

Re: Request to Commence Negotiations for the
Lease of Space - Burnaby Public Library

Following is a report from the Chief Librarian regarding the Burnaby Public Library's immediate need for additional space.

It appears that the additional office and warehouse space that is requested by the Library would have to be acquired at a location that is some distance removed from Thunderbird Crescent (the existing facility is completely utilized and cannot be expanded to accommodate additional needs). Although separate sites would not be ideally desirable, the Chief Librarian advises that the major divisions of work can be geographically separated without diminishing the overall effectiveness of the organization.

The long range plan is to consider the reconsolidation of all functions in one facility when the existing lease at Thunderbird Crescent, and the lease that is proposed, expire in May, 1976.

RECOMMENDATIONS:

1. THAT Council approve in principle the subject leasehold arrangement; and
2. THAT the Land Agent be authorized to commence negotiations for the lease of office and warehouse space as outlined in this report; and
3. THAT a copy of this report be sent to the Burnaby Library Board.

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TO: MUNICIPAL MANAGER

19 November 1974

FROM: CHIEF LIBRARIAN

RE: BURNABY PUBLIC LIBRARY
Administrative Offices and Book Storage

The existing library headquarters at Thunderbird Crescent was leased for a five year period from the 1st July 1971 until 31 May 1976. Floor area is divided into approximately 1,600 square feet of office accommodation and 3,400 square feet of warehouse space, making a total of 5,000 square feet. In July 1971 the staff working at this location totalled 13. This number had increased to 22 by July 1974.

The function of the building is to house staff concerned with library administration, community services and technical services (cataloguing and acquisitions). The warehouse space is provided to house incoming books and also for storage purposes for books for new collections and for community services. The space within the warehouse area is sufficient to accommodate approximately 25,000 books in addition to those proceeding through technical services.

A report on the space situation at library headquarters was considered by the Library Board at its meeting of the 20 June 1974 at which time the Chief Librarian was authorised to work in conjunction with municipal staff to secure necessary additional accommodation.

The additional requirements total 1,000 square feet of office accommodation together with 2,000 square feet of warehouse storage. The purpose for which this accommodation is required is outlined below:

Offices for Chief Librarian, Deputy Chief Librarian and Secretary to the Chief Librarian plus accommodation for Board Meetings = 1,000 square feet

Warehouse space

Collection development plus the overcrowding of shelves at Kingsway Branch Library requires storage capacity for 40,500 volumes by 1976. Since only 25,000 volumes can be accommodated in the existing warehouse space, accommodation for the remaining 15,500 volumes will be required in the new premises.

= 2,000 square feet

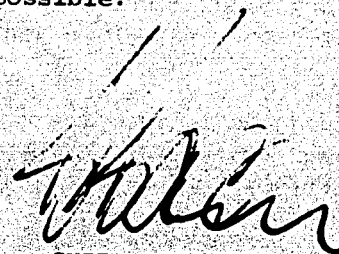
The Library's Recast Budget for 1974, item 23-01-83 (Leasehold Rentals), contains an entry for the new administrative offices in the amount of \$1,667.00. This amount is the estimated cost for two months rental for November and December 1974. 1,000 square feet of office accommodation will be required at an estimated cost of \$6.00 per square foot. 2,000 square feet of storage space will be required at an estimated cost of \$3.00 per square foot. The total annual estimated cost of this accommodation will be approximately \$10,000.00.

ITEM 4
MANAGER'S REPORT NO. 78
COUNCIL MEETING Nov. 25/74

At its meeting dated 14 November 1974 the Chief Librarian was authorised to work in conjunction with municipal staff to secure necessary office and warehouse accommodation for a period of approximately 18 months and the Chief Librarian was further authorised to submit on behalf of the Library Board a report to Council requesting Council's approval in principle to negotiate leasehold arrangements for this accommodation as soon as possible.

RECOMMENDATION:

THAT Council approve, in principle, that leasehold arrangements for this accommodation be negotiated as soon as possible.


CHIEF LIBRARIAN

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