AGENDA **Page 1**

Toronto Public Library Board
Meeting No. 2: TUESDAY, February 21, 2017, 6:00 p.m. to 7:15 p.m.
Toronto Reference Library, Board Room, 789 Yonge Street, Toronto

The Chair and members gratefully acknowledge that the Toronto Public Library Board meets on the traditional territory of the Mississaugas of New Credit First Nation, the Haudenasaunee, the Huron-Wendat and home to many diverse Indigenous peoples.

Members:

Mr. Ron Carinci (Chair)
Ms. Lindsay Colley (Vice Chair)
Councillor Paul Ainslie
Councillor Sarah Doucette
Councillor Mary Fragedakis
Ms. Sue Graham-Nutter
Ms. Dianne LeBreton
Mr. Strahan McCarten
Mr. Ross Parry
Ms. Archana Shah
Ms. Eva Svec

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).

1. Call to Order

2. Declarations of Conflicts of Interest

3. Approval of Agenda

4. Confirmation of January 30, 2017 Toronto Public Library Board Meeting Minutes

5. 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.

6. Business Arising from the Minutes

a. Selection of Committee Members, Board Representatives and Association Members – 2017 – Appointment of a Board Member to the Federation of Ontario Public Libraries Board of Directors – *Verbal* *5 minutes*

***7. City Librarian's Report**

8. Communications

Toronto Public Library Board
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9. Presentations

10. TPL Board Education – Venue Rentals and Private Events *10 minutes*

Items for Action:

11. 2017 Operating Budget Adoption *10 minutes*

12. 2017-2026 Capital Budget and Plan Adoption *10 minutes*

13. Toronto Public Library Board – Education Sessions *10 minutes*

***14. Black Creek Branch – Lease Renewal**

***15. Cliffcrest Branch – Lease Renewal**

***16. Compehensive Heating, Ventilation, Air-Conditioning (HVAC) – and Chiller Maintenance Service – Contract Extension**

Items for Information:

***17. Annual Statistical Report to the Office of the Information and Privacy Commissioner (IPC) of Ontario**

***18. Toronto Public Library Board Members – Expenses Paid for 2016**

***19. Board Resolutions – Status Report**

20. Adjournment

Attendant Care Services can be made available with some notice.

MINUTES

Toronto Public Library Board
Meeting No. 1: Monday, January 30, 2017, from 6:00 p.m. to 7:30 p.m.
Toronto Reference Library, Board Room, 789 Yonge Street, Toronto

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Members Present:
Mr. Ron Carinci
Ms. Lindsay Colley
Councillor Sarah Doucette
Councillor Mary Fragedakis
Ms. Sue Graham-Nutter
Ms. Dianne LeBreton
Mr. Strahan McCarten
Ms. Eva Svec

Regrets:
Councillor Paul Ainslie
Mr. Ross Parry
Ms. Archana Shah

17-001 Call to Order

Vickery Bowles called the meeting to order at 6:00 p.m.

Members of the Toronto Public Library Board observed a moment of silence and remembered the victims of the attack at the Grand Mosque in Quebec City.

Ms. Bowles gratefully acknowledged that the Toronto Public Library Board was meeting on the traditional territory of the Mississaugas of New Credit First Nation, the Haudenasaunee, the Huron-Wendat and home to many diverse Indigenous peoples.

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17-002 Election of Chair of the Board

Vickery Bowles called for nominations for the Chair of the Toronto Public Library Board.

***Moved by** D. LeBreton, **seconded by** L. Colley:*
***That**:*
1. Ron Carinci be nominated for Chair.

Carried

Ron Carinci agreed to stand for election.

There being no further nominations, it was:
***Moved by** S. Graham-Nutter, **seconded by** S. McCarten:*
***That**:*
1. nominations be closed.

Carried

Vickery Bowles declared Ron Carinci duly elected Chair of the Toronto Public Library Board by acclamation.

Ron Carinci assumed the Chair.

17-003 Election of Vice Chair of the Board

Ron Carinci called for nominations for the Vice Chair of the Toronto Public Library Board.

***Moved by** S. McCarten, **seconded by** S. Graham-Nutter:*
***That**:*
1. Lindsay Colley be nominated for Vice Chair.

Carried

Lindsay Colley agreed to stand for election.

There being no further nominations, it was:
***Moved by** D. LeBreton, **seconded by** S. Graham-Nutter:*
***That**:*
1. nominations be closed.

Carried

Ron Carinci declared Lindsay Colley duly elected Vice Chair of the Toronto Public Library Board by acclamation.

Toronto Public Library Board
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17-004 Selection of Committee Members, Board Representatives and Association Members – 2017

Councillor Paul Ainslie was unable to attend the January 30, 2017 meeting, however, he provided in writing his consent to be appointed as a Toronto Public Library Board representative to the Federation of Ontario Public Libraries Board of Directors.

Archana Shah was unable to attend the January 30, 2017 meeting, however, she provided in writing her consent to be appointed to the role of Board Liaison to Youth.

***Moved by** L. Colley, **seconded by** S. McCarten:*
***That** the Toronto Public Library Board:*

1. *appoints Eva Svec to the City Librarian's Performance Review Committee;*
2. *appoints Councillor Ainslie to one of the Board of the Federation of Ontario Public Libraries positions and brings the matter back for consideration at the February meeting for consideration for appointment to the second position;*
3. *appoints Archana Shah to the role of Board Liaison to Youth; and*
4. *appoints Councillor Fragedakis to the Toronto Public Library Foundation Board.*

Carried

17-005 Declarations of Conflicts of Interest

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

Toronto Public Library Board
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17-006 Approval of Agenda

Moved by *D. LeBreton,* ***seconded by*** *S. Graham-Nutter:*
That *the Toronto Public Library Board approves the agenda as revised to:*

1. add a presentation from Miroslav Glavić regarding Agenda Item Nos. 15 – Toronto Public Library Board Self-Evaluation: Results and 18 – Toronto Public Library Board – 2017 Meeting Dates and Locations.

Carried

17-007 Confirmation of December 12, 2016 Toronto Public Library Board Meeting Minutes

Moved by *Councillor Fragedakis,* ***seconded by*** *Councillor Doucette:*
That *the Toronto Public Library Board:*

1. confirms the Minutes of the December 12, 2016 Toronto Public Library Board meeting.

Carried

17-008 Approval of Consent Agenda Items

Moved by *Councillor Fragedakis,* ***seconded by*** *S. McCarten:*
That *the Toronto Public Library Board:*

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

Carried

The following items were held for further consideration:

- Toronto Public Library Board Self-Evaluation: Results;
- Toronto Public Library Board – 2017 Meeting Dates and Locations.

17-009 Business Arising from the Minutes

There were no *Business Arising from the Minutes* items from the December 12, 2016 meeting.

Toronto Public Library Board
Meeting No. 1: Monday, January 30, 2017, from 6:00 p.m. to 7:30 p.m.
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17-010 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

17-011 Communications

Vickery Bowles noted the *Discussion Paper Towards More Effective Public Libraries in the Context of the New Ontario Culture Strategy* [Communication (a)] developed by the Federation of Ontario Public Libraries and the Ontario Library Association in collaboration with Ontario's library community. The paper was prepared to respond to the Ministry of Tourism, Culture and Sport's first Culture Strategy in Ontario and the recommendation to review the provincial funding programs for public libraries.

Ms. Bowles acknowledged Frank Velikonja, Vice Chair, Friends of Toronto Public Library in attendance at the meeting, for the efforts of the Friends of Toronto Public Library in donating $162,000 to the Toronto Public Library Foundation in 2016 [Communication (b)].

Moved by *S. McCarten,* ***seconded by*** *D. LeBreton:*
That *the Toronto Public Library Board:*

1. receives Communication (a) from Stephen Abram, Executive Director, Federation of Ontario Public Libraries to Ron Carinci, Chair, Toronto Public Library Board dated December 13, 2016 regarding the Discussion Paper Towards More Effective Public Libraries in the Context of the New Ontario Culture Strategy, for information.

2. receives Communication (b) from Linda Diener, President, Friends of Toronto Public Library to Ron Carinci, Chair, Toronto Public Library dated January 16, 2017 regarding accomplishments of the Friends of Toronto Public Library in 2016 for information; and acknowledges the extraordinary efforts of the Friends of Toronto Public Library resulting in a donation of $162,000 to the Toronto Public Library Foundation; and

3. receives Communication (c) from Councillor Carmichael Greb to Mayor John Tory dated December 6, 2016 advising of her resignation from the Toronto Public Library Board for information.

Carried

Presentations

17-012 **Miroslav Glavić re *Toronto Public Library Board Self-Evaluation: Results***

Miroslav Glavić addressed the Board regarding the results of the Board's self-evaluation. He encouraged participation and advocacy for the Library from all Board members.

Moved by *S. Graham-Nutter,* ***seconded by*** *E. Svec:*
That *the Toronto Public Library Board:*

1. receives the presentation from Miroslav Glavić regarding Agenda Item Nos. 15 – Toronto Public Library Board Self-Evaluation: Results for information.

Carried

Item for Information:

17-013 Update on the Shared Services Project – City Report

Ron Carinci introduced Walker Young, Senior Project Manager, Shared Services Project, City of Toronto in attendance at the meeting regarding the *Shared Services Project Update – City Report*.

Mr. Young updated the Board on the project since the last report to the Board in September 2015, including the realization of City efficiencies in the completion of the project's short-term recommendations previously identified by KPMG. In the immediate future, the focus will continue to be in the areas of Information Technology and Purchasing/Procurement. He thanked the Library for its participation and collaboration.

In response to a request, Mr. Young indicated that the next Shared Services verbal report to the Board will include an update on the status of the principles endorsed by the Board when the project was implemented.

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

1. receives the Shared Services Project Update – City Report verbal report from Walker Young, Senior Project Manager, Shared Services, City of Toronto for information; and
2. receives the Shared Services Project Update – City Report for information.

Carried

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17-014 Toronto Public Library Board Education – Digital Strategy

Ron Carinci introduced Alex Hocevar, Director, Digital Services and Emerging Technologies. Mr. Hocevar provided the Board with a presentation on the modernization of the customer experience, making the Library more nimble, responsive and efficient through strategic partnerships and transforming back office infrastructure through the Library's digital strategy.

Moved by *L. Colley,* ***seconded by*** *Councillor Doucette:*
That *the Toronto Public Library Board:*

1. receives the Toronto Public Library Board Education – Digital Strategy verbal report for information.

17-015 Toronto Public Library Board Self-Evaluation: Results

Moved by *Councillor Doucette,* ***seconded by*** *L. Colley:*
That *the Toronto Public Library Board:*

1. receives the results of the Board self-evaluation survey and directs staff to:
   a. communicate the suggestion for greater staggering of Board terms to the City's Civic Appointments office for consideration;
   b. offer refresher sessions on the Procedural By-Law if members express interest and consult Board members about the format, length and topics for inclusion in the future orientation sessions and conduct an evaluation;
   c. present a list of topics for Board education sessions focusing on the strategic priorities to the Board for consideration, noting that topical issues may arise throughout the year;
   d. ensure that the legislative, policy or strategic reason a report is before the Board is provided in order to inform decision making;
   e. ensure that Board reports with financial implications outline how the issues discussed fit with the Library's strategic priorities; and
2. repeats the survey in November 2017.

