

Mission Statement

Freedom to Discover.

Strategic Priorities

Strengthening Communities

*Strengthening Individuals
Organization*

Strengthening Our

HAMILTON PUBLIC LIBRARY BOARD

**Regular Board Meeting
Wednesday, December 16, 2009
Central Library, Board Room**

5:00 p.m. Christmas Dinner
6:00 p.m. Meeting

AGENDA

- 1. Discussion Period**
 - 1.1 Nominations
- 2. Acceptance of the Agenda**
- 3. Minutes of the Hamilton Public Library Board Meeting of Wednesday, November 18, 2009** **Attachment #3**
- 4. Presentations**
 - 4.1 Central Library Presentation
 - 4.2 Draft Operating Budget Presentation
- 5. Consent Items**
- 6. Business Arising**
 - 6.1 Sherwood – BH **Attachment #6.1**
Suggested Action: Receive
 - 6.2 Waterdown – KR **Attachment #6.2**
Suggested Action: Recommendation
 - 6.3 Branch Renovations – BH **Attachment #6.3**
Suggested Action: Recommendation

7. **Correspondence**

- Letter from David Thornley, Knowledge Ontario, dated November 16, 2009

8. **Reports**

8.1 Chief Librarian's Report

Attachment #8.1

Suggested Action: Receive

9. **New Business**

9.1 Nashville – Partners for Success – KR

Oral Report

9.2 Repairs to Grounds – WG

Attachment #9.2

Suggested Action: Recommendation

9.3 RFP for Acquisition of Library Material – BH

Attachment #9.3

Suggested Action: Recommendation

10. **Private and Confidential**

10.1 Labour Issues

11. **Date of Next Meeting**

Wednesday, January 20, 2010

Central Library, Board Room, 5th Floor

5:30 p.m. Dinner

6:00 p.m. Meeting

12. **Adjournment**

**HAMILTON PUBLIC LIBRARY BOARD
Regular Meeting**

**Wednesday, November 18, 2009
Central Library, Board Room
5:30 p.m. Dinner
6:00 p.m. Meeting**

MINUTES

PRESENT: Jennifer Gautrey, Santina Moccio, George Geczy, Suzan Fawcett, Councillor Pearson, Krzysztof Gumieniak, Doreen Horbach, Councillor Jackson, George Nakamura, Maureen McKeating

REGRETS: Mary Ann Leach

STAFF: Beth Hovius, Lisa DuPelle, Paul Takala, Ken Roberts, William Guise, Maureen Sawa, Karen Hartog, Robert Plant

Ms Gautrey called the meeting to order at 6:05 p.m.

1. DISCUSSION PERIOD

- 1.1 It was announced that Rob Plant has been appointed the Manager of Communications and Community Development.
- 1.2 Mr. Roberts announced that a session on the Paws for Reading program will be conducted at the upcoming OLA Conference. Dudley, canine volunteer, will be highlighted at the conference session. Mr. Roberts passed along a copy of the book about Dudley written by his owner.
- 1.3 Board Members were requested to contact Karen Hartog if interested in attending the upcoming Ontario Library Association Conference being held from February 24 to 27, 2010.

2. ACCEPTANCE OF THE AGENDA

Move: Item 10.1 after item 3 and move item 9.2 after 10.1

MOVED by Ms Moccio, seconded by Mr. Geczy,

THAT THE AGENDA BE APPROVED AS AMENDED.

MOTION CARRIED.

3. MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, OCTOBER 21, 2009

MOVED by Ms Fawcett, seconded by Ms Horbach,

THAT THE HAMILTON PUBLIC LIBRARY BOARD MINUTES OF WEDNESDAY, OCTOBER 21, 2009 BE ADOPTED AS PRESENTED.

MOTION CARRIED.

4. PRESENTATIONS

No presentations.

5. CONSENT ITEMS

MOVED by Ms McKeating, seconded by Ms Fawcett,

THAT CONSENT ITEM 5.1 BE APPROVED AS PRESENTED.

MOTION CARRIED.

