

Re: BURNABY PUBLIC LIBRARY LEASEHOLD
OFFICE AND STORAGE REQUIREMENTS
(ITEM 9, REPORT NO. 27, APRIL 26, 1976)

ITEM 12
MANAGER'S REPORT NO. 29
COUNCIL MEETING May 3/76

As requested by Council, following is further information from the Chief Librarian on a proposal to acquire suitable leasehold accommodation during the period extending from cancellation of the existing headquarters lease until a new central library is constructed.

The facility on Alaska Street is not equipped with a sprinkler system. However, this is not regarded to be an undesirable condition as more specifically noted on the second page of the Chief Librarian's report.

RECOMMENDATIONS:

1. THAT authority be granted to execute the lease for office/warehouse premises at 4455 Alaska Street at a cost of \$31,850 per annum for a three year period; and
2. THAT tenant improvements be carried out by negotiated contract with Robco Construction at an estimated cost of \$51,872.

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TO: MUNICIPAL MANAGER

30 April 1976

FROM: CHIEF LIBRARIAN

RE: BURNABY PUBLIC LIBRARY LEASEHOLD
OFFICE AND STORAGE REQUIREMENTS

A report to the Municipal Manager from the Chief Librarian dated 22 April 1976 was presented to Council at which time it was moved:

"THAT the subject matter be referred back to the Library Board pending information on the extension of the existing lease and also the total dollars involved, depending on whether the proposed bylaw should pass or fail."

COMPARISON OF LEASES:

The following costs have been developed by the Land Agent for comparative purposes:

Proposed Lease of Alaska Street

56%	or 7,300 sq/ft warehouse @ \$2.45 sq/ft	\$17,885.00
44%	or 5,700 sq/ft office space @ \$5.669 sq/ft	32,312.92
100%	13,000 sq/ft average per sq/ft \$3.86	\$50,197.92

No 1 - Existing Lease - 3127 Thunderbird Crescent

Present lease 5,030 sq/ft @ \$1.92 sq/ft
Renewal estimated @ \$2.20 sq/ft

2,630 sq/ft warehouse	
2,400 sq/ft office space	
5,030 sq/ft average per sq/ft \$2.20	\$11,066.00

(The period of renewal of the lease at Thunderbird Crescent is at present undetermined, however, a period of one to three years can be anticipated.)

No 2 - Existing Lease - 2729 Lake City Way

1,404.5 sq/ft warehouse space	
1,831 sq/ft office space	
3,235.5 sq/ft average per sq/ft \$3.02	\$ 9,788.16

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Combined Leases No 1 and No 2

51%	or 4,034.5 sq/ft warehouse space	
49%	or 4,231 sq/ft office space	
100%	8,265.5 sq/ft average per sq/ft \$2.52	\$20,854.16

The proposed lease offers 3,265.5 sq/ft more of warehouse space and an additional 1,469 sq/ft of modern airconditioned office space.

The overall difference per sq/ft of \$1.34 is attributable to the age of the building and the better standard of accommodation offered.

It should be noted that the cost of leasing the Alaska Street premises includes the repayment to the Corporation of capital (plus interest) required for the improvements.

OTHER PREMISES:

The Library Board planned the reconsolidation of the administrative and technical services department in the library in early 1975 and the Lands Department was informed of the Board's intention at that time. Subsequently, the Lands Department screened a number of premises on behalf of the Library Board and the current market value for appropriate premises was assessed at approximately \$6.50 per square foot for office space plus \$2.75 per square foot for warehouse space. Although both warehousing and offices are readily available, the proportion of storage to office accommodation required by the library is different from that usually included in office/warehouse accommodation. As a result, a number of premises passed to the library for consideration were unsuited to library purposes. The proposed building has the advantage of permitting improvements to be carried out according to the library's specifications.

FIRE HAZARD:

Council has expressed concern regarding fire hazards in the proposed building. In the case of some manufacturing processes fire risk may be sufficiently high that sprinklers offer better protection and more positive cost benefits than in a library situation where the risk is particularly low. The space will not be used for manufacturing purposes and the building conforms to Industrial Occupancy under the terms of the Building Bylaw. The library's functions (book storage, cataloguing and processing) are within the terms of this bylaw. A local survey has revealed that no public library building owned by any municipality within the Greater Vancouver Library Federation has sprinkler systems in areas other than furnace rooms. The potential damage from sprinkler systems may well exceed that suffered from fire. It should be noted that the commercial area of Burnaby Centre has a sprinkler system installed. This was deleted from the area to be occupied by the Central Park Branch Library and heat detectors were installed in the branch library in order to bring a fire fighting response if required.

