



Toronto Public Library Board

Meeting No. 2: Monday, February 25, 2019, 6:00 p.m. to 7:45 p.m.

Toronto Reference Library, Board Room, 789 Yonge Street, Toronto

Toronto Reference Library is on Indigenous land. This is the traditional territory of the Haudenosaunee Confederacy (also known as the Six Nations Confederacy), the Wendat, and the Mississaugas of the New Credit First Nation. Toronto Public Library gratefully acknowledges these Indigenous nations for their guardianship of this land. We'd also like to remind and reaffirm, as Torontonians and Canadians, our accountability to these Indigenous nations, and to all Indigenous peoples and communities living in Toronto.

This land is also part of the Dish with One Spoon territory, that includes a treaty between the Haudenosaunee Confederacy, the Anishinaabek and allied nations, to peaceably share and care for this land, its waters, and all of the biodiversity in the Great Lakes region. All those who come to live and work here are responsible for honouring this treaty in the spirit of peace, friendship, and respect.

Members:

Councillor Paul Ainslie

Ms. Andrea Geddes Poole

Ms. Sue Graham-Nutter

Mr. Jonathan Hoss

Mr. Fenton Jagdeo

Ms. Jennifer Liu

Mr. Strahan McCarten

Councillor Gord Perks

Mr. Alim Remtulla

Closed Meeting Requirements: If the Toronto Public Library Board wants to meet in closed session (privately), a member of the Board must make a motion to do so and give the reason why the Board has to meet privately (Public Libraries Act, R.S.O. 1990, c. P.44, s. 16.1).
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- 1. Call to Order**
- 2. Election of Chair of the Board** 5 minutes
- 3. Election of Vice Chair of the Board** 5 minutes
- 4. Selection of Committee Members, Board Representatives and Association Members – 2019** 10 minutes
- 5. Declarations of Conflicts of Interest**
- 6. Approval of Agenda**
- 7. Confirmation of January 21, 2019 Toronto Public Library Board Meeting Minutes**

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8. Approval of Consent Agenda Items

All Consent Agenda Items (*) are considered to be routine and are recommended for approval by the Chair. They may be enacted in one motion or any item may be held for discussion.

9. Business Arising from the Minutes

***10. City Librarian's Report**

***11. Communications**

12. Presentations

20 minutes, including questions

****** - Derek Moran

regarding Agenda Item Nos. 3 and 20

****** - Brendan Haley, Acting President, Toronto Public Library Workers Union,
Local 4948 (CUPE) regarding health and safety

13. TPL Board Education – Orientation – Conflict of Interest

15 minutes

Items for Action:

14. 2019 Operating Budget – Update and Youth Hub Plan

5 minutes

***15. Centennial Branch – Architect – Award of Contract**

***16. York Woods Branch – Lease Agreement for Alternate Service Plan**

***17. Parkdale Branch – Closure for Minor Renovation**

2 minutes

***18. Parliament Street Branch – Closure for Minor Renovation**

2 minutes

***19. St. James Town Branch – Closure for Minor Renovation**

2 minutes

Items for Information:

20. 2019-2028 Capital Budget and Plan – Update

10 minutes

21. Google IT Support Professional Certificate Program – Update

10 minutes

22. Toronto Public Library Board Members – Written Statements of Disclosure under the Municipal Conflicts of Interest Act

10 minutes

***23. Toronto Public Library Board Members – Expenses Paid for 2018**

2 minutes

***24. Board Resolutions – Status Report**

25. Adjournment

Attendant Care Services can be made available with some notice.



2. & 3.

PROCEDURE FOR ELECTING THE CHAIR OF THE BOARD

1. Vickery Bowles, Secretary of the Board, will call for nominations.
2. Nominations must be moved and seconded. Movers and seconders must be present at the meeting.
3. V. Bowles will ask each nominee if he/she is prepared to stand for election. The name of anyone not prepared to stand for election is dropped. A person who is not present at the meeting may be nominated, but must provide written consent to the Secretary in advance of the meeting.
4. V. Bowles will ask if there are any further nominations. If there are none, V. Bowles will ask for the following motion:

Motion:

That the Toronto Public Library Board:

1. closes the nominations for the election of Chair of the Board.

This motion must be moved, seconded and carried by a show of hands.

Acclamation

5. If there is only one nomination, V. Bowles will declare that person duly elected by acclamation.

Voting

6. If there are two or more nominations, V. Bowles will conduct the vote and voting will be by a show of hands. Each member may vote for only one person (who may be him or herself). V. Bowles will announce the number of votes cast for each candidate, in alphabetical order.

If there are two nominations, V. Bowles will declare the person with the highest number of votes elected. If the result is a tie, V. Bowles will reopen nominations and call for another vote. If there is still a tie, V. Bowles will supervise the drawing of lots to decide who is elected.

7. If there are three or more nominations, the person with the lowest number of votes after the first ballot will be dropped from voting, and balloting will be repeated until a winner is declared.

PROCEDURE FOR ELECTING THE VICE-CHAIR OF THE BOARD

The newly elected Chair of the Board (if present), or V. Bowles (if the newly elected Chair is not present) will conduct the election as outlined above.

February 25, 2019



STAFF REPORT ACTION REQUIRED

Selection of Committee Members, Board Representatives and Association Members – 2019

Date:	February 25, 2019
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to seek Toronto Public Library Board approval for the terms of reference for the Strategic Planning Steering Committee and appoint members to committees and external groups.

A 2019 committee membership chart is included as Attachment 1, which outlines the required membership.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. approves the terms of reference for the Strategic Planning Steering Committee as contained in Attachment 2;
2. appoints Library Board members to the following committees:
 - a. City Librarian's Performance Review Committee;
 - b. Strategic Planning Steering Committee;
3. appoints a Board member representative to the Board of the Federation of Ontario Public Libraries;
4. appoints a Board member to the role of Board Liaison to Youth; and
5. appoints a Board member to the Toronto Public Library Foundation Board.

FINANCIAL IMPACT

There is no financial impact arising from the information in this report.

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

ISSUE BACKGROUND

The Board's Procedural By-law makes provision for the review of Board committees at the first meeting of the new Board and subsequently at the beginning of each calendar year. The Board may establish committees as required. The Board also considers the need for the continued existence and membership of committees, and approves the terms of reference for the committees at the first meeting of the Board.

COMMENTS

Appointment Process for Committees

The Board Chair and Vice Chair are automatically appointed to the following committees:

- City Librarian's Performance Review Committee;
- Strategic Planning Steering Committee.

Board Committees

Strategic Planning Steering Committee

The Toronto Public Library will embark on a new strategic planning process during the course of 2019, which will cover the period 2020 – 2024. The Terms of Reference are included for approval in Attachment 2. Reporting to the Library Board, the Strategic Planning Steering Committee provides leadership and oversight of the strategic planning process, provides input, and recommends to the Board the draft strategic plan prior to it being approved by the Board.

City Librarian's Performance Review Committee

The mandate of the City Librarian's Performance Review Committee is to review the City Librarian's performance for the year under review and the objectives set by the City Librarian for the following year. The committee then submits a recommendation to the Board for approval.

The committee is comprised of the Board Chair and Vice Chair and one additional member. Other Board members wishing to provide input may do so in writing ahead of the committee meeting.

The annual performance review of the City Librarian takes place at the April Board meeting. It is recommended that returning Board members make up the majority of this committee's membership. Since returning Board members are familiar with the goals and objectives contained in the City Librarian's performance review, it is appropriate that these members conduct the assessment.

The City Librarian's annual performance review usually involves participation in one meeting to take place during the day at the Toronto Reference Library.

Board Liaison to Youth

A Board member is appointed to the role of Board Liaison to Youth. The Board Liaison ensures that a youth perspective at the Board level is provided. It provides an additional opportunity for youth to influence the strategic directions and policies of the Library by creating a more direct relationship between the Library Board and Toronto's youth population.

One Board member is appointed to this role.

External Groups

Federation of Ontario Public Libraries

The Federation of Ontario Public Libraries is a non-profit organization with a mandate to benefit Ontario public libraries through advocacy, research, and marketing.

The Federation's governing board is comprised of seven caucuses broadly representative of libraries by size, geography or service focus. The seven caucuses are comprised of 22 directors. The Toronto Public Library Board appoints four directors to the Toronto caucus of the Federation; two Library staff representatives and two Library Board representatives. Paul Ainslie was re-elected as Vice Chair of the Federation in January 2019, leaving one opening for a Board member.

Meetings are held quarterly. The next meeting is scheduled for March 22, 2019, 10 am to 2 pm, and will take place at the Toronto Reference Library.

Toronto Public Library Foundation Board:

The Board also appoints one member of the Board to the Toronto Public Library Foundation Board. The Library is represented by one Board member who is an ex-officio voting director of the Foundation, and the City Librarian who is an ex-officio, non-voting director of the Foundation. The Foundation Board meets quarterly. The next meeting of the Foundation Board is scheduled for Thursday, June 20, 2019.

One Board member is required for the Toronto Public Library Foundation Board.

CONTACT

Elizabeth Glass; Director, Policy, Planning, & Performance Management;
Tel: 416-395-5602; E-mail: eglass@torontopubliclibrary.ca

SIGNATURE

Vickery Bowles
City Librarian

ATTACHMENTS

Attachment 1: 2019 Committee Membership Chart

Attachment 2: Strategic Planning Steering Committee – Terms of Reference

**Toronto Public Library Board
2019 Committee Membership**

Committee	2018 Membership	Required Membership for 2019
INTERNAL		
City Librarian's 2018 / 2019 Performance Review	<ul style="list-style-type: none"> ◆ Sue Graham-Nutter ◆ Strahan McCarten ◆ Eva Svec 	<ul style="list-style-type: none"> ◆ Board Chair ◆ Board Vice Chair ◆ one additional Board member
Board Liaison to Youth	<ul style="list-style-type: none"> ◆ Archana Shah 	<ul style="list-style-type: none"> ◆ One Board member
EXTERNAL		
Federation of Ontario Public Libraries	<ul style="list-style-type: none"> ◆ Vickery Bowles ◆ Elizabeth Glass ◆ Councillor Paul Ainslie ◆ Ross Parry 	<ul style="list-style-type: none"> ◆ City Librarian ◆ Director, Policy, Planning & Performance Measurement ◆ Councillor Paul Ainslie ◆ Board member
Toronto Public Library Foundation Board	<ul style="list-style-type: none"> ◆ Councillor Mary Fragedakis 	<ul style="list-style-type: none"> ◆ One Board member



Toronto Public Library Strategic Planning Steering Committee

Terms of Reference

1. Mandate

Strategic Plan:

Reporting to the Library Board, the Strategic Planning Steering Committee will support the Board's legislated mandate to deliver comprehensive and efficient public library service that reflects the community's unique needs as outlined in the *Public Libraries Act* by:

- providing leadership and oversight of the strategic plan;
- reviewing and providing input on the environmental scan;
- reviewing and providing input into the consultation and engagement strategy;
- reviewing and providing input on the communication strategy;
- providing input and recommending the draft strategic plan to the Library Board for approval.

2. Membership

The committee membership be open to all Board members interested in joining the committee:

- a minimum of three (3) Board members;
- Board chair (ex-officio voting member);
- Board Vice-Chair; and,
- Toronto Public Library Foundation representative.

3. Chair

- The committee will elect the Chair of the committee.

4. Agenda and Minutes

- Notice of meetings will be forwarded at least five (5) business days in advance of the meeting;
- The agenda and minutes of committee meetings will be kept in accordance with the Board Procedural By-law;
- Minutes of meetings will be approved at the subsequent meeting of the committee;
- Minutes of the last meeting of the committee as constituted will be approved by the Board.

5. Schedule of Meetings and Timeframe

- The committee will meet on an as-needed basis;
- All members of the Library Board will be notified of, and may attend, all committee meetings;
- The committee will function until the Strategic Plan is approved by the Board.

6. Procedural Rules

The rules applicable to Board meetings in the Board Procedural By-law apply to Committee meetings except that:

- the quorum for a Committee will be set by the Board;
- there is no time limit for meetings;
- the rules of procedure for Committee of the Whole will apply.

7. Public and Closed Sessions

- All meetings of the committee are open to the public. A meeting or part of a meeting may be closed to the public if the subject matter is a confidential matter in accordance with Appendix A of the Library Board Procedural By-law;
- Before holding a meeting or part of a meeting that is closed to the public, the Chair shall state by resolution the fact of the holding of the closed meeting, and the general nature of the matter to be considered at the closed meeting;
- No person will disclose the deliberations or discussions that occurred at a closed meeting unless the Board has authorized that disclosure.

8. Support for the Strategic Planning Steering Committee

Lead staff support for the process will be provided by:

- City Librarian;
- Director, Policy, Planning and Performance Management;
- Manager, Planning and Development;
- Planning and CPCE department staff.

Date: February 25, 2019

Toronto Public Library Board

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Toronto Reference Library, Boardroom, 789 Yonge Street, Toronto

Members Present:

Ms. Sue Graham-Nutter (Chair)

Mr. Strahan McCarten (Vice Chair)

Councillor Paul Ainslie

Mr. Cameron Bryant

Ms. Dianne LeBreton

Councillor Gord Perks

Mr. Daniel Rotsztain

Ms. Archana Shah

Ms. Eva Svec

Regrets:

Mr. Ross Parry

19-001 Call to Order

Sue Graham-Nutter called the meeting to order at 6:00 pm.

Ms. Graham-Nutter gratefully acknowledged that the Toronto Reference Library is on Indigenous land. She indicated this is the traditional territory of the Haudenosaunee Confederacy (also known as the Six Nations Confederacy), the Wendat, and the Mississaugas of the New Credit First Nation. Toronto Public Library gratefully acknowledges these Indigenous nations for their guardianship of this land. Ms. Graham-Nutter reminded and reaffirmed as Torontonians and Canadians, accountability to these Indigenous nations, and to all Indigenous peoples and communities living in Toronto.

Ms. Graham-Nutter further indicated that this land is also part of the Dish with One Spoon territory, that includes a treaty between the Haudenosaunee Confederacy, the Anishinaabek and allied nations, to peaceably share and care for this land, its waters, and all of the biodiversity in the Great Lakes region. All those who come to live and work here are responsible for honouring this treaty in the spirit of peace, friendship, and respect.

Toronto Public Library Board**Meeting No. 1: Monday, January 21, 2019, from 6:00 p.m. to 7:45 p.m.****Toronto Reference Library, Boardroom, 789 Yonge Street, Toronto**

Call to Order – continued

Ms. Graham-Nutter welcomed Councillor Gord Perks as a member of the Board for the 2019-2022 term.

Vickery Bowles, City Librarian, introduced Bonita See, Director, Digital Services & Emerging Technologies.

Ms. Graham-Nutter reminded the Board that she and Strahan McCarten will continue as Board Chair and Vice Chair until the official “first meeting” of the year when the Chair and Vice-Chair elections will take place. The “first meeting” in the year after a municipal election occurs following the appointment of all Board members by Council, possibly in time for the February 25th meeting.

Ms. Graham-Nutter acknowledged the service to the Toronto Public Library Board of Ross Parry for eight years, Dianne LeBreton, Archana Shah and Eva Svec for four years each, and Daniel Rotstzain since April 2018. Appreciation was expressed to Mr. Parry, Ms. LeBreton, Ms. Shah, Ms. Svec and Mr. Rotszain for their commitment and dedication to the Toronto Public Library Board during the 2015-2018 term. A gesture of recognition was provided from the City of Toronto to all citizen representatives for the latest term of the Board.

19-002 Declarations of Conflicts of Interest

There were no Declarations of Conflicts of Interest by members of the Library Board.

19-003 Approval of Agenda

Moved by A. Shah, seconded by E. Svec:

That the Toronto Public Library Board approves the agenda as revised to:

- 1. remove Communications from the Consent Agenda to provide a verbal update; and*
- 2. add a Presentation from Derek Moran regarding Agenda Item No. 13 – Toronto Public Library Board – Self-Evaluation: 2018 Results for information.*

Carried

Toronto Public Library Board**Meeting No. 1: Monday, January 21, 2019, from 6:00 p.m. to 7:45 p.m.****Toronto Reference Library, Boardroom, 789 Yonge Street, Toronto**

19-004 Confirmation of December 10, 2018 Toronto Public Library Board Meeting Minutes*Moved by D. Rotsztain, seconded by D. LeBreton:**That the Toronto Public Library Board:*

1. *confirms the minutes of the December 10, 2018 Toronto Public Library Board meeting.*

*Carried***19-005 Approval of Consent Agenda Items***Moved by C. Bryant, seconded by D. LeBreton:**That the Toronto Public Library Board:*

1. *approves the consent agenda and all other items not held on consent.*

*Carried***19-006 Business Arising from the Minutes**

There were no *Business Arising from the Minutes* items at the January 21, 2019 meeting.

19-007 City Librarian's Report (*Received for Information by Consent*)*That the Toronto Public Library Board:*

1. *receives the City Librarian's Report for information.*

*Carried***19-008 Communications**

Sue Graham-Nutter updated the Board regarding Communication item (b). Since the January 21, 2019 Board meeting materials were distributed, an email blast was received generating from CUPE Local 4948's website directed to the Mayor with copies to City Councillors and Nancy Marshall, Library Board Officer. It outlined concerns about the Library's self-service initiative. Approximately 3,000 emails were received. An automatic response with the information contained in Communication (c) was sent to all emails received. A number of people emailed to express appreciation for providing clarifying information.

Toronto Public Library Board**Meeting No. 1: Monday, January 21, 2019, from 6:00 p.m. to 7:45 p.m.****Toronto Reference Library, Boardroom, 789 Yonge Street, Toronto**

Communications – continued*Moved by S. McCarten, seconded by E. Svec:**That the Toronto Public Library Board:*

1. receives Communication (a) from the Honourable Michael Tibollo, Minister, Tourism, Culture and Sport to Sue Graham-Nutter, Chair, Toronto Public Library Board dated December 7, 2018 expressing appreciation for her November 9, 2018 letter of welcome, for information.
2. receives Communication (b) from “M.F.” sent to Nancy Marshall, Library Board Officer, dated January 4, 2019 regarding the Library’s self-service initiative. This is representative of approximately 30 communications received between December 4, 2018 and January 10, 2019 regarding the Library’s self-service initiative.
3. receives Communication (c) from Nancy Marshall to “M.F.” dated January 9, 2019 in response to Communication (b) above. The same response was sent to the approximately 30 communications received regarding the Library’s self-service initiative.
4. receives Communication (d) from “M.F.” to Nancy Marshall dated January 10, 2019 in response to Communication (c) above. Other similar communications of support for the initiative, once understood, were received.

