



City of
Peterborough

To: Members of the Committee of the Whole

From: Ken Doherty, Director of Community Services

Meeting Date: January 11, 2016

Subject: Report CSD16-001
Temporary Library Location 2016 – 2017

Purpose

A report to seek Council approval on the temporary site for the Peterborough Public Library when it is under construction for renovations and expansion.

Recommendation

That Council approve the recommendation outlined in Report CSD16-001 dated January 11, 2016, of the Director of Community Services, as follows:

That Peterborough Square be approved for the temporary site of the Peterborough Public Library commencing Spring 2016 at an upset limit of \$700,000 for lease and site improvement costs.

Budget and Financial Implications

The total cost of the Library renovations and expansion project is \$12,026,800 (Budget Reference Number 6-4.02). This includes \$1.0 million to relocate the library prior to the commencement of renovations to the Aylmer Street main branch. Approval of the recommendation can be funded from the approved 2016 capital project costs for the Library Renovations and Expansion.

Background

Council approved Report CSD15-012 on June 8, 2015 with the following recommendations:

That Council approves the recommendations outlined in Report CSD15-012 dated June 1, 2015, of the Director of Community Services, as follows:

- a) That a presentation by the Ventin Group Ltd. on the Peterborough Public Library main branch renovation and expansion design be received;
- b) That the design for the Peterborough Public Library main branch renovation and expansion, as presented, be approved;
- c) That Staff be directed to undertake the detailed design and preparation of the request for tenders; and
- d) That Council commit, within this term of Council, to approve the funding to proceed with the construction of the renovation and expansion project at the Peterborough Public Library, subject to normal budgetary considerations.

Staff have advanced the design presented to Council on June 1, 2015 and are prepared to go to tender in the next two months to be ready for construction commencing late April or early May 2016. Construction will take approximately 14 months and requires that all staff, equipment and services be relocated to another site to make construction expedient and cost effective.

Staff investigated options for up to 30,000 square feet of space that could hold collections, public use computers, and other services currently provided by the library. The Library Board requested a review of sites within the downtown to serve the current library users. Very few locations were available of suitable size and amenities in the downtown. Ultimately, Peterborough Square presented the only viable site with 26,500 square feet in the downtown. This location is fully accessible to persons with a disability and has parking available on street and in an underground garage. The Square also has similar operating hours as the library so no reduction of hours would take place.

The City would be renting 5 separate spaces in the lower level of Peterborough Square. The combined spaces are smaller than the current library space and will require some scaling back of the collection in the temporary site.

The first unit would be the public facilities of the library and house the current collection, circulation and information desks, public access computers, DVD/CD's, and microfilm stations. This site is in the lower level of the former Eaton's store.

A second and third leased space would house the technical services and administrative teams that support library functions. The final two units would house the balance of the collection as well as miscellaneous storage that cannot fit into the other spaces. All units are within a short distance of each other and can be readily accessed.

The lease cost is \$14 per square foot which includes heat. Electricity for lights and fans is an extra. The total estimated cost for leasing is \$450,000. Renovations will be required to the temporary site and are estimated at \$250,000. Peterborough Square will be undertaking the renovations on the City's behalf and hire a general contractor for this work. Ideally, the work will start early February 2016 to be ready in time for a late-April move.

The Library Board reviewed the site and fully endorsed Peterborough Square as a temporary library site on October 27, 2016 .

Council's approval of the staff recommendation is permitted under Purchasing By-law 14-127, Section 9.1.2 (f) which states that a "Non-competitive procurement is permitted ... when approved by the Director of Corporate Services in writing prior to any discussion with the supplier when the required good or services is in short supply due to market conditions." The Director approved this request on December 10, 2105.

Approval of a temporary site is critical so that renovations can take place to prepare it for late-April relocation.

Summary

The Main Branch of the Peterborough Public Library needs to be updated and the renovations to the facility are essential to keep the building operating effectively. The services of the library cannot be suspended for 14 months when construction is underway. Peterborough Square offers a viable site to continue library services in the downtown for all residents.

Submitted by,

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