

The Corporation of the Town of Orangeville

Report to Library Board



To: Chair and Members of the Board
From: Darla Fraser, Chief Executive Officer
Date: April 26, 2023
Report #: 23-05
Subject: Library Building Reserve

Recommendation:

That report 23-05, dated April 26, 2023, with respect to the Library Building Reserve, be received;

And that the board approve the allocation of funds from the Library Building Reserve to cover the additional costs outside the contract for the renovation of 1 Mill Street:

- 1) additional flooring to a maximum of \$ 25,000**
- 2) artistic branding to a maximum of \$ 25,000**

subject to final approval by Council.

Purpose:

The purpose of this report is to seek board approval to access funds from the Building Reserve for additional costs associated with the renovations at the Mill Street Library and not covered by the current contract.

Background:

For several years, as part of the library board's fiscal responsibility, it has been setting aside funds in a building reserve. As of December 31, 2022, the Building Reserve held a balance of \$ 477,550.

Lower-Level Flooring (Basement tiles)

In the 1980s, small (4" X 4") square pink tiles were installed throughout the basement, including the staff area (kitchenette and bathroom).

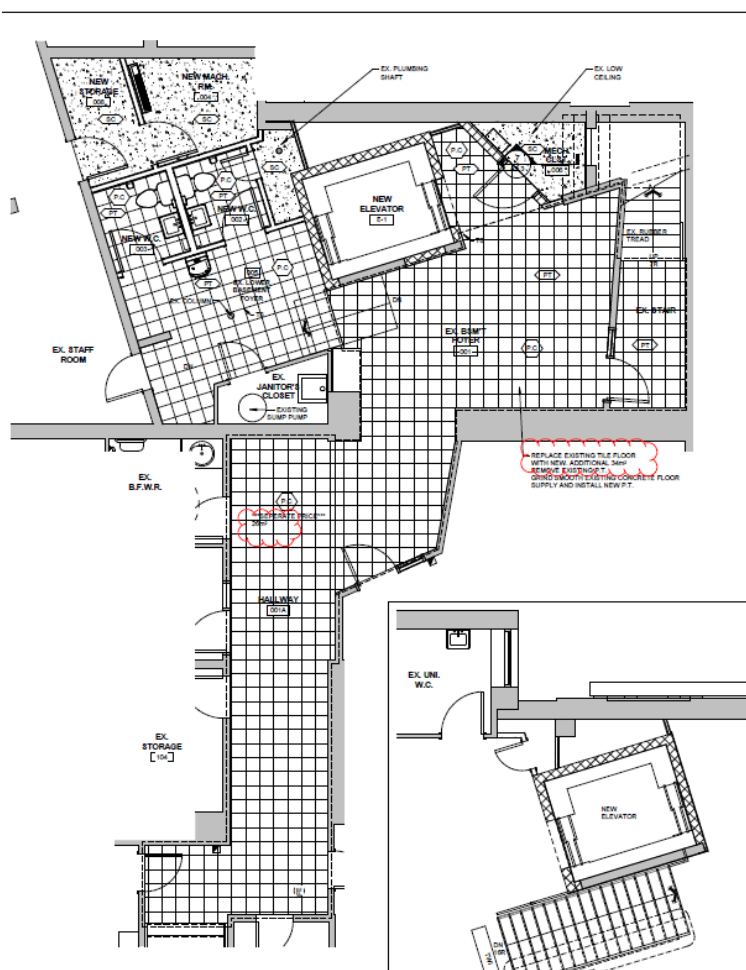
The creation of the new elevator shaft and washrooms required that the pink tiles in those areas be removed. The contract for this project covers the cost of replacing the tile in the affected area, however, this would result in two different types of flooring on the main landing of the lower level. This is an aesthetic issue as the existing flooring, although past its life expectancy, is not failing.

The additional flooring is to change the areas unaffected by the construction project:

- 1) The area between the contract area and the meeting room \$10,530.
- 2) Extend the entire hallway to the exit in the back alley \$ 7,956.
- 3) Staff area kitchenette and washroom \$ 8,000 (*unconfirmed*).

There is a cost saving factor to consider, the cost to change this flooring in the future will only increase, the most cost-effective means is to have this completed with the contractors on site.

If approved, the work will not be subject to the procurement policy as the time sensitive work would be completed by the contractor on-site and previously engaged by the Town.



Artistic Branding

In the lobby of the renovated library there will be a nine-foot living wall – it is believed to be the first in Dufferin County (*not confirmed*). This tourism worthy feature will be embellished with custom designed branding accents.

- 1) Living Wall \$ 15,000 (added as a change notice to the contract)
- 2) Books under the living wall \$ 5,000 (*unconfirmed*)
- 3) Book drop to a maximum of \$ 5,000 (*unconfirmed*)

For this additional work, we are seeking the ability to sole source as the library would like to engage the local company that completed the large book entrance to Storyland (Theatre Orangeville, 2016).

Financial Impact:

This will result in a reduction of the funds in the Library Building Reserve to a maximum of \$ 50,000.

Prepared and respectfully submitted by,

Darla Fraser,
Chief Executive Officer