Carried

17-016 Human Capital Management (HCM) System – Award of Contract

Moved by *L. Colley,* ***seconded by*** *S. McCarten:*

That *the Toronto Public Library Board:*

1. *awards a contract to Ceridian Canada Ltd. to supply its Dayforce Human Capital Management (HCM) solution for an initial three-year term at a cost of $1,026,996, excluding Harmonized Sales Tax (HST), which includes a contingency of $25,000; and*
2. *grants authority to the City Librarian to exercise options to extend for up to two additional separate one-year extensions, which would include an escalation of approximately 2% in each year with approximate costs of $294,188 in the first option year and $300,072 in the second option year.*

Carried

17-017 Employee Benefit Plan Carriers *(Approved by Consent)*

That *the Toronto Public Library Board:*

1. *ratifies City Council's award for the provision of administrative and underwriting services for employee benefit plans for the City and the Agencies and Corporations, which includes Toronto Public Library (TPL), that falls under the City's benefits administration umbrella, and TPL enter into agreements with:*
   - *(i) Green Shield Canada for the provision of Extended Health Care and Dental Benefits on the basis that:*
     - *a. the initial term of the agreement will be for five years, effective January 1, 2017 and ending December 31, 2021;*
     - *b. the administration fees will be guaranteed for the entire term of the agreement;*
     - *c. the agreement will result in TPL expenses of approximately $1.754 million, excluding all applicable taxes and HST, for administrative services only fees and stop loss pooling charges over the initial five-year contract; and*
   - *(ii) The Manufacturers Life Insurance Company for the provision of Group Life Insurance, Accidental Death & Dismemberment Insurance and Long Term Disability Administration/Insurance Benefits on the basis that:*
     - *a. the initial term of the agreement will be for five years, effective January 1, 2017 and ending December 31, 2021;*

Employee Benefit Plan Carriers *(Approved by Consent)* – continued

b. the administration fees will be guaranteed for the entire term of the agreement;

c. for the final two years of the agreement, the insured rates and stop loss pooling charges will be determined by applying appropriate weight to the claims experience under the agreement on the basis of the number of employees and the years of experience; and

d. the agreement will result in TPL expenses of approximately $3.589 million, excluding all applicable taxes and HST, for administrative services only fees, life insurance premiums and stop loss pooling charges over the initial five-year contract; and

2. grants authority to the City Librarian to exercise the options to extend both agreements for up to two additional separate one-year extensions, from January 1, 2022 to December 31, 2023 on the basis that:

(i) the maximum two-year extension of the Green Shield agreement will result in TPL expenses of approximately $0.778 million, excluding all applicable taxes and HST, for administrative services only fees and stop loss pooling charges; and

(ii) the maximum two-year extension of the Manulife agreement will result in TPL expenses of approximately $1.674 million, excluding all applicable taxes and HST, for administrative services only fees, life insurance premiums and stop loss pooling charges.

Carried

17-018 Toronto Public Library Board – 2017 Meeting Dates and Locations

***Moved by** E. Svec, **seconded by** L. Colley:*
***That** the Toronto Public Library Board:*

1. approves the Toronto Public Library Board 2017 meeting dates and locations schedule, including a change to the location of the October 2017 meeting to the Fairview Branch.

Carried

Items for Information:

17-019 2017 Operating and Capital Budgets – Update

Larry Hughsam, Director, Finance and Treasurer provided the following information to update the Board on the 2017 operating and capital budgets:

a. On December 20, 2016, the Budget Committee reviewed the Library's 2017 budgets and there were no follow-up requests for information;
b. Budget Committee had its final meeting on January 24, 2017, and made its recommendations to Executive Committee;
c. The 2017-2016 capital budget and 10-year plan is unchanged from the preliminary budget reported at the December meeting;
d. The preliminary plan includes $22.9 million debt of additional funding for four projects beyond the debt targets, including Phase 2 of the North York Central Library renovation;
e. The Board-requested 2017 operating base budget of 0.9% continues to be recommended by Budget Committee;
f. Two out of four Toronto Public Library-requested initiatives in the amount of $289,000 are being recommended by Budget Committee:
    i. $139,000 for expansion of Sunday hours at six district branches that will now have full-year service (Albert Campbell, Barbara Frum, Brentwood, Fairview, S. Walter Stewart and York Woods branches);
    ii. $150,000 for the expansion of the wifi hotspot lending program; the Library will continue to seek additional external funding through the Foundation;
    iii. Other budget enhancements not recommended for funding by the Budget Committee are two additional Youth Hubs (Albion and Barbara Frum branches) and the cost of additional programming associated with the existing youth hubs;
g. The additional funding for Budget Committee-recommended enhancements brings the total budget increase to 1.1%;
i. The Budget Committee adopted a recommendation for the City Manager to report back to Executive Committee in the Spring of 2017 on a three-year plan that restrains spending, which includes a 10% reduction to management positions across City Divisions and Agencies beginning in 2018;
j. Budgets will be presented to Executive Committee on February 7 and to Council on February 15 and 16 for approval.

2017 Operating and Capital Budgets – Update – continued

Moved by *Councillor Fragedakis,* ***seconded by*** *E. Svec:*

That *the Toronto Public Library Board:*

1. receives the 2017 Operating and Capital Budgets – Update verbal report for information.

Carried

17-020 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

17-021 Adjournment

Moved by *S. McCarten,* ***seconded by*** *D. LeBreton:*

That *the Toronto Public Library Board:*

1. adjourns the January 30, 2017 Toronto Public Library Board meeting.

Carried

The meeting ended at 7:30 p.m.

Signed: _____

City Librarian's Report
February 21, 2017

7.

Breaking Down Barriers to Access, Driving Inclusion

The second phase of the Toronto Public Library (TPL) **Wi-Fi Hotspot Lending Pilot** launched on February 1, 2017 with an upgraded unlimited data plan. Participants were recruited at pilot locations and all hotspots are currently loaned out. The program will be evaluated after the completion of phase two and recommendations, including possible expansion, will be made at this time.

TPL's new bookmobile has arrived and it will be on the road soon, serving areas that are not close to library branches or where there is a physical barrier that makes getting to a library more challenging. New features include wifi service, technology to support electronic resources, digital sign boards, along with a wide selection of popular materials for borrowing. Collections will be customized to reflect the needs of the various communities served. The 30-foot vehicle is wrapped in an eye-catching design, which will serve as a great promotional tool for TPL as it travels around the city.
tpl.ca/bookmobile

Funded by Immigration, Refugees and Citizenship Canada (IRCC), Toronto's **Library Settlement Partnerships (LSP)** program consists of partnerships with seven local settlement agencies, providing year-round information, referrals and group activities for newcomers at 13 library branches across the city. This past fall was busy – in October and November alone, LSP served 4,345 newcomers; and more than 1,100 people attended TPL LSP Week special events at 11 branches. The theme was Dance from Around the World, celebrating newcomers' contributions to dance in Canada through a variety of multicultural performances. Staff recently participated in two "After the First Year: Municipal Supports for Syrian Refugees in Toronto" information sessions, organized by the City's Toronto Newcomer Office. And in December, Fairchild TV, a popular Chinese TV station, aired a segment on LSP, with multicultural senior services specialist Elsa Ngan and three LSP settlement workers discussing the program. The Library also conducted outreach about LSP to future librarians at the University of Toronto's Faculty of Information Science iSchool. IRCC has tentatively approved LSP funding for 2017 to 2020.
tpl.ca/newtocanada

Expanding Access to Technology and Training

Six **Innovation Intern Librarians** began a six-month project in January to research the digital literacy needs of Torontonians. With new Digital Innovation Hubs planned for locations across the city, more Pop-Up Learning Labs, Enhanced Learning Centres, and exciting new equipment for programming rolling out in 2017, the work of the Innovation Intern Librarians will help ensure we are providing the technology access and training that our communities most need. The Intern Librarians are consulting with staff across the system for advice and insight on customer needs and preferences. Then they will be

heading out of the Library, equipped with 3D printers, Arduinos, MaKey MaKeys, Snap Circuits and more, and using community outreach and engagement strategies to learn from the people themselves. The projects will culminate with reports on the digital literacy needs of each district.

The Pop-Up Learning Lab (PULL) is a kit that consists of a collection of emerging technology that moves to different branches each month. Each kit has a dedicated Digital Design Technician who is responsible for delivering programs, staff training and outreach. In April 2016, TPL launched three kits with great success and followed up with three more at the beginning of 2017. Staff help animate the equipment by offering new and free programs across the city. Programs include experiences in 3D design, computer programming, robotics, game development and electronics. As PULL expands into the new year, not only are the number of PULLS around the city being increased, but new equipment such as robotics and virtual reality is being included.
tpl.ca/popuplearning

Establishing TPL as Toronto's Centre for Continuous and Self-Directed Learning

Toronto Public Health (TPH) has agreed to expand the **Your Health Matters partnership** with the Library. The current partnership is a pilot between the Chronic Disease and Injury Prevention directorate and the Library to develop and promote programs, collections, services and access to information through displays in ten branches that serve neighbourhood improvement areas (NIAs). A wide variety of TPH programs and services are held in libraries and the partnership extends into communities, particularly through interagency networks in priority and NIA areas. There are public health nurses reaching out to vulnerable adults at TRL and several other branches; TPH staff meeting in libraries with pregnant and new mothers to provide coaching on nutrition; and nurses working with youth in our Youth Hubs. TPL and TPH have a long history of working together to improve access to health information and services for Torontonians, dating back at least to the 1918 Spanish Flu epidemic. Discussions are underway to determine how this new expansion will proceed.
tpl.ca/yourhealthmatters

Creating Community Connections through Cultural Experiences

From February 26 to March 4, TPL is celebrating **Freedom to Read Week**, an annual event that encourages Canadians to think about and reaffirm their commitment to intellectual freedom. By providing universal access to knowledge, ideas and opinions, public libraries are a true force for democracy, which can only flourish with an informed electorate. This is truer than ever in today's information age. Seventy percent of Torontonians use the Library regularly, borrowing more than 30 million items every year and attending thousands of programs that give people uncensored access to a wide variety of topics, beliefs and opinions. We've created a web page to mark Freedom to Read Week, which includes links to programs like Intellectual Freedom in the Surveillance Age, an Uncensored Writing Workshop, librarian blogs about freedom to read, and examples of library materials that have been challenged in Toronto. Library staff will also

be hosting an AMA (Ask Me Anything) on Reddit on March 1 as part of the week. Freedom to Read Week content will be widely promoted on TPL social media channels. **tpl.ca/freedomtoread**

TPL will be celebrating the **150th anniversary of Confederation** online and in branches during 2017, through a number of innovative and engaging programs. Sesquicentennial activities will include a speaker's series in the Bram & Bluma Appel Salon and a March/April exhibit at the Toronto Reference Library focussing on the Arctic, both cosponsored by the U. S. Consulate. The TD Gallery will feature two sesquicentennial-themed exhibits: Destination Canada (May 20 to July 30), in partnership with Passages Canada and The Ward Museum, exploring the diverse experiences of migration, arrival and finding a place of belonging in Canada; and I am Canada (November 11, 2017 to January 21, 2018), in partnership with Scholastic Canada, celebrating what it means to be Canadian, through Canadian Children's book art. Library branches around the city will offer programming, in partnership with groups such as Parks Canada, City of Toronto Museum & Heritage Services, and other community partners. A website with 150 digital narratives of significant events, people and places in Canada's history will also be developed – each with a Toronto connection, and featuring the Library's rich Special Collections.

