fire-Tube	25
c. Cast Iron	30
7. Burners	18
8. Furnaces	
a. Gas Fired	18
b. Oil Fired	18
c. Condensing	15
9. Unit Heaters	
a. Gas	13
b. Electric	15
c. Hot Water	20
d. Steam	20
10. Heaters	
a. Electric Radiant or Convactor	10
b. Radiant Hot Water	25
c. Radiant Gas	18
d. Steam or Hot Water Convactor, Cast Iron	50
e. Steam or Hot Water Fin Tube	15

^aHVAC Equipment life is based on approximately 3500 operating hours, 1800 equivalent full load hours use/year and a normal amount of on-off cycles. This is equivalent to 21 percent annual average load factor. More hours of use/year and more frequent cycling will decrease lifetime.

SYSTEMS	AVERAGE USEFUL LIFE YEARS	SYSTEMS	AVERAGE USEFUL LIFE YEARS
11. Air Terminals		19. Package Chillers⁷	
a. Diffusers, Grilles, Registers, Heavy Gauge, Coated	30	a. Reciprocating	20
b. Diffusers, Grilles, Registers Perforated or Light Gauge	15	b. Centrifugal	20
c. Induction Units	35	c. Absorption	30
d. Fan-Coil Units	20	d. Screw	20
e. VAV Boxes Cooling Only	25	e. Scroll	15
f. CAV Boxes	25	20. Cooling Towers	
g. Double Duct Boxes	25	a. Galvanized or Coated Steel	18
h. Fan Powered VAV Boxes	17	b. Wood	20
i. Variable Volume Temperature Boxes	15	c. Ceramic	35
12. Air Washers & Humidifiers		d. Fiberglass	35
a. Spray	12	e. Stainless Steel	25
b. Steam	15	f. Fill Media	15
c. Pan, Wheel or Wetted Element	8	21. Condensers	
13. Ductwork		a. Air-Cooled	20
a. Galvanized Steel, Aluminum and Black Iron	30	b. Evaporative	15
b. Fiberglass	15	22. Insulation (not subject to condensation or leaks)	
c. Flexible Round	10	a. Molded	20
14. Dampers		b. Blanket	25
a. Operable or Automatic	20	23. Pumps	
b. Fixed (balancing) or Fusible Link (fmr)	30	a. Base Mounted	25
15. Fans		b. In-line	15
a. Centrifugal	25	c. Sump-Submerged	10
b. Axial	20	d. Well-Submerged	10
c. Propeller	15	e. Condensate	15
d. Ventilating Roof-Mounted, Mild Exhaust	20	24. Reciprocating Engines	
e. Kitchen or Other Soiled Exhaust	15	a. Continuous Service	5
16. Coils—Fluid to Air		b. Back-Up Service	20
a. Direct Expansion (refrigerant)	18	25. Steam Turbines	30
b. Water/Steam Heating	20	26. Electric Motors	
c. Cooling and Dehumidifying	12	a. Without Soft Start	18
d. Electric	12	b. With Soft Start	25
17. Heat Exchangers		27. Motor Starters	
a. Commercial—Shell and Tube		a. In Dry Noncorrosive Areas	25
i. Steam to Domestic Water	13	b. In Wet or Corrosive Areas (cooling towers)	10
ii. Steam to Heating Water	20	28. Electric Transformers	
iii. Water to Domestic Water	15	a. Oil-Filled	30
iv. Water to Water	25	b. Dry Type	30
b. Residential Immersion Coil	25	29. Controllers	
c. Plate and Frame	25	a. Pneumatic	18
d. Energy Recovery Wheel	15	b. Electric	20
e. Energy Recovery Water	12	c. Electronic	20
f. Energy Recovery Air to Air	12	d. Computer Front End Controls ⁸	15
g. Energy Recovery Heat Pipe	20	30. Valve and Damper Actuators	
18. Reciprocating Air Compressors	15	a. Hydraulic	15
		b. Pneumatic	20
		c. Motorized Electric	18
		d. Self-Contained	10

⁷ Chillers using CFCs, especially R-12 may require replacement or significant upgrade before the end of their life due to refrigerant unavailability. Chillers using HFCs such as R-123 are expected to have access to an active market of recycled refrigerant. Companies with large inventories of equipment can get full service life of existing equipment by "banking" their own refrigerants reclaimed from retired equipment in accordance with EPA and other regulations.

⁸ See note at top of this list regarding shortened useful life of central control hardware and software.

