

TO: CITY MANAGER **DATE:** 2021 January 25

FROM: CHIEF LIBRARIAN

SUBJECT: **2021 JANUARY CAPITAL RESERVE FUND BYLAW REQUEST - LIBRARY**

PURPOSE: To request a Capital Reserve Fund Bylaw to finance the projects as outlined in this report.

RECOMMENDATION:

1. **THAT** Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$1,290,000 to finance the projects as outlined in this report.

REPORT

INTRODUCTION

In order to proceed with the award of contracts, funding approval is requested for the projects listed below.

POLICY SECTION

The following projects are aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goals and sub-goals of the Plan.

- A Thriving Organization –
 - Foster an environment for teamwork efficiency and excellence to deliver customer service in alignment with our core values
- A Connected Community –
 - Provide online access to core City services and information

1.1 Library Occupational Health & Safety Project - 2021 & 2022
(ADX.0007 & ADY.0010) *Estimated* **\$1,050,000**

<i>Project</i>	<i>2021</i>	<i>2022</i>	<i>TOTAL</i>
<i>ADX.0007</i>	<i>\$400,000</i>	<i>\$200,000</i>	<i>\$600,000</i>
<i>ADY.0010</i>	<i>\$225,000</i>	<i>\$225,000</i>	<i>\$450,000</i>
<i>Total</i>	<i>\$625,000</i>	<i>\$425,000</i>	<i>\$1,050,000</i>

This project improves work spaces at the Bob Prittie Metrotown, McGill and Tommy Douglas branches and addresses HVAC, electrical, data and network infrastructure,

(*) Refer to point 4 under Funding Committee/Commission/Board Report Requirements within the Funding Report Guidelines

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staff safety and accessibility, and reconfigure work spaces to encourage teamwork and cross-departmental collaboration.

The work of library staff has changed significantly, particularly in relation to technology, and current spaces are inadequate for the space and technology needs of staff. Architects have been engaged to update the previous plan to include COVID related requirements. Burnaby Public Library staff will work with Building and Facilities Management staff to sequence the work.

**1.2 Automated Materials Handling
2021 (ADY.0018)**

Estimated \$240,000

The Bob Prittie Metrotown branch circulates more than 1 million items each year. The introduction of automated materials handling (AMH) will streamline this work, reduce materials handling and injuries resulting from this work, and free staff up to do more customer-facing work.

These expenditures will be included in the 2021-2025 Provisional Financial Plan, and sufficient Capital Reserve Funds are available to finance the capital projects outlined in this report.

RECOMMENDATION

It is recommended that the Burnaby Public Library Board recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$1,290,000 to finance the projects outlined in this report.



Beth Davies
Chief Librarian

BD/lj/jc