A series of sculptures created by Canadian artists and inspired by four Canadian books, **Sculpting New Reads**, will be on display in the Browsery at Toronto Reference Library from January 28 to April 22. The works include installations by artists W. W. Hung (*Children of Earth and Sky* by Guy Gavriel Kay, January 28-February 17); Mark Laliberte (*Job Shadowing* by Malcolm Sutton, February 18-March 10); Shannon Scanlan (*13 Ways of Looking at a Fat Girl* by Mona Awad, March 11-31); and Diana Hosseini (*The Pain Tree* by Olive Senior. April 1-22). The sculptures were also featured at Toronto's Word on the Street festival this past fall.

On January 9, the Youth Hub at York Woods Branch, in partnership with Girl Talk Empowerment, a GTA-based movement empowering thousands of girls across Canada and the U.S., hosted **an afternoon workshop of song, dance and art creation** to introduce youth to the impact of social change through artistic expression. Rapper Rosie Monday teamed up with youth mentor and educator Jarratt Best to lead 30 youth in creating powerful free-style rap based on their life experiences; developing an expression board filled with inspirational thoughts; and choreographing and executing a dance that sent a strong message of youth empowerment. Monday and Best plan to return to collaborate with the youth to teach them how to create a music video using digital equipment, including audio and video tools, and editing software.

A new interactive technology, **telepresence**, was used at the January 25 launch of Family Literacy Month to stream a clay craft program led by award-winning author/illustrator Barbara Reid so that children and families at two TPL branches could participate. The program took place at Cedarbrae Branch and was streamed to York Woods Branch through telepresence, allowing Reid to interact with the families at both locations. After circulating among the children at Cedarbrae Branch and commenting on their creations,

Reid used the telepresence technology to ask each child at York Woods to show her what they were working on. Thanks to ABC Life Literacy for co-sponsoring this event, and to Barbara Reid for donating her time.

Transforming for 21st Century Service Excellence

TPL's participation in the **2017 OLA Super Conference** (February 1-4) included 10 staff members presenting at six sessions on the topics of community collaboration, wifi hotspot lending, embedded librarianship, literary speed dating, library services for middle childhood, and measuring benchmarks, outcomes and impacts. More than 280 TPL staff were registered to attend this year's conference, held as always at the Metro Toronto Convention Centre. Also at OLA, former Director, Branches Anne Bailey received the Larry Moore Distinguished Service Achievement Award, awarded by the OLA Board of Directors, bestowing "an honourary life membership on a member who has made an outstanding contribution to the libraries of Ontario through his or her work within the Association." Also in attendance at the Conference were Library Board members Paul Ainslie, Dianne LeBreton and Archana Shah attended.

On January 31, as part of The Role of the Librarian staff training series, librarian Jessamyn West of MetaFilter moderating fame, presented a lecture, **Social Justice Roles for Libraries and Librarians.** Her focus was on the complex role librarians can play in social justice issues within their communities. West's presentation spoke to technology, literacy, building connections through community engagement, advocacy, and increasing opportunities for all Torontonians, with a special emphasis on marginalized and poorer communities. Participants gained insight into the crucial role they play in breaking down barriers, while enriching the greater community. Jessamyn West's blog, librarian.net, which has been "putting the rarin back in librarian since 1999," advocates for a public library "where people can read what they want, be who they are, and inform themselves about what interests them." She was the project leader at the Internet Archive's Open Library project, and is an active contributor to Wikipedia.

TPL is now offering a number of **unique venues for premium cultural experiences** at affordable prices, managed by experienced and expert event staff. The Library's beautiful buildings and distinctive spaces, in desirable, easy-to-access locations across the city, are perfect for special events, business meetings, conferences and weddings, just to name a few of the possibilities. In addition to the Bram & Bluma Appel Salon, which opened at Toronto Reference Library in 2009, the Library now offers additional spaces at the Reference Library, as well as at three branches for after-library-hours events: Bloor/Gladstone Branch, Fort York Branch and Scarborough Civic Centre Branch. Revenue from the rental of these new premium spaces will go toward supporting library programs and services.
venuerentals.tpl.ca

Runnymede Branch is closed as of Monday, January 30 for a four to five month renovation. Customers are being advised that, while the book drop at Runnymede will be closed during the renovation, Swansea and Annette branches will have extended open

hours and holds can be picked up at Annette Branch. Programs will continue to be offered at nearby library branches. The renovation will create more open, flexible spaces that respond to customer needs for quiet study and reading spaces, group study, computer use, collaboration, and program attendance.

Library customers who suffer from Seasonal Affective Disorder (SAD) and other light deficiency disorders will have the opportunity to try out **light therapy lamps** at two TPL branches, Brentwood and Malvern, starting in February. The six-month pilot project aims to provide access to light therapy lamps for Torontonians who might not otherwise be able to afford it. The lamps will be non-circulating items, to be used in-branch, available on a first-come, first-served basis. Results of the pilot will be assessed to determine if the service should be expanded.

Venue Rentals
& Private Events

unique cultural spaces
tpl.ca/venuerentals

Toronto Reference Library

DEDICATED SPACES

- **Bram & Bluma Appel Salon**
  - *Epic Hall*
  - *Prologue*
  - *Novella*
- **Beeton Hall Events Centre**
  - *Beeton Hall*
  - *Founders' Room*
  - *Sonnet*
  - *Executive Boardroom*

PUBLIC SPACES

- **Level One**
- **Level Two**
- **Level Five**
- **TD Gallery**
- **Marilyn & Charles Baillie Special Collection Centre**

Library Branches

- **Bloor Gladstone Library**
- **Fort York Library**
- **Scarborough Civic Centre Library**

Venue Rentals & Private Events

unique cultural spaces
tpl.ca/venuerentals

Weddings & Special Events

Toronto Reference Library

- Beeton Hall Events Centre
- Bram & Bluma Appel Salon
- Open Library Floors:
  - Level One
  - Level Two
  - Level Three
- Special Collections Spaces
  - TD Gallery
  - Marilyn & Charlies Baillie Special Collections Centre