Presentations**19-009 Derek Moran regarding Agenda Item No. 13 – Toronto Public Library Board – Self-Evaluation – 2018 Results**

Derek Moran spoke to Question 2 in the survey regarding Integrity, Ethics and Values. He outlined his concerns regarding what he believes to be obstructions to communicating with the Board at meetings, including registering to address the Board in advance of meetings and limitations to the amount of time to address the Board at meetings. He also suggested Library Board meetings be filmed and made available on YouTube.

*Moved by C. Bryant, seconded by Councillor Perks:**That the Toronto Public Library Board:*

1. receives the presentation from Derek Moran regarding Agenda Item No. 11 – Toronto Public Library Board – Self-Evaluation: 2018 Results for information.

Carried

Toronto Public Library Board**Meeting No. 1: Monday, January 21, 2019, from 6:00 p.m. to 7:45 p.m.****Toronto Reference Library, Boardroom, 789 Yonge Street, Toronto**

Item for Information:**19-010 Toronto Public Library Board Education – E-Content Advocacy Campaign**

Susan Caron, Director, Collections & Membership Services and Ana-Maria Critchley, Manager, Stakeholder Relations, Communications, Programming & Customer Engagement, provided the Board with details on the Canadian Urban Libraries Council's econtentforlibraries.org campaign led by Toronto Public Library. The purpose of the campaign is to raise awareness of the issues facing Canadian public libraries regarding econtent access and pricing, to engage public libraries and their customers across the country, and to encourage Hachette, Macmillan, Penguin Random House, Simon & Schuster and Harper Collins publishers to open a dialogue with public libraries.

The two-week, largely online campaign is focused on eaudiobook access issues and ebook and eaudiobook pricing.

Motions:

See the following:

Moved by Councillor Ainslie, seconded by D. LeBreton:

That the Toronto Public Library Board:

1. *receives the Toronto Public Library Board Education – Econtent Advocacy Campaign presentation for information;*
2. *endorses and supports the econtentforlibraries.org advocacy campaign; and*
3. *directs the Chair to write a letter of support to Hachette, Macmillan, Penguin Random House, Simon & Schuster and Harper Collins publishers.*

Carried as amended

Moved by Councillor Ainslie, seconded by D. LeBreton:

That the Toronto Public Library Board:

1. *receives the Toronto Public Library Board Education – Econtent Advocacy Campaign presentation for information.*

Amended

Toronto Public Library Board**Meeting No. 1: Monday, January 21, 2019, from 6:00 p.m. to 7:45 p.m.****Toronto Reference Library, Boardroom, 789 Yonge Street, Toronto**

Toronto Public Library Board Education – E-Content Advocacy Campaign –
continued*Moved in amendment by Councillor Ainslie, seconded by S. McCarten:**That the Toronto Public Library Board:*

1. *endorses and supports the econtentforlibraries.org advocacy campaign;*
and
2. *directs the Chair to write a letter of support to Hachette, Macmillan, Penguin Random House, Simon & Schuster and Harper Collins publishers.*

Carried***Items for Action:*****19-011 Facilities Master Plan**

Paul Trumphour, Director, Transformational Projects, introduced Jeff Wood, Partner and Michael Hainey, Senior Associate, Real Estate, Ernst & Young LLP. Mr. Wood and Mr. Hainey reviewed highlights from the report for the Board.

Board members provided feedback on the report and recommendations, including prioritization scoring of the branches as well as opportunities for leveraging the value of Toronto Public Library facilities.

At the request of Sue Graham-Nutter, Strahan McCarten presided over the meeting.

Motions:

See the following:

*Moved by D. LeBreton, seconded by E. Svec:**That the Toronto Public Library Board:*

1. *approves the Toronto Public Library Facilities Master Plan (Attachment 1), including the recommendations contained in the report and listed separately in Attachment 2 of this report;*
2. *directs the Director, Transformational Projects report back to the Board at a subsequent meeting incorporating feedback from Board members provided at the meeting.*

Carried as amended

Toronto Public Library Board**Meeting No. 1: Monday, January 21, 2019, from 6:00 p.m. to 7:45 p.m.****Toronto Reference Library, Boardroom, 789 Yonge Street, Toronto**

Facilities Master Plan – continued*Moved by D. LeBreton, seconded by E. Svec:**That the Toronto Public Library Board:*

1. *approves the Toronto Public Library Facilities Master Plan (Attachment 1), including the recommendations contained in the report and listed separately in Attachment 2 of this report;*

*Amended**Moved in amendment by S. Graham-Nutter, seconded by Councillor Perks:**That the Toronto Public Library Board:*

1. *directs the Director, Transformation Projects and Facilities report back to the Board at a subsequent meeting incorporating feedback from Board members provided at the meeting.*

Carried

Sue Graham-Nutter returned to chairing the meeting.

19-012 Toronto Public Library's Transformed Brand Promise and Visual Identity System

Linda Hazzan, Director, Communications, Programming & Customer Engagement introduced Jeannette Hanna, Chief Strategist and Paul Hodgson, Creative Director, Trajectory. Also in attendance at the meeting from Trajectory were Stephen Weir, Vice President, Brand Development and Blair Francey, Senior Designer. Brian Frances, Manager, Marketing Communications and Pam Saliba, Area Manager, were acknowledged for their contributions to the process.

Ms. Hazzan provided an update to the Board on the approximately 18-month process to create an exceptional customer experience and brand. Ms. Hanna and Mr. Hodgson outlined the evolution of the Library's visual identity, the process by which it was developed, and revealed the Library's new brand promise and visual identity. Ms. Hazzan also provided details on the implementation of the new brand and visual identity.

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Toronto Public Library's Transformed Brand Promise and Visual Identity System – continued

Motions:

See the following:

Moved by D. LeBreton, seconded by C. Bryant:

That the Toronto Public Library Board:

1. *approves the approach described in this report to introduce Toronto Public Library staff and the public to TPL's transformed brand promise and visual identity system as part of the broader Customer Experience rollout; and*
2. *endorses the adoption of the Library's new brand architecture, including the new identity.*

Carried as amended

Moved by D. LeBreton, seconded by C. Bryant:

That the Toronto Public Library Board:

1. *approves the approach described in this report to introduce Toronto Public Library staff and the public to TPL's transformed brand promise and visual identity system as part of the broader Customer Experience rollout.*

Amended

Moved in amendment by D. LeBreton, seconded by Councillor Ainslie:

That the Toronto Public Library Board:

1. *endorses the adoption of the Library's new brand architecture, including the new identity.*

Carried

Toronto Public Library Board**Meeting No. 1: Monday, January 21, 2019, from 6:00 p.m. to 7:45 p.m.****Toronto Reference Library, Boardroom, 789 Yonge Street, Toronto**

19-013 Toronto Public Library Board – Self-Evaluation: 2018 Results

Elizabeth Glass, Director, Policy, Planning & Performance Management, reiterated that feedback from the 2018 Self-Evaluation will be incorporated into the orientation planning for new Board members for the 2019-2022 term of the Board.

Moved by A. Shah, seconded by E. Svec:

That the Toronto Public Library Board:

1. *receives the results of the Board self-evaluation survey (Attachment 1) and directs staff to:*
 - a. *incorporate suggestions into the orientation for new Board members as appropriate and in consultation with Board members; and*
 - b. *incorporate recommended topics in Board Education Sessions for 2019.*

Carried

19-014 Toronto Public Library Board – 2019 Meeting Dates and Locations Schedule (Approved by Consent)

That the Toronto Public Library Board:

1. *approves the Toronto Public Library Board 2019 meetings and locations schedule.*

Carried

Items for Information:**19-015 2019 Operating and Capital Budgets – Update and Schedule**

Larry Hughsam, Director, Finance & Treasurer, indicated he will update the Board following on the Budget Committee launch of the City's 2019 budgets on January 28.

Moved by D. LeBreton, seconded by C. Bryant:

That the Toronto Public Library Board:

1. *receives the 2019 Operating and Capital Budgets – Update and Schedule report for information.*

Carried

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19-016 Innovation Council Update – 2018 (*Received for Information by Consent*)

That the Toronto Public Library Board:

1. receives the Innovation Council Update - 2018 report for information.

Carried

19-017 Board Resolutions – Status Report (*Received for Information by Consent*)

That the Toronto Public Library Board:

1. receives the Board Resolutions – Status Report for information.

Carried

19-018 Adjournment

Moved by C. Bryant, seconded by D. LeBreton:

That the Toronto Public Library Board:

1. adjourns the January 21, 2019 Toronto Public Library Board meeting.

Carried

The meeting ended at 7:45 pm.

Signed: _____

TPL Launches New Podcast Series



TPL staff have introduced a new podcast series this winter. Hosts Christina Wong, Michael Warner, Jason Behzadian and Wendy Banks recently launched [Shelve Under: Podcast](#), with producers Ted Belke and George Panayotou. This podcast features a diverse array of guests, including CBC Metro Morning host Matt Galloway, author Vicki Essex, improv pioneer Cameron Algie, Maker Festival programming director Eric Boyd and a bevy of behind-the-scenes library people. Between now and May, new episodes will come out the second Wednesday of every month. The podcast got its start via the Library's Staff Innovation Program, an incubator program that gives staff resources and support to try new initiatives. So far, feedback has been positive - Twitter user [@danispagnuolo](#) tweeted "Loving the Shelve Under podcast from [@torontolibrary](#), particularly this episode with [@mattgallowaycbc](#)." To listen, [visit the TPL podcasts page, tpl.ca/podcasts](http://tpl.ca/podcasts). Shelve Under: Podcast is also available on Google Podcasts, Apple Podcasts and other platforms.

Toronto Readers: Most Voracious in the World?

Torontonians borrowed 5.6 million ebooks and eaudiobooks in 2018 – more than library users anywhere else in the world. According to [a press release from Rakuten OverDrive](#), Toronto was one of only two library systems that circulated more than 5 million ebooks last year.

Our last ebook landmark came in August, when [Toronto became the first city in the world to have borrowed over 20 million ebooks](#).

In spite of this, there are certain important titles that aren't available to library users in an ebook format. Canadian public libraries recently ran [a national campaign to raise awareness of this issue](#).

Breaking Down Barriers to Access, Driving Inclusion

MAP Performing Arts Passes Pilot Returns to 10 Branches



The Toronto Symphony Orchestra performing at Roy Thompson Hall. Photo credit: Toronto Symphony Orchestra. Photo taken by Jag Gundu.

The MAP Performing Arts Passes give library cardholders access to Toronto’s best dance, music, film, theatre and more for free. This pilot returned to 10 branches on February 16, 2019. These branches, located in neighbourhood improvement areas, will each have three passes available the last Saturday of every month on a first-come, first-served basis. More information about the participating branches and seven participating venues, including the Toronto Symphony Orchestra, Royal Conservatory of Music and the TIFF Lightbox and Hot Docs theatres, is available on [the MAP Performing Arts Pass webpage](#). This new pilot will run until the end of June 2019.

Mayor John Tory Holds Press Conference at Malvern Branch



Left to Right: Councillor Michael Thompson, Councillor Anthony Perruzza, Mayor John Tory, Librarian Leandro Barak, Councillor Paul Ainslie, City Librarian Vickery Bowles and TPL Board Chair Sue Graham-Nutter.

On Tuesday, January 22, Mayor John Tory held a press conference at Malvern branch announcing that City of Toronto staff are recommending funding for two additional youth hubs at Toronto Public Library as part of the 2019 operating budget, and that he is endorsing this recommendation. As part of our 2019 operating budget request, we have identified two additional youth hub locations, based on community need at Parliament Street and Thorncliffe branches. The City of Toronto’s 2019 budget process launched on January 28 and City Council will review and approve on March 7.

Expanding Access to Technology and Training

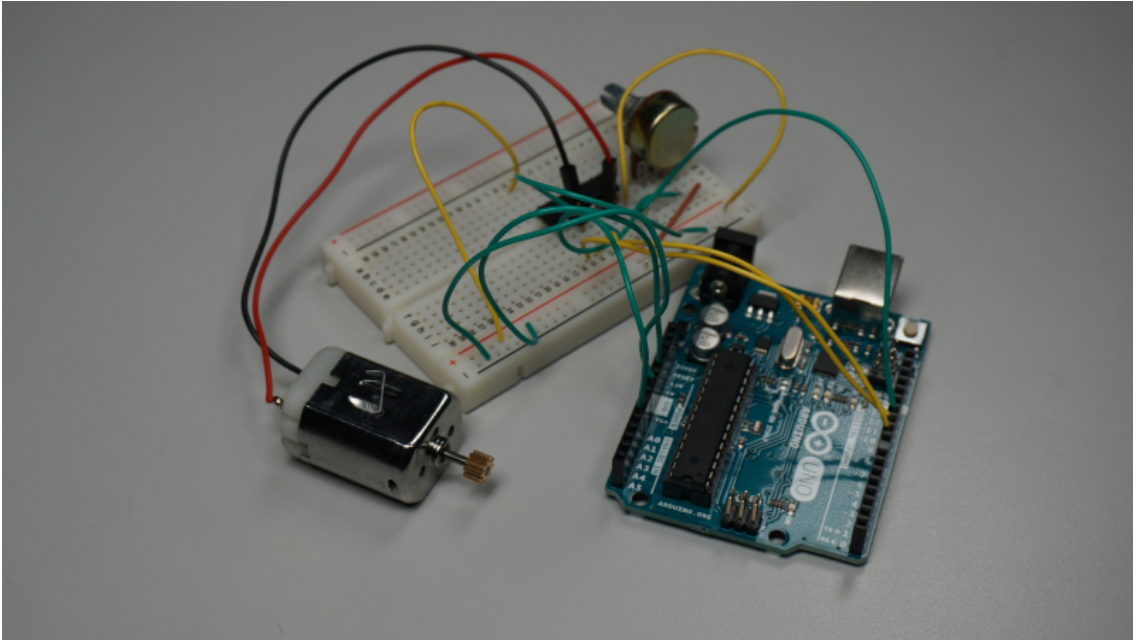
TPL Hosts Mozilla's Glass Room Experience

Through the late fall of 2018, TPL hosted [The Glass Room Experience](#), an interactive art installation that exposes the ways in which our lives are influenced by the data collection and analysis of our "smart" products: our phones, our smart speakers, smartwatches and other technologies. A collaboration between Mozilla (the makers of the Firefox browser, among other efforts) and German digital security trainers Tactical Tech, the Glass Room was a hit at our two host branches, with over 150 Torontonians interacting with it, and taking home Mozilla's Data Detox Kit as a result. A stimulating and thought-provoking exhibit, the Glass Room Experience showed how the library is a place for our communities to find support, guidance and advice for staying safe on the Internet.

Brookfield Institute's Digitally Lit Program Pilot at Centennial Branch

In 2018, TPL hosted the [Digitally Lit](#) program at Centennial branch's [Youth Hub](#). This pilot was designed by the Brookfield Institute for Innovation and Entrepreneurship to help young people learn to code and improve their digital skills to prepare them for jobs in an increasingly digital economy. The library received funding from Brookfield to host this pilot and was among one of six locations across Ontario that also include YMCA Toronto, Hamilton Boys and Girls Club and London Boys and Girls Club. Nearly 450 youth participated in TPL's four sessions in 2018 and the feedback was positive. "This program helps the young generation to be introduced to the coding world... I feel that this coding program makes our generation feel more comfortable and confident with coding," reported one participant. In 2019, TPL will deliver [more Digitally Lit sessions at North York Central Library](#).

Arduino Kit Lending Pilot a Success



In May 2018, TPL launched an [Arduino lending pilot](#) at its then six – now eight – [Digital Innovation Hubs](#) across the city. This pilot was the first time the Hubs offered equipment that could be borrowed and taken home. This initiative was proposed and incubated through TPL's Staff Innovation Program by Digital Design Technician James Topping, with support from Ted Belke, Matthew Giancola, Maciek Kaluba, and Maria Samurin. As of the end of December 2018, the kits had been borrowed nearly 350 times. Feedback from this pilot has been positive and it will help pave the way for additional equipment lending from the Digital Innovation Hubs. There are plans for 2019 to expand the lending pilot to include Raspberry Pi and podcasting equipment kits.

Creating Community Connections through Cultural Experiences

Spring Lineup for the Appel Salon Program Series Announced



Valeria Luiselli. Photo by Diego Berruecos.

On January 31, 2019 TPL announced the spring lineup for our popular [Appel Salon program series](#). This season features a diverse collection of international and local authors speaking on a range of topics. Some highlights include [Aatish Taseer discussing the future of India as a nation](#), [Barry Lopez exploring the state of the environment](#) as he travels the world, Irish sensation [Sally Rooney sharing her thoughts on modern love](#), [Valeria Luiselli examining border justice](#) and so much more.

Join us in celebrating the writers who are shaping the literary and cultural landscape with their new books and big ideas. [Check out the full schedule](#) for The Appel Salon and The Other Shelf.

Home Made Visible Launch at Toronto Reference Library



Home Made Visible screening and discussion with Indigenous and multicultural artists.

On January 7, the [Home Made Visible](#) national tour launched at Toronto Reference Library in collaboration with Regent Park Film Festival. The launch included an interactive screening of six short films by Indigenous and multicultural artists, a zine-making workshop, and a mixed media installation. Omni Television was on site to interview organizers and artists. Additional TPL tour stops are Albion, Don Mills, Scarborough Civic Centre and Spadina Road branches. The project aims to highlight Indigenous and multicultural archives through exhibition, screenings and workshops across Canada.

**COMMUNICATIONS
GENERAL CORRESPONDENCE**

TORONTO PUBLIC LIBRARY BOARD MEETING – February 25, 2019

It is recommended that the Toronto Public Library Board:

1. receives Communication (a) from Sue Graham-Nutter, Chair, Toronto Public Library Board to Hachette, Macmillan, Penguin Random House, Simon & Schuster and Harper Collins publishers dated February 15, 2019 regarding the Canadian Urban Libraries Council econtentforlibraries.org advocacy campaign, for information.

February 15, 2019

Ms. Kristin Cochrane
CEO
Penguin Random House Canada
320 Front St. W., Suite 1400
Toronto, ON M5V 3B6

Dear Ms. Cochrane:

I am writing this letter as the Chair of the Toronto Public Library Board, which, at its January 21, 2019 meeting adopted the following resolutions:

That the Toronto Public Library Board:

1. *endorses and supports the econtentforlibraries.org advocacy campaign; and*
2. *directs the Chair to write a letter of support to Hachette, Macmillan, Penguin Random House, Simon & Schuster and Harper Collins publishers.*

The Canadian Urban Libraries Council launched this campaign to ask the public to advocate for better access for libraries to eaudiobooks from the Big Five publishers. Many titles are unavailable as rights have been purchased by Audible.ca, while others are available in U.S. but not Canadian libraries as Canadian rights have not been negotiated. This runs counter to libraries' mission to provide equal access to information for all and to the American Publishers Association's aim to promote fair and open markets.

