

**Toronto Public Library  
Capital Project – Business Case  
Library Processing Centre Relocation to 1076 Ellesmere**

- |                                     |   |
|-------------------------------------|---|
| 1. <b>Division:</b>                 | <b>Facilities</b>   |
| 2. <b>Ward:</b>                     | <b>37</b>   |
| 3. <b>Councilor:</b>                | Michael Thompson  |
| 4. <b>Project Name:</b>             | 1076 Ellesmere Reconstruction   |
| 5. <b>Project Lead:</b>             | Director, IT & Facilities, Ron Dyck<br>Facilities Senior Manager, Gail Rankin   |
| 6. <b>Expected Start Date:</b>      | 2012  |
| 7. <b>Expected Completion Date:</b> | 2014  |
| 8. <b>Project Cost Gross:</b>       | <b>\$9.330 million</b>  |
| 9. <b>Category Designation:</b>     | <input type="checkbox"/> State of Good Repair<br><input checked="" type="checkbox"/> Growth Related<br><input type="checkbox"/> Service Enhancement |
| 10. <b>Category Type:</b>           | Status 2 - Prior Year   |

**11. Project Description:**

**Size:** Expansion of the existing 20,400 sq. ft. facility at 1076 Ellesmere to approximately 57,000 sq. ft. to accommodate the relocation of the Library Processing Centre.

With the relocation of the Library Processing Centre currently located at 281 Front St and occupying 54,643 sq. ft, the current facilities at 1076 Ellesmere will expand by 36,600 sq. ft. to approximately 57,000 sq. ft. resulting in a net reduction of 18,043 sq. ft.

**Nature of Project:** The Bibliographic Services department and the Facilities Maintenance Operations located at 281 Front Street need to be relocated to allow for the City Council approved land swap in order for the City to acquire 271 Front Street. Expansion of the 1076 Ellesmere location would provide a new location for these operations. The co-location would facilitate high volume materials handling and distribution service.

The existing building was constructed in 1968 to service the administrative needs of the Scarborough Public Library System. The building currently provides operational space for Facilities Management, Facilities Maintenance Operations and Distribution Services.

**Scope:** First year (2012) funding will provide for project development and architectural design. Subsequent cash flows will allow for construction of the expanded facility. Operationally the existing building will be the centralized hub for Distribution Services, which supports the sorting and distribution of branch collections and materials, which includes the use of automated materials handling systems. The expanded facility will accommodate the Bibliographic Services department from 281 Front Street, which will free up that site for the City Council approved land swap for the First Parliament site.

# Toronto Public Library

## Capital Project – Business Case

### Library Processing Centre Relocation to 1076 Ellesmere

#### 12. Project Justification:

**Facility Needs:** Construction of an expanded facility that will accommodate the relocation of Bibliographic Services with the existing Facilities Management and Distribution Services operations at 1076 Ellesmere.

**Service & Program Needs:**

The Bibliographic Services department processes (ordering, receiving, cataloguing, labeling of library materials) approximately 85,000 new items annually. The volume of activity drives the space requirements for staff, automated materials handling, and library materials inventory.

#### 13. Supplementary Information

A Feasibility Study was completed in 2011, which explored the development potential of the 281 Front Street location and estimated space requirements for a combined operation at 1076 Ellesmere.

#### 14. Financial Summary

Financial Summary

Current Sq.Ft        20,400 s.q. ft.

Proposed Sq.Ft.    57,000 s.q. ft.

Cash Flow (\$000s)	Life To Date 2012	2013 - 2022 Capital Plan		Project Total	%
		2013	2014		
Gross Cash Flow	250	6,000	3,080	9,330	
Funding Sources					
Land Acquisition Fund	250	6,000	3,080	9,330	100%
City Debt	-	-	-	-	0%
	250	6,000	3,080	9,330	100%
Operating Impact (\$000s)	Life To Date 2012	2013 - 2022 Capital Plan		Project Total	
		2013	2014		
Salaries & Benefits	-	-	-	-	
Collections	-	-	-	-	
Equipment, Materials and Services	-	-	62	62	
Revenue	-	-	-	-	
Operating Impact	-	-	62	62	
FTE's	-	-	-	-	