5.1 That the Hamilton Public Library schedule its 2010 Board meetings on the following dates.

- January 20th
- February 17th
- March 24th (March Break is scheduled for week of March 15th)
- April 21st
- May 19th
- June 16th
- September 22nd (Council meeting scheduled for September 15th)
- October 20th
- November 17th
- December 15th

6. BUSINESS ARISING

6.1 2010 Proposed Operating Budget and 2009 Estimates

MOVED by Ms Moccio, seconded by Mr. Nakamura,

THAT THE ATTACHED 2010 PROPOSED OPERATING BUDGET AND 2009 ESTIMATES FOR THE HAMILTON PUBLIC LIBRARY BE APPROVED FOR SUBMISSION TO THE CITY OF HAMILTON.

MOTION CARRIED.

7. CORRESPONDENCE

No correspondence.

8. REPORTS

- 8.1 Chief Librarian's Report
Received for information.

9. NEW BUSINESS

- 9.1 Nominating Committee

MOVED by Councillor Pearson, seconded by Mr. Gumieniak,

THAT THE HAMILTON PUBLIC LIBRARY BOARD APPOINT MS GAUTREY, MR. GECZY, MS MOCCIO AND MR. NAKAMURA AS THE 2010 NOMINATING COMMITTEE.

MOTION CARRIED.

- 9.2 AODA Policy

MOVED by Ms Horbach, seconded by Ms Moccio,

THAT THE HAMILTON PUBLIC LIBRARY BOARD ADOPT THE ACCESSIBILITY FOR HAMILTON PUBLIC LIBRARY CUSTOMERS WITH DISABILITIES POLICY.

MOTION CARRIED.

- 9.3 Memorandum of Understanding HPL/HFM

MOVED by Councillor Pearson, seconded by Ms Moccio,

THAT THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF HAMILTON (HAMILTON FARMERS MARKET) AND THE HAMILTON PUBLIC LIBRARY BOARD GOVERNING THE FRAMEWORK TO MANAGE THE HFM/HPL RENOVATION PROJECT; AND

THAT THE CHIEF LIBRARIAN AND DIRECTOR OF FINANCE AND FACILITIES BE AUTHORIZED TO SIGN THE MEMORANDUM OF UNDERSTANDING ON BEHALF OF THE BOARD.

MOTION CARRIED.

- 9.4 Turner Park Operating Agreement

MOVED by Ms Fawcett, seconded by Ms Moccio,

THAT THE OPERATIONS AND MAINTENANCE AGREEMENT BETWEEN THE CITY OF HAMILTON, THE HAMILTON/BURLINGTON YOUNG MEN'S CHRISTIAN ASSOCIATION AND THE HAMILTON PUBLIC LIBRARY BOARD GOVERNING THE RELATIONSHIP AND THEIR RESPECTIVE RIGHTS AND OBLIGATIONS IN RELATION TO

THE OPERATION AND MAINTENANCE OF THE FACILITY LOCATED AT 352/356 RYMAL ROAD EAST AND PARKING LOT AND RELATED GROUNDS BE APPROVED; AND

THAT THE CHIEF LIBRARIAN AND DIRECTOR OF FINANCE AND FACILITIES BE AUTHORIZED TO SIGN THE AGREEMENT ON BEHALF OF THE BOARD.

MOTION CARRIED.

10. PRIVATE AND CONFIDENTIAL

MOVED by Mr. Geczy, seconded by Ms Moccio,

THAT THE HAMILTON PUBLIC LIBRARY BOARD MOVE IN-CAMERA TO DISCUSS LABOUR ISSUES.

MOTION CARRIED.

MOVED by Councillor Pearson, seconded by Ms McKeating,

THAT THE IN-CAMERA SESSION BE ADJOURNED.

MOTION CARRIED.

11. DATE OF NEXT MEETING

Wednesday, December 16, 2009
Central Library, Board Room, 5th Floor
5:00 p.m. Dinner
6:00 p.m. Meeting

12. ADJOURNMENT

MOVED by Ms McKeating, seconded by Ms Horbach,

THAT THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, NOVEMBER 18, 2009 BE ADJOURNED.

MOTION CARRIED.

The meeting was adjourned at 7:05 p.m.

Minutes recorded by Karen Hartog.