Library Branches

- Bloor/Gladstone Library
- Fort York Library
- Scarborough Civic Centre Library

Meetings & Conferences

Toronto Reference Library

Beeton Hall Events Centre

Beeton Hall
Founders' Room
Sonnet
Executive Boardroom

Bram & Bluma Appel Salon

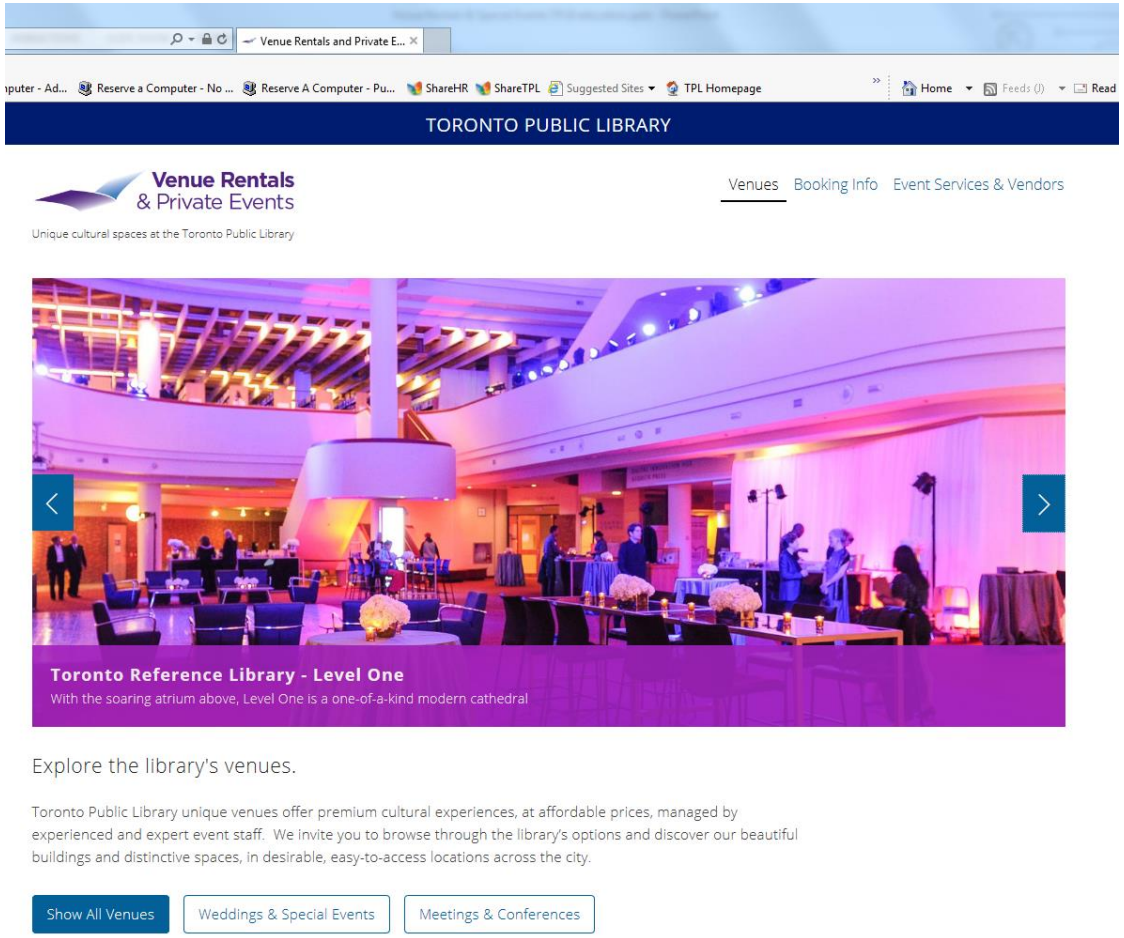
Epic Hall
Prologue
Novella

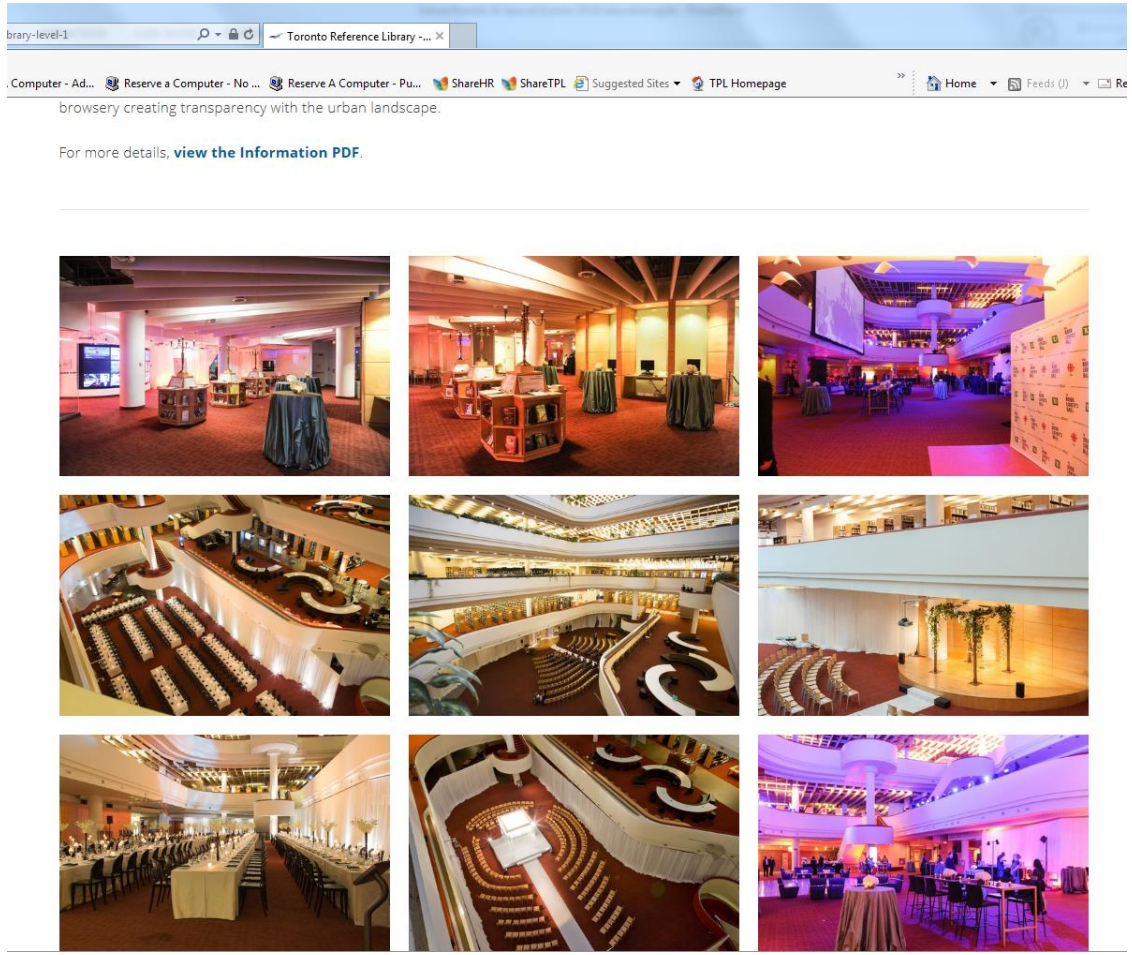
Venue Rentals & Private Events

unique cultural spaces
tpl.ca/venuerentals

The new website…

- Organized into two categories; easy, intuitive navigation
- Highly visual - less text, more images
- Scalable for mobile devices



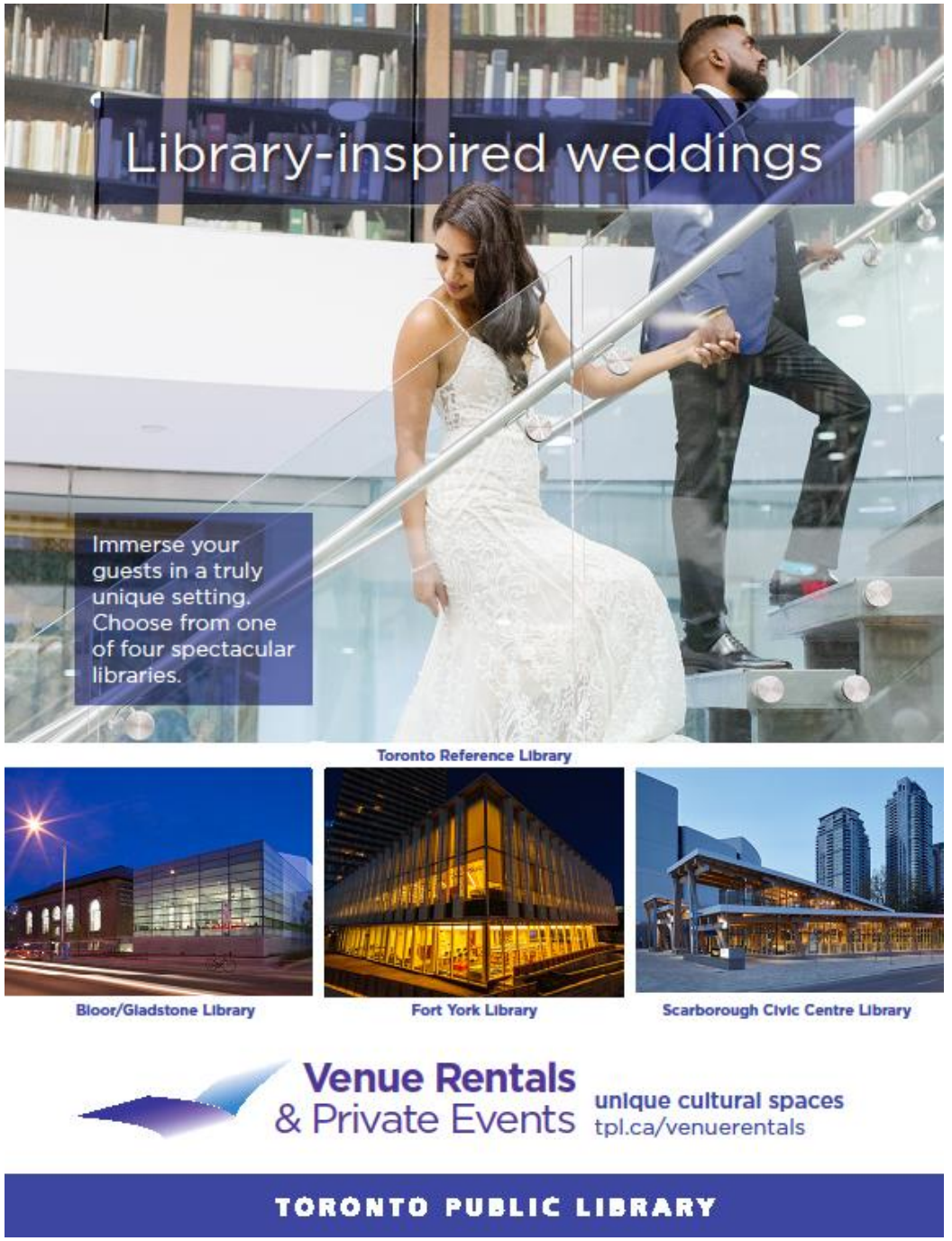


Information Booklets

- Organized into two categories; easy, intuitive layout
- Highly visual - less text, more images

Sample print ad…

- High impact images
- Targeted messaging



Questions?

Venue Rentals
& Private Events

unique cultural spaces
tpl.ca/venuerentals

11.

TORONTO PUBLIC LIBRARY

STAFF REPORT
ACTION REQUIRED

2017 Operating Budget Adoption

Date:	February 21, 2017
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to seek Toronto Public Library Board adoption, subject to Council approval, of Toronto Public Library's (TPL) 2017 operating budget of $179.052 million net ($198.660 million gross), which represents a $1.877 million net, or 1.1%, increase over 2016. The budget increase is comprised of a base increase of $1.588 million net, representing a 0.9% increase, and funding for budget enhancements totalling $0.289 million gross and net, representing a 0.2% increase, which supports the City's Poverty Reduction Strategy. The recommended budget enhancements are comprised of funding of $0.150 million gross and net for expansion of the Wi-Fi hotspot lending program, and $0.139 million gross and net for Sunday open hours enhancements at six District branches.

Budget enhancements requested by the Board but not recommended by Executive Committee include: $0.234 million gross and net for two new Youth Hub locations; $0.153 million gross and net for ongoing Youth Hub programming costs; and additional funding for the Wi-Fi hotspot lending program totalling $0.150 million gross and net.

City Council is expected to approve the operating budget on February 15 and 16, 2017.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. adopts, subject to Council approval, the 2017 operating budget of $179.052 million net ($198.660 million gross), which represents a $1.877 million net, or 1.1%, increase over 2016, comprised of the following services:

Service	Gross ($Ms)	Net ($Ms)
Library Collections & Borrowing	75.048	68.661
Branch and E-Services	116.395	103.471
Partnerships, Outreach & Customer Engagement	7.217	6.920
	198.660	179.052

FINANCIAL IMPACT

TPL's 2017 operating budget is $179.052 million net ($198.660 million gross), which represents a $1.877 million net, or 1.1%, increase over 2016. The budget increase is comprised of a base increase of $1.588 million net, representing a 0.9% increase, and funding for budget enhancements which supports the City's Poverty Reduction Strategy of $0.289 million gross and net, representing a 0.2% increase.

The Director, Finance and Treasurer has reviewed this financial impact statement and is in agreement with it.

ALIGNMENT WITH STRATEGIC PLAN

The 2017 operating budget of $179.052 million net ($198.660 million gross) supports TPL's strategic plan, including advancing TPL's digital platform, breaking down barriers to access and driving inclusion, expanding access to technology and training and establishing TPL as Toronto's centre for lifelong and self-directed learning. The 2017 operating budget includes funding for budget enhancements of $0.289 million gross and net, which supports the City's Poverty Reduction Strategy and further advances TPL's strategic plan,

DECISION HISTORY

At its meeting on September 26, 2016, the Board considered the 2017 Operating Budget Submission and endorsed a base budget of $178.763 million net ($198.371 million gross), which represents a $1.588 million net ($3.604 million gross), or 0.9%, increase over the 2016 operating budget. Also endorsed by the Board were budget enhancements totalling $0.826 million, which support the City's Poverty Reduction Strategy, comprised of the following:

- $0.300 million for Wi-Fi hotspot lending program expansion;
- $0.234 million for additional Youth Hub locations;
- $0.153 million for Youth Hub programming costs; and
- $0.139 million for Sunday Open Hours Enhancement.

At its meeting on December 6, 2016, the City's Budget Committee began its review of the 2017 Preliminary Operating Budget as presented by the City Manager. The 2017 Preliminary Operating Budget and the service levels for TPL, as detailed in the City's analyst notes, is $178.763 million net ($198.371 million gross), which represents a $1.588 million

net, or 0.9%, increase. This was in-line with the Board-approved base budget, but does not include the $0.826 million of budget enhancements included in the Board submission. These enhancements were considered for funding separately through the budget process as part of the City's Poverty Reduction Strategy.

At its final meeting on January 24, 2017, Budget Committee endorsed TPL's 2017 operating budget of $179.052 million net ($198.660 million gross), which represents a $1.877 million net, or 1.1%, increase over 2016. The budget increase is comprised of a base increase of $1.588 million net, representing a 0.9% increase, and funding for budget enhancements of $0.289 million gross and net, representing a 0.2% increase, which supports the City's Poverty Reduction Strategy.

COMMENTS

At its meeting on February 7, 2017, the City's Executive Committee endorsed the Budget Committee recommended operating budget of $179.052 million net ($198.660 million gross), which represents a $1.877 million net, or 1.1%, increase over 2016, including funding for budget enhancements of $0.289 million gross and net, representing a 0.2% increase, which supports the City's Poverty Reduction Strategy, and is comprised of $0.150 million gross and net for Wi-Fi hotspot lending program and $0.139 million gross and net for Sunday open hours enhancement at six District branches (Albert Campbell, Barbara Frum, Brentwood, Fairview, S. Walter Stewart and York Woods). Overall, there is a net decrease of 8.7 full-time equivalents (FTEs) of clerical work.