# Toronto Public Library

## Business Case - Capital Project 2013-2022 Plan

### Brookbanks Branch Renovation

- |     |                           |  |
|-----|---------------------------|--|
| 1.  | Division:                 | Don Mills/Pape Danforth/S. Walter Stewart Area   |
| 2.  | Ward:                     | 34   |
| 3.  | Councillor:               | Denzil Minnan-Wong   |
| 4.  | Project Name:             | Brookbanks Reconstruction  |
| 5.  | Project Lead(s):          | Director Branch Libraries Anne Bailey<br>Facilities Mgr: Gail Rankin   |
| 6.  | Expected Start Date:      | 2020   |
| 7.  | Expected Completion Date: | 2021   |
| 8.  | Project Cost Gross:       | \$6.254 Million  |
| 9.  | Category Designation:     | <input checked="" type="checkbox"/> State of Good Repair<br><input checked="" type="checkbox"/> Growth Related<br><input type="checkbox"/> Service Enhancement |
| 10. | Category Type:            | Status 6 New - Future Year   |

#### 11. **Project Description:**

**Size:** 7,933 square foot neighbourhood branch (1968) expansion to a 10,000 square foot neighbourhood branch.

**Nature of Project:** Renovation and expansion of a three level neighbourhood library to address significant building deficiencies, bring the facility up to standard and to meet the needs of an expanding community. Building deficiencies were identified most recently in a consultant's study (S2S 2009). The redevelopment may become part of a two phase project with the renovation of the library proceeding in Phase 1 and the addition of recreation facilities in Phase 2 to create a joint use facility.

The timing of the project will be dependent on actual receipt of Section 37 funding and may be adjusted in future years.

**Scope:** In order to renovate and expand the existing library, a complete retrofit or reconstruction will be required including structural work to bring all service areas onto one level. The proposed project would result in a one floor barrier free neighbourhood library of approximately 10,000 square feet at grade with separate public entrance, accessible washrooms, and programming space.

12. **Project Justification:** The Branch is a 7,933 square foot facility constructed in 1968. The building was retrofitted in 1995. Building deficiencies were identified most recently in a consultant's study (S2S 2009). It is undersized in comparison to the 10,000 to 15,000 square foot range stipulated in the Library's Service Delivery Model for neighbourhood branches. The proposed project provides an opportunity to address accessibility and state of good repair issues and to bring it up to current building and service standards. A feasibility study was completed in 2008 and meetings with City staff were held in 2010 about a potential Section 37 project for the redevelopment of the Brookbanks Branch library site.

**Facility Needs:** The building is not accessible and service is provided on three levels. The public washroom and meeting facilities are located on the lower level are accessible by stairs or an outdated and difficult to use electronic stair lift. The space is not well laid out or configured to maximize service opportunities and efficient operations. There is inadequate study space, computer space, a lack of suitable, accessible multifunctional space for programs, partnerships, art exhibits and meetings.

# **Toronto Public Library**

## **Business Case - Capital Project 2013-2022 Plan**

### **Brookbanks Branch Renovation**

**Service & Program Needs:** The catchment population is 34,617, well over the minimum of 25,000 for neighbourhood branches. The current facility will be challenged to provide service to additional residents from two new developments in the immediate vicinity of the library Parkwoods Plaza at 1965-1977 York Mills Road and Valley Woods located at 35-53 and 101-113 Valley Woods Road and 1213-1229 York Mills Road.

The project would include outdoor space for reading and library programs, community meeting space with after hours access, space for library programs and partnerships, group and quiet study space, lounge space and zoned areas for library customers and services including areas children, teens, and adults. The children's area will include a KidsStop. The size of the collection will be increased, more public access computers will be added.

#### 13. Supplementary Information

##### **Delay of Project:**

Building deficiencies not addressed will result in further deterioration, risk of unexpected breakdown, higher costs and health and safety issues. Delay in updating building infrastructure could lead to damaged equipment and cabling resulting in below standard performance and downtime. Further delay will result in continued service limitations due to inadequate barrier free access and demand exceeding capacity of branch to accommodate user needs, in particular programming space, study space, adequate children's area, computer workstations and electronic resources and no accessible washrooms.

# Toronto Public Library

## Business Case - Capital Project 2013-2022 Plan

### Brookbanks Branch Renovation

#### 14. Financial Summary

##### Financial Summary

Current Sq.Ft      7,933 s.q.ft.

Proposed Sq.Ft.    10,000 s.q.ft.