In addition, it sought to bring to the public's attention the excessively high and unsustainable prices libraries must pay for both ebooks and eaudiobooks, as well as the restrictive purchasing models in place. The campaign received extensive positive attention in both traditional and social media.

Our real intent was to get your attention and to convince you to come together with libraries to develop a mutually beneficial pricing and purchasing model. Libraries and publishers are allies, part of the same reading ecosystem. Libraries promote authors, both established and new, through readings, book clubs and readers' advisory. It serves neither of our interests if Libraries can no longer afford to maintain ebook collections.

Libraries are eager to talk and to listen. We encourage you to do the same.

Sincerely,



Sue Graham-Nutter
Chair

Library Board

Chair

Sue Graham-Nutter

Councillor Paul Ainslie
Andrea Geddes Poole

Jennifer Liu
Councillor Gord Perks

Vice Chair

Strahan McCarten

Jonathan Hoss
Fenton Jagdeo

Alim Remtulla

City Librarian

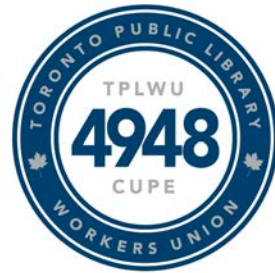
Vicky Bowles

Deputation to the Toronto Public Library Board

Toronto Public Library Workers Union – CUPE 4948

Monday, February 25, 2019

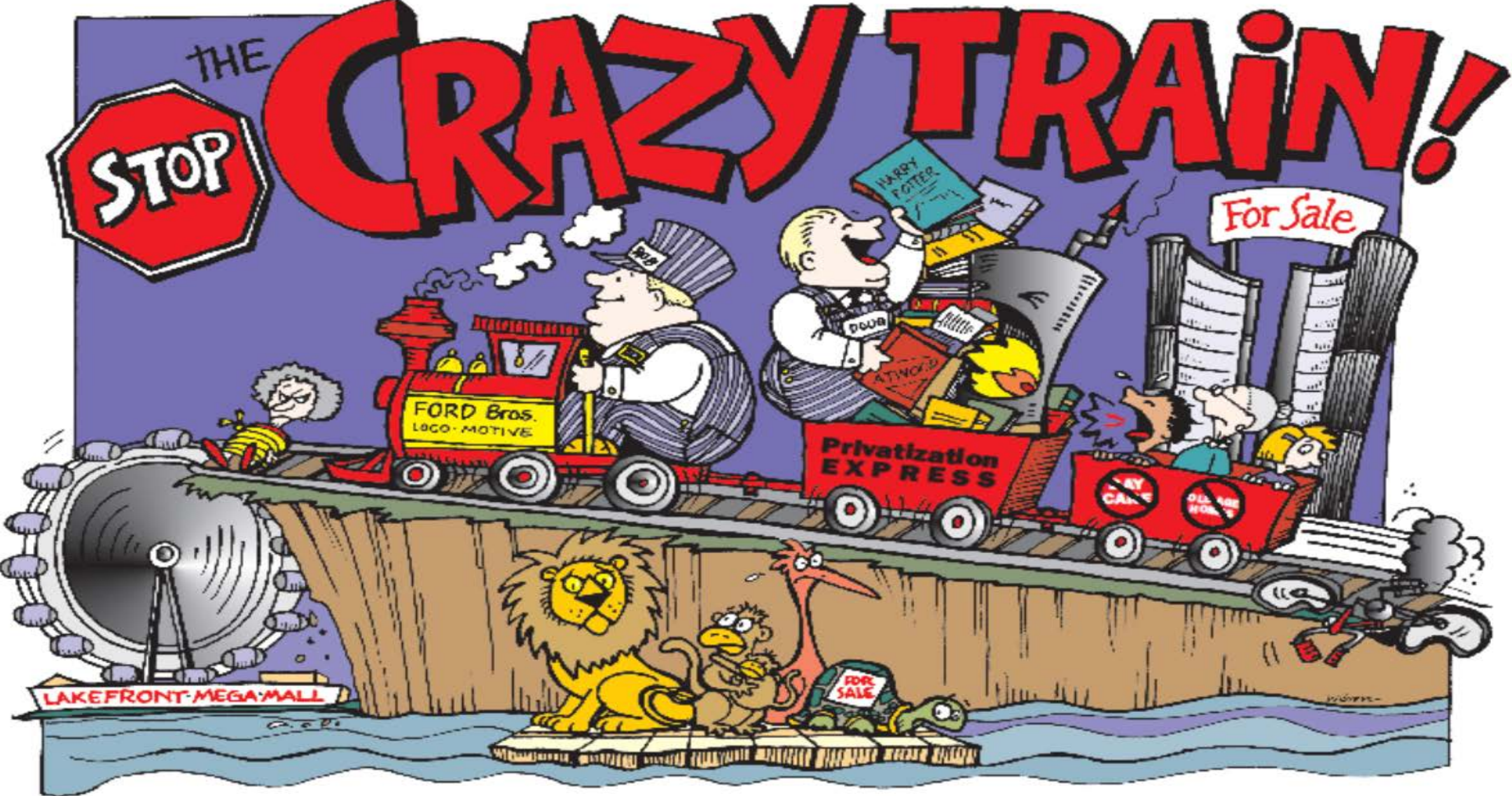
Brendan Haley, President



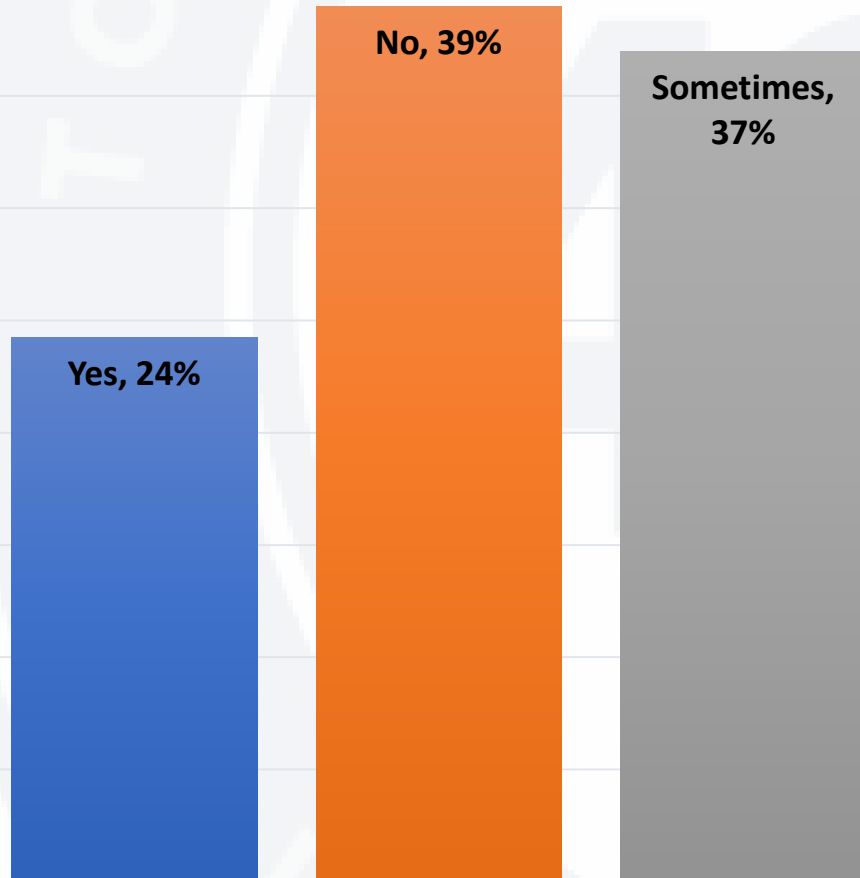
Toronto Public Library Workers - TPLWU

- 2,100 + Members
- Full-Time and Part-Time
- Front-Line Staff In Every Branch
- Administrative and Technical Support Services

Turbulent Times



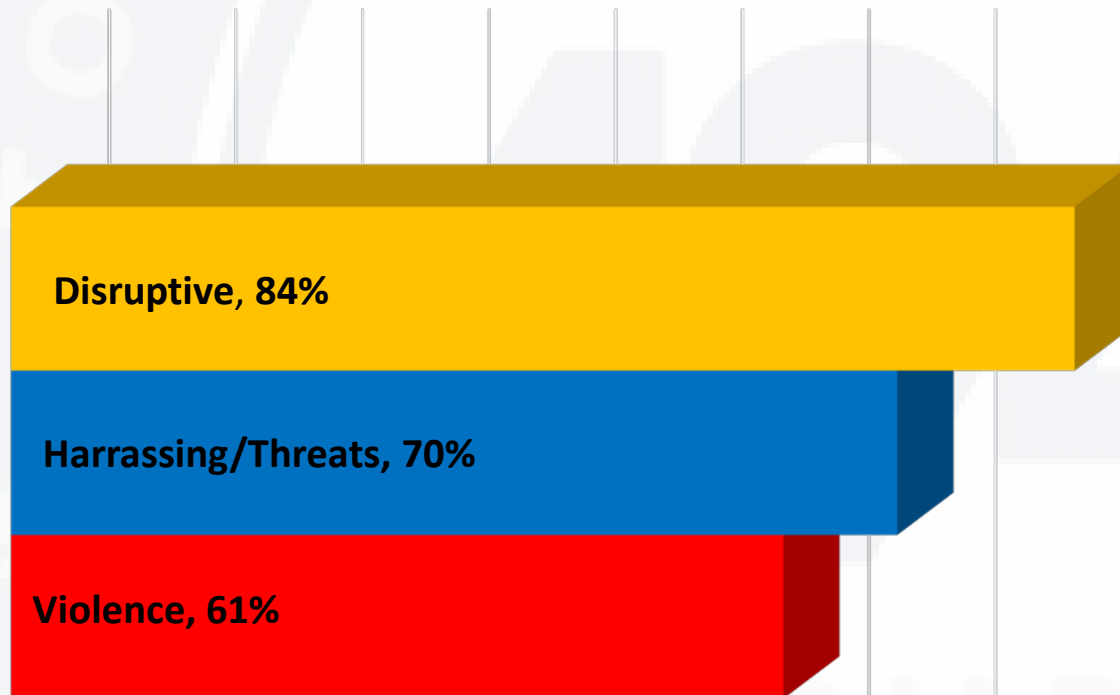
Do You Feel Safe On The Job?



“Workplace doesn’t feel safe.”

“This is a very scary situation and something is going happen one of these days. Not only do we not have qualified staff to run the [youth] hub, but we do not have enough staff in the branch.”

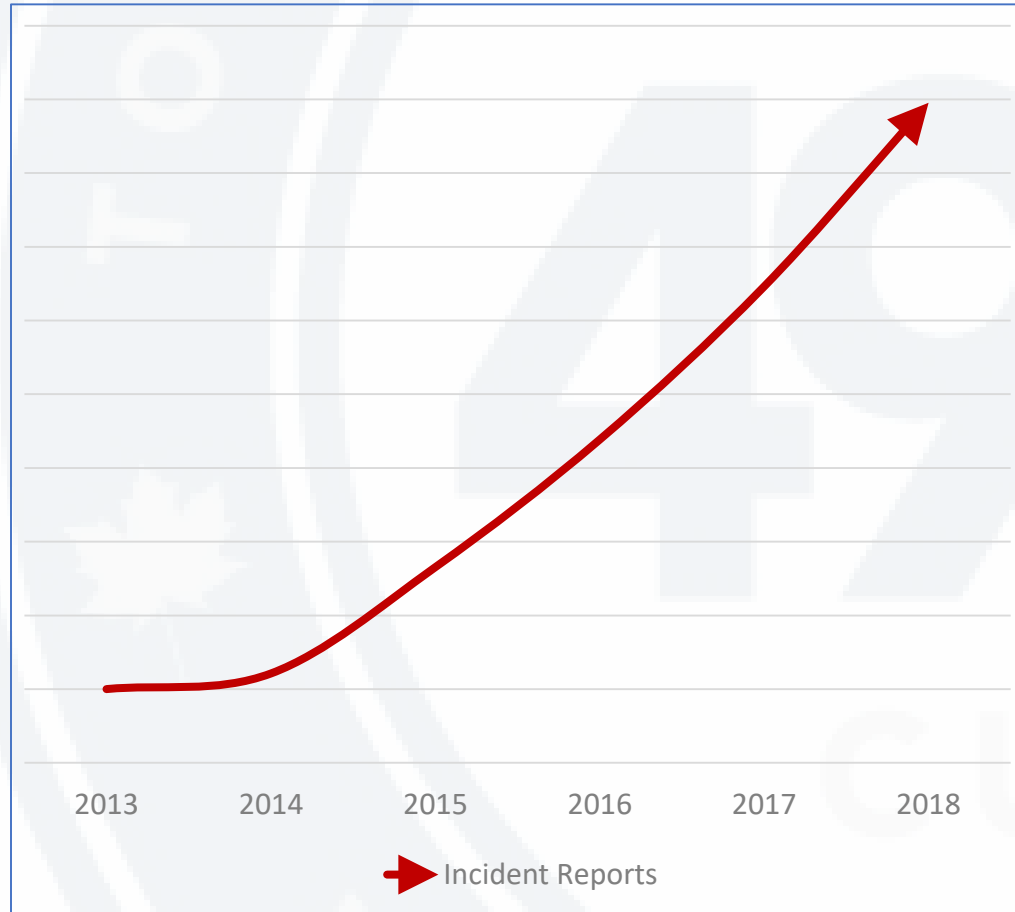
Types of Incidents That Have Increased in Your Workplace?



“The issue of violence is the biggest issue we face.”

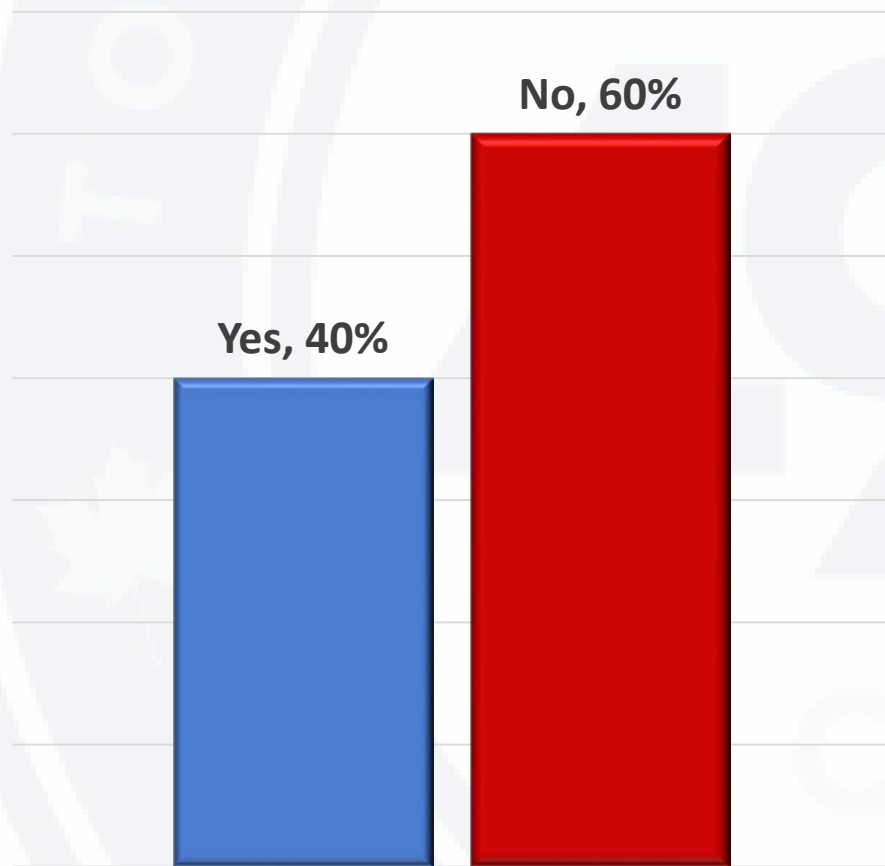
“We had a number of incidents with teens setting things on fire “just for fun.”

Increase in Incident Reports



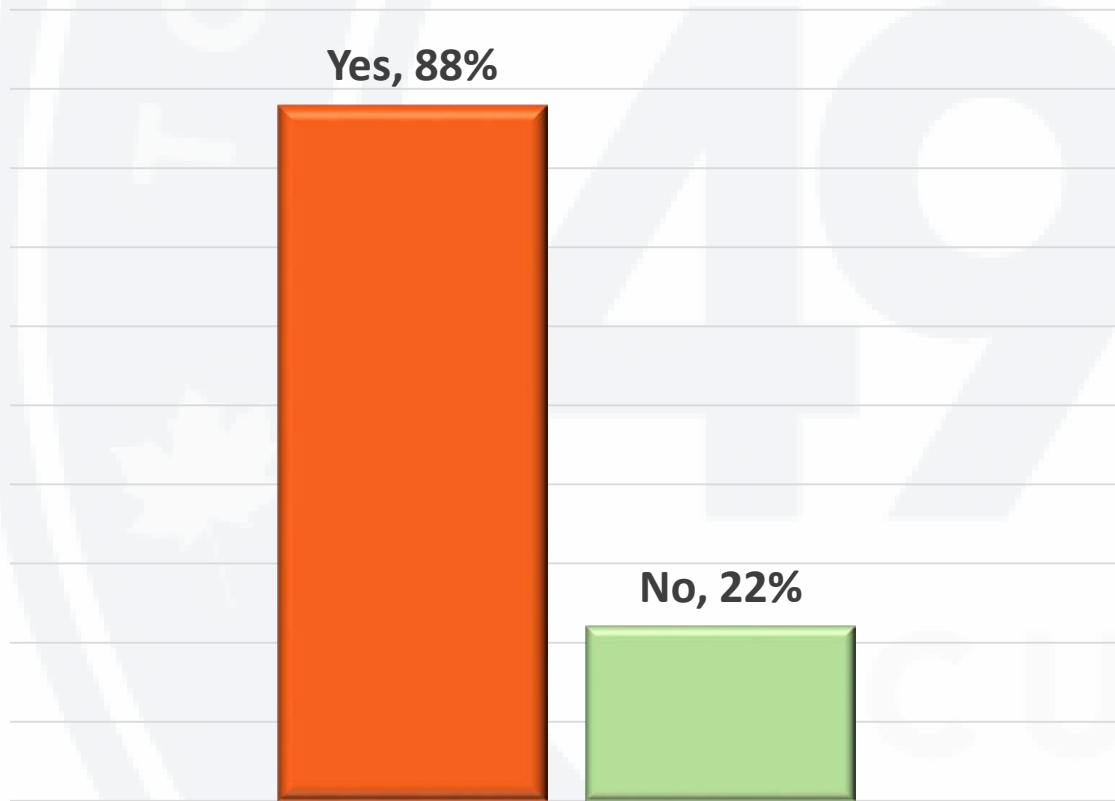
“It is hard to feel safe with so many recorded violent incidents across the system.”