SYSTEMS	AVERAGE USEFUL LIFE YEARS	SYSTEMS	AVERAGE USEFUL LIFE YEARS
31. Control Sensors		2. Flush Valves	12
a. Temperature	20	3. Fixtures: Commercial	
b. Humidity, CO2	5	a. Faucets	7
c. Water Flow	5	b. Water Closets	30
d. Air Flow	10	c. Urinals	30
32. Heating and Cooling Piping System		d. Sinks	30
a. Above Ground	30	e. Refrigerated Drinking Fountain	15
b. Ground Source Heat Exchange Loops	40	4. Pumps	
33. Oil Storage Tank with Corrosion Protection		a. Base Mounted	25
a. Above Ground	25	b. In-line	15
b. Underground	20	c. Sewage Ejector	10
c. Underground: FRP Coated Steel	30	d. Sump-Submerged or Pedestal	10
34. Boiler Chimneys and Flues		e. Well-Submerged	10
a. Metal Flue and Breaching	20	5. Backflow Prevention	
b. Steel Chimney	30	a. Light Duty	10
c. Masonry Chimney	50	b. Heavy Duty (Main Service)	30
B. ELEVATOR/ESCALATOR		6. Domestic Water Piping Systems	
1. Elevator^a		a. Hot and Cold Water (Copper or Plastic)	30
a. Hydraulic		b. Waste Piping (PVC or Cast Iron)	30
i. Underground Cylinder Dry Location	15	c. Kitchen Waste	20
ii. Car and Pump Unit	35	7. Gas Piping Systems	
b. Traction ^b	50	a. Fuel Gas Threaded	30
c. Geared Traction	35	b. Fuel Gas Welded	40
d. Cab Interior Finish	10	c. Medical Gas	40
e. Carpet	0.5	d. Compressed Air	20
2. Escalator		8. Water Softeners	25
a. In Dry Location Not For Mass Transit	40	9. Compressors and Vacuum Pumps	15
b. In Wet Location or For Mass Transit	20	D. ROOFING AND SIDING	
3. Controllers		1. 4-Ply Built-Up	
a. Electromechanical Relay Based ^c	30	a. Asphalt	
b. Computer Based	20	i. Flat (Dead Level)	18
4. Elevator Door Operators		ii. Sloped (1/4 inch per foot)	25
a. Passenger	20	b. Cold-Tar	35
b. Freight or Service Used For Carts	10	c. Hot Applied Rubberized Asphalt (Protected Membrane Assembly)	30
5. Wheelchair and Stairway Chair Lift	25	2. 2-Ply Modified Bitumen (Mopped Down)	
C. PLUMBING^d		a. Flat (Dead Level)	15
1. Water Heaters with Longer Warranties		b. Sloped (1/4 inch per foot)	20
a. Electric, Normal Use	15	3. Single Ply	
b. Electric, Heavy Use or Tankless	10	a. EPDM	
c. Oil Fired	18	i. Flat (Dead Level)	15
d. Gas Fired, Normal Use	15	ii. Sloped (1/4 inch per foot)	20
e. Gas Fired, Heavy Use or Tankless	10	b. Thermoplastic (Hypalon, PVC)	20
f. Solar Thermal Collectors	20	c. Modified Bitumen (Touched On)	
		i. Flat (Dead Level)	10
		ii. Sloped (1/4 inch per foot)	15

^a Elevator hoistways are expected to last for the life of the building, though rails, ropes, doors and landing plates and other trim may require renewal.

^b Gearless traction elevators may warrant earlier replacement or costly upgrade for performance reasons.

^c Earlier replacement may be driven by energy, performance, reliability or safety.

^d For energy and water conservation reasons, it may be advantageous to replace water heaters and fixtures prior to the end of useful life.

SYSTEMS	AVERAGE USEFUL LIFE YEARS	SYSTEMS	AVERAGE USEFUL LIFE YEARS
4. Metal		12. Wire and Cable	
a. Structural Roof Panels (Prefinished Galvanized Steel)	25	a. 600 V and below	40
b. Premanufactured Architectural Roof Panels (Prefinished Aluminum or Galvanized Steel)	25	b. Above 600 V	30
c. Custom Fabricated Standing Seam Roofing (Copper, Lead Coated Copper, Terne Coated Stainless Steel)	75+	13. Solar Photovoltaic Collector Panels	20
d. Custom Fabricated Flat Seam (Copper, Lead Coated Copper, Terne Coated Stainless Steel)	50+	14. Branch Circuit Wiring and Devices	30
5. Asphalt Shingles		15. Lightning Protection	40
a. 15 Year	15	F. FIRE/LIFE SAFETY/SECURITY SYSTEM	
b. 20 Year	20	1. Fire Alarm Systems	
c. 25 Year	25	a. Activation Devices (Pull Station, Smoke Detector, etc.)	10
d. 30 Year	30	b. Notification Devices (AV Horn/Strobe)	15
6. Slate		c. Control Panels ²	15
a. S-1	100	d. Wiring	30
b. S-2	75	2. Fire Pumps	
c. S-3	50	a. Electric Motor Driven	25
7. Clay/Concrete Tile	50+	b. Engine Driven	20
8. Spray-On Polyurethane Foam Roofing	10	3. Sprinkler Systems	
9. Siding		a. Heads	25
a. Wood (Painted 7-10 years)	30	b. Piping Systems	40
b. Metal	30	c. Equipment and Devices (Flow Switch, Dry Pipe Valve, etc.)	20
c. Vinyl	30	4. Security Systems	
d. Masonry	75	a. Activation Devices (Access Entry, Motion Sensor, etc.)	10
e. Stone	100	b. Notification Devices (Horn, Dialer)	15
E. ELECTRICAL IN DRY, NONCORROSIVE LOCATIONS (EXCEPT FOR EQUIPMENT DESIGNED TO BE OUTDOORS OR IN WET LOCATIONS)		c. Control Panels ²	15
1. Electric Motors	18	5. Closed Circuit TV System	
2. Electric Transformers		a. Monitors	53
a. Oil-Filled	30	b. Pan and Tilt Motors	53
b. Dry Type	30	c. Cameras	65
3. Motor Control Center	30	e. Computer Control ²	10
4. Automatic Transfer Switch	25	6. Standby Power Supply: Battery	5
5. Uninterrupted Power Supply		G. INTERIOR FINISHES	
a. Battery	10	1. Flooring (Sealed When Porous, Except For Carpet)	
b. Rotary	15	a. Vinyl	
6. Batteries	5	I. Tile	12
7. Power Panels		II. Sheet	12
a. Light and Power Distribution Panel Boards	30	b. Carpet: Common Area	
b. Switchgear and Service Entrance Equipment	40	I. Broad Loom	5
8. Circuit Breakers	30	II. Carpet Tiles	5
9. Light Fixtures	20	III. Loop Pile	15
10. Emergency Engine Generator Set	20	c. Epoxy Coating (Two Part)	10
11. Ground Fault Circuit Interrupter (GFCI) Switch	25	d. Stone	
		I. Granite	75+
		II. Marble	50
		e. Terrazzo	50
		f. Hardwood	
		(I) Finish	10
		(II) Substrate	50
		g. Concrete	50

² See note at top of this list regarding shortened useful life of central control hardware and software.³ See note at top of this list regarding shortened useful life of central control hardware and software.⁴ See note at top of this list regarding shortened useful life of central control hardware and software.