Cash Flow (\$000s)	Life To Date 2012	2013 - 2022 Capital Plan		Project Total	%
		2020	2021		
Gross Cash Flow	-	924	5,330	6,254	
Funding Sources					
Development Charges	-	415	558	973	16%
S. 37 Funding	-	509	991	1,500	24%
Other Sources of Funding	-		3,781	3,781	60%
City Debt	-	-	-	-	0%
	-	924	5,330	6,254	100%
Operating Impact (\$000s)	Life To Date 2012	2013 - 2022 Capital Plan		Project Total	
		2020	2021		
Salaries & Benefits	-	-	-	-	
Collections	-	15	15	30	
Equipment, Materials and Services	-	11	11	22	
Revenue	-	-	-	-	
Operating Impact	-	26	26	52	
FTE's	-	-	-	-	

# Toronto Public Library

## Business Case - Capital Project 2013-2022 Plan

### Centennial Renovation

1. Division: Agincourt/Barbara Frum/Fairview Area
2. Ward: 10
3. Councillor: James Pasternak
4. Project Name: Centennial Renovation
5. Project Lead(s): Director Branch Libraries Anne Bailey  
Facilities Mgr: Gail Rankin
6. Expected Start Date: 2020
7. Expected Completion Date: 2021
8. Project Cost Gross: \$2.951 Million
9. Category Designation: ☒ State of Good Repair  
☒ Growth Related  
☐ Service Enhancement
10. Category Type: Status 6 New - Future Year

11. Project Description:

**Size:** Approximately 6,986 square feet excluding basement (1966) and 3,000 square feet addition to main floor.

**Nature of Project:** Renovate the library and expand to 10,000 square feet on the main floor as part of a joint use facility with an arts centre, business incubator and connection to the neighbouring arena and park. Building deficiencies were most recently identified in a consultant's report (S2S 2009). Lower level to be used for program and meeting space.

The timing of the project will be dependent on the actual receipt of Section 37 funding and any additional funding and may be adjusted in future years.

**Scope:** The project will address deficiencies of the building envelope including foundations, roofing and other structural deficiencies and will also address electrical components and lighting, plumbing, exterior surfaces, energy efficiency of the heating, ventilating and air conditioning system and replacement of the elevator. Improvements to security and IT infrastructure including branch cabling and power management are necessary. A feasibility study indicates the potential of a joint project with increased size and with new common areas. Modifications to floor plan layouts and move of the program room and washrooms to the main floor will enhance barrier free access to services. The revitalization of all public service areas and meeting spaces is also planned, along with materials handling and customer service improvements.

12. Project Justification:

**Facility Needs:** No renovation has taken place since 1997. Building deficiencies were most recently identified in a consultants study (S2S 2009). The project is considered necessary as a means to upgrade branch mechanicals and cabling capacity so that the neighbourhood branch can continue achieving its services objectives. Renovation will advance achieving the City's goal to address the City's building infrastructure state of good repair backlog, and to respond to contemporary public library requirements including but not limited to improved display of library materials, improved computer access, wireless internet access, and program, reading and study space for all age groups. The joint use project will bring a 46 year old neighbourhood branch to a state of good repair.

# **Toronto Public Library**

## **Business Case - Capital Project 2013-2022 Plan**

### **Centennial Renovation**

**Service & Program Needs:** As a neighbourhood branch in former North York, Centennial serves a catchment population of 45,793 including the Bathurst Finch priority community. A growing community of newcomers to the area is served by branch multilingual collections and programs. Outreach and programming activities are well established however demand for program space and partnerships outstrips supply. The potential of a joint use facility with an enhanced range of program partnerships will support community development in this underserved area.

13. **Supplementary Information**

**Delay of Project:** Building deficiencies not addressed will result in further deterioration, risk of unexpected breakdown, higher costs and health and safety issues. Delay in updating building infrastructure could lead to damaged equipment and cables resulting in below standard performance and downtime. Further delay to the initiation of this project will result in service limitations due to the inadequate barrier free access and demand exceeding capacity of the branch to accommodate current user needs, in particular related to programming, study space and electronic resources.

# Toronto Public Library

## Business Case - Capital Project 2013-2022 Plan

### Centennial Renovation

#### 14. Financial Summary

##### Financial Summary

Current Sq.Ft      6,986 s.q.ft.

Proposed Sq.Ft.    10,000 s.q.ft.

Cash Flow (\$000s)	Life To Date 2012	2013 - 2022 Capital Plan		Project Total	%
		2020	2021		
Gross Cash Flow	-	223	2,728	2,951	
Funding Sources					
Development Charges	-	192	491	683	23%
Other Sources of Funding	-	31	2,237	2,268	77%
City Debt	-	-	-	-	0%
	-	223	2,728	2,951	100%
Operating Impact (\$000s)	Life To Date 2012	2013 - 2022 Capital Plan		Project Total	
		2020	2021		
Salaries & Benefits	-	-	-	-	
Collections	-	-	-	-	
Equipment, Materials and Services	-	9	9	18	
Revenue	-	-	-	-	
Operating Impact	-	9	9	18	
FTE's	-	-	-	-	