The recommended base budget and budget enhancements are summarized as follows:

2017 Operating Budget ($Ms)

	Gross	Revenue	Net	%	*FTE*
2016 Operating Budget	**194.768**	**17.593**	**177.175**		***1,741.0***
2017 Base Budget					
Budget pressures	4.699	(0.418)	5.117	2.9%	
Expenditure Efficiencies & Budget Reliefs					
Expenditure efficiencies	(0.162)		(0.162)	-0.1%	
Technological Innovation	(0.933)		(0.933)	-0.5%	*(8.7)*
Revenue Increases		2.434	(2.434)	-1.4%	
	(1.095)	2.434	(3.529)	-2.0%	*(8.7)*
2017 Base Increase	**3.604**	**2.016**	**1.588**	**0.9%**	***(8.7)***
2017 Operating Base Budget	**198.371**	**19.609**	**178.763**	**0.9%**	***1,732.3***
Budget Enhancements - Poverty Reduction Strategy					
Wi-Fi Hotspot Lending Program expansion	0.150		0.150	0.1%	
Sunday Hours - full year at 6 District branches	0.139		0.139	0.1%	
Total Enhancements	**0.289**	**-**	**0.289**	**0.2%**	**-**
2017 Increase (Base+Enhancements)	**3.893**	**2.016**	**1.877**	**1.1%**	***(8.7)***
2017 Operating Budget	**198.660**	**19.609**	**179.052**	**1.1%**	***1,732.3***

Budget enhancements not recommended by Executive Committee include $0.234 million for two new Youth Hub locations, $0.153 million for additional programming costs at existing Youth Hub locations, and an additional $0.150 million for Wi-Fi hotspot lending.

The Executive Committee recommended operating budget will be considered at the Council meeting on February 15 and 16, 2017.

Section 24(2) of the Public Libraries Act requires the Board to adopt the annual estimates that have been approved by City Council.

CONTACT

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

SIGNATURE

Vickery Bowles
City Librarian

11a.

STAFF REPORT
ACTION REQUIRED

2017 Operating Budget Adoption – Revised

Date:	February 21, 2017
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

This revised report reflects the final 2017 operating budget, which includes additional one-time enhancement funding of zero net ($0.387 million gross) for Toronto Public Library (TPL) as approved by City Council at its meeting on February 15, 2017.

The purpose of this report is for the Toronto Public Library Board to adopt the Council-approved TPL 2017 operating budget of $179.052 million net ($199.047 million gross), which represents a $1.877 million net ($4.280 million gross), or 1.1%, increase over 2016. The budget increase is comprised of a base increase of $1.588 million net ($3.604 million gross), representing a 0.9% increase, and funding for budget enhancements totalling $0.289 million net ($0.676 million gross), representing a 0.2% increase, which supports the City's Poverty Reduction Strategy.

A portion of the budget enhancements totalling zero net ($0.387 million gross) is funded in 2017 through a one-time contribution from the City's Tax Rate Stabilization Reserve and will result in a budget pressure for TPL in 2018. This includes $0.234 million gross for the two new Youth Hub locations and $0.153 million gross for ongoing Youth Hub programming costs.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. adopts the Council-approved 2017 operating budget of $179.052 million net ($199.047 million gross), which represents a $1.877 million net ($4.280 million gross), or 1.1%, increase over 2016, comprised of the following services:

Service	Gross ($millions)	Net ($millions)
Library Collections & Borrowing	75.123	68.661
Branch and E-Services	116.695	103.471
Partnerships, Outreach & Customer Engagement	7.229	6.920
	199.047	179.052

FINANCIAL IMPACT

TPL's approved 2017 operating budget is $179.052 million net ($199.047 million gross), which represents a $1.877 million net ($4.280 million gross), or 1.1%, increase over 2016. The budget increase is comprised of a base increase of $1.588 million net ($3.604 million gross), representing a 0.9% increase, and funding for budget enhancements of $0.289 million net ($0.676 million gross), representing a 0.2% increase, which supports the City's Poverty Reduction Strategy.

A portion of the budget enhancements totalling zero net ($0.387 million gross) is funded in 2017 through a one-time contribution from the City's Tax Rate Stabilization Reserve and will result in a budget pressure for TPL in 2018.

The Director, Finance and Treasurer has reviewed this financial impact statement and is in agreement with it.

ALIGNMENT WITH STRATEGIC PLAN

The 2017 operating budget of $179.052 million net ($199.047 million gross) supports TPL's strategic plan, including advancing TPL's digital platform, breaking down barriers to access and driving inclusion, expanding access to technology and training and establishing TPL as Toronto's centre for lifelong and self-directed learning. The 2017 operating budget includes funding for budget enhancements of $0.289 million net ($0.676 million gross), which supports the City's Poverty Reduction Strategy and further advances TPL's strategic plan.

BACKGROUND

At its meeting on September 26, 2016, the Board considered the 2017 Operating Budget Submission and endorsed a base budget of $178.763 million net ($198.371 million gross), which represents a $1.588 million net ($3.604 million gross), or 0.9%, increase over the 2016 operating budget. Also endorsed by the Board were budget enhancements totalling $0.826 million, which support the City's Poverty Reduction Strategy, comprised of the following:

- $0.300 million for Wi-Fi Hotspot Lending program expansion;
- $0.234 million for additional Youth Hub locations;
- $0.153 million for Youth Hub programming costs; and
- $0.139 million for Sunday Open Hours Enhancement.

At its meeting on December 6, 2016, the City's Budget Committee began its review of the 2017 Preliminary Operating Budget as presented by the City Manager. The 2017 Preliminary Operating Budget and the service levels for TPL, as detailed in the City's budget notes, is $178.763 million net ($198.371 million gross), which represents a $1.588 million net, or 0.9%, increase. This was in line with the Board-approved base budget, but does not include the $0.826 million of budget enhancements included in the Board submission. These enhancements were considered for funding separately through the budget process as part of the City's Poverty Reduction Strategy.

At its final meeting on January 24, 2017, Budget Committee endorsed TPL's 2017 operating budget of $179.052 million net ($198.660 million gross), which represents a $1.877 million net ($4.280 million gross), or 1.1%, increase over 2016. The budget increase is comprised of a base increase of $1.588 million net ($3.604 million gross), representing a 0.9% increase, and funding for budget enhancements of $0.289 million gross and net, representing a 0.2% increase, which supports the City's Poverty Reduction Strategy.

At its meeting on February 7, 2017, Executive Committee endorsed TPL's 2017 operating budget as recommended by Budget Committee with no changes.

COMMENTS

At its meeting on February 15, 2017, Council approved TPL's 2017 operating budget of $179.052 million net ($199.047 million gross), which is comprised of the Executive Committee-endorsed budget of $179.052 million net ($198.660 million gross) plus additional enhancement funding of zero net ($0.387 million gross). This represents a total budget increase of $1.877 million net ($4.280 million gross), or 1.1%, increase over 2016, and is comprised of a base increase of $1.588 million net ($3.604 million gross), representing a 0.9% increase, and funding for budget enhancements of $0.289 million net ($0.676 million gross), representing a 0.2% increase, which supports the City's Poverty Reduction Strategy.

Budget enhancements of $0.289 million net ($0.676 million gross) is comprised of: $0.139 million gross and net for Sunday open hours enhancements at six District branches (Albert Campbell, Barbara Frum, Brentwood, Fairview, S. Walter Stewart and York Woods); $0.150 million gross and net of the $0.300 million requested by the Board for the expansion of the Wi-Fi Hotspot Lending program; zero net ($0.234 million gross) for two new Youth Hub locations (Albion and Barbara Frum); and zero net ($0.153 million gross) for ongoing Youth Hub programming costs.

The portion of the budget enhancements related to the addition of two new Youth Hub locations and ongoing programming costs totalling zero net ($0.387 million gross) is funded in 2017 through a one-time contribution from the City's Tax Rate Stabilization Reserve and will result in a budget pressure for TPL in 2018 if these services continue.

The approved budget is summarized as follows:

2017 Operating Budget ($ millions)

	Gross	Revenue	Net	%	*FTE*
2016 Operating Budget	**194.768**	**17.593**	**177.175**		***1,741.0***
2017 Base Budget					
Budget pressures	4.699	(0.418)	5.117	2.9%	
Expenditure Efficiencies & Budget Reliefs					
Expenditure efficiencies	(0.162)		(0.162)	-0.1%	
Technological Innovation	(0.933)		(0.933)	-0.5%	*(8.7)*
Revenue Increases		2.434	(2.434)	-1.4%	
	(1.095)	2.434	(3.529)	-2.0%	*(8.7)*
2017 Base Increase	**3.604**	**2.016**	**1.588**	**0.9%**	***(8.7)***
2017 Operating Base Budget	**198.371**	**19.609**	**178.763**	**0.9%**	***1,732.3***
Budget Enhancements (permanent funding)					
Wi-Fi Hotspot Lending Program expansion	0.150		0.150	0.1%	
Sunday Hours - full year at 6 District branches	0.139		0.139	0.1%	
	0.289	-	**0.289**	**0.2%**	-
Budget Enhancements (one-time funding)					
Additional locations for Youth Hubs	0.234	0.234	-	0.0%	*2.0*
Youth Hubs programming costs	0.153	0.153	-	0.0%	
	0.387	**0.387**	-	**0.0%**	***2.0***
Total Enhancements	**0.676**	**0.387**	**0.289**	**0.2%**	***2.0***
2017 Increase (Base+Enhancements)	**4.280**	**2.403**	**1.877**	**1.1%**	***(6.7)***
2017 Council Approved Operating Budget	**199.047**	**19.996**	**179.052**	**1.1%**	***1,734.3***

Of the $0.300 million requested by the Board for the Wi-Fi Hotspot Lending program, $0.150 million is included in the Council-approved budget. TPL staff continues to work with the TPL Foundation to pursue third-party funding to supplement the Wi-Fi hotspot lending program.

Section 24(2) of the Public Libraries Act requires the Board to adopt the annual estimates that have been approved by City Council.

CONTACT

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E-mail: lhughsam@torontopubliclibrary.ca

SIGNATURE

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Vickery Bowles
City Librarian

12.

TORONTO PUBLIC LIBRARY

STAFF REPORT
ACTION REQUIRED

2017-2026 Capital Budget and Plan Adoption

Date:	February 21, 2017
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to seek Toronto Public Library Board adoption, subject to Council approval, of Toronto Public Library's (TPL) 2017-2026 capital budget and plan of $19.967 million debt ($29.525 million gross) for 2017 and $182.312 million debt ($275.367 million gross) over 2017-2026 and additional carry-forward funding of $0.476 million in 2017. The capital budget and plan includes $22.880 million debt ($24.936 million gross) of additional funding beyond the debt targets, primarily in the first five years.

Progress continues to be made on increasing funding from the City. However, the capital budget and plan is still inadequate to address the Library's State of Good Repair (SOGR) requirements over the ten years.

City Council is expected to approve the capital budget on February 15 and 16, 2017.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. adopts, subject to Council approval, the 2017-2026 capital budget and plan of $182.312 million debt ($275.367 million gross) for projects listed in Attachment 1, and comprised of:

    a. 2017 cash flow of $19.967 million debt ($29.525 million gross) with future year commitments of $16.933 million debt ($25.713 million gross) for 2018; $7.045 million debt ($16.408 million gross) for 2019 and $2.248 million debt ($3.594 million gross) for 2020; and

    b. 2018-2026 uncommitted capital plan totalling $136.119 million debt ($200.127 million gross); and

2. adopts, subject to Council approval, two previously approved sub-projects with carry-forward funding from 2016 into 2017 totalling $0.476 million.

FINANCIAL IMPACT

TPL's 2017-2026 capital budget and plan, excluding carry-forward funding of $0.476 million, consists of a 2017 cash flow of $19.967 million debt ($29.525 million gross) and $182.312 million debt ($275.367 million gross) over 2017-2026, which includes $22.880 million of additional debt funding beyond the City debt targets.