SYSTEMS	AVERAGE USEFUL LIFE YEARS
2. Walls	
a. Vinyl Wall Covering	10
b. Painted	5
c. Wall Paper	4
d. Epoxy (Two Part)	15
e. Fabric	5
f. Wood Finishes	15
3. Ceilings	
a. Plaster/Drywall with Skim Coat	30
b. Suspended	
I. Spline System	20
II. Lay-In System	25
III. Ceiling Tiles	13
c. Metal	25
d. Wood	30
4. Door Hardware	
a. Entry Lock Sets	7
b. Closures	7
c. Automatic Doors	5
H. STRUCTURAL	
1. Steel	Life of Building
2. Concrete	Life of Building
3. Wood	Life of Building
4. Façade	
a. Brick, Block and Stone	Life of Building
b. Concrete Poured in Place	Life of Building
c. Metal Curtain Wall	50
d. Glass Curtain Wall	50
e. Precast Panels	35
f. Stone Veneer	50
g. Windows (Operable or Gasketed)	30
I. PARKING DECKS/LOTS SURFACE	
1. Underground	Life of Building
2. Outside	
a. Exposed Paving at Grade or Topmost Level	30
b. Covered Paving (Open at Sides)	40

7. Decision Items: 7.1 Annual Board Self-Evaluation

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Risk Management.....	4
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Recommendations

THAT the Burlington Public Library Board approve the survey to be used to conduct the Board’s annual self-evaluation of its’ work; and

THAT the Burlington Public Library Board direct the CEO to arrange for the administration of the Board Evaluation survey using on-line survey tool “Survey Monkey” and provide report on the results at the January 2026 Board meeting.

Purpose

Good governance practice for Boards recommends that Board members engage in self-critical reflection at least annually to gauge their effectiveness as individual members and collectively as a Board.

Background

Burlington Public Library Board has conducted annual evaluations and has found that the information gleaned, and subsequent discussions has guided them in changing and improving their performance as individual Board members and collectively as a Board.

Discussion

For 2025, there is an additional question specific to the strategic planning process. There will be an open text field for comments for each section and a general open-ended question at the end of the questionnaire.

Board Survey Questionnaire

Rating Scale

Strong Disagree	Disagree	Acceptable	Agree	Strongly Agree
1	2	3	4	5

Governance Role

- The ongoing Board development was adequate
- The Board adequately understands the legislation, regulations and policies that impact the governance of BPL
- Plans and initiatives approved by the Board demonstrate value for money and a prudent use of public funds
- The Board reviews and approves operating capital budget submissions ensuring that they are aligned with Library and City priorities
- The Board ensures that its Financial Policy is adhered to
- The Board reviews the annual audited financial statements and takes action where necessary
- Board members demonstrate clear of the respective roles of the Board and the CEO
- Board membership provides for diverse representation, expertise and experience

Integrity, Ethics and Values

- Board discussions are guided by the best interests of the Library and the public it serves

- Board members participate in discussions in a manner that is reflective of their duty
- Board members comply with the Board's Code of Conduct

Strategy Planning

- The Board has an approved strategic plan and clear vision, mission, and values statements
- The Board's meeting agenda reflects a strategic versus operational focus
- The Board monitoring plans to achieve strategic goals and priorities
- The Library's Performance Measures are realistic and challenging

Teamwork and Collaboration

- All Board members fulfill their roles and responsibilities and at meetings, have an opportunity to contribute equally to Board discussion.
- Members act collegially, debate independently and decide collectively
- There is a high level of trust and respect between Board members

Advocacy and Communication

- The relationship between the Board and the CEO is appropriate and effective.
- Board members have a current and adequate understanding of the issues facing stakeholders, partners and communities as well as the culture in which the library works
- The Board ensure that the Library accomplishments and challenges are communicated to stakeholders and the community

Overall Effectiveness

- The Board is effective and performs well
- The Board works effectively through a hybrid meeting format
- The Board participated effectively in strategic planning process

Open-Ended Question

- Please share any suggestions for improvements for 2026.

Financial Considerations

The annual Board evaluation related work will be funded through the Operating budget.

Strategic Implications

One of the Library Board core functions in oversight of the Strategic Plan. A strong Board self-evaluation programs supports and aligns with all three goals within the current strategic plan under:

- Strategic Goal 1: Enhance community well-being, strengthening relations with community partners to support community needs through programming and other library services.
- Strategic Goal 2: Inspire discovery with diverse collections, services, and spaces.
- Strategic Goal 3: Create a workforce culture driven by our organizational values

Equity, Diversity & Inclusion Considerations

Board self-evaluation provides an opportunity to increase awareness of the diverse perspectives and experience on BPL board, reducing barriers to Board participation and the strengthen of the equity, diversity, and inclusion lens in Board governance.

Risk Management

Board self-evaluation is an opportunity to ensure effective governance.

Policy

Related policy the [Board Bylaw](#).

Respectfully submitted by: Lita Barrie, Chief Executive Officer

7. Decision Items: 7.2 2026 Board Governance Calendar and Workplan

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Equity, Diversity & Inclusion Considerations	2
Sustainability Considerations.....	2
Risk Management.....	3
Policy	3

Recommendation

THAT the Burlington Public Library Board approves the 2026 Board Governance Calendar and Workplan.

Purpose

To seek the Library Board’s approval of the 2026 Board Governance Calendar and Workplan.

Background

Annually, the Library Board identifies and tracks major governance responsibilities and key annual objectives. The draft 2026 Library Board governance calendar and workplan is attached.

Discussion

For 2026, board transition and the BPL's policy framework are the proposed key areas of focus. Staff are recommending that the Library Board take a holistic look at BPL's policy structure to look for opportunities to simplify to ensure that the policy framework effectively balances the Library Board's governance accountabilities while ensuring that policies are clear, consistent and accessible for library users and staff.

Board development sessions will continue but with less frequency, the proposed calendar includes 1 session per quarter.

Provincial legislation requires the Board to meet 7 times a year. The Library Board meets twice in September in support of the annual Operating and Capital budget process. The Library Board does not meet in July, August or December unless a special meeting is called as outlined in the Library Board's By-Law.

