



STAFF REPORT ACTION REQUIRED

Albert Campbell District Branch and York Woods Branch – Closures for Major Renovation

Date:	June 17, 2019
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to obtain Toronto Public Library (TPL) Board endorsement for the temporary closures of Albert Campbell District branch and York Woods branch, which will be closing for major capital renovations starting in the summer of 2019. This report requests the approval for the closures of approximately 24 months for each of these library branches. Alternate service plans that include pop-up locations will be implemented for both branches during the closure.

Due to the timing of the procurement process for both of these projects, it is anticipated that the award of construction tenders will take place over the summer months under the City Librarian's delegated authority to make awards when there is no scheduled board meeting. An information report will be presented to the Board at the September meeting providing details for both awards.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. approves the closure of the Albert Campbell District branch for approximately 24 months for renovation; and
2. approves the closure of the York Woods branch for approximately 24 months for renovation.

FINANCIAL IMPACT

The savings from the branch closures will be used to fund the lease and construction costs of the alternate service plans and to meet annual gapping targets.

The Director of Finance has reviewed this financial impact statement and agrees with it.

DECISION HISTORY

Albert Campbell District branch and York Woods branch are part of the Library's approved capital budget.

COMMENTS

Albert Campbell District branch

The Albert Campbell District (ACD) branch will be closed for approximately 24 months with the closure expected to begin in the summer of 2019.

ACD is a busy district branch, serving a current population of approximately 50,849 (2016 census data) in southwest Scarborough near the corner of Birchmount and Danforth Road. The library's catchment area is immediately adjacent to the Oakridge and Kennedy Park Neighbourhood Improvement Areas. Provision of alternate service is important to the community, and was a topic of interest brought up throughout community consultation conducted in 2017 and 2018.

The branch is part of the 2019–2028 capital budget, with an approved budget of \$15.539 million, the majority of which is construction costs. The project kicked off in the summer of 2017; design was completed in the fall of 2018 and construction documents prepared. The Library has issued a Request for Prequalification of general contractors for this project. Once this process is finished, the Library will issue a Request for Quotation for the construction tender to the prequalified general contractors. It is expected that the Library will award the tender to the proponent with the lowest qualified bid in August 2019, under the Purchasing Policy using the City Librarian's delegated authority to make an award when there is no scheduled board meeting (Purchasing Policy – Section 7.2). It is preferable that the award be made in August in order for construction to start while the weather is warm enough to complete excavations and site work to relocate the entrance.

York Woods branch

The York Woods (YW) district branch will be closed for approximately 24 months and the closure is expected to begin in the summer of 2019.

YW is a busy district branch, serving a current population of approximately 55,825 (2016 census data) near the Jane / Finch area. The library's catchment area includes two Neighbourhood Improvement Areas; Black Creek and Glenfield-Jane Heights. Alternate service will be established to continue to provide vital library services, including continuation of the youth hub during the closure.

The branch is part of the 2019–2028 capital budget, with an approved budget of \$10.159 million, the majority of which is construction costs. The project started in 2018 and design was completed in early 2019. The Library has issued a Request for Prequalification of general contractors for this project. Once this process is finished, the Library will issue a Request for Quotation for the construction tender to the prequalified general contractors. It is

expected that the Library will award the tender to the proponent with the lowest qualified bid in August 2019, using the City Librarian's delegated authority to make an award when there is no scheduled board meeting (Purchasing Policy – Section 7.2). It is preferable that the award be made in August in order for construction to start while the weather is warm enough to complete excavations and foundation work for the new front entrance.

An information report will be presented to the board at the September Board meeting providing details for both awards.

PLANS FOR ALTERNATE SERVICE

For the duration of the closure, the following alternate service plans will be in effect:

Albert Campbell District branch

In another report at this meeting, the Library Board is being asked to endorse a lease agreement between the Library and Key Anlouis Investments Limited for space located at 462 Birchmount Road, Unit 1A, for a two-year period.

As indicated in that report the Library will establish a pop-up location to continue to provide access to some library services, including computers, wifi, library collections, holds pick up and library material return. Due to the size of the identified space, no programming will be conducted in the alternative service location. Library staff will continue to work in the community and with area agencies to maintain connections to library services.

York Woods branch

At the February 25, 2019 Library Board meeting the Board authorized the City Librarian to approve and execute a lease agreement for 3,000 sq. ft. of space at York Gate Mall, 1 York Yate Blvd; for 26 months.

TPL will establish a pop-up library branch in this mall location to be operational when the library branch closes for its renovation. The library will be able to continue to provide access to some library services including computers, wifi, library collections, holds, and material returns. There will also be the continued operation of the Youth Hub and other library programs.

Prior to the closure, staff will hold open houses at both branches in order to answer questions, speak with customers on an individual basis and provide appropriate referrals for library services during the closure. The local Councillors have been informed of the alternate service plan.

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SIGNATURE

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City Librarian