



## STAFF REPORT ACTION REQUIRED

### Library Furniture – Commitment of Funds

**Date:** September 18, 2023

**To:** Toronto Public Library Board

**From:** City Librarian

#### **SUMMARY**

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The purpose of this report is to seek Toronto Public Library Board approval for a commitment to spend up to \$1,500,000 with Patrick Cassidy and Contemporary Office Interiors for the supply and installation of library furniture.

Toronto Public Library (TPL) is able to leverage the Ontario Education Collaborative Marketplace (OECM) contracts for advantageous terms and pricing with these two firms to source furniture for branch renovations, expansions and required replacements.

The total value of the anticipated spend under the OECM contract is \$1,500,000, excluding Harmonized Sales Tax (HST), over three years, October 2023 – September 2026, to be funded by the capital budget.

## **RECOMMENDATIONS**

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**The City Librarian recommends that the Toronto Public Library Board:**

1. approve a commitment to spend up to \$1,500,000, excluding Harmonized Sales Tax (HST) with Patrick Cassidy and Contemporary Office Interiors for the supply and installation of furniture over three years, October 2023 to September 2026.

## **FINANCIAL IMPACT**

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The budget to purchase library furniture is included in branch renovation and expansion projects, which are included in the approved 2023 – 2032 capital budget and plan.

The total commitment with Patrick Cassidy and Contemporary Office Interiors during the three-year period, from October 2023 to September 2026, is up to \$1,500,000, excluding HST, for eight capital projects and a number of furniture replacement projects.

The Director, Finance & Treasurer has reviewed this financial impact statement and agrees with it.

## **ALIGNMENT WITH STRATEGIC PLAN**

The supply and installation of furniture in the branches creates in-branch environments that connect neighbourhoods and communities, offering opportunities for partnerships and civic engagement and advances State of Good Repair projects to provide welcoming, well-maintained and efficient public spaces.

## **EQUITY IMPACT STATEMENT**

The supply and installation of public area furniture as part of capital projects will improve the ability of the Library to provide existing and new services to all customers.

## COMMENTS

Furniture used in the public areas of TPL branches must be functional and durable. TPL sources study tables and chairs, urban living room furniture, meeting room tables and chairs, and laptop bar seating made by Keilhauer, Spec, Haworth, Arconas, Humanscale, and Palmieri. In the Toronto area, these manufacturers are represented by Patrick Cassidy and Contemporary Office Interiors.

System furniture (in staff workrooms and for public computing), and library shelving are purchased under different contracts and not included in the proposed commitment of funds.

The approved 2023 – 2032 capital budget and plan includes cost for additional furniture as required as part of major capital projects and state of good repair projects. Branch capital projects which include furniture refurbishment and replacement over the next three years are:

- Bridlewood (2024)
- Fairview – 3<sup>rd</sup> Floor (2023)
- Toronto Reference Library (2024 and 2025)
- Locke (2024)
- Pleasant View (2025)
- Centennial (2026)
- Dawes Road (2026)
- 299 Campbell – Perth/Dupont (2025)

For all capital projects, existing furniture is evaluated for reuse through refinishing and/or upholstery prior to the selection of new furniture. Renovations typically increase branch square footage for public use and introduce new services, such as Digital Innovation Hubs, teen areas, and new program rooms, which require additional new furniture.

OECM is a not-for-profit collaborative sourcing partner for Ontario's education section, broader public sector and other not-for-profit organizations. OECM contracts with reputable suppliers to offer a wide range of products and services and generate savings for organizations through collaborative sourcing. TPL is eligible to take advantage of pricing under OECM contracts.

TPL also looks for cost and operational saving opportunities through joint procurements with the City and other Agencies, including joint calls or opting into existing contracts.

TPL has implemented additional planning processes around the capital building projects, including taking a longer-term view and consolidating procurement opportunities, with the objective of improving project delivery and achieving financial efficiencies.

## **CONTACT**

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## **SIGNATURE**

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Vickery Bowles  
City Librarian