Financial Considerations

The annual Board Governance Calendar and Workplan and related work will be funded through the Operating budget.

Strategic Implications

The workplan is designed to ensure the work of the Board supports and aligns with all three goals within the 2026-2027 strategic plan.

Equity, Diversity & Inclusion Considerations

Since 2022, this section has been a key component of the Library Board report template to ensure the Library Board and staff maintain a consistent focus on the equity, diversity and inclusion impact of decisions and library activities. Due the timing of recruitment for the Manager of Outreach and Inclusion in 2025, the Equity, Diversity and Inclusion Plan report will be presented to the Library Board in Q1 of 2026.

Sustainability Considerations

BPL's Sustainability Plan focuses on climate change mitigation, adaptation and climate equity considerations. The Governance calendar and workplan reports track actions and initiatives in support of this plan.

Risk Management

Board Governance Calendar and Annual Workplan is an opportunity to increase understanding of the function of the Library Board in its governance. Transparency and clarity are critical for the Library Board.

Policy

Related policies include the [Board Procedural By-Law](#).

Respectfully submitted by:

Lita Barrie, Chief Executive Officer

Library Board –2026 Governance Calendar & Workplan DRAFT

Task or Deliverable	Area of Focus	Target date	Status	Notes
Q1				
Board Self-Evaluation Report	Governance	January		
Annual Board Approval of the Health & Safety Policy	Governance	January		
Audit Meeting - Prepare for 2025 Audit	Audit/Risk Management	January		
Review Q4 2025 Metrics Reports	Governance	January		
Receive the Multi-Year Accessibility Plan Report	Governance	January		
Attend OLA SuperConference (optional)	Board Development	January		
Receive 2025 Requests for Reconsideration Report	Governance	February		
Board Development: Halton Information Providers	Board Development	February		
CEO Performance Review	Governance	Feb/Mar		
IT & Digital Equity Report	Governance	March		
Review Policy Framework	Policy Review	March		
Review BPL Board Succession Plan	Governance	March		
Receive Equity, Diversity & Inclusion Report	Governance	March		
Q2				
Approve Q1 Financial Statements	Financial Oversight	April		
Review Q1 Metrics Reports	Governance	April		
Review & Approve 2025 Audited Statements	Audit/Risk Management	April or May		
Review Senior Management 2025 Expenses	Audit/Risk Management	April or May		
Review 2025 Risk Management Report & 2026 Plan	Audit/Risk Management	April or May		
Receive 2025 Economic Impact Statement & Annual Report	Governance	April or May		
Receive Advocacy Report	Governance	May		
Board Development: AI & Libraries	Board Development	June		
Q3				
Receive Q2 Financial Statements by email	Financial Oversight	August		
Approve Q2 Financial Statements	Financial Oversight	September		
Approve annual Library Closures Calendar for 2027	Governance	September		
Approve 2027 Capital Budget Submission	Financial Oversight	September		
Approve 2027 Operating Budget Submission	Financial Oversight	September		
Hold Open House Information Session for prospective Library Board Applicants	Governance	September		
Received 2026 Customer Satisfaction Survey Report	Strategic Planning	September		
Receive Q2 Metrics Reports	Governance	September		
Review Fees & Charges	Policy Review	September		
Q4				
Approve Q3 Financial Statements	Financial Oversight	October		
Receive Q3 Metrics Reports	Governance	October		
Hold Open House Information Sessions for prospective Library Board Applicants	Governance	October		
Receive Advocacy Report	Governance	October		
Receive the Multi-Year Accessibility Plan Report	Governance	October		
Receive Sustainability Plan Report	Governance	October		
Board Development: Burlington Arts & Culture Strategy	Board Development	October		
Receive Fund Development Report	Financial Oversight	November		
Approve Board Self Evaluation Survey Tool	Board Development	November		
Conduct Board Self Evaluation	Board Development	November		
Board Candidate Interviews	Governance	November/December		
Approve 2027 Board Governance Calendar & Workplan	Governance	November		

7.Decision Items: 7.3 Elect Respect Pledge

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Strategic Implications	2

Recommendation

THAT the Burlington Public Library (BPL) Board endorse the Elect Respect Pledge and commits to:

- Treat others with respect in all spaces — public, private, and online,
- Reject and call out harassment, abuse, and personal attacks,
- Focus debate on ideas and policies, not personal attacks,
- Help build a supportive culture where people of all backgrounds feel safe to run for and hold office,
- Call on relevant authorities to ensure the protection of elected officials who face abuse or threats, and
- Model integrity and respect by holding one another to the highest standards of conduct.

Purpose

To seek the Library Board’s endorsement of the Elect Respect Pledge.

Background

Elect Respect originated from discussions among a group of women in Halton, including Burlington Mayor Marianne Meed Ward, who together formed the Halton

Elected Representatives (HER). These conversations focused on sharing experiences of harassment and abuse encountered in public life and emphasized the need to foster a more respectful environment for all. Through this collaboration, Elect Respect was established as a pledge to uphold the fundamental values of democratic service, specifically the right to work free from threats, abuse, or intimidation.

What began as a small initiative has since evolved into a broader movement, with elected officials and candidates from diverse backgrounds joining together to denounce toxic behaviours and advocate for a renewed culture of respect in public service.

Discussion

Elect Respect (<https://electrespect.ca/>) is asking elected officials, candidates for elected office, municipalities, boards and citizens to commit to the Elect Respect pledge and to:

- Treat others with respect in all spaces – public, private, and online,
- Reject and call out harassment, abuse, and personal attacks,
- Focus debate on ideas and policies, not personal attacks,
- Help build a supportive culture where people of all backgrounds feel safe to run for and hold office,
- Call on relevant authorities to ensure the protection of elected officials who face abuse or threats, and
- Model integrity and respect by holding one another to the highest standards of conduct.