Does TPL Provide a Safe Workplace?



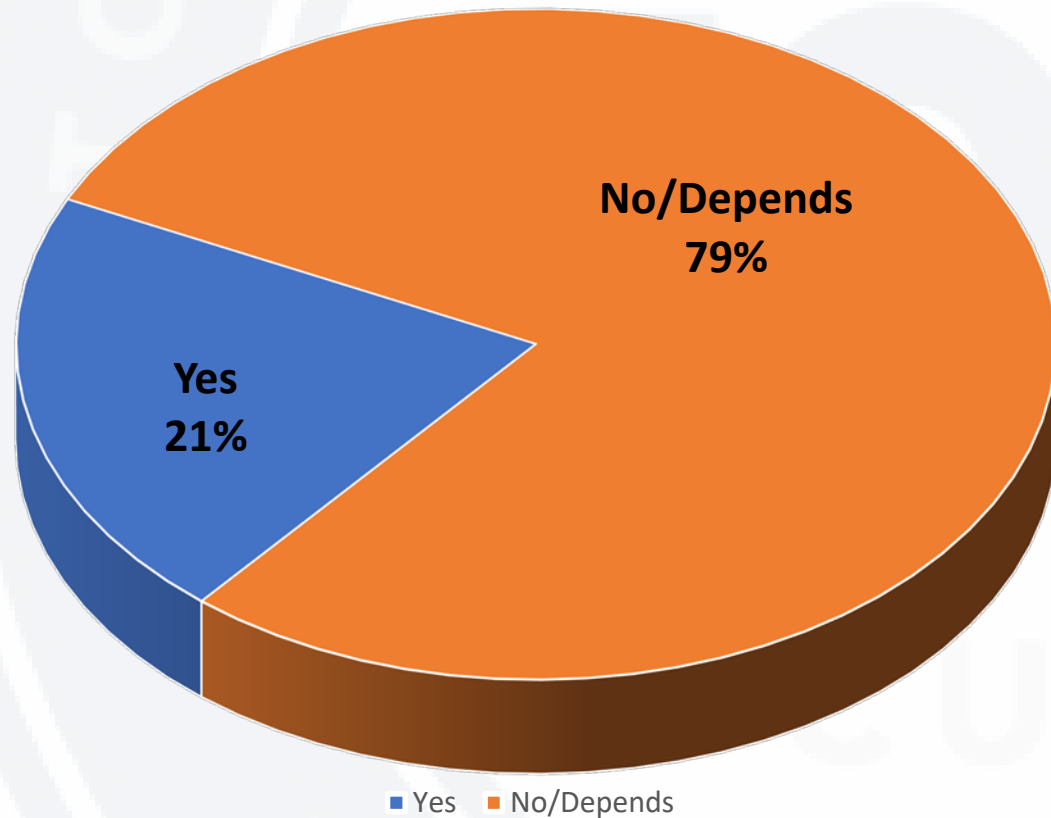
“TPL is no longer safe place to work. While I understand no where is 100% safe and I'm in no way going for something that is unattainable, there is room for improvement at TPL.”

Should TPL Provide More Security?



“We need actual guards or police who can provide real help during incidents. Sometimes the guard is the one who gets harassed and staff have to intervene, so hiring someone who staff have to then protect is pointless.”

Do You Feel Supported by Management (H&S)?



“Managers do little to provide help (sometimes through no fault of their own because their hands are tied by someone further up the chain).”

It Doesn't Have To Be This Way



a



Speak out (quietly) for Toronto's librarians



our **PUBLIC**
library

great people, great library, great city

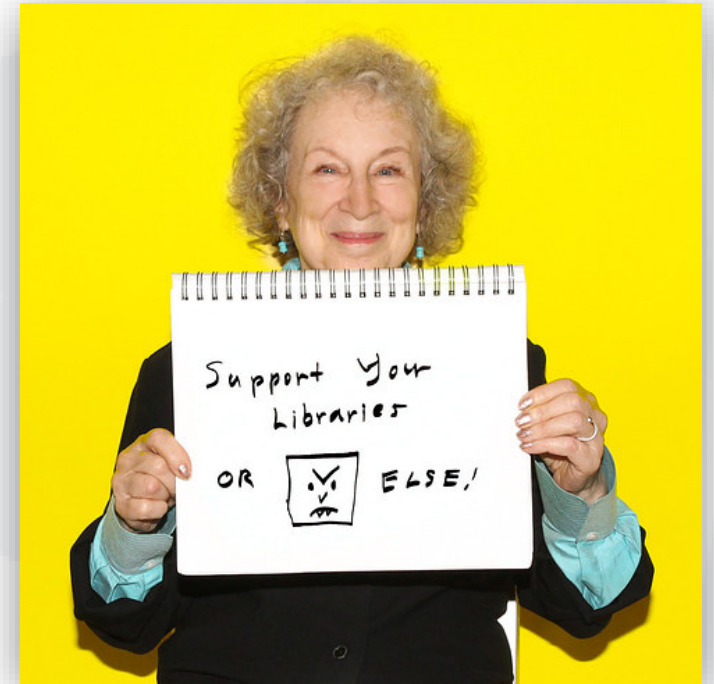
LIBRARIES ARE ABOUT FREEDOM.
FREEDOM TO READ, FREEDOM OF IDEAS,
FREEDOM OF COMMUNICATION.
THEY ARE ABOUT EDUCATION,
ABOUT ENTERTAINMENT, ABOUT
MAKING SAFE SPACES AND
ABOUT ACCESS TO INFORMATION.



Neil Gamen

“The Best Thing A Library Can Be Is Safe”

- Brendan Haley, President, TPLWU Local 4948
 - Phone: 416.440.7981
 - Email: President@Local4948.org
 - Twitter: [@Local4948](https://twitter.com/Local4948)
- Websites
 - Local4948.org
 - OurPublicLibrary.To



Thank You

Toronto Public Library Board

Legal Duties and Requirements of Board Members

Board Members' Obligations

Duties:

- Act in the best interests of the Board
- Abide by the requirements of the Municipal Conflicts of Interest Act
- Abide by the requirements of the Toronto Public Library Board's Code of Conduct
- Fulfill the requirements under the Public Libraries Act



Common Law Duties of Board Members

- Have a fiduciary duty to the Toronto Public Library Board
- Act honestly and in good faith with a view to the best interests of the Board
- Exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances
- Act within the scope of the Board Member's authority

Municipal Conflict of Interest Act



Municipal Conflict of Interest Act (“MCIA”)

- Applies to members of council and members of local boards. The Library Board is a local board for the purposes of the MCIA
- Amendments to the MCIA come into effect on March 1, 2019
- All Board Members are responsible for reviewing the MCIA and for abiding by the requirements
- It is the responsibility of each Board Member to determine for themselves whether they have a conflict of interest as defined under the MCIA



Principles of the Municipal Conflict of Interest Act

The Province of Ontario added four principles to the MClA:

- 1. Integrity, independence and accountability in decision-making
- 2. Certainty in reconciling public duties and pecuniary interests
- 3. Perform their duties of office with integrity and impartiality
- 4. There is a benefit when members have a broad range of knowledge and continue to be active in their own communities, in business, in the practice of a profession, in community associations, etc.

Note: This is a new addition to the MClA



Conflict of Interest under the MCIA

- Applies to direct and indirect pecuniary interests
- Also applies to a direct or indirect pecuniary interest of the Member's parent, spouse or child, which is known to the Member.
- Section 4 contains a long list of exemptions of direct or indirect pecuniary interests for the purposes of the MCIA
- Key exceptions:
 - A pecuniary interest which is an interest in common with electors generally.
 - An interest which is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member



Indirect Pecuniary Interest under the MCI

When the Member:

- is a shareholder, director or senior officer of a private corporation.
- has a controlling interest in or is a director or senior officer of a public corporation.
- is a member of a body that has a pecuniary interest in the matter.
- is a partner of a person or is in the employment of a person or body that has a pecuniary interest in the matter.



When a Member has a Conflict of Interest

When the Member is present at a meeting at which the matter is considered

- When a Board Member declares a conflict of interest and is present at a meeting of the Board at which the matter is the subject of consideration, the member shall:
 - (a) disclose the interest and the general nature prior to any consideration of the matter at the meeting,
 - (b) not take part in the discussion of, or vote on any question in respect of the matter; and
 - (c) not attempt in any way whether before, during or after the meeting to influence the voting on any such question.



Where the conflict of interest is declared on a matter that is being discussed in a closed meeting

- the Board Member shall leave the meeting or the part of the meeting during which the matter is under consideration

When the member is absent from the meeting where the matter is being discussed

- the Board Member must disclose the conflict of interest at the first meeting of the Board attended by the Board Member



Written statement of disclosure under the MCIA

- When a Board Member discloses a conflict of interest, the Board Member must file a written statement of the conflict of interest and its general nature with the secretary of the Library Board
- The Declaration of Interest Form will be made available at Board meetings

Please Note: This is a new addition to the MCIA.



Prohibition on Influencing Decisions Outside of Meetings

Where a Board Member has any pecuniary interest, direct or indirect, in any matter that is being considered at the Board, the Board Member shall not use his or her office in any way to attempt to influence any decision or recommendation that results from consideration of the matter.

Please Note: This is a new addition to the MCIA.



When you fail to declare a conflict

If the judge determines that a Board Member or former member failed to declare a conflict of interest or acted improperly after declaring a conflict, the judge may do any or all of the following:

1. Reprimand the member or former member.
2. Suspend the remuneration paid to the member for a period of up to 90 days.
3. Declare the member's seat vacant.
4. Disqualify the member or former member from being a member during a period of not more than seven years after the date of the order.
5. If the contravention has resulted in personal financial gain, require the member or former member to make restitution to the party suffering the loss, or, if the party's identity is not readily ascertainable, to the municipality or local board, as the case may be.



Mitigating factors that a judge may take into account

The judge may consider whether the member or former member,

(a) took reasonable measures to prevent the contravention;

...

(c) committed the contravention through inadvertence or by reason of an error in judgment made in good faith.



Examples of Potential Conflicts of Interest

- 1. A Board Member is the CEO of Corporation XYZ, and Library Staff bring a report to the Board asking the Board for direction to award the contract to either Corporation XYZ or Corporation ABC.
- 2. A Member's father's business interests may be affected by a decision of the Board.
- 3. A Member's child is part of advocacy group ABC.

Note: These are only examples. Whether a Board member must declare a conflict of interest under the MCI/A is highly contextual.

Process

Conflicts Declared under the MCIA

- Review the MCIA
- Declare the conflict at the Board meeting
- Complete a Declaration of Interest Form
- If the matter is being discussed in a closed session, leave the room during the part of the meeting when the matter is being discussed in closed session
- If the member is absent from the meeting, declare the conflict and complete the Form at the next meeting the member attends



When in doubt...

- If you have to ask whether or not you have a conflict of interest, it is safer to declare a conflict

Insurance for Board Members



Insurance for Board Members

- Board Members are covered by insurance for errors and omissions in carrying out Board business – but not covered for breach of their duties

Toronto Public Library Board's Code of Conduct



Toronto Public Library Board's Code of Conduct

- **is broader than the MCIA**
- Can include family members other than a Board Member's spouse, child, or parent
- Includes a Board Member's non-pecuniary interests
- Does not require the Board Member to file a written declaration
- The Board Member is still required to make a verbal declaration
- The declaration is recorded in the minutes of the meeting
- The Toronto Public Library Board's Procedural By-Law sets out the procedure for declaring conflicts of interest

	Municipal Conflict of Interest Act	Toronto Public Library Board Code of Conduct
Conflict of interest pertains to monetary interests	Yes	Yes
Conflict of interest pertains to non-monetary interests	No	Yes
Obligation to disclose	Yes (Required by law)	Yes (Obligated by Code)
Conflict of interest noted in the meeting minutes	Yes	Yes
Requirement to complete written Declaration of Interest form	Yes	No
Declarations included in online registry	Yes	No

Communications Outside of Meetings



- Meetings must be open to the public – this is a requirement of the Public Libraries Act
- Board Members are free to gather and communicate with each other outside of Board and Committee meetings
- However Board Members cannot advance the decision-making of the Board outside of meetings
- The content and nature of the communication or discussion, not the forum or the venue, determines whether the business or decision-making of the Board is being advanced

Responsibilities of the Board

- directing and approving the library's strategic plans, goals, and policies based on community needs, and ensuring that these plans are efficiently and effectively implemented
- approving the annual operating and capital budgets for recommendation to City Council
- acting as an advocate for library services and representing the library before City Council and in the community
- protecting the public's right to read materials of their choice
- hiring and evaluating the City Librarian, who is responsible for the day-to-day administration of the library and its staff
- is legally accountable for the library's activities and for ensuring that it complies with all applicable legislation



STAFF REPORT ACTION REQUIRED

2019 Operating Budget – Update and Youth Hub Plan

Date:	February 25, 2019
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to provide the Toronto Public Library (TPL) Board with an update on the 2019 operating budget. The recommended budget maintains current services and service levels, and also includes enhancements to Sunday service hours and Youth Hubs.

At its meeting on February 4, 2019, the City's Budget Committee considered a [City staff recommended 2019 Operating Budget](#) for TPL of \$187.659 million net (\$206.880 million gross), which represents a 2.9% increase from 2018. This was comprised of a base budget increase of 2.6%, as requested by the Board, and service enhancements of 0.3% comprised of seasonal Sunday service at eight Neighbourhood branches (\$0.208 million net and gross; full-year costing of \$0.416 million) and two additional Youth Hub locations [\$0.260 million net and gross, including 2.0 full-time equivalents (FTEs)].

Citing the fiscal challenges facing the City, City staff did not include a recommendation for funding of \$3.347 million net and gross (full-year costing of \$5.578 million) for Phase 1 of the Open Hours Plan as included in the Board approved budget submission, but did recommend that it be included in TPL's 2020 operating budget for consideration.

At its meeting on February 13, 2019, Budget Committee requested a briefing note from Social Development, Finance & Administration (SDF&A) regarding additional supportive youth spaces, including TPL Youth Hubs. The briefing note is shown in Attachment 1 and includes an additional eight Youth Hubs over 2019 and 2020.

Budget Committee will recommend a 2019 operating budget at its final February 20, 2019 meeting. The Executive Committee will meet on March 4, 2019 to review Budget Committee recommendations, and City Council will meet on March 7, 2019 to approve the 2019 operating budget.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. receives the City staff recommended 2019 operating budget of \$187.659 million net (\$206.880 million gross), which represents a \$5.266 million net (\$5.163 million gross) increase, or 2.9%, over the 2018 operating budget; and
2. endorses the plan for eight additional Youth Hubs over 2019 and 2020 as noted in Attachment 1, subject to Council approval.

FINANCIAL IMPACT

TPL's City staff recommended 2019 operating budget of \$187.659 million net (\$206.880 million gross) represents a \$5.266 million net, or 2.9%, increase, over 2018. This is \$3.347 million net, or 1.8%, less than the Board Submission due to the exclusion of Phase 1 of the Open Hours Plan, as summarized in Table 1 below:

Table 1: 2019 Operating Budget: Board Request, City Staff Recommended, & City Staff Not Recommended

	Board Request			City Staff Recommended			City Staff Not Recommended		
	FTE	Net (\$M)	%	FTE	Net (\$M)	%	FTE	Net (\$M)	%
2018 Approved Operating Budget	1,734.8	182.393		1,734.8	182.393		-	-	
Base Budget Increase	(4.5)	4.798	2.6%	(4.5)	4.798	2.6%	-	-	0.0%
2019 Operating Base Budget	1,730.3	187.191	2.6%	1,730.3	187.191	2.6%	-	-	0.0%
<u>Budget Enhancements</u>									
2019 Add'l locations for Youth Hubs	2.0	0.260	0.1%	2.0	0.260	0.1%	-	-	0.0%
2019 Sunday Service Enhancement		0.208	0.1%		0.208	0.1%	-	-	0.0%
Open Hours Plan - Phase 1	40.9	3.347	1.8%			0.0%	40.9	3.347	1.8%
2019 Budget Enhancements	42.9	3.815	2.1%	2.0	0.468	0.3%	40.9	3.347	1.8%
Total 2019 Budget Change	38.4	8.613	4.7%	(2.5)	5.266	2.9%	40.9	3.347	1.8%
2019 Operating Budget	1,773.2	191.006	4.7%	1,732.3	187.659	2.9%	40.9	3.347	1.8%

The 2019 City Staff Recommended Operating Budget not only maintains but enhances existing TPL services levels.

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

ALIGNMENT WITH STRATEGIC PLAN

The operating budget supports TPL's strategic plan by supporting digital literacy and inclusion, enhancing access to information, technology and e-learning and transforming library operations for 21st century service excellence.

EQUITY IMPACT STATEMENT

The operating budget is informed by the principles of equity and access and aligns the financial investment in library services to meet the needs of all Torontonians, including all

equity-seeking groups. The City staff recommended budget enhancements comprised of additional seasonal Sunday service hours and two new Youth Hub locations will have a high positive impact on all equity-seeking groups.

These investments advance key City strategies including: Toronto Newcomer Strategy, Toronto Poverty Reduction Strategy, Toronto Seniors Strategy, Toronto Strong Neighbourhood Strategy 2020 and Toronto Youth Equity Strategy as well as Toronto Public Library's 2016– 2019 strategic plan: Expanding Access, Increasing Opportunity and Building Connections.

ISSUE BACKGROUND

At its meeting on October 29, 2018, the Board approved TPL's 2019 operating budget submission ([2019 Operating Budget Submission - Revised](#)) of \$191.111 million net (\$210.332 million gross), which represented a 4.8% increase over 2018, and was comprised of a base budget increase of 2.7% and budget enhancements of 2.1%. The budget enhancements included the phased expansion of seasonal Sunday service at eight Neighbourhood branches, two additional locations for Youth Hubs and Phase 1 of the Open Hours Plan.

