Minutes – Executive Policy Committee – September 21, 2023

Report – Standing Policy Committee on Community Services – September 12, 2023

Item No. 2 Creation of 2023 Library Refurbishment and Interior Infrastructure Capital Account

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

The Executive Policy Committee concurred in the recommendation of the Standing Policy Committee on Community Services and submitted the following to Council:

1. That the creation of a new 2023 Library Refurbishment and Interior Infrastructure capital program account, in the amount of $165,000, be approved.

2. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

Report – Standing Policy Committee on Community Services – September 12, 2023

DECISION MAKING HISTORY:

Moved by Councillor Duncan,

That the recommendation of the Standing Policy Committee on Community Services be concurred in and forwarded to Council.

Carried

STANDING COMMITTEE RECOMMENDATION:

On September 12, 2023, the Standing Policy Committee on Community Services concurred in the recommendation of the Winnipeg Public Service and submitted the matter to the Executive Policy Committee and Council.

ADMINISTRATIVE REPORT

Title: Creation of 2023 Library Refurbishment and Interior Infrastructure Capital Account

Critical Path: Standing Policy Committee on Community Services - Executive Policy Committee - Council

AUTHORIZATION

Author	Department Head	CFO	CAO
I. Nikkel	C. Fernandes	J. Hall (Acting)	M. Jack

EXECUTIVE SUMMARY

The Winnipeg Library Foundation, originally formed to collect funds for the renovation of the central library, resulting in the Millennium Library, has ceased operations and has provided Library Services with their remaining funds. These funds were collected by the Foundation to fund Library facility improvements and were released to Library Services to assign within the entire Library system as required. The total amount of funding received is $165,000.

The Community Services Department, Library Services Division has identified several areas of need, including replacing the first floor Millennium Library service desk as part of the overall safety improvements at this location, soundproofing the Windsor Park Library program room to increase customer use of the space, and repairing the carpet at the Pembina Trail Library to mitigate safety concerns. All of these projects are considered capital projects and they all fit into the Library Refurbishment and Interior Infrastructure capital program category.

Library Services requires a new capital account to account for and spend these funds.

RECOMMENDATIONS

1. That the creation of a new 2023 Library Refurbishment and Interior Infrastructure capital program account, in the amount of $165,000, be approved.

2. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

REASON FOR THE REPORT

Council approval is required to establish new capital budgets.

IMPLICATIONS OF THE RECOMMENDATIONS

There are no financial implications, as Library Services has already received the funds from the now defunct Winnipeg Public Library Foundation.

Creating a new capital program budget will enable the Public Service to address high priority facility and refurbishment needs in a concerted and transparent way.

HISTORY/DISCUSSION

The Winnipeg Library Foundation, originally formed to collect funds for the renovation of the central library, resulting in the Millennium Library, has ceased operations and has provided Library Services with their remaining funds. These funds were collected by the Foundation to fund Library facility improvements, and were released to Library Services to assign within the entire system as required. The total amount of funding received is $165,000.

The amount of funding received from the Winnipeg Public Library Foundation has created an opportunity for Library Services to address several areas of need immediately. The Winnipeg Public Library Foundation did not place any requirements or spending priorities on the $165,000, other than the funds remain with Library Services.

While the Millennium Library safety improvements are high profile and high priority, other library facilities are also in need of safety and operational improvements. Using this funding in multiple locations will augment the Millennium Library safety plan but also help ensure two other library locations have improved safety and services to meet library customer needs.

Capital program budgets are intended to fund relatively low-dollar expenditures on multiple assets, and to provide flexibility in a Department to address high risk needs identified mid-budget cycle.

Three projects have been identified as priorities for the funds.

1. The ‘Readers Services’ desk on the main floor of Millennium Library has proven to lack in safety elements. It does not have sufficient height or width to discourage unwanted/unsafe activity around it. A new service desk with higher and wider counters in strategic areas, along with a lower, accessible counter so to still provide accessible service, is required. The desk replacement is one element of the larger plan to increase safety at Millennium Library. The cost of the completed desk will be approximately $50,000.