Endorsing the Elect Respect Pledge signals the Library Board's commitment to these principles and supports efforts to ensure respectful conduct, safety, and inclusivity for all individuals engaged in public life.

Financial Considerations

None

Strategic Implications

Endorsing the Elect Respect pledge supports our strategic plan by promoting community well-being and fostering a values-driven workforce culture.

Equity, Diversity and Inclusion Considerations

Endorsing this pledge helps to advance the Library Board's commitment to equity, diversity and inclusion, as we strive to ensure that all individuals can participate in public life and democracy free from fear or intimidation.

Risk Management

Committing to this pledge supports risk management by publicly demonstrating the Library Board's dedication to good governance. It enables BPL to proactively address reputational and operational risks throughout its processes.

Respectfully submitted by: Lita Barrie, Chief Executive Officer

7. Decision Items: 7.4 Policy Review Report

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Recommendations

THAT the Burlington Public Library (BPL) Board approve the revised Donation, Sponsorship, and Fundraising Policy, and the renamed Facility Naming Policy (currently Naming Rights Policy) effective November 27, 2025.

Purpose

To seek the Library Board’s approval for updates to the Donation, Sponsorship, and Fundraising Policy and Facility Naming Policy (Naming Rights Policy).

Background

The Donation, Sponsorship, and Fundraising Policy outlines rules and applicable legislation to ensure donors, sponsors, fund holders, BPL staff and Board members follow BPL’s mission, values, strategic priorities, and appropriate legislation when pursuing, accepting, investing, and using donations and sponsorships. It was last amended in November 2023.

This policy ensures that as a registered charitable organization, BPL complies with all rules and regulations of the Canada Revenue Agency. It also provides direction to ensure that donations and sponsorships enhance library services without undermining the organization's fiscal stability, objectivity, and core service commitments.

The Facility Naming Policy outlines system-wide standards for naming BPL branches, rooms, spaces, and features within those facilities. It includes naming that results from a sponsorship agreement or is in recognition of a donation. It was last amended in May 2022.

Discussion

The proposed updates to the Donation, Sponsorship, and Fundraising Policy improve the document's flow and clarity, and simplify the wording. The sections highlighting types of donations have been reorganized to group information into categories where similar standards apply. To keep the document at a strategic level for Board approval, operational detail about Canada Helps has been removed. The revised and current policies are attached.

The Facility Naming Policy has been updated to remove reference to events, which more accurately reflects the Board's role in name selection and approval. The policy name has been updated to reflect this change and avoid the implication that approving names for facilities by default involves assigning a contractual right to a person or sponsor. The revised and current policies are attached.

Financial Considerations

The Donation, Sponsorship, and Fundraising policy ensures that as a registered charitable organization, BPL complies with all rules and regulations of the Canada Revenue Agency. It also provides direction to ensure that donations and sponsorships enhance library services without undermining the organization's fiscal stability, objectivity, and core service commitments.

The Facility Naming Policy ensures that the impact of donations and sponsorships are considered when naming facilities and spaces.

Strategic Implications

Fund development can support strategic initiatives at BPL, and this policy provides clear rules to guide this work. Naming rules also ensure decisions respect objectivity and prioritize the neighbourhood connection with the library.

Equity, Diversity and Inclusion Considerations

This policy ensures that donations and sponsorships do not bias or influence BPL decision making. This is essential for equitable use of library resources in alignment with BPL's values of inclusion, intellectual freedom, and accountability.

Mindful selection of facility names is important to respect the diverse community we serve, and ensure our public spaces are welcoming to all.

Risk Management and Sustainability

These policies support risk management by providing clear requirements for donation, sponsorship, and naming, enabling BPL to consider reputational or operational risks in these processes. The donation policy also supports fiscal sustainability by directing donations to service enhancement to protect core services from fluctuation in donation and sponsorship funding levels.

Related Policy

[Canada Revenue Agency Charities and Giving glossary](#)

Respectfully submitted by: Elise Copps, Director, Communications and Engagement & Nicole Tewkesbury, Director, Finance & Infrastructure

Donation, Sponsorship, and Fundraising Policy

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Purpose

Burlington Public Library (BPL) welcomes and encourages donations and sponsorships from individuals, groups, foundations, and corporations to enhance library services. The purpose of this policy is to ensure we follow BPL’s mission, values, strategic priorities, and appropriate legislation when we pursue, accept, invest, and use donations and sponsorships.

Scope

This policy applies to donors, sponsors, fund holders, staff and Board members involved in collection and use of funds contributed to BPL through donation and sponsorship.

Definitions

Cash Gifts: Cash gifts include funds received by cheque, money order, bank draft, bills, coins, debit, or credit card.

Donation: A donation is a gift, contribution of cash, or goods given voluntarily to the Library as a philanthropic act without expectation or requirement of reciprocal benefit. A designated donation is one that is to be used for a specific purpose. An undesignated donation is given without restrictions on its use.

Fundraising: The legitimate process of collecting money by requesting donations from individuals, groups, foundations, and corporations.

Gifts in kind: Also known as non-cash gifts, they are gifted property such as artwork, equipment, securities, real-estate holdings, and cultural and ecological property. A contribution of service such as time, skills, or effort, is not property and does not qualify as a gift or gift in kind for purposes of issuing official donation receipts under the CRA.

Sponsorship: A sponsorship is a mutually beneficial exchange between Burlington Public Library and an outside organization, in which an external party contributes cash or in-kind goods or services to the Library in return for recognition, acknowledgements or other considerations. Sponsors receive a benefit of reciprocal value in return for their support and contribution and therefore no charitable tax receipt is issued.

Statement of Policy

BPL is a registered charity and follows all relevant rules and regulations of the Canada Revenue Agency (CRA).

Any funds received through fundraising, sponsorships, or donations are considered supplemental to the library's core funding and will not be budgeted for or relied on to fund routine operations.

The Burlington Public Library Board (Board) will ensure decisions about the library's collections, spaces, and services are objective and not influenced by donations or sponsorships. Donations are accepted without conditions and will become the exclusive property of BPL unless otherwise agreed upon by all parties.