At its meeting on January 21, 2019, the Board received an update on minimum wage that included the elimination of the 2019 minimum wage increase of \$0.104 million net, or 0.1%, and resulted in an updated operating budget request of \$191.006 million net (\$210.227 million gross), or 4.7%, comprised of a base budget increase of 2.6% and budget enhancement of 2.1%.

COMMENTS

The 2019 budget process was launched on January 28, 2019. At its meeting on February 4, 2019, the City's Budget Committee considered a [City staff recommended 2019 Operating Budget](#) for TPL of \$187.659 million net (\$206.880 million gross), which represents a 2.9% increase over 2018. Citing the fiscal challenges facing the City, City staff did not include funding of \$3.347 million net and gross (full-year costing of \$5.578 million) for Phase 1 of the Open Hours Plan, but did recommend that it be included in TPL's 2020 operating budget submission for consideration.

Base Operating Budget

The City staff recommended 2019 operating base budget of \$187.191 million net (\$206.412 million gross) represents a \$4.798 million increase, or 2.6%, over 2018, and equals the base budget requested by TPL.

Enhancements

City staff is recommending 2019 service enhancements of \$0.468 million net and gross, or 0.3%, comprised of the phased expansion of seasonal Sunday service at eight Neighbourhood branches (\$0.208 million net and gross; full-year costing of \$0.416 million) and two additional locations for Youth Hubs (\$0.260 million net and gross, including 2.0 FTEs) at the

Parliament Street and Thorncliffe branches. These enhancements support TPL's strategic plan and advances the City's Poverty Reduction Strategy.

At its meeting on February 6, 2019, the Budget Committee requested a briefing note from the Executive Director, Social Development, Finance and Administration (SDF&A), in consultation with the City Librarian, regarding the implementation of 20 additional supportive spaces including TPL Youth Hubs. This briefing note was developed with SDF&A and presented to Budget Committee at its meeting on February 13, 2019 and is attached as Attachment 1.

The briefing note indicates that TPL, if provided additional funding of \$0.390 million in 2019 and \$0.650 million in 2020, could expedite the implementation of three additional Youth Hubs in 2019 (for a total of five) and five additional sites in 2020. The eight additional Youth Hub locations are draft and funding is subject to Council approval.

At its meeting on February 13, 2019, the Budget Committee requested that the City Librarian provide budget briefing notes on the following:

- a. *the cost and funding details on the Sunday library hours added in the last four years; and*
- b. *the cost and funding details of the youth hubs added in the last four years.*

These briefing notes are being prepared for inclusion on the agenda for the Budget Committee meeting on February 20, 2019.

Budget Process

Budget Committee will recommend a 2019 operating budget at its final February 20, 2019 meeting. The Executive Committee will meet on March 4, 2019 to review Budget Committee recommendations and City Council will meet on March 7, 2019 to approve the 2019 operating budget. TPL Board will meet on March 25, 2019 to adopt the Council-approved budget.

CONTACT

Larry Hughsam; Director, Finance & Treasurer; Tel: 416-397-5946;
Email: lhughsam@torontopubliclibrary.ca

SIGNATURE

Vickery Bowles
City Librarian

ATTACHMENTS

Attachment 1: 2019 OPERATING BUDGET BRIEFING NOTE Implementation of Additional Supportive Youth Spaces, Toronto Public Library & Parks Forestry and Recreation

2019 OPERATING BUDGET BRIEFING NOTE

Implementation of Additional Supportive Youth Spaces, Toronto Public Library and Parks Forestry & Recreation

Issue:

At its meeting on February 6, 2019, Budget Committee ([BU2.4](#), Motion #8) requested the Executive Director, Social Development, Finance and Administration to:

- b. in consultation with the City Librarian, provide a budget briefing note regarding the implementation of 20 additional supportive youth spaces, which includes:
 1. Identification of 20 appropriate sites for either Enhanced Youth Spaces (operated by Parks, Forestry and Recreation) or Youth Hubs (operated by Toronto Public Library); and
 2. Budget impact in 2019 of implementing the sites identified in Part b above.

This briefing note is divided into five parts:

- A. Overview of Youth Spaces, Planning Considerations
- B. Toronto Public Library's Expansion Plan of Youth Hubs
- C. Parks, Forestry and Recreation's Expansion Plan of Youth Spaces
- D. Consolidated Identification of 20 Appropriate Sites for TPL Hubs & PFR Enhanced Youth Spaces
- E. Budget Impact 2019 and Beyond for Youth Spaces and Hubs

Key Points:

A. Overview of City of Toronto Youth Spaces, Planning Considerations

At its meeting on January 14, 2019, the Economic and Community Development Committee "directed the Deputy City Manager, Community and Social Services, to undertake a review of all City of Toronto youth services and programming...with recommendations on how best to optimize youth service delivery to meet the needs of youth most vulnerable to serious violence and crime". This review will address questions that should be considered regarding the further development of youth spaces and hubs. Due to the potential for youth violence in public space, it is important that spaces are equipped with the appropriate staffing to support conflict/violence interruption. Some of the critical questions for expansion of youth spaces include:

- a. What are the skills and expertise required to support demographics of youth, especially youth most vulnerable to serious violence and crime?

- b. What are the programs and services required in existing youth spaces to serve the population or demographics of youth in the community?
- c. What are common measures used to assess the impact and outcomes achieved in youth spaces related to:
 - Mitigating youth violence and de-escalation in public spaces, reduction in bans and increasing restorative justice/alternatives to criminalization;
 - Connection to employment, training and education;
 - Wrap around supports i.e. mental health services or housing; and
 - Number of youth served and collection of program outcome/impact data
- d. Cost of resourcing spaces including staffing expertise/complement.

Youth spaces are provided by Toronto Public Library (TPL), Parks, Forestry and Recreation (PFR) and not-for-profit agencies funded by Social Development Finance and Administration (SDFFA). Youth spaces are designated public and community-based venues that provide a safe environment for young people generally between the ages of 13 and 19 to connect with peers, community-based services and receive referrals (employment or mental health), educational attainment support, homework assistance and tutoring, access to computers and free WI-FI. For spaces to meet the needs of vulnerable youth, a review of these spaces is necessary to optimize the impact of youth spaces.

Both, TPL and PFR offer unique spaces that focus on different aspects of positive youth development but require enhanced supports to meet the needs of vulnerable youth. TPL and PFR have different expertise in youth development programming and differing amenities within the spaces.

While TPL and PFR provide excellent youth programming, the City's overall approach to the expansion of youth spaces remains largely uncoordinated. The TPL expansion is part of a comprehensive youth space expansion plan and can be accelerated to achieve 5 rather than 2 additional youth spaces in 2019. The PFR expansion option noted below provides an immediate opportunity to enhance existing youth spaces with dedicated staff.

B. Toronto Public Library Expansion of Youth Hubs:

Background

- [Youth Hubs](#) provide a safe and welcoming drop-in service for teens, ages 13-19. They are open after school and during summer months, and are staffed by librarians, other library staff and volunteers. The Hubs provide homework assistance, access to technology and programs that help develop digital literacy and social and leadership skills under the guidance of caring adults. They respond to the needs and interests of youth, supporting personal development and relevant learning opportunities. Youth Hubs are an important part of Toronto Public Library's [Youth Services Strategy](#), published in 2018.

- As part of the 2018 Operating Budget Process, City Council approved 2018 funding of \$390K for the Youth Hub Enhancement and referred the second and third phases of funding to future budget processes. Funding of \$260K for phase 2 is included in TPL's 2019 Staff Recommended Operating Budget.
<https://www.torontopubliclibrary.ca/content/about-the-library/pdfs/board/meetings/2018/oct29/12-2019-operating-budget-submission-revised-combined.pdf>
- The 2018 Youth Hub Enhancement request was approved (\$390K) and the three new locations opened in 2018 (Downsview, Flemingdon Park, and Malvern).
- TPL's Youth Hubs are located in or near Neighbourhood Improvement Areas (NIAs) and align with and support Toronto's Poverty Reduction Strategy goals to *improve access to* high quality programs for children and youth, and to support growth in the number of high quality, out of school time programs for children and youth.
- TPL currently operates eleven (11) Youth Hubs at Albion, Barbara Frum, Cedarbrae, Centennial, Downsview, Fairview, Flemingdon Park, Malvern, Maria A. Shchuka, Sanderson, and York Woods branches. Youth Hubs contribute to the City's TSNS 2020 equity domains of economic development, social development and physical surroundings by providing a welcoming space; mentors; homework help; access to services and technology; and technology support to youth in NIAs.

Funding Formula

- The funding for each Hub is \$130K for a full time Youth Hub Librarian position (approximately \$105K including benefits) and programming equipment and support (approximately \$25K) at each location. Other library staff, college and university placement students and volunteers from the community also support the service at each location.

Youth Hubs Expansion

- To follow the successful implementation of the new 2018-2020 Youth Hub locations, TPL has drafted a vision for 20 additional Youth Hub locations to be implemented as four new locations per year over five years (2021-2025). This vision for 20 additional locations is informed by the success and popularity of TPL's Youth Hub service, identified need, and is in support of providing geographic equity to meet that identified demand.
- If additional funding were available TPL could expedite the implementation of 5 additional sites in 2019 and another 5 sites in 2020, (expansion sites are listed in Section D and 2019 budget impact in Section E).

C. Parks, Forestry and Recreation Youth Spaces

Background:

- There are two types of PFR youth spaces: regular and enhanced. Regular youth spaces have youth-focused programming during the week and are staffed by part-time staff. Enhanced Youth Spaces operate within community centres or agency partner spaces, include dedicated rooms, computer and media labs and access other recreation spaces in the facility including gymnasiums, kitchen facilities to round out the user's experience. There is no fee for youth to participate.
- In 2014, following an extensive needs assessment and community youth advisory input, Council approved the service model of 10 Enhanced Youth Spaces being implemented in 3 phased approach: 4 youth spaces in 2014, 3 youth spaces in 2015, and 3 youth spaces in 2016.
- The Enhanced Youth Spaces service model enhances the overall PFR youth program delivery model by augmenting traditional recreation activities with unique programs that respond to the diverse and changing interests of local youth. The service model builds life skills and creates pathways to employment through entrepreneurship, employment readiness and continuing education supports. The Enhance Youth Space is built on 3 pillars: dedicated space, dedicated staff, and youth-led programming.
- 3 of the 10 enhanced youth spaces are located in non-city facilities in partnership with Native Child and Family Resources, East Metro Youth Service and LAMP Community Health Centre. Each organization focuses on various needs, such as mental health, community health, newcomer services and services specific to indigenous people including employment. The remaining 7 spaces are located in Parks Forestry and Recreation Community Centres.
- Parks, Forestry and Recreation submitted a grant application to National Crime Prevention, Public Safety Canada for \$4.7 million, over 5 years to implement actions related to prevention and intervention initiatives included as part of City's gun violence prevention strategy. The application, was unsuccessful but would have provided funding for an additional 5 Enhanced Youth Spaces with a strong focus on youth development and engagement supporting youth violence prevention.

Funding Formula & Expansion

- If additional funding were available to expand the Enhanced Youth Spaces, PFR would use the same selection criteria used to select the original 10 sites including but not limited to: NIA, high youth population, recreation base service gap and geographic need. Any increased funding for youth spaces in 2019 would be used to turn 5 existing non-enhanced youth spaces currently in community centres into enhanced youth spaces with additional staff support.

Please see Section D for a consolidated identification of 20 Appropriate Sites PFR Enhanced Youth Spaces.

D. Consolidated Identification of 20 Appropriate Sites for TPL Hubs & PFR Enhanced Youth Spaces

Toronto Public Library			
Year	Youth Hub Location	Address	Ward
2019*	Parliament Street	269 Gerrard St. E	Ward 13
2019*	Thorncliffe	48 Thorncliffe Park Drive	Ward 15
2019	McGregor Park	2219 Lawrence Ave. E	Ward 21
2019	Mount Dennis	1123 Weston Rd.	Ward 5
2019	Albert Campbell	1550 Sandhurst Circle	Ward 20
2020	Richview	1806 Islington Ave	Ward 2
2020	Jane Dundas	620 Jane St.	Ward 4
2020	Scarborough Civic Centre	156 Borough Drive	Ward 21
2020	Agincourt	155 Bonis Ave.	Ward 22
2020	Bloor Gladstone	1101 Bloor Street W	Ward 9
Parks, Forestry and Recreation			
Year	Youth Space Location	Address	Ward
2019	Driftwood CC	4401 Jane Street	Ward 7
2019	Regent Park CC	402 Shuter Street	Ward 13
2019	Lawrence Heights CC	12 Flemington Road	Ward 8
2019	Chalkfarm CC	180 Chalkfarm Drive	Ward 7
2019	O'Connor CC	1386 Victoria Park Ave	Ward 19
2020	Falstaff CC	50 Falstaff Ave	Ward 5
2020	Elmbank CC	10 Rampart Road	Ward 1
2020	Scarborough Village CC	3600 Kingston Road	Ward 24
2020	Thistletown CC	925 Albion Road	Ward 1
2020	Grandravine CC	23 Grandravine Drive	Ward 6

**TPL Youth Spaces included in Staff Recommended Budget 2019*

E. Budget Impact 2019 and Beyond for Youth Spaces and Hubs

Division/Agency	# of Youth Space Hubs/Spaces	Financial Impact 2019	Financial Impact 2020
Toronto Public Library Youth Hubs	2 Hubs included in 2019 Staff Recommended Budget Process	\$260,000 (2)	
	8 additional sites	\$390,000 (3)	\$650,000 (5)
Parks Forestry and Recreation	5 Enhanced Youth Spaces in 2019	\$1,005,000	
	5 Enhanced Youth Spaces in 2020	-	\$840,000 (5)
	One-time start-up costs for 5 Enhanced Youth Spaces	\$50,000	\$50,000
	Total:	\$1,705,000	\$1,540,000

Prepared by: Costanza Allevato, Director Community Resources, Social Development, Finance and Administration; 416-392-8606, Costanza.Allevato@toronto.ca

Further information: Chris Brillinger, Executive Director, Social Development, Finance and Administration; 416-392-5207; Chris.Brillinger@toronto.ca

Date: February 11, 2019



**STAFF REPORT
ACTION
REQUIRED**

15.

Centennial Branch – Architect – Award of Contract

Date:	February 25, 2019
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to request Toronto Public Library Board approval to award the contract for architectural services, as per the Library’s Request for Proposal (RFP) TPL 092-2018 for the Centennial Branch (CE) capital project.

It is recommended that the contract for architectural services for the CE project be awarded to Ken Fukushima Architecture jointly with McCallum Sather Architects Inc., having achieved the highest total score in the evaluation for a fee of 6.93% of the estimated construction budget.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. awards the contract to Ken Fukushima Architecture jointly with McCallum Sather Architects Inc., for architectural services for the Centennial Library capital project based on fees of 6.93% of the estimated construction budget of \$8,954,000 resulting in a cost of \$620,512 excluding Harmonized Sales Tax (HST).

FINANCIAL IMPACT

The Council-approved capital budget for the CE project is \$11,340,000. The current estimated construction portion of the capital budget is approximately \$8,954,000.

The total contract of \$620,512 for architectural services is also part of the approved capital budget. The award is based on the fee of 6.93% applied to the estimated construction budget of \$8,954,000 resulting in a cost of \$620,512, plus \$22,035 for interiors.

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

ALIGNMENT WITH STRATEGIC PLAN

The renovation of the Centennial branch helps to achieve various strategic plan priorities and goals including:

- increasing access to in-branch services and spaces through responsive service hours and new options to expand public and community space;
- advancing State of Good Repair projects to provide welcoming, well-maintained and efficient public space;
- creating in-branch environments that connect neighbourhoods and communities, offering opportunities for partnerships, civic engagement and resident participation;
- building community connections through cultural experiences;
- offering broad access to experiential, collaborative, mentored and networking learning opportunities in response to the different ways people learn and the unique needs of local communities.

BACKGROUND

CE is a single story neighbourhood branch that is 6,866 square feet. The branch serves a community of 45,793, including the former Bathurst Finch priority community. CE is a busy branch with a circulation of 307,111 items and 177,412 visitors in 2017. Use of the branch continues to increase largely due to recent residential development, a high proportion of newcomers and children and youth in the area, and a growing demand for new and innovative library services.

No renovation has taken place since 1997. Building deficiencies were identified in a property condition assessment undertaken in 2014. The project is a necessary means to upgrade branch mechanicals and cabling capacity so that the neighbourhood branch can continue achieving its services objectives. The expanded new building will conform to Toronto Green Standards.

COMMENTS

CE is a capital project included in the approved 2018-2027 capital budget and plan. The project provides for the architectural design and construction of this neighbourhood library. The Centennial Reconstruction and Expansion 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, and ventilating and air conditioning system. The project will address barrier free requirements as well as the new and evolving requirements for connectivity and service delivery. The renovation and expansion will include a complete redesign of the current space, making for a more efficient layout, a revitalization of all public service areas, quiet study spaces and computers with internet access. The size of the branch will increase to 15,000 sq. ft. and will be consistent with neighbourhood branch size standards.

Procurement Process and Results

A Request for Proposals (RFP) for Architectural Services was issued on October 23, 2018 and was advertised on the TPL website, and the Biddingo and MERX online bid posting sites. A total of 18 submissions were received.

The RFP process was a two-phase process as the nature and complexity of the work that is required warrants the establishment of a short list of qualified architects in Phase 1, followed by interviewing the short-listed firms in Phase 2. Architects who responded to the RFP included the following documentation in their responses:

- Mandatory Submission Form acknowledging receipt and review of all pertinent documents and binding covenant to provide services in accordance with RFP documents;
- Price Detail Form;
- firm's experience with at least three (3) projects of a similar nature, scope and scale in the last seven years;
- Architect's ability and capacity to perform the work;
- person(s) in firm responsible for this project and on the project team, including relevant experience, expertise and role;
- sub-consultants firm proposes to use, including expertise and experience of each firm and coordination techniques to be used;
- experience in working with public sector or not-for-profit clients;
- proven track record in public consultation;
- proven reputation in the design of functional interiors that encompass all current design concepts to respond in a dynamic and meaningful way to the requirements of the public;
- expertise with Toronto Green Development Standard;
- contract administration, including ability to meet project schedule and supervise a contract while project is under construction;
- Architect's experience and methods used for budgeting and financial controls; and
- three (3) client references.

A short list of the six (6) highest scoring firms was established based on the evaluation of the submissions in Phase 1. The evaluation criteria included: submission presentation; qualifications; contract administration; experience in working with public sector or not for profit clients, public consultation, design of interiors, multiple stakeholder projects, the Toronto Green Development Standard, references and fee proposal.