# Toronto Public Library

## Business Case - Capital Project 2013-2022 Plan

### Perth/Dupont Renovation

10. Division: Bloor/Brentwood/Richview Area  
11. Ward: 18  
12. Councillor: Ana Bailao  
13. Project Name: Perth/Dupont Reconstruction  
14. Project Lead(s): Director Branch Libraries Anne Bailey  
Facilities Mgr: Gail Rankin  
15. Expected Start Date: 2020  
16. Expected Completion Date: 2021  
17. Project Cost Gross: \$3.904 Million  
18. Category Designation: ☒ State of Good Repair  
☒ Growth Related  
☐ Service Enhancement  
10. Category Type: Status 6 New - Future Year

12. Project Description:

**Size:** 3,627 sq. ft. neighbourhood branch (located in this storefront since 1983)

Nature of Project:

**Scope:** Redevelop the current facility to create a two storey accessible branch of approximately 6,500 square feet. The new branch will include a program room, increased seating and computer workstations, increased individual and new group study space, increased collections, a large children's area with interactives and a reading garden plus self-service circulation to support efficient operations.

The timing of the project will be dependent on the actual receipt of Section 37 funding and any additional sources of funding and may be adjusted in future years

12. Project Justification:

#### Facility Needs:

Refurbished in 2002 this branch is undersized for a neighbourhood branch. Rebuilding on the current site will enlarge the branch to 6,500 sq. ft, bringing the branch closer to the TPL standard for a neighbourhood branch of 10,000 to 15,000 sq. ft. Building deficiencies were most recently identified in a consultant's study (S2S 2009).

The branch lacks accessible washrooms and an accessible program room. The project is necessary to provide efficient library service and barrier free access and will replace an aging double store front not equipped or designed to be a contemporary library. Shelving, doors, windows, are at the end of their life; the building envelope including the foundations, exterior walls and roof are in need of replacement; the HVAC system needs upgrades, plumbing needs replacing, electrical systems need replacing including lighting and alarms. All interior finishes, flooring, furnishing and millwork need replacing.

The new building will meet contemporary public library requirements with improved display of library materials, improved computer access, reading and study space, larger children's area, and be accessible to all. Eight computers will be added and the collection size will increase by 3,800. As well the program room will be equipped with modern projection technology.

# **Toronto Public Library**

## **Business Case - Capital Project 2013-2022 Plan**

### **Perth/Dupont Renovation**

#### **Service & Program Needs:**

Perth Dupont is a neighbourhood branch in the south-west sector of Toronto (before amalgamation) and serves an immediate community of over 22,092 residents. The area is undergoing revitalization with a number of residential building projects now underway which will increase the population and library use. The branch is aging and is very undersized to meet the requirements of a modern library. The current levels of usage are low in comparison to other branches and the branch requires investment to keep it open and bring it up to standard. Outreach and programming activities are well established and target the elementary schools in the neighbourhood and the library serves as a hub for the growing local community. Adding an elevator will enable the branch to have accessible washrooms and programming space.

#### 14. Supplementary Information

##### **Delay of Project:**

Building deficiencies not addressed will result in further deterioration, risk of unexpected breakdown, higher costs and health and safety issues. Delay in updating building infrastructure could lead to damaged equipment and cabling resulting in below standard performance and downtime. Further delay will result in continued service limitations due to inadequate barrier free access and demand exceeding capacity of branch to accommodate user needs, in particular programming space, study space, adequate children's area, computer workstations and electronic resources and no accessible washrooms.

# Toronto Public Library

## Business Case - Capital Project 2013-2022 Plan

### Perth/Dupont Reconstruction

#### 14. Financial Summary

##### Financial Summary

Current Sq.Ft      3,627 s.q.ft.

Proposed Sq.Ft.    6,500 s.q.ft.

Cash Flow (\$000s)	Life To Date 2012	2013 - 2022 Capital Plan		Project Total	%
		2020	2021		
Gross Cash Flow	-	288	3,616	3,904	
Funding Sources					
Development Charges	-	221	671	892	23%
S. 37 Funding	-	-	1,100	1,100	28%
Other Sources of Funding	-	67	1,845	1,912	49%
City Debt	-	-	-	-	0%
	-	288	3,616	3,904	100%
Operating Impact (\$000s)	Life To Date 2012	2013 - 2022 Capital Plan		Project Total	
		2020	2021		
Salaries & Benefits	-	-	-	-	
Collections	-	7	7	14	
Equipment, Materials and Services	-	8	8	16	
Revenue	-	-	-	-	
Operating Impact	-	15	15	30	
FTE's	-	-	-	-	