BPL reserves the right to accept or decline any donation or to negotiate with the donor, or representatives, concerning any aspect of the donation following CRA regulations.

Policy Details

Types of Donations

Cash Donations

BPL accepts undesignated cash donations, which will be directed to the area of greatest impact and designated cash donations which may be directed to one of BPL's funds for use in a specific area of service.

Gifts in Kind

BPL accepts different types of gifts in kind as defined by the Canada Revenue Agency and approved by the BPL Board. The Board reserves the right to decline gifts in kind that are unsuitable for use or display in a library environment.

Gifts of books, other collection materials, and equipment are accepted under the condition that BPL has complete authority over how they are used. If applicable, such gifts must adhere to BPL's Collection Development Policy and/or Local History Collection Policy. BPL does not promise to keep items permanently.

BPL may require the donor to have their property appraised by a certified appraiser before deciding whether a donation will be accepted. The cost of appraisal is shared between the donor and BPL. BPL reserves the right to secure and rely on its own appraisal.

BPL does not actively seek or accept unsolicited donations of art for decorative, artistic, or commemorative purposes. Exceptions include public art commissioned or specially selected by the BPL Board or City of Burlington.

Gifts of real estate are administered through the office of the Chief Executive Officer.

Securities, Endowments, and Deferred Gifts

Burlington Community Foundation (BCF) manages donations of securities (stocks, bonds, or mutual funds) and endowment funds for BPL. Investment income is reported to the BPL Board annually. The Board decides how these funds are spent or reinvested following any direction made at the time of donation by the donor or fund holder.

Through the office of the BPL Chief Executive Officer, donors may arrange a deferred gift or bequest. Such gifts may be made by will or beneficiary designation with a portion or all a donor's assets directed to benefit BPL at a future time, usually after the death of the donor.

Sponsorships

BPL may seek or receive sponsorship from individuals, groups, or businesses to enhance library services. Sponsors may not influence the goals and objectives of BPL. Entering into sponsorship agreements does not imply BPL's endorsement of the sponsor's products or services. BPL preserves the confidentiality of its customer records and will not sell or provide access to customer records in exchange for sponsorship or funds.

A written agreement is required for all sponsorships and must include:

- start and end date of the agreement
- what the sponsor is contributing and estimated value of that contribution
- how, when, and where BPL will recognize the sponsorship
- terms and conditions for use of each party's name and brand in connection with the sponsorship
- signatures by authorized representatives of both parties

Any naming opportunity included in a sponsorship agreement will follow BPL's Facility Naming Policy.

BPL reserves the right to terminate an existing sponsorship if the sponsor uses BPL's name and brand outside the terms of the agreement, or if the sponsor develops a public image that undermines BPL's mission, values, and strategic priorities. If a sponsor changes its name, ownership, or both during the term of the agreement, and the new organization fails to meet any of the conditions in this policy or in the contractual agreement, BPL reserves the right to immediately cancel the agreement.

Development and Approval of Fundraising Plans

BPL will develop and implement an annual fundraising plan and campaigns for key priorities or major projects like building new facilities. These annual plans and major campaigns require Board approval. The library's fund development supports BPL's mission, vision, and strategic priorities. The scale and timing of BPL's fundraising campaigns will consider the efforts of other local charitable organizations.

Official Donation Receipts

Charitable receipts are issued in accordance with CRA regulations for any cash donations and gifts in kind (e.g. appraised donations of art and valuable papers) with a value exceeding twenty Canadian dollars (\$20). Charitable receipts cannot be issued for more than the independently appraised fair market value of an in-kind donation.

Donor Records and Recognition

BPL will maintain confidential donor records. Donors may choose to remain anonymous or consent to personal or public acknowledgement of their donation. BPL will recognize gifts and donations in accordance with the significance of each gift.

- Effective Date: December 1, 2023
- Motion #/Date: #20-87 Nov. 19, 2020; #23-68, Nov. 23, 2023
- Projected Review Date: 2026
- Amended Dates: November 23, 2023
- Associated Documents:
 - [Canada Revenue Agency Charities and Giving glossary](#)
 - [BPL Facility Naming Policy](#)

Donations, Sponsorships and Fundraising Policy

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Purpose

Burlington Public Library (BPL) welcomes and encourages donations and sponsorships from individuals, groups, foundations, and corporations for the purpose of enhancing library services and resources. The purpose of this policy is to ensure that all such donations and sponsorships are pursued, accepted, invested, and used in alignment with BPL's mission, values, strategic goals, and appropriate legislation.

Statement of Policy

BPL is a registered charity and follows all relevant rules and regulations of the Canada Revenue Agency (CRA).

Any funds received through fundraising, sponsorships, or donations are considered supplemental to the library's core funding and will not be budgeted for or relied upon to fund day to day operations.

The Burlington Public Library Board (Board) will ensure that the nature of the library's decisions, collections and services will not be influenced by the existence of donations, sponsorships, or fundraising receipts.

All donations must be free and clear from encumbrances and will become the exclusive property of BPL unless otherwise agreed upon by all parties.

The Library reserves the right, at its absolute discretion, to accept or decline any donation or to negotiate with the donor, or representatives, concerning any aspect of the donation.

Definitions

Cash Gifts: Cash gifts include funds received by cheque, money order, bank draft, money (bills & coin), debit or credit card.

Donation: A donation is a gift, contribution of cash, or goods given voluntarily to the Library as a philanthropic act without expectation or requirement of reciprocal benefit. A designated donation is one that is to be used for a specific purpose. An undesignated donation is one that has no stipulations on use.

Fundraising: The legitimate process of collecting money by requesting donations from individuals, groups, foundations, and corporations.

Gifts in Kind: Gifts in kind, also known as non-cash gifts, are gifts of property. They cover items such as artwork, equipment, securities, and cultural and ecological property. A contribution of service, that is, of time, skills, or effort, is not property and, therefore, does not qualify as a gift or gift in kind for purposes of issuing official donation receipts. Review the Canada Revenue Agency Charities and Giving glossary for details.