The short-listed proponents were invited to attend a confidential interview and make a presentation in accordance with the provisions of the RFP. Each firm was required to address the following in their presentation:

- personnel who would be involved in the project, and their roles;
- vision for the CE neighbourhood branch project;
- how the firm would ensure that the building design would meet the needs of the various project stakeholders and how the firm will manage the impact of the construction on the other partners at this location;
- how does the firm ensure it meets projected schedules and budget: what strategy does the firm employ when difficulties or delays arise in the course of a project?

The recommended architects Ken Fukushima Architecture and McCallum Sather Architects Inc., achieved the highest total score in the evaluation. References were checked by the Library and were satisfactory. Ken Fukushima Architecture and McCallum Sather have extensive Library experience. Together they present a strong architectural and interior design partner for TPL as they develop and construction the new Centennial branch.

The approved capital budget is \$11,340,000, but the project is at a very early stage, and as work proceeds on the planning and scoping, the project will be further refined, and additional reports brought forward to the Board for approval, as required. If the construction costs increase, or other work is required, the fee paid to Ken Fukushima Architecture and McCallum Sather Architects Inc. would not exceed 6.93%.

CONCLUSION

With the selection of Ken Fukushima Architecture and McCallum Sather Architects Inc., work on the CE capital project will begin immediately, starting with public consultations, detailed building and site assessments and design development. This project will be a multi-year project, with the branch being closed during the construction period. The plan is to complete the schematic design by the fall 2019, design development and contract documents will be completed by the fall of 2020, approvals by review authorities completed in 2020, with construction starting in 2021.

CONTACT

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SIGNATURE

Vickery Bowles
City Librarian

York Woods Branch – Lease Agreement for Alternate Service Location

Date:	February 25, 2019
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to obtain Toronto Public Library Board endorsement for a twenty-six (26) month lease agreement commencing on May 15, 2019 and terminating on July 15, 2021 as part of the alternate service plan for York Woods branch. The branch will be closing for approximately two years as it undergoes a renovation, and library services will be provided to the community through this temporary location at a reduced level of service. The proposed lease space is located at 1 York Gate Blvd, Unit 30.

This lease agreement requires Toronto Public Library Board and City of Toronto approval.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. endorses a lease agreement between the Library and 7506473 Canada Inc. for space located at Yorkgate Mall, 1 York Gate Blvd, Unit 30 for a twenty-six (26) month term with four options to renew for three months each, substantially on terms and conditions set out in Appendix A;
2. authorizes the City Librarian to act on its behalf to seek City approval and execute the lease and related documentation; and
3. requests City Council to approve a Municipal Capital Facility Agreement for the leased space.

FINANCIAL IMPACT

During the fixturing period of May 15, 2019 to July 15, 2019, the Library is not obligated to pay any rent and is responsible for utilities consumed only. The total cost for the two-

month fixturing period is approximately \$1,670.50 based on an estimate of \$3 per square foot for utilities, excluding Harmonized Sales Tax (HST).

The cost to the Library for the 26-month term, inclusive of base rent and additional rent, will be \$201,462.30 excluding HST for 3,341 square feet. Base rent is \$20.00 per square foot for the 24-month term (excludes the fixturing period) and additional rent is estimated at \$10.00 per square foot with a 3% increase in Year 2. Total utilities will be approximately \$21,716.50 excluding HST for the 26-month term.

With an estimated lease start date of May 15, 2019, the annual cost to the Library excluding HST is as follows: \$56,797.00 in 2019; \$110,754.15 in 2020; and \$55,627.65 in 2021.

During the Extended Term, comprised of the four possible renewals of three months each, minimum rent will increase to \$22.00 per square foot, or \$6,125.17 per month excluding HST. Additional rent is estimated to increase by 3% for \$10.61 per square foot. The annual cost to the Library excluding HST during the term extension is as follows: \$59,484.83 in 2021 (six months), and \$59,484.83 in 2022 (six months).

There will be an estimated \$50,000 required in capital expenditures to prepare the space for Library use, and this will be funded from the approved 2019 capital budget.

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

DECISION HISTORY

At its meeting on December 5, 6, 7 and 8, 2017, City Council considered EX29. City-Wide Real Estate - Amendments to Municipal Code Chapters and Shareholder Directions and adopted recommendations that amended the Municipal Code and provided the Toronto Public Library Board with new permanent limited authorities to enter into short-term leases and licenses as both landlord/licensor and tenant/licensee. As such, for leases where the Library is a tenant, lease terms exceeding one year and base rent exceeding \$50,000 for the entire term must be approved by the City of Toronto.

BACKGROUND

The York Woods branch is a two-storey 42,176 square-foot facility, which opened in 1970, and includes a theatre that was opened in 1995. The Community Arts Hub and programming room were constructed in 2010. The branch is slated to close for approximately two years while it undergoes extensive renovations. As one of the only accessible community spaces in the Jane-Finch neighbourhood, it is imperative that an alternative service location remain in operation. This well-used district library is a valuable community resource and branch staff are very active within the community, having developed relationships with local schools, daycares and community agencies and organizations.

ALTERNATE SERVICE PLAN

In order to alleviate much needed library service gaps, an alternative service plan will include a limited number of ongoing library services and programs including:

- a curated browsing collection where the merchandising of popular library items will remain on display;
- a place for customers to pick up their holds;
- a book drop for customers to return library materials;
- access to free wifi;
- public access computer for searching the library catalogue and some public internet computers with access to a printer;
- a flexible program space where Children's programs and a Youth Hub will continue regular basis;
- the alternative service plan offers an exciting opportunity to further strengthen Toronto Public Library's ties with community partners and agencies in the Jane-Finch area. The Yorkgate mall currently houses many such organizations.

The proposed lease space at Yorkgate Mall also supplies a loading dock area where library material shipments may be received and sent, and a staff room that includes computers, a washroom, and a small break area.

Details pertaining to how the York Woods pop-up will integrate into the mall environment are yet to be determined. Specifics related to revised branch hours of operations and the ongoing outreach requirements are currently in development. More details will come forward to the Board when the construction tender is awarded. The local Councillor has been informed of this alternate service plan.

COMMENTS

The proposed lease agreement is for 3,341 square feet inside Yorkgate Mall, which is located at 1 York Gate Blvd, Unit 30. It is in close proximity to the York Woods branch.

The revitalization of the York Woods branch, by architects Diamond and Schmitt, will allow Toronto Public Library to bring the branch up to 21st century library standards and introduce some new services such as the Digital Innovation Hub and the Music Instrumental Lending Library. The approved capital budget is \$10.158 million dollars. The scope of the York Woods branch project includes an interior redesign and renovation of the ground and second floors of the branch, and a modernization of the theatre.

Should the York Woods renovation project encounter delays in its completion, the lease agreement provides for four extension terms, each at three months in length for a total of one year.

All leases for branches located on privately-owned property require Library Board

approval. Leases on privately-owned property with a term over one-year or total rent over \$50,000 require City of Toronto approval; this lease extension therefore requires City approval.

CONTACT

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SIGNATURE

Vickery Bowles
City Librarian

ATTACHMENT

Appendix A: Major Terms and Conditions

MAJOR TERMS AND CONDITIONS

Premises:

Approximately 3,341 square feet of rentable space at Yorkgate Mall, Unit 30 at 1 York Gate Blvd.

Landlord:

7506473 Canada Inc.

Term:

Twenty-six months, estimated to commence on May 15, 2019 and end on July 15, 2021 which includes a fixturing period of two months starting May 15, 2019 and ending July 15, 2019.

Extended Term:

Four periods of three months each for a total extension of one year. Tenant must provide six months' written notice prior to the expiration of each term.

Use:

Alternate space for York Woods branch during its two-year renovation.

Minimum Rent:

Base rent of \$20.00 per sq.ft. or \$66,820.00 per year, plus applicable taxes, equivalent to \$5,568.33 per month. During the fixturing period there is no minimum rent payable.

Additional Rent:

Tenant pays for its proportionate share of certain common costs (including HVAC maintenance), estimated at \$10.00 per sq. ft., or \$2,784.17 per month in Year 1 (July 15, 2019 to June 14, 2020) and \$2,867.69 in Year 2 (July 15, 2020 to June 14, 2021). During the fixturing period there is no additional rent payable.

	2019	2020	2021
Base Rent	33,410.00	66,820.00	33,410.00
Additional Rent	16,705.00	33,911.15	17,206.15
Subtotal	50,115.00	100,731.15	50,616.15
Utilities (estimate \$3/sq.ft.)	6,682.00	10,023.00	5,011.50
Total	56,797.00	110,754.15	55,627.65

Utilities:

Tenant pays for its proportionate share of utilities for the building, estimated at \$3.00 per sq. ft., or \$835.25 per month. During the fixturing period the Library must pay for utilities consumed.

Insurance:

The Tenant shall have the following:

- 1.) CGL limit per occurrence of \$5,000,000
- 2.) All risks property insurance
- 3.) Legal liability insurance for coverage against perils of fire, explosion, and other perils
- 4.) Plate glass insurance
- 5.) Designation of 7506473 Canada Inc. as additional insured

Capital Repair

The cost to prepare the space for Library use is estimated at \$50,000 and will be funded by the 2019 Capital Budget. The Landlord is responsible for the base building mechanical systems serving the Premises. The Landlord will also upgrade the demising wall between the Premises and the immediately adjacent retail unit to a two-hour fire rated wall. Any modifications to the sprinkler system will be performed by the Landlord at the Tenant's cost.

Parkdale Branch – Closure for Minor Renovation

Date:	February 25, 2019
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

Parkdale branch will be closing for interior renovation in the spring of 2019. This report requests the approval for the closure of approximately two to three months.

The renovation will refresh the main floor branch interior by relocating the music instrument lending library to a more prominent location on the main floor; adding seating for the public; new carpet and new computer furniture; new shelving in the children's and teen departments; and a modernized, user-friendly service desk.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. approves the closure of the Parkdale branch for approximately two to three months.

FINANCIAL IMPACT

There is no financial impact beyond what has already been approved in the budget.

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

DECISION HISTORY

The Parkdale branch minor renovation is part of the Library's approved capital budget multibranch projects.

COMMENTS

The Parkdale branch will be closed for approximately two to three months. The closure is expected to begin in the spring of 2019.

Parkdale branch is a busy neighbourhood branch, serving a current population of approximately 31,241 (2016 census data). In addition to providing a full suite of neighbourhood library services, Parkdale also holds the first Music Instrument Lending library as well as hosting the Parkdale Community Information Centre.

The branch is being considered for a future major capital project that may involve a major redevelopment and consolidation of community services in the Parkdale neighbourhood. The Create TO division of the City of Toronto is spearheading this initiative, and the Library is participating in this work along with other community partners. The timeline for this major capital work is not known at this time. In the mean time, the branch requires immediate work to maintain a reasonable state of good repair, improve branch operations and address ongoing Health and Safety issues.

The short-term staff relocation procedure will be followed for this closure.

The current interior renovation will include:

- reconfiguring the adult computer area to allow for more space per workstation that addresses issues around personal space and crowding for customers;
- relocating the Music Instrument Lending library to a more prominent location with better display opportunities on the main floor of the branch;
- replacing carpet throughout the branch as it is badly worn and stained;
- replacing shelving in the adult lounge area, teen area and children's department with lower shelving to improve sightlines and introduce flexibility to the branch;
- adding laptop bars with access to power to the windows overlooking Queen Street;
- additional public seating in the urban living room will be added;
- replacing some of the existing study tables with furniture that has access to power;
- replacing the service desk with one that is more efficient and will improve staff health and safety;
- workroom furniture that will be also be replaced and reconfigured to improve efficiency.

All furniture and shelving elements will be able to be re-used as part of the future major capital project.

PLAN FOR ALTERNATE SERVICE

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

- direct users to pick-up holds and use nearby branches in close proximity with easy TTC access including High Park and Bloor / Gladstone;
- relocate the Musical Instrument Lending library service to the High Park branch main floor;
- increase programming at High Park branch;
- continue to provide outreach services such as Kindergarten Outreach, promotion for Summer Reading Club, visits to schools, child care centres, after school programs, parent/child programs, and outreach to clients of community agencies;
- continue engagement with community groups and agencies identifying ongoing service needs and planning for services to be delivered at the re-opening of the branch;

- continue to participate in key community events;
- utilize social media throughout the closure to promote library services and keep users updated on the progress of construction.

Prior to the closure staff will hold an open house to answer questions, speak with customers on an individual basis and provide appropriate referrals for library services during the closure. The local Councillor has been informed of the alternate service plan.

CONTACT

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SIGNATURE

Vickery Bowles
City Librarian



STAFF REPORT ACTION REQUIRED

Parliament Street Branch – Closure for Minor Renovation

Date:	February 25, 2019
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

Parliament Street branch will be closing for an interior renovation in the spring of 2019. This report requests the approval for the closure of approximately 1-1/2 to two months. The St. James Town branch is also going to be renovated during this time period, but will not be closed until the Parliament Street branch reopens.

The renovation will refresh the adult areas with new flooring and shelving; the adult computer area will be reconfigured to allow for more space per workstation; an isolated study area will be opened up; and shelving height reduced to improve staff sightlines and health and safety in the branch.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. approves the closure of the Parliament Street branch for approximately 1-1/2 to two months.

FINANCIAL IMPACT

There is no financial impact beyond what has already been approved in the budget.

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

DECISION HISTORY

The Parliament Street branch minor renovation is part of the Library's approved capital budget.

COMMENTS

The Parliament Street branch will be closed for approximately 1-1/2 to two months. The closure is expected to begin in the spring of 2019. There is also a planned closure for the nearby St. James Town branch in close proximity to Parliament Street. Staff will ensure the two locations are not closed at the same time, which would impact library service delivery to this part of the City.

Parliament Street branch is a busy neighbourhood branch, serving a current population of approximately 40,663 (2016 census data). The community served by the branch includes part of the Regent Park Neighbourhood Improvement Area.

The branch is an approved future capital project 2018-2027 for possible relocation and expansion. The timeline for that major capital work has design commencing in 2021 and closure for construction sometime in 2023. In the mean time, the branch requires immediate work to maintain a reasonable state of good repair and address ongoing health and safety issues.

The project will include:

- reconfiguring the adult computer area to allow for more space per workstation that addresses issues around personal space and crowding for customers; this will also improve staff supervision of area;
- replacing carpet with polished concrete for better ongoing maintenance as carpet in the area is badly worn and stained;
- replacing shelving for adult collections with lower shelving to improve staff sightlines;
- opening up an isolated study area;
- adding two new laptop bars that overlook the streetscape at the windows;
- replacing existing study tables with furniture that includes access to power for customers to charge their devices.

All furniture and shelving elements will be able to be re-used as part of the future major capital project.

PLAN FOR ALTERNATE SERVICE

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

- direct users to pick-up holds and use nearby branches in close proximity with easy TTC access, including St. James Town, St. Lawrence; Toronto Reference Library, and Yorkville branches;
- expand hours at St. James Town branch to 62 hours per week, plus maintaining their Sunday service;
- expand hours at St. Lawrence branch to 62 hours per week;
- increase programming at St. Lawrence and St. James Town branches;
- continue to provide outreach services such as Kindergarten Outreach, promotion for Summer Reading Club, visits to schools, child care centres, after school programs, parent/child programs, and outreach to clients of community agencies;

- maintain contact with community groups and agencies identifying service needs and planning for services to be delivered at the re-opening of the branch;
- continue to participate in key community events;
- utilize social media throughout the closure to promote library services and keep users updated on the progress of construction.

Prior to the closure staff will hold an open house to answer questions, speak with customers on an individual basis and provide appropriate referrals for library services during the closure. The local Councillor has been informed of the alternate service plan.

CONTACT

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Susan Martin; Manager, Branch Capital Project Planning and Implementation;
Tel.: 416-393-7543; Email: smartin@torontopubliclibrary.ca

SIGNATURE

Vickery Bowles
City Librarian

St. James Town Branch – Closure for Minor Renovation

Date:	February 25, 2019
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

St. James Town branch will be closing for renovation in the late spring of 2019. This report requests the approval for the closure of approximately two to three months. There is also a planned closure and renovation that will occur at the nearby Parliament Street branch. Staff will ensure that this closure will happen after the reopening of the Parliament Street branch.

The interior renovation will include the increase of public seating by adding a new laptop bar; replacement of the service desk and reconfiguration of the door into the staff room to improve efficiency and address health and safety issues.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. approves the closure of the St. James Town branch for approximately two to three months.

FINANCIAL IMPACT

There is no financial impact beyond what has already been approved in the budget.

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

DECISION HISTORY

The St James Town branch minor renovation is part of the Library's approved capital budget.

COMMENTS

The St. James Town branch will be closed for approximately two to three months. The closure is expected to begin in the spring of 2019 after the planned renovation for the nearby Parliament Street branch is complete as these locations share many customers.

St. James Town branch is a busy neighbourhood branch, serving a current population of approximately 27,917 (2016 census data). The branch borders on the Regent Park Neighbourhood Improvement Area. The branch was opened in 2004 and has been a very busy and popular location since that time.

Interior renovation will include:

- replacement of carpet throughout the branch;
- reconfiguration of public computer workstations to improve the customer experience;
- replacement of service desk, relocation of self-service checkout and interior book drop;
- re-location of the door into the staff work room in order to improve efficiency and health and safety for staff;
- addition of a new laptop bar with access to electrical outlets;
- some shelving and furniture will also be replaced as part of the project.

PLAN FOR ALTERNATE SERVICE

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

- staff will direct users to pick-up holds and use nearby branches in close proximity with easy TTC access including Parliament Street; St.Lawrence; Toronto Reference Library, and Yorkville branches;
- expanded hours at St. Lawrence branch to 62 hours per week;
- expanded programming at St. Lawrence branch;
- continuation of outreach services such as Kindergarten Outreach, promotion for Summer Reading Club, visits to schools, child care centres, after school programs, parent/child programs, and outreach to clients of community agencies and the Wellesley centre;
- partnership with the Re kai Centre to offer book club, children's programming and other programs;
- maintenance of contact with community groups and agencies;
- continuation of participation in key community events;
- utilization of social media throughout the closure to promote library services and keep users updated on the progress of construction.

Prior to the closure staff will hold an open house to answer questions, speak with customers on an individual basis and provide appropriate referrals for library services during the closure. The local Councillor has been informed of the alternate service plan.

CONTACT

Leesa Tossios; Area Manager, Lillian H. Smith / Northern District Area; Tel.: 416-393-7642;
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Susan Martin; Manager, Branch Capital Project Planning and Implementation;
Tel.: 416-393-7543; Email: smartin@torontopubliclibrary.ca

SIGNATURE

Vickery Bowles
City Librarian



STAFF REPORT INFORMATION ONLY

2019–2028 Capital Budget & Plan – Update

Date:	February 25, 2019
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to provide the Toronto Public Library (TPL) Board with an update on the 2019–2028 capital budget and plan.

