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TORONTO PUBLIC LIBRARY

STAFF REPORT
ACTION REQUIRED

Cliffcrest Branch Relocation – New Capital Project

Date:	June 11, 2007
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to request approval of a new 2007 capital project for the relocation and expansion of the Cliffcrest Neighbourhood Branch at a cost of $750,000 gross, $138,000 debt. For 2007, the report recommends re-allocating $138,000 from the Multi-Branch Minor Renovations project to offset the additional debt costs.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. approves a new 2007 capital project for the relocation of the Cliffcrest Branch at a cost of $750,000 gross, $138,000 debt, requiring a 2007 gross cash flow of $300,000 and a 2008 cash flow commitment of $450,000;

2. approves a budget transfer of $144,000 gross ($138,000 debt) from the 2007 Multi-Branch Minor Renovations capital project to offset the costs of the relocation of Cliffcrest Neighbourhood Branch;

3. approves the use of development charges funding in the amount of $162,000;

4. directs staff to forward this report to Budget Committee for approval; and

5. authorizes and directs staff to take the necessary action to give effect thereto.

FINANCIAL IMPACT

Approval of the Cliffcrest Relocation and Expansion project will have a cost of $750,000 gross, $138,000 debt, as summarized in the table below:

Gross costs	750,000
Funding:	
Landlord contribution	450,000
Development Charges	162,000
Debt funding transferred from Multi-branch project	138,000
Total funding	750,000

Development Charges Reserve Funds for Library purposes have a combined total of $7.03 million as of January 1, 2007. This balance plus estimated contributions and interest earnings will cover the Library's projected requirements within the next five years, including the $162,000 Cliffcrest branch requirements.

The Council-approved 2007 capital budget included $846,000 gross ($759,000 debt) for the Multi-Branch Minor Renovations project. Funding of $144,000 gross ($138,000 debt) will be transferred to the Cliffcrest project, so that no new debt is required.

Gross cash-flow requirements for the Cliffcrest project are $300,000 in 2007 and $450,000 in 2008.

The new lease for the expanded premises has been submitted to the Library Board for approval at the June 11, 2007 meeting, subject to Council approval of the Cliffcrest capital project. There are no incremental 2007 operating costs. Full-year 2008 incremental costs estimated to be $70,545 (net of GST) will be included in the 2008 operating budget request.

The Director of Finance and Treasurer has reviewed this report and agrees with the financial impact information.

DECISION HISTORY

The Cliffcrest Branch was opened on October 13, 1972, occupying leased facilities at the Cliffcrest Plaza, located at 2977 Kingston Road. The Toronto Public Library has been given notice by the landlord that the Library will not receive a further extension in the current space after the lease ends on August 31st, 2007, as another tenant in the Plaza wishes to expand into space that the Cliffcrest Branch currently occupies.
City of Toronto Real Estate staff reviewed the catchment area with Library staff to determine if there was any city-owned property available or city projects in the planning stage. They were not able to identify any suitable property, owned by the City or privately, which could serve as an acceptable alternate library site.

The landlord is interested in the library remaining in the mall and has offered adequate alternate locations for the library to occupy, but the Library had no funding available to cover

the relocation costs. The landlord has offered to provide $450,000 in funding towards the capital cost of the library relocating within the mall.

ISSUE BACKGROUND

The Cliffcrest Branch was retrofitted in the spring of 1985, and has also been recarpeted and repainted since then. The branch serves a population of 15,000 (2001 census) and its circulation is over 140,000 per annum. Circulation has been increasing steadily over the past nine years since amalgamation.

The Toronto Public Library's minimum standard size to provide adequate public service in a neighbourhood library is 7,000 square feet. The current 2,800 square feet is well below this standard, but since the library is being forced to move, there is an opportunity to consider occupying a larger space, which would expand the library to 4,850 square feet.

COMMENTS

After receiving notice from the landlord that the lease for the space currently occupied by the Clliffcrest Branch was not going to be renewed, the Library and City Facilities and Real Estate staff were unsuccessful locating an alternative site.

The landlord is interested in the library remaining in the mall and has offered adequate alternate locations for the library to occupy.

Although the Cliffcrest Branch was not included within the five-year capital plan approved by Council, the Library had to develop a strategy to avoid closing this branch and leaving under-serviced the area of Kingston and McCowan Roads. Further, the Branch Planning Study undertaken in 1999, after amalgamation, reviewed the Cliffcrest service area and recommended the retention and future expansion of this undersized branch to maintain the geographic distribution of branches in the area.

After securing the landlord's commitment to provide $450,000 to fund 60% of the $750,000 relocation costs, applicable development charges in the amount of $162,000 were calculated, and the $138,000 balance would be transferred from the Multi-branch Minor Renovations project approved in 2007.

The Multi-branch Minor Renovations project is a cost-effective method of addressing deficiencies in Library facilities that cannot wait until a scheduled full branch renovation. In addition, a portion of this project is used to manage unexpected events or emergency capital needs.

It is estimated that cash-flow requirements for 2007 will be $300,000 and $450,000 for 2008. The landlord contributions will be $225,000 in 2007 and $225,000 in 2008.

Details of this project have been discussed with the local Councillor, and he has expressed his support.

The Library requires Council to approve a new 2007 capital project with a cost of $750,000 gross, $162,000 funding from development charges and $138,000 of debt room transferred from the approved Multi-branch Minor Renovations project.

In order to obtain Council approval, the recommendations in this report need to be approved by Budget Committee and forwarded to Executive Committee for approval and recommendation to Council.

CONTACT

Anne Bailey; Director, Library Branches; Tel: 416-397-5944; Fax: 416-393-7083;
E-mail: abailey@torontopubliclibrary.ca

Larry Hughsam; Director, Finance & Treasurer; Tel: 416-397-5946; Fax: 416-393-7115;
E-mail: lhughsam@torontopubliclibrary.ca

SIGNATURE

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Josephine Bryant
City Librarian