Sponsorship: A sponsorship is a mutually beneficial exchange between Burlington Public Library and an outside organization, in which an external party makes a contribution of cash or in-kind goods or services to the Library in return for recognition, acknowledgements or other considerations. Sponsors receive a benefit of reciprocal value in return for their support and contribution and therefore no charitable tax receipt is issued.

Types of Donations

Cash Donations

Both designated and undesignated cash donations are welcomed. For designated donations, BPL will direct the funds to the specific purpose as outlined by the donor. Where no designation is made by the donor, cash donations will be directed towards the purchase of library collections unless otherwise decided by the Board.

CanadaHelps.org is a non-profit organization that facilitates online donations and charitable tax receipts for not-for-profits, including libraries. A small percentage of the donation is retained to support this organization.

The Board is committed to working with the Burlington Foundation (BF). BPL has a long-standing partnership with BF in managing its endowment funds. Endowments are gratefully accepted and directed to the BF on behalf of the Library. This foundation manages BPL's endowments and provides the Library Board with the investment income annually. The Board approves the expenditures of these funds consistent with the specifications of the funds.

Gifts in Kind

BPL welcomes and accepts different types of donations as defined by the Canada Revenue Agency. Where applicable, the Library may require the donor to have his/her property appraised by a certified appraiser at a shared expense with the Library before a decision is made as to whether a donation will be accepted.

Gifts of books, other collection materials and equipment are accepted under the condition that the Library has complete jurisdiction over their allocation and that the gifts adhere to the BPL's Collection Development policy.

The Board does not guarantee that collections of items will be kept intact except in special circumstances of historical importance; BPL does not guarantee items will be kept permanently.

Art & Valuable Papers/Collections:

- BPL accepts artwork, papers and collections of historic/documentary value related to the history of the City of Burlington as appropriate and as described in its Collection Development and the Local History Collection Policy.

- BPL does not act as a repository of the works of local artists or of portraits of local persons.
- BPL does not actively collect, seek, or accept unsolicited donations or purchase art for decorative, artistic, or commemorative purposes unless it is a Commission of Art for a new building specifically commissioned by the Board.
- The Board reserves the right to refuse to accept any artwork considered by it to be inappropriate and/or unsuitable for a library environment.

Non-cash Gifts:

- Gifts of securities are welcomed and are directed to BPL's endowment funds managed by the Burlington Foundation.

Property:

- Gifts of property, real estate and tangible property are administered through the office of the Chief Executive Officer.

Deferred Gifts including Bequests/Life Insurance:

- A deferred gift is arranged now but is not available for use by BPL until some future time, usually after the death of the donor. With a deferred gift, a portion or all a donor's assets may be designated by bequest to benefit the Library. Such gifts may be made by will or beneficiary designation. Persons interested in making deferred gifts are directed to the office of the Chief Executive Officer.

Sponsorships

Sponsors are required to enter into a written sponsorship agreement, signed by authorized representatives of both parties. All sponsorship agreements must include the dates of the agreement, must clearly indicate what the sponsor is contributing and the value of that contribution (best market value estimate) as well as the forms of recognition BPL will provide to the sponsor in return.

Sponsors may not influence the goals and objectives of BPL. Entering into sponsorship agreements does not suggest endorsement of products or services by BPL.

The Library reserves the right to terminate an existing sponsorship if the sponsor uses BPL's name outside the parameters of the agreement, without prior consent, or if the sponsor develops a public image inappropriate to BPL's mission, values and strategic

goals. In case of a change in ownership or name or both of a sponsor during the term of the agreement, BPL reserves the right to immediately cancel the agreement if the new organization fails to meet any of the principles or conditions outlined in this policy or in the contractual agreement.

BPL will ensure that the confidentiality of its records is maintained and will not sell or provide access to customer records in accordance with applicable Library policies and legislation.

Any naming opportunity included in a Sponsorship Agreement will conform to the Naming of Burlington Public Library Rooms and Spaces Policy and will be assessed in accordance with that policy.

Development and Approval of Fundraising Plans

BPL will develop and implement fundraising strategies such as the establishment of endowment funds or capital campaigns for major initiatives such as large-scale renovations or the building of new facilities.

All proposed fundraising activities must be approved by the Board. Awareness and respect for fundraising endeavours of other charitable organizations in the City of Burlington will help to inform timing and scale of fundraising strategies to be undertaken. All fundraising initiatives will be tracked and coordinated to avoid duplication of funding requests and solicitations.

The Board reserves the right to reject any fundraising initiative deemed inappropriate or not in keeping with BPL's mission, values, strategic goals, and policies.

Official Donation Receipts

Charitable receipts are issued in accordance with CRA regulations for any cash donations, appraised donations of art and valuable papers, and in-kind donations with a value exceeding twenty dollars (\$20). Charitable receipts cannot be issued for more than the fair market value as determined by an independent appraiser. BPL reserves the right to secure and rely on its own appraisal in determining the acceptability of a gift and the fair market value of an item.

Donor Recognition Policies

BPL will acknowledge all gifts and donations to the Library in a manner commensurate with the value of the gift.

Donor Records

BPL shall maintain donor records, the contents of which shall remain confidential unless the donor agrees otherwise.

Appendices

· Appendix 1: References

Appendix 1: References

- Canada Revenue Agency Charities and Giving glossary:
<https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/charities-giving-glossary.html>
- Waterloo Public Library Fundraising, Gifts and Sponsorships Policy:
<https://www.wpl.ca/wp-content/uploads/2024/02/Policy-3-4-Finance-Fundraising-Gifts-and-Sponsorships.pdf>
- Oakville Public Library Donations, Sponsorships and Fundraising Policy:
<https://opl.ca/About-OPL/Policies/Fundraising-and-Development-Policies>
- Hamilton Public Library Donations, Sponsorship and Fundraising Policy
<https://www.hpl.ca/articles/donations-sponsorship-and-fundraising-policy#:~:text=The%20Library%20gratefully%20accepts%20donations,aside%20in%20a%20Donations%20Reserve.>
- Effective Date: December 1, 2023
- Motion #/Date: #20-87 Nov. 19, 2020; #23-68, Nov. 23, 2023
- Projected Review Date: 2026
- Amended Dates: November 23, 2023

Facility Naming Policy

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Purpose

This policy outlines the naming protocol for Burlington Public Library's (BPL or the Library) facilities, rooms, spaces, and features.