At its meeting on February 4, 2019, the City’s Budget Committee considered a [City staff recommended 2019–2028 Capital Budget and Plan](#) for TPL of \$178.870 million debt (\$309.412 million gross), which is comprised of the Board funding request meeting debt targets plus an additional \$4.982 million debt (\$5.475 million gross) funding for the Multi-Branch Minor Renovation Program, which exceed debt targets. The remaining eight projects (\$72.364 million debt and \$163.459 million gross over 2019-2028) that are part of the Board funding request, which exceed debt targets, are not included in the recommended budget.

The need for additional funding to address the growing State of Good Repair (SOGR) backlog continues to be a concern.

Budget Committee will recommend a 2019-2028 capital budget and plan for TPL at its February 20, 2019 meeting. The Executive Committee will meet on March 4, 2019 to review Budget Committee recommendations and City Council will meet on March 7, 2019 to approve the 2019–2028 capital budget and plan.

FINANCIAL IMPACT

The City staff recommended 2019–2028 capital budget and plan for TPL is funded by \$21.860 million debt (\$28.674 million gross) for 2019 and \$178.870 million debt (\$309.412 million gross) over 2019-2028, which includes \$4.982 million debt (\$5.475 million gross) funding for the Multi-Branch Minor Renovation Program which exceeds debt targets.

Though City staff recommended this additional \$4.982 million of funding, which exceeds the debt targets, eight remaining projects (\$72.364 million debt and \$163.459 million gross over 2019-2028) that are part of the Board funding request exceeding debt target continue to be unfunded, as summarized in Table 1 below:

Table 1: 2019-2028 Capital Budget and Plan
Summary (\$ Millions)

	Board Request		City-Staff Recommended		City-Staff Not Recommended	
	Gross	Debt	Gross	Debt	Gross	Debt
Request meeting Debt Target	303.937	173.888	303.937	173.888	-	-
Request exceeding Debt Target	168.934	77.346	5.475	4.982	163.459	72.364
Total Capital Plan	472.871	251.234	309.412	178.870	163.459	72.364

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

ALIGNMENT WITH STRATEGIC PLAN

The City staff recommended 2019-2028 capital budget and plan supports TPL’s strategic plan, in particular: advancing State of Good Repair projects to provide welcoming, well-maintained and efficient public space; increasing access to in-branch services and spaces through new options to expand public and community space; and transforming library branches for 21st century service excellence.

EQUITY IMPACT STATEMENT

The City staff recommended 2019-2028 Capital Budget and Plan for TPL is informed by the principles of equity and access. The plan was developed using access as one of the key drivers for investment in capital projects. The plan will increase TPL's capacity to align the investment in library facilities and services with need and demand across the city. It seeks to improve equity with respect to facility and service access for all residents, including equity-seeking groups in the City of Toronto.

ISSUE BACKGROUND

At the meeting on October 29, 2018, the Library Board approved the [2019-2028 Capital Budget and Plan](#) revised submission of \$21.915 million debt (\$28.830 million gross) in 2019 and \$251.234 million debt (\$472.871 million gross) over 2019-2028, which is comprised of \$173.888 million debt (\$303.937 million gross) meeting debt targets and \$77.346 million debt (\$168.934 million gross) above the debt targets.

The additional funding exceeding debt target was requested by the Board to partially address the growing SOGR backlog.

COMMENTS

City staff recommended 2019-2028 Capital Budget and Plan

The 2019 budget process was launched on January 28, 2019. At its meeting on February 4, 2019, the City's Budget Committee considered a [City staff recommended 2019–2028 Capital Budget and Plan](#) for TPL of \$178.870 million debt (\$309.412 million gross), which is comprised of the Board funding request meeting debt targets plus an additional \$4.982 million debt (\$5.475 million gross) funding for the Multi-Branch Minor Renovation Program that exceeds debt targets in 2021-2023, to help address the SOGR backlog at multiple branches. The remaining eight projects (\$72.364 million debt and \$163.459 million gross over 2019-2028) that are part of the Board funding request, exceeding debt targets, are not included in the recommended budget.

Details of the City staff recommended 2019–2028 capital budget and plan are shown on Attachment 1. Attachment 2 lists the projects that are not funded in the City staff recommended 2019-2028 capital budget and plan, but were included in the Board request.

The need for additional funding to address the growing SOGR backlog continues to be a concern.

SOGR Backlog

Based on the City staff recommended 2019–2028 capital budget and plan, the SOGR backlog, over the next 10 years, is expected to increase from \$68.413 million or 5.5% of total asset value in 2019 to \$158.949 million at the end of 2028, which represents 12.2% of the total asset value.

The last Building Condition Assessment (BCA) was done over four years ago. Based on the analysis recently done for the approved Facilities Master Plan, the actual SOGR backlog is likely much larger than the reported amounts. Work to update the BCA will be undertaken in 2019.

CONTACT

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SIGNATURE

Vickery Bowles
City Librarian

ATTACHMENTS

- Attachment 1: 2019-2028 City staff recommended Capital Budget and Plan
- Attachment 2: 2019-2028 Projects in Board Submission, but not included in the City staff recommended Capital Budget and Plan

TORONTO PUBLIC LIBRARY
2019 - 2028 City staff recommended Capital Budget and Plan - Gross and Debt Funding
(\$millions)

Attachment 1

	PROJECT INFORMATION					GROSS											TOTAL 2019 - 2028	DEBT											TOTAL 2019 - 2028				
	PROJECT NAME	Cost Est.	Develop. Charges	S. 37/ 45/ Reserves	Other Funding	Debt	2019	2020	2021	2022	2023	TOTAL 2019- 2023	2024	2025	2026	2027		2028	TOTAL 2024- 2028	2019	2020	2021	2022	2023	TOTAL 2019- 2023	2024	2025	2026		2027	2028	TOTAL 2024- 2028	
							2019	2020	2021	2022	2023	TOTAL 2019- 2023	2024	2025	2026	2027		2028	TOTAL 2024- 2028	2019	2020	2021	2022	2023	TOTAL 2019- 2023	2024	2025	2026		2027	2028	TOTAL 2024- 2028	
1	Tech Asset Mgmt Prg (TAMP)	45.164	2.226	-	13.780	29.158	3.883	4.100	4.100	4.100	4.900	21.083	5.110	4.940	5.831	4.100	4.100	24.081	45.164	2.463	2.360	2.722	2.722	3.013	13.280	3.133	3.562	4.329	2.489	2.365	15.878	29.158	
2	Virtual Branch Services (VBS)	15.000	13.800	-	-	1.200	1.500	1.500	1.500	1.500	1.500	7.500	1.500	1.500	1.500	1.500	1.500	7.500	15.000	0.050	0.250	0.050	0.250	0.050	0.650	-	0.250	-	0.300	-	0.550	1.200	
3	Multi-Branch Renovation Program (SOGR)	59.610	5.310	-	-	54.300	5.712	4.470	3.919	6.834	7.161	28.096	8.730	5.427	5.966	6.298	5.093	31.514	59.610	5.385	3.855	3.886	5.998	6.590	25.714	7.788	5.018	5.427	5.732	4.621	28.586	54.300	
4	Other Multi-Branch Minor SOGR projects - Additional Funding Above Debt Target	5.475	0.493	-	-	4.982	-	-	1.440	1.698	2.337	5.475	-	-	-	-	-	-	5.475	-	-	1.310	1.545	2.127	4.982	-	-	-	-	-	-	4.982	
5	Expansion of Technological Efficiencies	1.600	0.069	-	-	1.531	0.650	-	-	-	-	0.650	-	-	-	-	-	-	0.650	0.650	-	-	-	-	0.650	-	-	-	-	-	-	0.650	
6	Answerline & Community Space Rental Modernization	1.400	0.061	-	-	1.339	0.850	-	-	-	-	0.850	-	-	-	-	-	-	0.850	0.850	-	-	-	-	0.850	-	-	-	-	-	-	0.850	
7	Bayview-Bessarion	15.322	8.169	-	0.580	6.573	3.067	5.782	5.702	-	-	14.551	-	-	-	-	-	-	14.551	3.067	1.541	1.774	-	-	6.382	-	-	-	-	-	-	6.382	
8	Wychwood	15.796	10.004	1.500	1.400	2.892	4.206	6.290	1.000	-	-	11.496	-	-	-	-	-	-	11.496	1.785	-	-	-	-	1.785	-	-	-	-	-	-	1.785	
9	North York Central Phase 2	12.118	2.218	-	-	9.900	3.000	5.454	1.000	-	-	9.454	-	-	-	-	-	-	9.454	3.000	3.242	0.994	-	-	7.236	-	-	-	-	-	-	7.236	
10	Dawes Road	23.624	14.885	-	6.200	2.539	0.322	2.208	6.867	5.786	3.658	18.841	-	-	-	-	-	-	18.841	-	-	1.213	0.999	-	2.212	-	-	-	-	-	-	2.212	
11	St. Clair/Silverthorn	3.815	0.748	-	-	3.067	0.500	-	-	-	-	0.500	-	-	-	-	-	-	0.500	0.320	-	-	-	-	0.320	-	-	-	-	-	-	0.320	
12	Albert Campbell	15.539	3.453	-	-	12.086	2.500	6.728	5.746	-	-	14.974	-	-	-	-	-	-	14.974	2.500	5.761	3.388	-	-	11.649	-	-	-	-	-	-	11.649	
13	Centennial	11.340	7.397	-	-	3.943	0.167	-	3.970	3.915	3.121	11.173	-	-	-	-	-	-	11.173	-	-	2.357	1.419	-	3.776	-	-	-	-	-	-	3.776	
14	York Woods	10.158	2.399	-	-	7.759	1.527	4.281	2.280	-	-	8.088	-	-	-	-	-	-	8.088	1.513	3.568	0.608	-	-	5.689	-	-	-	-	-	-	5.689	
15	Guildwood	1.183	0.439	-	0.100	0.644	0.591	-	-	-	-	0.591	-	-	-	-	-	-	0.591	0.096	-	-	-	-	0.096	-	-	-	-	-	-	0.096	
16	Richview	3.509	0.334	-	-	3.175	0.199	1.219	1.037	1.054	-	3.509	-	-	-	-	-	-	3.509	0.181	0.903	1.037	1.054	-	3.175	-	-	-	-	-	-	3.175	
17	Perth/Dupont - 299 Campbell Avenue	4.405	2.250	1.055	1.100	-	-	3.373	0.952	-	-	4.325	-	-	-	-	-	-	4.325	-	-	-	-	-	-	-	-	-	-	-	-	-	
18	Northern District	12.255	1.704	-	-	10.551	-	0.656	2.382	4.431	4.786	12.255	-	-	-	-	-	-	12.255	-	0.597	2.382	4.431	3.141	10.551	-	-	-	-	-	-	10.551	
19	Parliament Street	18.916	8.745	-	-	10.171	-	-	0.293	0.603	-	0.896	-	4.338	4.593	4.094	3.329	16.354	17.250	-	-	-	0.089	-	0.089	-	2.252	3.987	2.818	0.116	9.173	9.262	
20	High Park	8.936	2.065	-	-	6.871	-	-	-	0.242	0.243	0.485	1.907	3.858	2.686	-	-	8.451	8.936	-	-	-	0.198	0.243	0.441	1.907	3.744	0.779	-	-	6.430	6.871	
21	St.Lawrence	27.135	19.031	-	-	8.104	-	-	-	0.667	0.669	1.336	-	4.406	4.551	5.191	5.559	19.707	21.043	-	-	-	0.134	-	0.134	-	0.917	0.199	1.159	1.798	4.073	4.207	
22	Agincourt	1.375	-	1.375	-	-	-	-	-	1.375	-	1.375	-	-	-	-	-	-	1.375	-	-	-	-	-	-	-	-	-	-	-	-	-	
23	Bridlewood	1.900	-	1.900	-	-	-	-	-	1.102	-	1.102	0.798	-	-	-	-	0.798	1.900	-	-	-	-	-	-	-	-	-	-	-	-	-	
24	Sanderson	11.083	2.512	-	-	8.571	-	-	-	-	0.291	0.291	0.292	-	3.723	3.209	3.568	10.792	11.083	-	-	-	-	0.239	0.239	0.292	-	1.263	3.209	3.568	8.332	8.571	
25	Weston	11.189	2.159	-	-	9.030	-	-	-	-	-	-	0.290	0.291	-	2.810	3.942	7.333	7.333	-	-	-	-	-	-	0.290	0.239	-	0.703	3.942	5.174	5.174	
26	Mimico	16.427	4.248	-	-	12.179	-	-	-	-	-	-	-	0.424	0.426	-	2.605	3.455	3.455	-	-	-	-	-	-	-	0.348	0.426	-	-	0.774	0.774	
27	Port Lands New Construction	21.597	19.438	-	-	2.159	-	-	-	-	-	-	-	-	-	-	0.531	0.531	0.531	-	-	-	-	-	-	-	-	-	-	-	-	-	
28	City staff Recommended Capital Budget & Plan	375.871	134.157	5.830	23.160	212.724	28.674	46.061	42.188	30.830	31.143	178.896	18.627	25.184	29.276	27.202	30.227	130.516	309.412	21.860	22.077	21.721	18.705	15.537	99.900	13.410	16.330	16.410	16.410	16.410	78.970	178.870	
29	CITY DEBT TARGET																			21.860	22.077	20.411	17.160	13.410	94.918	13.410	16.330	16.410	16.410	16.410	78.970	173.888	
	ADDITIONAL FUNDING ABOVE CITY DEBT TARGET FOR MULTI-BRANCH																																4.982

TORONTO PUBLIC LIBRARY
2019 - 2028 Capital Budget and Plan - Gross and Debt Funding
Project Funding Exceeding Debt Targets - Not included in City staff Recommended Capital Budget and Plan
(\$millions)

	PROJECT INFORMATION					GROSS											TOTAL 2019 - 2028	DEBT											TOTAL 2019- 2028			
	PROJECT NAME	Cost Est.	Develop. Charges	S. 37/ 45/ Reserves	Other Funding	Debt	2019	2020	2021	2022	2023	TOTAL 2019-2023	2024	2025	2026	2027		2028	TOTAL 2024- 2028	2019	2020	2021	2022	2023	TOTAL 2019- 2023	2024	2025	2026		2027	2028	TOTAL 2024- 2028
							2019	2020	2021	2022	2023	TOTAL 2019- 2023	2024	2025	2026	2027		2028	TOTAL 2019- 2023	2024	2025	2026	2027	2028	TOTAL 2019- 2023	2024	2025	2026		2027	2028	TOTAL 2019- 2023
1	Toronto Reference Library	22.312	4.266	-	-	18.046	0.156	0.499	0.547	4.811	4.867	10.880	4.456	4.407	2.569	-	-	11.432	22.312	0.055	0.496	0.543	4.505	4.867	10.466	2.613	3.907	1.060	-	-	7.580	18.046
2	Barbara Frum	20.416	5.309	-	-	15.107	-	-	-	-	-	-	0.531	0.532	-	6.794	6.638	14.495	14.495	-	-	-	-	-	-	0.531	0.436	-	3.226	4.993	9.186	9.186
3	Parkdale	36.738	19.714	-	-	17.024	-	-	-	0.925	-	0.925	0.928	-	8.372	8.581	9.203	27.084	28.009	-	-	-	-	-	-	0.185	-	-	3.929	5.644	9.758	9.758
4	Lillian H. Smith	17.645	6.744	-	-	10.901	-	-	0.380	0.381	-	0.761	4.310	4.437	4.440	3.697	-	16.884	17.645	-	-	0.312	0.381	-	0.693	2.951	2.445	1.115	3.697	-	10.208	10.901
5	Downsview	15.967	4.217	-	-	11.750	-	-	0.432	0.434	-	0.866	6.246	4.664	4.191	-	-	15.101	15.967	-	-	0.432	0.356	-	0.788	3.811	2.960	4.191	-	-	10.962	11.750
6	City Hall Relocation and Expansion	15.968	12.332	-	-	3.636	-	-	0.258	0.266	1.272	1.796	3.933	3.744	3.367	1.581	1.547	14.172	15.968	-	-	-	1.078	1.078	0.158	0.090	0.263	0.500	1.547	2.558	3.636	
7	Danforth/Coxwell Relocation and Expansion	16.059	10.271	-	-	5.788	-	0.419	0.420	-	5.176	6.015	4.931	3.734	1.379	-	-	10.044	16.059	-	-	0.084	-	3.184	3.268	1.747	-	0.773	-	-	2.520	5.788
8	Etobicoke Civic Centre New Construction	33.004	29.705	-	-	3.299	-	0.790	0.792	-	7.640	9.222	8.232	8.385	7.165	-	-	23.782	33.004	-	-	0.158	-	-	0.158	-	-	3.141	-	-	3.141	3.299
	Projects exceeding debt targets	178.109	92.558	-	-	85.551	0.156	1.708	2.829	5.892	19.880	30.465	33.567	29.903	31.483	20.653	17.388	132.994	163.459	0.055	0.496	1.529	5.242	9.129	16.451	11.996	9.838	10.543	11.352	12.184	55.913	72.364



STAFF REPORT INFORMATION ONLY

Google IT Support Professional Certificate Program – Update

Date:	February 25, 2019
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to provide an update on the [*Naming and Sponsorship for IT Support Professional Certificate Program*](#) report brought to the Toronto Public Library Board on September 28, 2018.

The Toronto Public Library Foundation (TPLF) has completed final negotiations with the donor so the releaser of the name and general terms can now be made.

The Google IT Support Professional Certificate Program was originally understood to be a sponsorship with naming rights agreement. Under that premise, the Toronto Public Library Board was asked to and did provide approval for the naming and sponsorship of the Google IT Support Professional Certificate Program at the giving level of \$1.123M for a two-year national program led by Toronto Public Library.

However, as negotiations progressed, the TPLF learned that Google Canada's means of donating funding for this program was through its donor advised fund, the Tides Foundation, a US Foundation that grants funds to charities. Thus, the final agreement was struck between the Tides Foundation granting the funding to the TPLF based on Google's recommendation to provide the grant to TPLF for the purpose of delivering the Google IT Support Professional Certificate Program. TPLF's commitment is to grant the donation funds to TPL as per a shared MOU. TPL therefore need not enter into a naming and sponsorship agreement with Google Canada to offer the program as originally expected.

The program name does remain as the Google IT Support Professional Certificate Program not because it is a sponsorship but because it is the legal name of the online certificate program being offered to participants.