The $22.880 million additional debt funding over the debt target, primarily in the first five years, was added to fund two projects for capital investment in technological innovation ($3.879 million debt, $4.056 million gross), North York Central Library Renovation Phase 2 ($9.901 million debt, $10.880 million gross) and the Multi-Branch Minor Renovation Program ($9.100 million debt, $10.000 million gross) for State of Good Repair (SOGR) and accessibility requirements.

The projects included in the recommended budget and plan are listed in Attachment 1. The 2017-2026 capital budget and plan is $33.687 million of debt funding ($38.358 million gross) below the Board's submission. The SOGR backlog, over the next 10 years, is expected to increase from $52.807 million to $136.947 million, which represents 14.2% of the total asset value, by the end of 2026.

The 2017-2026 capital budget and plan will impact future year operating budgets by: net operating savings of $0.880 million in 2017 and $0.062 million in 2018; and net operating costs of $0.092 million in 2019, $0.152 million in 2020, $0.105 million in 2021 and $1.861 million over 2022-2026.

The Director, Finance and Treasurer has reviewed this financial impact statement and is in agreement with it

ALIGNMENT WITH STRATEGIC PLAN

The 2017-2026 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.

DECISION HISTORY

At its meeting on September 26, 2016, the Board considered the 2017-2026 Capital Budget and Plan Submission of $19.967 million debt ($29.525 million gross) for 2017 and $215.999 million debt ($313.725 million gross) over 2017-2026. The ten-year budget and plan funding request is comprised of 24 projects totalling $159.432 million debt ($250.431 million gross), which meet the City debt targets, and nine projects totalling $56.567 million debt ($63.294 million gross), which exceeds the debt targets.

At the meeting on December 6, 2016, the City's Budget Committee began consideration of the 2017 Preliminary Operating Budget & 2017-2026 Capital Budget & Plan as presented by the City Manager. The 2017-2026 Preliminary Plan for TPL is $182.312 million debt ($275.367 million gross), which includes $22.880 million of additional debt funding ($24.936 million gross) beyond the City debt targets, primarily in the first five years.

At its final meeting on January 24, 2017, the Budget Committee endorsed TPL's Preliminary 2017-2026 Capital Budget and Plan with no changes.

COMMENTS

At its meeting on February 7, 2017, the Executive Committee endorsed the Budget Committee's recommended 2017-2026 Capital Budget and Plan of $19.967 million debt ($29.525 million gross) for 2017 and $182.312 million debt ($275.367 million gross) over 2017-2026, which is $22.880 million debt ($24.936 million gross) of additional funding beyond the debt targets as well as a preliminary 2016 carry forward of $0.476 million gross ($0 million debt) in 2017.

The endorsed budget is comprised of three components: 2017 cash flow projects with future year commitments, 2018-2026 uncommitted capital projects and 2017 cash flow carry forward from 2016 projects. The following table summarizes these components of the budget and plan:

2017-2026 Recommended Capital Budget and Plan

(In $Ms)

	2016 Carry Forwards	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total 2017-2026 (Excl carry Forwards)
Gross												
2017 Projects with future year commitments	0.476	29.525	25.713	16.408	3.594							75.240
Future Year Projects (Commencing in 2018 & Beyond) - uncommitted		-	7.200	20.874	35.276	30.993	23.463	20.152	22.488	20.614	19.067	200.127
Total Gross	**0.476**	**29.525**	**32.913**	**37.282**	**38.870**	**30.993**	**23.463**	**20.152**	**22.488**	**20.614**	**19.067**	**275.367**
Debt												
2017 Projects with future year commitments		19.967	16.933	7.045	2.248							46.193
Future Year Projects (Commencing in 2018 & Beyond) - uncommitted			4.344	14.815	19.829	20.411	17.160	13.410	13.410	16.330	16.410	136.119
Total Debt	-	**19.967**	**21.277**	**21.860**	**22.077**	**20.411**	**17.160**	**13.410**	**13.410**	**16.330**	**16.410**	**182.312**

The 2017 recommended budget, including carry-forward funding, is $30.001 million gross. Project listing of 2017 projects with future year commitments can be found in Appendix 4 of the 2017 Capital Budget Notes.

The Executive Committee recommended budget and plan will be considered at the Council meeting on February 15 and 16, 2017.

Council approval of the 2017-2026 budget and plan confers authority to spend the 2017 budget only. Spending requirements for each of the future years have to be submitted annually for approval.

Section 24(2) of the Public Libraries Act requires the Board to adopt the annual estimates that have been approved by City Council.

CONCLUSION

Progress continues to be made on increasing funding from the City. However, the capital budget and plan is still inadequate to address the Library's State of Good Repair (SOGR) requirements over the ten years.

CONTACT

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E-mail: lhughsam@torontopubliclibrary.ca

SIGNATURE

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Vickery Bowles
City Librarian

ATTACHMENTS

Attachment 1: 2017-2026 Preliminary Capital Plan – Gross and Debt Funding

Attachment 1

TORONTO PUBLIC LIBRARY
2017 - 2026 Capital Budget and Plan - Gross and Debt Funding
($000's)

Executive Committee Recommended Februrary 7, 2017

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG
	PROJECT INFORMATION					GROSS														DEBT													
	PROJECT NAME	Cost Est.	Develop. Charges	S. 37/ 45/ Reserves	Other Funding	Debt	Prelim 2016 cfwd	2017	**Total 2017 (incl 2016 cfwd)**	2018	2019	2020	2021	2022	2023	2024	2025	2026	**TOTAL 2018-2026**	**TOTAL 2017 - 2026 (incl 2016 cfwd)**	Prelim 2016 cfwd	2017	**Total 2017 (incl 2016 cfwd)**	2018	2019	2020	2021	2022	2023	2024	2025	2026	**TOTAL 2018-2026**	**TOTAL 2017 - 2026 (incl 2016 cfwd)**
1	Tech Asset Mgmt Prg (TAMP)	44,881	2,006	-	13,780	29,095	-	3,600	**3,600**	4,100	4,100	4,100	4,100	4,100	4,900	5,110	4,940	5,831	**41,281**	**44,881**	-	2,125	**2,125**	2,534	2,651	2,408	2,722	2,722	3,273	2,645	3,562	4,453	**26,970**	**29,095**
2	Virtual Branch Services (VBS)	15,000	13,590	-	-	1,410	-	1,500	**1,500**	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	**13,500**	**15,000**	-	-	**-**	75	330	380	25	39	41	-	138	382	**1,410**	**1,410**
3	Multi-Branch Renovation Program (SOGR)	41,535	3,289	-	623	37,623	-	4,633	**4,633**	4,158	4,093	4,093	4,093	4,093	4,093	4,093	4,093	4,093	**36,902**	**41,535**	-	3,781	**3,781**	3,996	3,823	3,726	3,946	3,899	3,284	3,106	4,040	4,022	**33,842**	**37,623**
4	Agincourt Building Elements	2,297	172	1,125	-	1,000	-	-	**-**	-	1,125	-	-	-	-	-	-	-	**1,125**	**1,125**	-	-	**-**	-	-	-	-	-	-	-	-	-	**-**	**-**
5	Albion Reconstruction	15,007	1,351	-	-	13,656	-	4,836	**4,836**	700	-	-	-	-	-	-	-	-	**700**	**5,536**	-	4,448	**4,448**	-	-	-	-	-	-	-	-	-	**-**	**4,448**
6	Bridlewood Renovation	1,900	-	1,900	-	-	-	-	**-**	-	1,100	800	-	-	-	-	-	-	**1,900**	**1,900**	-	-	**-**	-	-	-	-	-	-	-	-	-	**-**	**-**
7	Bayview Relocation	12,622	6,630	-	580	5,412	-	1,553	**1,553**	3,695	3,589	3,594	-	-	-	-	-	-	**10,878**	**12,431**	-	69	**69**	1,830	1,074	2,248	-	-	-	-	-	-	**5,152**	**5,221**
8	Wychwood Renovation & Expansion	9,533	4,135	1,500	600	3,298	-	2,000	**2,000**	4,378	2,866	-	-	-	-	-	-	-	**7,244**	**9,244**	-	307	**307**	2,352	500	-	-	-	-	-	-	-	**2,852**	**3,159**
9	St. Clair/Silverthorn Renovation	2,247	420	-	-	1,827	261	1,379	**1,640**	500	-	-	-	-	-	-	-	-	**500**	**2,140**	-	1,270	**1,270**	500	-	-	-	-	-	-	-	-	**500**	**1,770**
10	North York Central Renovation Phase 1	14,974	1,438		-	13,536	-	5,236	**5,236**	3,595	2,728	-	-	-	-	-	-	-	**6,323**	**11,559**	-	4,565	**4,565**	3,499	2,057	-	-	-	-	-	-	-	**5,556**	**10,121**
11	Dawes Road Construction & Expansion	13,263	8,638	-	-	4,625	-	1,082	**1,082**	3,287	4,875	2,309	-	-	-	-	-	-	**10,471**	**11,553**	-	-	**-**	635	3,042	621	-	-	-	-	-	-	**4,298**	**4,298**
12	Albert Campbell Renovation	12,165	1,095	-	-	11,070	215	-	**215**	1,429	3,809	3,542	3,120	-	-	-	-	-	**11,900**	**12,115**	-	-	**-**	1,429	3,809	3,407	2,288	-	-	-	-	-	**10,933**	**10,933**
13	St.Lawrence Relocation & Expansion	18,015	13,816	-	-	4,199	-	100	**100**	-	2,148	5,996	6,164	3,607	-	-	-	-	**17,915**	**18,015**	-	-	**-**	-	1,112	700	638	1,749	-	-	-	-	**4,199**	**4,199**
14	Perth/Dupont Relocation	4,312	2,112	1,100	1,100	-	-	-	**-**	150	1,049	3,113	-	-	-	-	-	-	**4,312**	**4,312**	-	-	**-**	-	-	-	-	-	-	-	-	-	**-**	**-**
15	Parliament Street Renovation	6,957	626	-	-	6,331	-	-	**-**	123	-	2,148	2,858	1,828	-	-	-	-	**6,957**	**6,957**	-	-	**-**	123	-	1,522	2,858	1,828	-	-	-	-	**6,331**	**6,331**
16	High Park Renovation	6,144	553	-	-	5,591	-	-	**-**	156	-	2,421	3,567	-	-	-	-	-	**6,144**	**6,144**	-	-	**-**	156	-	2,421	3,014	-	-	-	-	-	**5,591**	**5,591**
17	Guildwood Relocation	800	396	-	100	304	-	-	**-**	800	-	-	-	-	-	-	-	-	**800**	**800**	-	-	**-**	304	-	-	-	-	-	-	-	-	**304**	**304**
18	Centennial Renovation	4,715	1,621	-	-	3,094	-	-	**-**	-	114	-	2,331	2,270	-	-	-	-	**4,715**	**4,715**	-	-	**-**	-	-	-	1,750	1,344	-	-	-	-	**3,094**	**3,094**
19	Northern District Renovation	11,015	991	-	-	10,024	-	-	**-**	-	-	359	-	2,271	3,265	3,186	1,934	-	**11,015**	**11,015**	-	-	**-**	-	-	-	-	2,271	2,633	3,186	1,934	-	**10,024**	**10,024**
20	Brookbanks Renovation	6,848	1,995	3,650	-	1,203	-	-	**-**	-	-	-	192	-	1,236	3,328	2,092	-	**6,848**	**6,848**	-	-	**-**	-	-	-	192	-	-	-	1,011	-	**1,203**	**1,203**
21	Weston Renovation	9,220	830	-	-	8,390	-	-	**-**	-	-	161	-	2,636	3,700	2,723	-	-	**9,220**	**9,220**	-	-	**-**	-	-	-	-	2,398	3,269	2,723	-	-	**8,390**	**8,390**
22	Sanderson Renovation	6,975	628	-	-	6,347	-	-	**-**	-	-	-	-	-	458	-	1,638	3,479	**5,575**	**5,575**	-	-	**-**	-	-	-	-	-	-	-	1,468	3,479	**4,947**	**4,947**
23	Mimico Renovation	9,635	866	-	-	8,769	-	-	**-**	-	-	-	-	158	-	1,548	3,267	3,164	**8,137**	**8,137**	-	-	**-**	-	-	-	-	-	-	840	3,267	3,164	**7,271**	**7,271**
24	Port Lands New Construction - Queen/Saulter Relocation & Expansion	16,269	12,343	-	-	3,926	-	-	**-**	-	-	-	-	-	-	-	150	-	**150**	**150**	-	-	**-**	-	-	-	-	-	-	-	-	-	**-**	**-**
25	**Subtotal**	**286,329**	**79,541**	**9,275**	**16,783**	**180,730**	**476**	**25,919**	**26,395**	**28,571**	**33,096**	**34,136**	**27,925**	**22,463**	**19,152**	**21,488**	**19,614**	**18,067**	**224,512**	**250,907**	**-**	**16,565**	**16,565**	**17,433**	**18,398**	**17,433**	**17,433**	**16,250**	**12,500**	**12,500**	**15,420**	**15,500**	**142,867**	**159,432**
26	Multi-Branch Renovation Program (SOGR)	10,000	900	-	-	9,100	-	1,000	**1,000**	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	**9,000**	**10,000**	-	910	**910**	910	910	910	910	910	910	910	910	910	**8,190**	**9,100**
27	North York Central Renovation Phase 2	10,880	979	-	-	9,901	-	-	**-**	1,892	3,186	3,734	2,068	-	-	-	-	-	**10,880**	**10,880**	-	-	**-**	1,547	2,552	3,734	2,068	-	-	-	-	-	**9,901**	**9,901**
28	Integrated Payment Solutions (Technological Innovation)	2,250	98	-	-	2,152	-	1,150	**1,150**	1,100	-	-	-	-	-	-	-	-	**1,100**	**2,250**	-	1,100	**1,100**	1,052	-	-	-	-	-	-	-	-	**1,052**	**2,152**
29	Equipment for Operational Efficiencies (Technological Innovation)	1,806	79	-	-	1,727	-	1,456	**1,456**	350	-	-	-	-	-	-	-	-	**350**	**1,806**	-	1,392	**1,392**	335	-	-	-	-	-	-	-	-	**335**	**1,727**
30	**Subtotal - Exceeds Debt Targets**	**24,936**	**2,056**	**-**	**-**	**22,880**	**-**	**3,606**	**3,606**	**4,342**	**4,186**	**4,734**	**3,068**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**21,330**	**24,936**	**-**	**3,402**	**3,402**	**3,844**	**3,462**	**4,644**	**2,978**	**910**	**910**	**910**	**910**	**910**	**19,478**	**22,880**
31	**Total 2017 Capital Budget and Plan**	**311,265**	**81,597**	**9,275**	**16,783**	**203,610**	**476**	**29,525**	**30,001**	**32,913**	**37,282**	**38,870**	**30,993**	**23,463**	**20,152**	**22,488**	**20,614**	**19,067**	**245,842**	**275,843**	**-**	**19,967**	**19,967**	**21,277**	**21,860**	**22,077**	**20,411**	**17,160**	**13,410**	**13,410**	**16,330**	**16,410**	**162,345**	**182,312**
32	CITY DEBT TARGET																					16,565	16,565	17,433	18,398	17,433	17,433	16,250	12,500	12,500	15,420	15,500	**142,867**	**159,432**
	OVER / (UNDER) CITY DEBT TARGET																					3,402	3,402	3,844	3,462	4,644	2,978	910	910	910	910	910	**19,478**	**22,880**