The library's books and equipment are insured as part of the overall policy for the municipality. The insurance is the responsibility of the Treasury Department and the nature of the existing policy is such that as long as the Insurance Company knows the whereabouts of the insured materials the premiums are not affected by the absence of sprinkler systems within the proposed building. Because of the function of this facility it is felt that heat detectors are not required.

BYLAW CONSEQUENCES:

The results of the bylaw will determine the construction of the new main branch library. Although the rented premises are required to accommodate the storage of books, they are also required to accommodate the services that will eventually be provided from the new main branch library.

The expanding service to elderly and handicapped readers will continue to require to be housed. The planned Bookmobile service, scheduled to operate from the new premises and an essential component in the library's

programme to provide interim service to areas of Burnaby that will not be served from branch libraries until these are constructed in the future, is also to be housed in the proposed new premises. These services are an essential part of Burnaby Public Library and should the bylaw fail, it is suggested that the pressure for such services will in fact increase rather than diminish. The acquisition of books and other materials is essential to the future of library service in Burnaby. If the materials are purchased or are stored in such a way that they cannot be made available to the public by means of the catalogues in the branch libraries and the library's request system, then public dissatisfaction will become manifest by unanswered questions and reader complaints.

One consequence of awaiting the results of the bylaw will either be that approximately 5,500 non-fiction volumes may not be acquired during 1976 or that the housing of 10% of the major non-fiction collection in the existing administrative building will greatly reduce public accessibility to those materials. The acquisition of such materials will be subsidised in the amount of \$69,000 to be received from the Greater Vancouver Library Federation in 1976. An additional \$25,000 will be received from the same source in order to process these materials. It is unlikely that this money will be made available to the library unless these materials are purchased, catalogued and made available from accessible storage facilities.

FUTURE SITUATION:

Notwithstanding the situation of the bylaw future development must be planned or the following consequences may result:

1. The reduction of acquisitions, particularly in the area of non-fiction, by approximately 19,000 volumes per annum. The resulting non-availability of non-fiction titles to the public will increase from an anticipated 10% at the end of 1976 to 40% at the end of 1979. This, in turn, will cause a reduction or relocation of up to 50% of staff presently employed in the acquisitions and cataloguing departments.
2. The abandonment of the library's present collection building programme will require the adult non-fiction title availability to remain at 60,000 titles compared with the optimum of 100,000 titles programmed for acquisition by 1979.
3. The non-availability of additional storage space would require the collection to remain static (ie the number of books withdrawn would require to equal those added).
4. The number of non-fiction titles added to the Kingsway Branch Library under such a scheme would approximate 1,500 titles per annum (compared with a current world English language output of almost 80,000 titles per annum).
5. If materials cannot be acquired until the new main library has been constructed, the acquisitions and cataloguing staff would require supplementing at that time.
6. The library's building programme anticipates the construction of two branch libraries within the community immediately following the construction of the main branch library. The acquisition of materials for those two branch libraries requires careful planning. The deferring of present purchases until that time would cause logistical problems within the library and would result in the new main branch library being understocked until the year 1987 by which time it would achieve the target presently aimed for in 1980.
7. The costs of acquiring books retroactively is greater than current acquisition costs. Additionally, many of the books required for Burnaby Public Library must be obtained while they are available since delays will inevitably see books go out of print and remain unobtainable in the future.

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CONCLUSION:

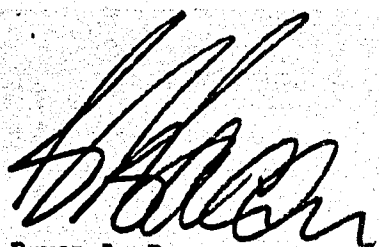
Regardless of the construction of the Main Branch Library the non-public functions of the library must continue to be carried out and 13,000 square feet will be required for this purpose irrespective of the outcome of the bylaw.

The success or failure of the bylaw governs only the construction of the main branch library. If construction cannot proceed, then the functions to be contained in the library must be housed elsewhere. The public service functions (reference materials, study facilities, branch library circulation services) will continue to be provided from the existing cramped quarters at Kingsway Branch Library. The service to elderly and handicapped and the proposed bookmobile service will operate from the warehouse. Finally, the materials essential within a public library serving a community the size of Burnaby require to be stored so that they are accessible to the public through the catalogue and the library's request service. If those functions cannot be achieved, then the library will fail in its purpose.

(NB. The main branch library is anticipated to be over 50,000 square feet in area. The 13,000 square feet required for non-public use will be incorporated into this area within the new main branch library when it is constructed. The main purpose of the bylaw is to provide approximately 50,000 square feet less 13,000 square feet for additional public services.)

RECOMMENDATION:

THAT Council approve that leasehold arrangements for this accommodation be carried out as soon as possible.



Bryan L. Bacon,
Chief Librarian.

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