

Re: Burnaby Public Library
Administrative Offices and Book Storage
(Item 4, Report No. 78, November 25, 1974)

ITEM 2
MANAGER'S REPORT NO. 5
COUNCIL MEETING Jan. 27/75

On November 25, 1974, Council authorized the Land Agent to commence negotiations for the lease of office and warehouse space that is required by the Burnaby Public Library. Following is a further report from the Chief Librarian on this matter.

RECOMMENDATIONS:

1. THAT the Municipality's signing officers be authorized to execute the subject lease based on the terms that are noted in the Chief Librarian's report; and
2. THAT a copy of this report be sent to the Burnaby Library Board.

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TO: MUNICIPAL MANAGER

22 January 1975

FROM: CHIEF LIBRARIAN

RE: BURNABY PUBLIC LIBRARY
ADMINISTRATIVE OFFICES AND BOOK STORAGE

Council was advised of the need for additional office and warehouse space for Burnaby Public Library (see Item #4, Manager's Report #78, Council meeting 25 November 1974). This report stated that the existing facility at Thunderbird Crescent is completely utilized and cannot be expanded to accommodate additional needs. Extra requirements are in the area of 1,000 square feet of office accommodation together with 2,000 square feet of warehouse storage. Although not ideal, separate sites will not diminish the overall effectiveness of the administrative function of the library.

The long-range plan is to consider the reconsolidation of all the functions in one facility after the existing lease at Thunderbird Crescent expires in May 1976.

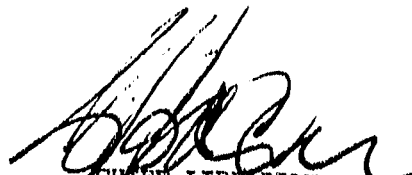
Council has approved in principle the subject leasehold arrangements. Council has authorized the Land Agent to commence negotiation for the lease of office and warehouse space as outlined in the previous report. Funds have been included in the 1975 Provisional Budget for rental purposes.

Suitable premises have been found by the Municipal Land Agent. These premises are located at 2729 Lake City Way, Burnaby, BC. They are available for a 24 month period at a rental of \$815.68 per month. The premises may be occupied within 60 days.

The Burnaby Public Library Board has reaffirmed its desired intention to lease warehouse and office space at 2729 Lake City Way, Burnaby, for a period of two years from 1 April 1975 (or thereabouts) at a cost of \$815.68 per month and has requested that Council's approval of this action be sought as soon as possible.

RECOMMENDATION:

That Council approve that leasehold arrangements for this accommodation be completed as soon as possible.


CHIEF LIBRARIAN

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