13.

STAFF REPORT
ACTION REQUIRED

Toronto Public Library Board – Education Sessions

Date:	February 21, 2017
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

One of the recommendations coming out of the January 30, 2017 report to the Toronto Public Library Board on the self-evaluation survey was for staff to present a list of topics for Board education sessions focusing on the strategic priorities to the Board, noting that topical issues may arise throughout the year. This report presents a list of topics under the priorities of the 2016-2019 Strategic Plan for approval by the Board.

RECOMMENDATIONS

The City Librarian recommends that the Library Board:

1. approves the topics for Board education sessions and directs staff to schedule the sessions.

FINANCIAL IMPACT

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

The Director, Finance and Treasurer has reviewed this financial impact statement and is in agreement with it.

DECISION HISTORY

At the January 30, 2017 Board meeting, the Board considered the results of the Board self-evaluation survey conducted in November 2017. The Board approved the recommendation that directed staff to:

> *present a list of topics for Board education sessions focusing on the strategic priorities to the Board for consideration, noting that topical issues may arise throughout the year;*

http://www.torontopubliclibrary.ca/content/about-the-library/pdfs/board/meetings/2017/jan30/15-tplb-self-evaluation.pdf

In addition, at the meeting held March 21, 2016, the Board passed the following motion:

> *to include Board education to Board agendas. The standing item will include internal and industry trends with staff presentations, as required. Board members will be consulted on topics of interest.*

ISSUE BACKGROUND

Board self-evaluation is considered an essential tool in maximizing board effectiveness. Self-evaluations can help identify areas for improvement, performance issues, and ongoing education and facilitate the development of approaches to addressing these. Ongoing Board education has been identified in the survey as necessary for improving Board performance and can promote a better understanding of strategic priorities and service initiatives.

COMMENTS

Library staff have developed a list of topics for consideration by the Board for future education sessions at Board meetings. The recommended education topics were identified within the context of the six (6) Strategic Priorities as outlined in the current Strategic Plan 2016–2019.

In addition to board education sessions as part of the agenda, there are online education tools available through the Federation of Ontario Public Libraries on the Leadership by Design LearnHQ website;
http://learnhq.ca/elm/One.aspx?objectId=4535677&contextId=3122765&categoryId=4535677&catalogId=3125109

The five online modules cover: board effectiveness, understanding your community, assessment, strategic planning, and legacy and succession.

BOARD EDUCATION TOPICS: 2017

Strategic Plan Priority	Education Topic
Establishing Toronto Public Library as Toronto's centre for lifelong and self-directed learning	Trends in collection use and update on online learning tools
Creating community connections through cultural experiences	Background on the Richview Branch and the community it serves and branch tour
Advancing our digital platform	Advancing the Toronto Public Library Digital Strategy
Creating community connections through cultural experiences	Toronto Public Library celebrates Canada 150
Establishing Toronto Public Library as Toronto's centre for lifelong and self-directed learning	Tour of the new Bookmobile and Update on Youth hubs and out of school time programming

Creating community connections through cultural experiences	Background on the Fairview Branch and the community it serves and branch tour, including Discovery Zone
Expanding access to technology and training	Digital literacy programming and services
Breaking down barriers to access and inclusion	Reaching marginalized groups in the City

Topics will be included in the agenda for each meeting throughout the year, with the understanding that advocacy or topical issues may arise.

CONTACT

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

SIGNATURE

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Vickery Bowles
City Librarian

14.

TORONTO PUBLIC LIBRARY

STAFF REPORT
ACTION REQUIRED

Black Creek Branch – Lease Renewal

Date:	February 21, 2017
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to obtain Toronto Public Library Board approval for a five-year lease renewal agreement commencing on September 1, 2017 and terminating on August 31, 2022, for the premises occupied by the Black Creek Branch in the North York Sheridan Mall. Leases for branches located on privately-owned property require Library Board approval.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. approves a lease renewal agreement with Westdale Properties for 5,782 square feet of space in the North York Sheridan Mall at 1700 Wilson Avenue, with the following terms and conditions:

    a. a five-year term commencing on September 1, 2017 and terminating on August 31, 2022; and

    b. annual base rent as follows:

        i) for years one and two at $13.00 per square foot for annual base rent of $75,166.00, excluding Harmonized Sales Tax;

        ii) for years three to five at $14.00 per square foot for annual base rent of $80,948.00, excluding Harmonized Sales Tax.

FINANCIAL IMPACT

Under the terms of the proposed lease agreement for 5,782 square feet, for the first two years, the annual base rent will be $13.00 per square foot or $75,166.00, excluding Harmonized Sales Tax (HST), representing no change from the current lease rate that has

remained unchanged for the last two years. When combined with the estimated annual common area cost and utilities of $102,977.42, this results in a total annual operating cost of $178,143.42 in the first and second years of the lease, which has been provided for in the 2017 operating budget. In the third, fourth and fifth years, the annual base rent increases by $1.00 per square foot or $5,782.00 for a total annual base rent of $80,948.00, excluding HST.

The Director, Finance and Treasurer has reviewed this financial impact statement and is in agreement with it.

COMMENTS

Black Creek Branch is situated in the North York Sheridan Mall at 1700 Wilson Avenue. The branch has been in its current location within the mall since September 2002.

The current lease for the Black Creek Branch expires on August 31, 2017 and the terms of the lease renewal have been negotiated with the landlord, Westdale Properties. Leases for branches located on privately-owned property require Library Board approval.

City Council has directed that, where feasible, library branches should be located on City-owned property. City of Toronto Real Estate Services staff reviewed the Black Creek Branch catchment area with Library staff to determine the availability of City-owned property, City projects in the planning stage, or alternative privately-owned property. They were not able to identify any suitable property, owned by the City or owned privately, which could serve as an acceptable alternative library site.

With regards to the proposed lease, City staff assisted with the negotiation and have confirmed that the proposed lease rates represents fair market value.

CONTACT

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

SIGNATURE

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Vickery Bowles
City Librarian

15.

STAFF REPORT
ACTION REQUIRED

Cliffcrest Branch – Lease Renewal

Date:	February 21, 2017
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to obtain Toronto Public Library Board approval for a five-year lease renewal agreement commencing on January 1, 2018 and terminating on December 31, 2022, for the premises occupied by the Cliffcrest Branch in the Cliffcrest Plaza. Leases for branches located on privately-owned property require Library Board approval.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. approves a lease renewal agreement with First Capital Holdings Inc. for 4,859 square feet of space in the Cliffcrest Plaza at 2965-3049 Kingston Road, with the following terms and conditions:

    a. a five-year term commencing on January 1, 2018 and terminating on December 31, 2022; and

    b. an annual base rent as follows:

        i) for years one and two at $17.00 per square foot for an annual base rent of $82,603, excluding Harmonized Sales Tax (HST); and

        ii) for years three, four and five at $18.50 per square foot for an annual base rent of $89,891.50, excluding HST.