Scope

This policy applies to the naming of all BPL branches, rooms, spaces, and features within those facilities. It includes naming that results from a sponsorship agreement or is in recognition of a donation.

Definitions

Consent: written agreement for one's name to be used in association with a Library facility or feature.

Naming agreement: a formal, written agreement outlining how, where, under what terms, and for how long a name (person, group, organization, or business) will be assigned to a facility, room, space, or feature.

Renaming: The bestowal of a new name upon a previously named library facility, room, space, or feature.

Statement of Policy

The Burlington Public Library Board (the Board) has the authority to assign names to all facilities under its control including owned or leased buildings and the associated rooms, spaces, and features within those facilities. This includes naming newly constructed facilities and renovated or repurposed spaces.

Policy Details

When deciding on naming for a facility, space, or feature, the Board will consider:

- how long the name will be used for.
- whether the name is descriptive, clear, and appropriate for the purpose of the space or feature.
- costs associated with naming or re-naming such as signage, printing of promotional material, updating records, and building community recognition.

BPL branches are named based on geographic location to provide an easy reference point for the neighbouring community.

Commemorative Naming

Names may be assigned to recognize or commemorate a person, group, family, organization, corporation, or foundation that has made a significant contribution to the City, the Library, or society by:

- improving the community's quality of life and well-being through philanthropy, public service, or distinguished achievements.
- supporting the historical or cultural preservation of the City or Library.
- assisting with the purchase, improvement, or transfer of land or buildings for the Library.

The Board will consider the distinction, reputation, and integrity of the individual or group whose name may be used and their relationship to the Library. Naming in recognition and appreciation of a donation or sponsorship should suitably reflect the impact of the donation or sponsorship.

Library staff will obtain consent from an individual, family, organization, or business to use their name before the Board may consider the name. In the case of a deceased individual, staff will obtain consent from their closest living relative (next of kin).

Duration of Naming

The Board has the authority to repurpose all facilities and spaces to address strategic and service priorities. When an area previously named for recognition has been repurposed or renovated its name may be changed. Reasonable effort will be made to notify the donor or family when a new name is being assigned.

The Library will review the names of facilities, rooms, spaces, and features that fall under the direction of this policy every five years. The Board reserves the right to revoke a name or rename at any time, including within the duration of a naming agreement if the circumstances surrounding the agreement change significantly.

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- Motion #/Date: #20-87 Nov. 19, 2020; #23-68, Nov. 23, 2023
- Projected Review Date: 2026
- Amended Dates: November 23, 2023
- Associated Documents
 - [BPL Donation, Sponsorship, and Fundraising Policy](#)

Purpose and Scope

To establish the protocol and preferred names for Burlington Public Library branches, rooms, and spaces and to outline the naming rights opportunity for public recognition of individuals or organizations that have made a lasting contribution to the development of library services in the City of Burlington or significant financial donors.

Definitions

Naming rights refers to the bestowal of a name upon a new, existing, or renewed library facility, room or space. A naming right may also be applied to an event.

Recognition refers to the acknowledgement and expression of appreciation issued for a donation or a sponsorship that suitably reflects the impact of the donation or sponsorship.

Renaming refers to the bestowal of a new name upon a previously named library room or space.

Statement of Policy

The Burlington Public Library Board has authority for naming rights on all public library facilities within its jurisdiction including buildings, leased locations, rooms, walkways, courtyards and spaces and in some cases, events. Naming rights consideration is given to:

- The geographic location is given priority to a new facility;
- Honouring individuals or groups;
- Providing recognition of donations, sponsorships, and joint ventures;
- Renaming of an existing Library room or space when circumstances dictate;
- Recognizing significant contributions made by individuals to the City of Burlington, to the Library or to society as a whole

Historically, naming rights of Burlington Public Library facilities/branches is based on geographic location to provide an easy reference point for the community in which the library facility resides.

Consideration for naming rights for a person or group may include those of a person, persons, or families, organizations, corporations, and foundations who have made a significant contribution to the City or the Library by:

- Enhancing the quality of life and well-being of the City or Library
- Contributing to the historical or cultural preservation of the City or Library
- Contributing toward the acquisition, development or conveyance of land or building to the Library

- Recognizing significant donors, individuals designated by donors, or individuals who have made exemplary or meritorious contributions to the City or Library

Where the name of an individual is proposed, consent shall be obtained from the individual or their next of kin prior to Library Board consideration.

Consideration for a naming right may be given to both the long-term and short-term appropriateness. The Board may evaluate each name proposal as to appropriateness and acceptability. In reviewing a proposal, consideration may be given to the distinction, reputation, and integrity of the individual whose name may be used and their relationship to the Library.

In reviewing a proposal, consideration may be given to any cost to the Library associated with the naming or renaming including signage, printing of promotional material, updating records and building community recognition.

The Library Board has the authority to repurpose all facilities and spaces to address strategic and service priorities. When a previously named area has been repurposed or renovated, reasonable effort will be made to notify the donor or family.

The Library will review the names of its rooms and spaces that fall under the purview of this policy every five years. If, at any time following the approval of a naming agreement circumstances change significantly, the Board has the authority to withdraw the naming rights opportunity. The Library Board reserves the right to revoke a name or rename at any time.

Related policies:

- [Donations, Sponsorship and Fundraising Policy](#)

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Projected Review Date: May 2025

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Amended Dates:

Associated Procedures: Donations, Sponsorship and Fundraising Policy