FINANCIAL IMPACT

The \$1.123M donation provides the necessary funding to deliver the Google IT Support Professional Certificate Program in a cost-neutral manner.

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

ALIGNMENT WITH STRATEGIC PLAN

Offering the Google IT Support Professional Certificate Program is consistent with Strategic Plan Priority 3: *Expanding Access to Technology and Training* by developing new partnerships to support access to emerging technologies, software and expertise, and with Priority 4: *Establishing TPL as Toronto's Centre for Lifelong and Self-directed Learning* by offering access to high-quality learning opportunities and building staff capacity to deliver elearning services.

EQUITY IMPACT STATEMENT

The Google IT Support Professional Certificate Program will be specifically designed to support job-seeking candidates from marginalized communities and equity-seeking groups in Toronto and across Canada, and targeted to candidates who identify with marginalized groups, including multicultural backgrounds, immigrants, indigenous, non-male, and LGBTQ. The donated funds will allow some participants access to dedicated laptops to complete online coursework using the libraries' free wifi services so that lack of ownership of this type of equipment or lack of home internet access is not a barrier to participation.

DECISION HISTORY

At its meeting on September 24, 2018, the Board approved the *Naming and Sponsorship for IT Support Professional Certificate Program* report and authorized the release of the name and general terms of the sponsorship arrangement once negotiations were complete, appropriate approvals were received and the public announcement planned for 2018 has been made.

ISSUE BACKGROUND

In May 2018, the TPLF and TPL began discussions with Google Canada about TPL leading a national program and working with other Canadian public library partners to design and implement a program to provide in-person and online learning supports around the established Google IT Support Professional Certificate Program online curriculum that leads to certification to work in the area of IT support.

Google Canada, TPLF, TPL, and three Canadian urban public library systems chosen by Google Canada (Surrey Public Library, Edmonton Public Library, and Hamilton Public Library) investigated the feasibility, scope and expected cost of this program and agreed to a program model, budget and support level to offer the program on a cost-neutral basis for the libraries.

Google Canada shared the agreed-to program model, budget and support level with their donor advised fund, the Tides Foundation, a US Foundation that grants funds to charities and

recommended that the Tides Foundation provide a \$1.123M donation grant to the TPLF to support the program delivery. TPLF will provide TPL with the funds required to oversee this two-year national program.

COMMENTS

TPL will lead a national Google IT Support Professional Certificate Program in partnership with Surrey Public Library, Edmonton Public Library, and Hamilton Public Library over the next two years. The Google IT Support Professional Certificate Program is an industry-standard curriculum in IT support skills hosted by Coursera, an online elearning platform. The participating libraries will extend the reach of the program to non-traditional Canadian job candidates from marginalized communities in Toronto and across Canada by offering scholarships to 500 participants to enrol in the course at no expense to participants. The program will have two main components:

1. A total of 400 participants will have in-person facilitated course support at four Canadian public libraries, including TPL; and
2. 100 participants from across Canada will be virtually facilitated and supported by the four Canadian public libraries, including TPL.

CONTACT

Pam Ryan; Director, Service Development & Innovation; Tel: 416-393-7133;
E-mail: pryan@torontopubliclibrary.ca

Jennifer Jones; President, Toronto Public Library Foundation; Tel: 416-393-7134;
E-mail: jjones@torontopubliclibrary.ca

SIGNATURE

Vickery Bowles
City Librarian

ATTACHMENTS

Attachment 1: Letter from TPLF

MEMO

Date: January 22, 2019
To: Vickery Bowles, City Librarian
From: Jennifer Jones, President, Toronto Public Library Foundation
RE: **Update to Google IT Support Professional Certificate Program**

The Google IT Support Professional Certificate Program was originally understood to be a sponsorship with naming rights. Under that premise the Board was asked to and did provide approval at the September 28, 2018 Board meeting for the naming and sponsorship of the Google IT Support Professional Certificate Program at the giving level of \$1.123M for a two-year national program led by Toronto Public Library.

However, as the relationship progressed we learned that Google Canada's means of funding this program was through its donor advised fund at Tides a US Foundation which grants funds to charities. Thus the final agreement was struck between Tides Foundation granting the funding to the TPL Foundation.

TPL Foundation's commitment is to, in turn, grant the funding to TPL as per the shared MOU.

The program name does remain the Google IT Support Professional Certificate Program not because it is a sponsorship but because it is the legal name of the program.

SIGNATURE:



Jennifer Jones, President, Toronto Public Library Foundation

Toronto Public Library Board Members – Written Statements of Disclosure under the Municipal Conflict of Interest Act

Date:	February 25, 2019
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to summarize the impact the amendments to the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50* (the Act) will have on meetings of the Toronto Public Library Board. Amendments to the Act coming into effect on March 1, 2019, require members of local boards to file written statements disclosing conflicts of interest declared under the Act. Local boards will also be required to establish a registry of conflicts of interest declared under the Act, which must be available for public inspection.

Toronto Public Library Board Members are required to complete a declaration of interest form for conflicts of interest under the Act (Attachment 1), whether present or absent from a Board meeting. It remains the responsibility of Board Members to identify when they have a conflict of interest.

FINANCIAL IMPACT

There is no financial impact beyond what has already been approved in the current year’s budget.

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

DECISION HISTORY

On February 22, 2016 the Board adopted the Toronto Public Library Board Code of Conduct (the Code) to establish a common ethical framework for all Board Members, to support good governance, and to maintain public trust in the Library as a transparent and accountable public institution. Section 7 pertains to conflict of interest:

<https://www.torontopubliclibrary.ca/content/about-the-library/pdfs/board/meetings/2016/feb22/17-tpl-board-member-code-of-conduct.pdf>

On March 21, 2016 the Board adopted a revised Toronto Public Library Board Procedural By-law (the By-law). Most of the basic rules in the by-law are the same as the previous by-law last revised in 2008. Section 17 pertains to conflict of interest:

<https://www.torontopubliclibrary.ca/content/about-the-library/pdfs/board/meetings/2016/mar21/10-tplb-procedural-by-law-revisions.pdf>

Bill 68, Modernizing Ontario's Municipal Legislation Act, 2017 received Royal Assent on May 30, 2017. This Bill amends the *Municipal Conflict of Interest Act*. Amendments to the Act come into effect on March 1, 2019:

<https://www.ontario.ca/laws/statute/S17010>

ISSUE BACKGROUND

The Toronto Public Library has two obligations to report conflicts of interest, under the Municipal Conflict of Interest Act and under the Toronto Public Library Board Code of Conduct. Conflicts declared under either the Act or the Code are recorded in the meeting minutes.

Municipal Conflict of Interest Act Declarations

The Act¹ requires Board Members to declare conflicts of pecuniary interests, direct or indirect, of a Board Member, a Board Member's parent, spouse, or child and certain businesses a Board Member has a stake in, as defined by the legislation. The amendments to the Act will require written declarations for such conflicts of interest.

Toronto Public Library Board Code of Conduct Declarations

The Code² further defines Conflict of Interest, expanding it to include a Board Member's non-monetary interests, as well as the interest of a Board Member's friends and organizations that the Board Member is associated with, including non-profits. The Code also notes that a Board Member's private interests, financial or otherwise, and the interests of their family, friends or organizations with which Members are associated, should never compete with their duties and responsibilities to the Board. The Code also commits Board Members to act in the public interest and not engage in conflicts of interest, both apparent and real.

As library boards are established under the *Public Libraries Act*, the Board is excluded from the jurisdiction of the City of Toronto's Integrity Commissioner under the *City of Toronto Act, 2006*, and the City of Toronto's Code of Conduct for Members of Local Boards (Restricted Definition) does not apply to the Library Board. As such, the Library Board adopted its own code of conduct to address such matters as conflict of interest.

¹ <https://www.ontario.ca/laws/statute/90m50>

² <https://www.torontopubliclibrary.ca/terms-of-use/library-policies/tpl-board-member-code-of-conduct.jsp>

Key Differences between Interest Declared under the Act and under the Code

The chart below summarizes key differences between conflicts of interest as declared under the Act and those declared under the Code:

	Municipal Conflict of Interest Act	Toronto Public Library Board Code of Conduct
Conflict of interest pertains to monetary interests	Yes	Yes
Conflict of interest pertains to non-monetary interests	No	Yes
Obligation to disclose	Yes (Required by law)	Yes (Obligated by Code)
Conflict of interest noted in the meeting minutes	Yes	Yes
Requirement to complete written Declaration of Interest form	Yes	No
Declarations included in online registry	Yes	No

COMMENTS

Principles under the *Municipal Conflict of Interest Act*

The amended Act also contains principles in relation to the duties of members of councils and local boards:

1. The importance of integrity, independence and accountability in local government decision-making.
2. The importance of certainty in reconciling the public duties and pecuniary interests of members.
3. Members are expected to perform their duties of office with integrity and impartiality in a manner that will bear the closest scrutiny.
4. There is a benefit to municipalities and local boards when members have a broad range of knowledge and continue to be active in their own communities, whether in business, in the practice of a profession, in community associations, and otherwise.

Responsibility of Board Members

It is the responsibility of each individual Board Member to identify when they have a conflict of interest, whether under the Act or under the Code. City of Toronto Legal Services, the Secretary of the Board (the City Librarian or her delegate), or any TPL staff cannot provide advice about whether a member has a conflict of interest.

As per the Act and TPL's Procedural By-law, a Board Member must declare a conflict of interest at the beginning of the meeting, on arrival at the meeting, or if not present at the meeting, at the next meeting attended. A Board Member who has declared a conflict of interest in a matter must not take part in the discussion, must not vote, and must not try to influence the voting, on the matter before, during or after the meeting. If the matter which the Board Member has declared a conflict of interest is being discussed in a meeting that is

not open to the public, the Board Member shall leave the meeting or the part of the meeting when the matter is under consideration.

TPL Practices for declaring a conflict of interest

The Secretary of the Board will continue to record in the meeting minutes all declared conflicts of interest, both as defined by the Act and as defined by the Code.

TPL staff have created a Declaration of Interest form (Attachment 1) to meet legislative requirements. The forms will be available on the TPL website and hard copies will also be available at Board meetings for Members to complete. The Secretary of the Board will scan all declaration forms and have the forms posted in the registry of conflict of interest declarations, which will be available through the Library Board page on the TPL website as of March 1, 2019:

<https://www.torontopubliclibrary.ca/about-the-library/board/>

CONTACT

Elizabeth Glass; Director, Policy, Planning and Performance Management;
Tel: 416-395-5602; Email: eglass@torontopubliclibrary.ca

SIGNATURE

Vickery Bowles
City Librarian

ATTACHMENTS

Attachment 1: Declaration of Interest Form



Declaration of Interest
Toronto Public Library Board

Meeting Date	Member's Name
Item Number	Agenda Item Title

I declare a direct or indirect pecuniary interest in the agenda item noted above in accordance with section 5 of the Municipal Conflict of Interest Act.

The nature of my interest is as follows:

Declaration Date	Signature of Member
------------------	---------------------

City Librarian's Office Use Only:

Received (Date and Time)	Received by
--------------------------	-------------

Please note that, the information collected on and in connection with this form is specifically collected for the purpose of being included in a record of these proceedings which is available to the general public. Therefore, please note that in addition to inclusion in other documents available for public inspection relating to the conduct of the meetings, this form will become part of the public record as part of the Board agenda materials and kept on file by the City Librarian's Office.

Toronto Public Library Board Members – Expenses Paid for 2018

Date:	February 25, 2019
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to advise the Toronto Public Library Board of the Library's submission to the City concerning Board members' expenses for 2018.

FINANCIAL IMPACT

There is no financial impact beyond what has already been included in the current year's operating budget.

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

ISSUE BACKGROUND

To comply with Section 223 (1) of the City of Toronto Act 2006, the City Treasurer is required to report to Council all remuneration and expenses of Council appointees to any Body, including local boards. To meet this requirement, the Library is obligated to submit a statement to the City Treasurer disclosing the required information on or before January 31 of the following year.

COMMENTS

The schedule submitted to the City providing the information required by the City is provided in Attachment 1. Library Board members do not receive remuneration. The information provided in Attachment 1 covers Board members' expenses during 2018.

CONTACT

Larry Hughsam; Director, Finance & Treasurer; Tel: 416-397-5946;
Email: lhughsam@torontopubliclibrary.ca

SIGNATURE

Vickery Bowles
City Librarian

ATTACHMENTS

Attachment 1: Toronto Public Library Board – Expenses for the Year 2018

FORM 1 (reminder to submit both Forms 1 and 2)

**REMUNERATION AND EXPENSES FOR THE YEAR 2018
Councillors (Board and Non-Board Members), Citizen Appointees and Appointed City Staff**

NOTES FOR COMPLETING FORM:

- *AUTHORITY: Information that authorizes the remuneration and expenses e.g. board meeting date, minute #, by-law, policy, etc.; Indicate the word "Personal" in this column where personal funds used.
- **OTHER EXPENSES: All other expenses that are not under the categories of "REMUNERATION" and "TRAVEL / CONFERENCE".
- Where costs are shared, please provide name of organization(s) and type of expense(s) paid for by the other organization(s).
- Amounts are based on entitlement in the calendar year and not the year payment(s) actually paid.
- Acronyms to be supported by full and official name. No abbreviations.
- Additional rows may be inserted and adjusted as required.
- The City may contact your board for additional information as deemed necessary.
- Inquiries: Karen Holmes-Bowlby 416-397-5742 or Stephen Graham 416-397-9111
- Certified reports may be forwarded by email to Karen.holmes-bowlby@toronto.ca

NAME	*AUTHORITY	REMUNERATION		TRAVEL / CONFERENCE										**OTHER EXPENSES		TOTALS	
		DESCRIPTION	TOTAL REMUNERATION	DESCRIPTION OF EVENT	PURPOSE OF ATTENDANCE	DATE		LOCATION CITY/ PROV/ STATE/ COUNTRY	TRANSPORTATION		ACCOMMODATION	REGISTRATION	OTHER EXPENSES / TRAVEL PER DIEM	TOTAL TRAVEL (Each trip)	DESCRIPTION OF EXPENSES (Ref. Notes above)		TOTAL OTHER EXPENSES
						FROM: MM / DD / YY	TO: MM / DD / YY		AIR	GROUND							
← All Costs Net of HST →																	
COUNCILLORS - BOARD MEMBERS:																	
COUNCILLORS - NON-BOARD MEMBERS:																	
CITIZEN APPOINTEES (appointed to your Board by City Council):																	
Mr. Cameron Bryant (appointed May 2018)	Board Expense Policy - TPLB Res. #11-048 - April 4/11													Annual payment in lieu of expenses (\$350 annual payment/12 months in a year x 8 months eligible for payment)	233	233	
Mr. Daniel Rotszain (appointed Apr 2018)	Board Expense Policy - TPLB Res. #11-048 - April 4/11													Annual payment in lieu of expenses (\$350 annual payment/12 months in a year x 9 months eligible for payment)	263	263	
Ms. Sue Graham-Nutter (appointed Feb. 2015)	Board Expense Policy - TPLB Res. #11-048 - April 4/11													Annual payment in lieu of expenses (\$850 annual payment/12 months in a year x 12 months eligible for payment)	850	850	
Ms. Dianne LeBreton (appointed Feb. 2015)	Board Expense Policy - TPLB Res. #11-048 - April 4/11													Annual payment in lieu of expenses (\$350 annual payment/12 months in a year x 12 months eligible for payment)	350	350	
Mr. Strahan McCarten (appointed Feb. 2015)	Board Expense Policy - TPLB Res. #11-048 - April 4/11													Annual payment in lieu of expenses (\$600 annual payment/12 months in a year x 12 months eligible for payment)	600	600	
Mr. Ross Parry (first appointed Sept. 2011; reappointed Feb. 2015)	Board Expense Policy - TPLB Res. #11-048 - April 4/11													Annual payment in lieu of expenses (\$350 annual payment/12 months in a year x 12 months eligible for payment)	350	350	
Ms. Archana Shah (appointed Feb. 2015)	Board Expense Policy - TPLB Res. #11-048 - April 4/11													Annual payment in lieu of expenses (\$350 annual payment/12 months in a year x 12 months eligible for payment)	350	350	
" "	Board Expense Policy - TPLB Res. #11-048 - April 4/11													OLA Super Conference Registration Fee - Toronto - January 31 - February 3, 2018	254	254	
Ms. Eva Svec (appointed Feb. 2015)	Board Expense Policy - TPLB Res. #11-048 - April 4/11													Annual payment in lieu of expenses (\$350 annual payment/12 months in a year x 12 months eligible for payment)	350	350	
APPOINTED CITY STAFF:																	
TOTAL:															3,600	3,600	
OTHER COMMENTS:																	

CERTIFIED CORRECT:	NAME: VICKERY BOWLES	SIGNATURE: <i>V.Bowles</i>	
	TITLE: CITY LIBRARIAN	TEL. #: 416-393-7032	
	AGENCY / CORPORATION / OTHER BODY: TORONTO PUBLIC LIBRARY	DATE: Jan. 21, 2019	

Board Resolutions – Status Report

Date:	February 25, 2019
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

This report lists the status of outstanding Toronto Public Library Board resolutions.

BACKGROUND INFORMATION

At the April 2, 2012 meeting, the Toronto Public Library Board approved the inclusion of Board Resolutions – Status Report on Library Board meeting agendas.

Attachment 1 summarizes all outstanding Toronto Public Library Board resolutions.

SIGNATURE

Vickery Bowles
City Librarian

ATTACHMENT

Attachment 1: Board Resolutions – Status Report – February 25, 2019



**STATUS REPORT
TORONTO PUBLIC LIBRARY BOARD RESOLUTIONS
AS AT FEBRUARY 25, 2019**

DATE OF MEETING	MOTION (Ref: Minute #)	STATUS	TARGET DATE
Sep. 8, 2014	14-150 – Notice of Motion: Funding and Timing of Perth/Dupont Branch Relocation		
	5. requests that the local City Councillor consult with the local community and make a recommendation to the Board for a new name for the relocated branch (which will no longer be located at the corner of Perth and Dupont).	IN PROGRESS Staff to bring a recommendation to the Board for a new name for the relocated branch to the Board for approval.	To be determined
Feb. 22, 2016	16-040 – Naming Opportunity – Daniel Grafton Hill III		
	2. requests staff to provide updates to the Toronto Public Library Board on this initiative at strategic intervals.	IN PROGRESS This initiative is dependent on a future branch capital project and consultation process.	To be determined
Jan. 21, 2019	19-011 – Facilities Master Plan		
	2. directs the Director, Transformational Projects report back to the Board at a subsequent meeting incorporating feedback from Board members provided at the meeting	IN PROGRESS	September 23, 2019 TPLB Meeting