2. Windsor Park Library is a relatively new facility and has seen an increase in use since it was relocated to 1195 Archibald Street. Since opening, it has been noted that the walls of the program room do not meet the ceiling of the facility, a design feature that has not met the Library’s needs as sound carries through the building. This has resulted in significantly less program room use. The solution to this is to extend the walls and create a sound barrier. This improvement is quoted at approximately $60,000.

3. The 2018 Pembina Trail Library renovation included new carpeting throughout the facility, but an issue with equipment malfunction in the facility crawl space caused high humidity levels in the library, which in turn caused the new carpet tiles to lift. The tiles now cause serious safety concerns for the public and staff, as they are tripping hazards. Rectifying this includes ensuring the crawl space is moisture free and replacing affected tiles that are accessible to the public. Estimated replacement costs are $55,000.

The updated Capital Detail Sheet including the new 2023 Refurbishment and Interior Infrastructure program capital is included as Appendix 1.

FINANCIAL IMPACT

Financial Impact Statement

Date: July 14, 2023

Project Name:

First Year of Program **2023**

Creation of 2023 Library Refurbishment and Interior Infrastructure Capital Account

	2023	2024	2025	2026	2027
Capital					
Capital Expenditures Required	$ 165,000	$ -	$ -	$ -	$ -
Less: Existing Budgeted Costs	-	-	-	-	-
Additional Capital Budget Required	$ 165,000	$ -	$ -	$ -	$ -
Funding Sources:					
Debt - Internal	$ -	$ -	$ -	$ -	$ -
Debt - External	-	-	-	-	-
Grants (Enter Description Here)	-	-	-	-	-
Reserves, Equity, Surplus	-	-	-	-	-
External - Winnipeg Library Foundation	165,000	-	-	-	-
Total Funding	$ 165,000	$ -	$ -	$ -	$ -
Total Additional Capital Budget Required	$ 165,000				
Total Additional Debt Required	$ -				
Current Expenditures/Revenues					
Direct Costs	$ -	$ -	$ -	$ -	$ -
Less: Incremental Revenue/Recovery	2,037	-	-	-	-
Net Cost/(Benefit)	$ (2,037)	$ -	$ -	$ -	$ -
Less: Existing Budget Amounts	(2,037)	-	-	-	-
Net Budget Adjustment Required	$ -	$ -	$ -	$ -	$ -

Additional Comments: Council approval is required to create a new project in the amount of $165,000. The new project will be funded by a final disbursement from the Winnipeg Library Foundation. Upon approval of the recommendations in this report, a new Library Refurbishment and Interior Infrastructure Program capital project (#6210000223) will be setup.

Total Capital Expenditures represent the cost of interior improvements as outlined in the report at Winnipeg Public Library (WPL) facilities. Incremental revenue is the administrative overhead charges on the project costs, and will be offset by recoveries in the Corporate Finance department.

Ozzy Garrett CPA, CGA - July 19, 2023

Ozzy Garrett CPA, CGA
Manager of Finance
Community Services Department

CONSULTATION

This Report has been prepared in consultation with:

N/A

OURWINNIPEG POLICY ALIGNMENT

Good health and well-being

Policy 4.9 Inclusive Public Spaces - Provide and promote the amenities, and the design and maintenance standards, necessary to ensure accessible, safe and sanitary conditions in gathering spaces frequented by the public.

WINNIPEG CLIMATE ACTION PLAN ALIGNMENT

Consideration was given as to whether this report connects to the Winnipeg Climate Action Plan (CAP), and it was determined that the CAP is not applicable to this specific report.

WINNIPEG POVERTY REDUCTION STRATEGY ALIGNMENT

Consideration was given as to whether this report connects to the Winnipeg Poverty Reduction Strategy (PRS) and its Goals and Objectives, and it was determined that the PRS is not applicable to this specific report.

SUBMITTED BY

Department: Community Services
Division: Library Services
Prepared by: Irmy Nikkel
Date: July 20, 2023
File No: CMS-2023-26

Attachments: Appendix A