FINANCIAL IMPACT

Under the terms of the proposed lease agreement for 4,859 square feet, for the first two years, the annual base rent will be $82,603.00, excluding HST, which represents no change from the current lease rate; the current lease rate has remained unchanged for the last two years. When combined with the estimated annual common area cost and utilities of $20,544.00, this results in a total annual operating budget cost in the two years of $110,435.50, which has no

incremental budget impact, and has been provided for in the 2017 operating budget. In the third and fourth years, the annual base rent increases by $1.50 per square foot or $7,288.50 for a base rent of $89,891.50.

The Director, Finance and Treasurer has reviewed this financial impact statement and is in agreement with it.

COMMENTS

The Cliffcrest Branch was opened in October 1972 in the Cliffcrest Plaza at 2965-3049 Kingston Road. The branch was relocated in the plaza to its current space in 2008.

The current lease ends on December 31, 2017 and the terms of a lease renewal have been negotiated with the landlord, First Capital Holdings Inc. Leases for branches located on privately-owned property require Library Board approval.

City Council has directed that, where feasible, library branches should be located on City-owned property. City of Toronto Real Estate Services 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, or alternative privately-owned property. They were not able to identify any suitable property, owned by the City or owned privately, which could serve as an acceptable alternate library site.

With regards to the proposed lease, City staff assisted with the negotiation and have advised that the $17.00 per square foot base rent for the first two years is at the lower end of market rents in the area.

CONTACT

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

SIGNATURE

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Vickery Bowles
City Librarian

16.

STAFF REPORT
ACTION REQUIRED

Comprehensive Heating, Ventilation, Air-Conditioning (HVAC) and Chiller Maintenance Service – Contract Extension

Date:	February 21, 2017
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to request Toronto Public Library Board approval to extend the contract for Comprehensive Heating, Ventilation, Air-Conditioning (HVAC) and Chiller maintenance services.

The initial three-year contract term expires February 28, 2017. Under the terms of the contract, two additional one-year extensions are available to the Library once the initial three-year term has been completed. It is recommended that the contract awarded to Dunlis Mechanical Services (Dunlis**)** be extended for one year, March 1, 2017 to February 28, 2018, with an option to extend for a further one year, subject to satisfactory vendor performance.

Dunlis's performance has met the Library's expectations over the initial three years of the contract.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. extends the contract for Comprehensive HVAC and Chiller Maintenance Services with Dunlis for one year, March 1, 2017 to February 28, 2018, at a total cost of $764,675, excluding Harmonized Sales Tax (HST);

2. grants authority to the City Librarian to exercise the option to extend the contract for Comprehensive HVAC and Chiller Maintenance Services with Dunlis for an additional year, March 1, 2018 to February 28, 2019, at a total cost of $764,675, excluding HST, subject to satisfactory vendor performance.

FINANCIAL IMPACT

The cost of the original award, excluding HST, approved by the Board at its meeting on February 10, 2014 is as follows:

- 2014 – $675,930 (year 1 – March 1 2014 – Feb 28, 2015)
- 2015 – $694,210 (year 2 – March 1 2015 – Feb 28, 2016)
- 2016 – $716,630 (year 3 – March 1 2016 – Feb 28, 2017)

While the value of the original award to Dunlis in year three of the contract was $716,630, there have been several increases in the requirements for HVAC maintenance that result primarily from the completion of three capital projects:

- expansion of the Ellesmere processing centre;
- opening of the new Fort York Branch;
- opening of the new Scarborough Civic Centre Branch.

The increased cost of the contract in 2016 was $764,675, excluding HST, as a result of these increases in maintenance requirements. Increases in the cost of the contract were included in the approved 2016 operating budget.

The cost of the proposed one-year extended contract of $764,675, which represents no increase to the current budget, is included in the 2017 operating budget.

A second one-year extension would also cost $764,675.

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

DECISION HISTORY

On February 10, 2014, the Library Board approved an award of contract for Comprehensive HVAC and Chiller Maintenance Services for a three-year term, March 1, 2014 to February 28, 2017, to Dunlis. Dunlis was the recommended proponent after a competitive request for proposal process.
http://www.torontopubliclibrary.ca/content/about-the-library/pdfs/board/meetings/2014/mar24/04.pdf

ISSUE BACKGROUND

The Library considers a comprehensive HVAC and chiller maintenance services contract an essential component of facilities management. Proactive maintenance is critical to avoiding library services disruptions due to failure of HVAC and chiller systems. Such a contract will provide full service 24-hours-a-day, seven-days-a-week and includes full coverage of labour, parts and materials as well as emergency service.

COMMENTS

Under the terms of the contract, two additional one-year extensions are available to the Library once the initial three-year term has been completed. Dunlis's performance has met the Library's expectations over the initial three years of the contract. By extending the contract for an additional one year with the option to extend for a second year, subject to satisfactory vendor performance, the Library will be securing 2016 pricing for HVAC maintenance, which protects the Library from inflationary increases over the next two years.

CONTACT

Paul Trumphour; Director, Transitional Projects; Tel: 416-629-6598;
E-mail:ptrumphour@torontopubliclibrary.ca

SIGNATURE

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Vickery Bowles
City Librarian

17.

STAFF REPORT
INFORMATION ONLY

Annual Statistical Report to the Office of the Information and Privacy Commissioner (IPC) of Ontario.

Date:	February 21, 2017
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

This report provides a summary of Toronto Public Library's 2016 submission to the Ontario Information and Privacy Commissioner (IPC) in compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Toronto Public Library fulfilled its legislative requirements for 2016.

FINANCIAL IMPACT

The report has 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 is in agreement with it.

DECISION HISTORY

The Library is required to submit a statistical report to the Information and Privacy Commissioner (IPC) of Ontario on an annual basis. At its meeting on March 26, 2007, the Library Board requested staff to report on the annual report submitted to the Information and Privacy Commissioner of Ontario.

ISSUE BACKGROUND

The Toronto Public Library is governed by MFIPPA which requires the Library to submit an annual report to the IPC. One of the IPC's functions is to gather and analyse statistics annually from municipal institutions.

COMMENTS

Overview
The Toronto Public Library received three requests for access to records in 2016 that met the regulatory requirements under MFIPPA. These three requests were resolved routinely, with a time extension granted by the IPC for one request due to the considerable volume of information requested. For all requests resolved in 2016, the Library maintained a 100% compliance rate within the timeframes permitted by legislation for processing access requests. There were no appeals to the IPC related to access requests in 2016.

Routine Disclosure
The Library routinely discloses information to the public. The TPL website provides a wide range of information and includes Toronto Public Library Board agendas, documents and minutes, and other detailed information about library programs and services. Many informal requests for information from the Library are answered by referring requestors to the Library website and the City of Toronto's open data portal.

Disclosures to Law Enforcement
All instances of disclosure of personal information to law enforcement agencies were in compliance with MFIPPA and TPL's policy and procedures.

CONTACT

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

SIGNATURE

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Vickery Bowles
City Librarian

18.

STAFF REPORT
INFORMATION ONLY

Toronto Public Library Board Members – Expenses Paid for 2016

Date:	February 21, 2017
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 2016.

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 is in agreement 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 2016.

CONTACT

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

SIGNATURE

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Vickery Bowles
City Librarian

ATTACHMENTS

Attachment 1: Toronto Public Library Board – Expenses for the Year 2016

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

REMUNERATION AND EXPENSES FOR THE YEAR 2016

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 the 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: 416-397-5742 or 416-392-7526
- Certified reports may be forwarded by mail to Accounting Services, 14th Floor, Metro Hall, Toronto Ontario M5V 3C6, Attention: A. Dookhoo or email to: ahardi.mendoo@toronto.ca or fax to: 416-392-8033 (please contact us before faxing)

NAME	*AUTHORITY	REMUNERATION		TRAVEL / CONFERENCE									**OTHER EXPENSES		TOTALS
COUNCILLORS, CITIZEN APPOINTEES, AND APPOINTED STAFF	APPROVAL INFO. (Ref Notes Above)	DESCRIPTION (Annual Amount or Total Per Diem - please show calculation e.g. 40565 x number of meetings)	TOTAL REMUNERATION	DESCRIPTION OF EVENT	PURPOSE OF ATTENDANCE	DATE FROM mm / dd / yy TO mm / dd / yy	LOCATION CITY/ PROV/ STATE/ COUNTRY	TRANSPORTATION	ACCOMMODATION	REGISTRATION	OTHER EXPENSES	TOTAL TRAVEL (if applicable)	DESCRIPTION OF EXPENSES (Ref Notes Above)	TOTAL OTHER EXPENSES	REMUNERATION, TRAVEL, OTHER EXPENSES
								$	$	$	$	$	— All Costs Net of HST — →	$	$
COUNCILLORS -															
Mr. Paul Ainslie	Board Expense Policy - TPLB Res. #11-048 - Apr. 4/11												OLA Super Conference Registration Fee (Toronto - January 27 - January 30, 2016)	204	204
Mr. Christin Carmichael Greb															
Ms. Sarah Doucette															
Ms. Mary Fragedakis															
COUNCILLORS -															
CITIZEN APPOINTEES															
Mr. Ron Carinci (appointed Feb. 2015 (Chair))	Board Expense Policy - TPLB Res. #11-048 - Apr. 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. Lindsay Colley (first appointed Oct. 2012; reappointed Feb. 2015 (Vice Chair))	Board Expense Policy - TPLB Res. #11-048 - Apr. 4/11												Annual payment in lieu of expenses [$600 annual payment/12 months in a year x 12 months eligible for payment]	600	600
Ms. Sue Graham-Nutter (appointed Feb. 2015)	Board Expense Policy - TPLB Res. #11-048 - Apr. 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. Dianne LeBreton (appointed Feb. 2015)	Board Expense Policy - TPLB Res. #11-048 - Apr. 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 - Apr. 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. Ross Parry (first appointed Sep. 2011; reappointed Feb. 2015)	Board Expense Policy - TPLB Res. #11-048 - Apr. 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 - Apr. 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 - Apr. 4/11												OLA Super Conference Registration Fee (Toronto - January 27 - January 30, 2016)	148	148
Ms. Eva Svec (appointed Feb. 2015)	Board Expense Policy - TPLB Res. #11-048 - Apr. 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:														3,901	3,901
OTHER COMMENTS:															

CERTIFIED CORRECT:	**NAME:**	VICKERY BOWLES	**SIGNATURE:**	VBowles
	TITLE:	CITY LIBRARIAN	**TEL. #:**	416-393-7032
	AGENCY / CORPORATION / OTHER BO	TORONTO PUBLIC LIBRARY	**DATE:**	Jan. 24, 2017

19.

STAFF REPORT
INFORMATION ONLY

Board Resolutions – Status Report

Date:	February 21, 2017
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 21, 2017

Attachment 1

STATUS REPORT
TORONTO PUBLIC LIBRARY BOARD RESOLUTIONS
AS AT FEBRUARY 21, 2017

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
Dec. 14, 2015	**15-226 – Youth Participation in Library Board Decision Making – 2014-2015 Pilot and Future Recommendations**		
	1. directs staff to work with the appointed Board Liaison to arrange one to two focus group consultations per year with Youth Advisory Group (YAG) members and other ten library users and non-users, on topics of interest to teens, or issues the Board would like to hear from teens about, and report the findings back to the Board in 2017 after a full year's implementation;	**IN PROGRESS**	First Quarter 2017

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. 30, 2017	**17-015 – Toronto Public Library Board Self-Evaluation: Results**		
	2. repeats the survey in November 2017.	**IN PROGRESS** After the survey has been conducted, the results will be reported at the January 2018 meeting.	January 2018 Board meeting