Hamilton Public Library

Date: December 9, 2009
To: Chair and Members of the Board
c.c. Ken Roberts, Chief Librarian
From: Beth Hovius, Director of Public Service
Subject: **Sherwood Renovation**

The Sherwood branch reopening has been delayed until January 27, 2010. This will enable the receipt and installation of all new equipment. When the branch reopens it will be fully functional with such features as:

- All adult materials located on the first floor for customer convenience
- The Marketplace – an area for browsing and finding the latest titles
- An expanded children's department with space for programs
- More computers on both the first and second floors. Computer classes can be offered with this new arrangement.
- A separate teen area
- More study space and quiet seating areas on the second floor.

This information will be conveyed to the community via an article in the Mountain News and appropriate signage.

Although this branch was scheduled for a relatively short renovation period, changes in scope pushed the deadline back.

We plan to open the drop boxes in advance of the opening date, when the automated system is ready to receive materials.



Hamilton Public Library

Date: December 9, 2009

To: Chair and Members of the Board

From: Ken Roberts, Chief Librarian

Subject: Waterdown

Recommendation

That the Hamilton Public Library Board and the City of Hamilton partner to construct a new building on the site of the former Flamborough Town Hall and that this new building replace the existing structure, combining the services of the Hamilton Public Library Board, all relevant City of Hamilton Services and any community partners that are deemed appropriate by the City of Hamilton in a single facility.

Background

The community of Waterdown has a growing population of 20,000 or more. It is currently served by a library branch that is housed in a two-storey 6,000 square foot heritage building. The current building, while attractive, is not capable of providing an adequate level of library services to the community and cannot be modified to meet expected AODA requirements or current code requirements for public libraries.

Given the current population of Waterdown, standards call for a library branch of at least 15,000 square feet. Ideally, it should be closer to 18,000 square feet. Both figures are exclusive of any meeting room space. The current library branch does not meet community needs. More than 5,000 Waterdown area residents use the Burlington Public Library, since the existing library branch is inadequate.

The Hamilton Public Library has negotiated a reciprocal borrowing agreement with the Burlington Public Library which provides residents of Hamilton (Waterdown) with free library service in Burlington and provides Burlington residents with free use of Hamilton libraries. Burlington residents tend to use the Central Library.

The administration of the Burlington Public Library has made it clear that, while they support the principle of free reciprocal use, they are providing service Waterdown residents as a goodwill gesture to assist HPL as it plans for and builds an appropriate Waterdown facility. Burlington may cancel the reciprocal agreement unless progress is shown, leading to the construction of an adequate library branch.

The Hamilton Public Library Board now has a Council approved budget of 5.3 million dollars for this project.

The Hamilton Public Library Board has investigated multiple locations in the Town of Waterdown. Appropriate commercial land occasionally becomes available but the purchase of any such land is far too expensive.

In December, 2008 the Hamilton Public Library Board asked for approval from the City of Hamilton's Audit and Administration Committee to investigate the placement of a library on the former Town Hall site at 163 Dundas Street East. The intention of the motion was for the library and existing municipal services to co-exist on the site and it was assumed that this would mean either an addition or a separate building. The Audit and Administration Committee gave its approval.

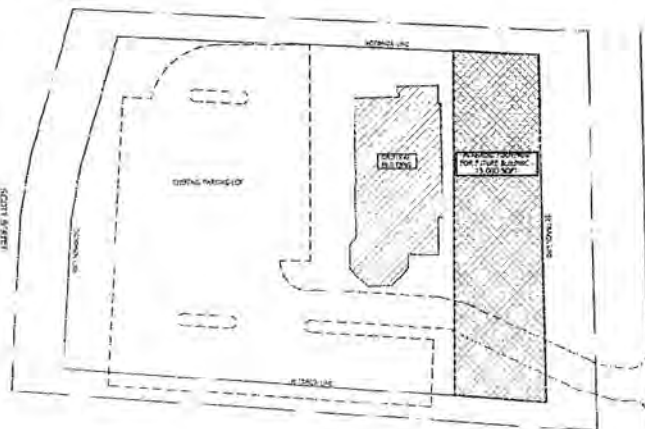
Findings of the V2PM Investigation

V2PM was hired to conduct a third party investigation. The original mandate asked the consultant to determine if a new library fit the property.

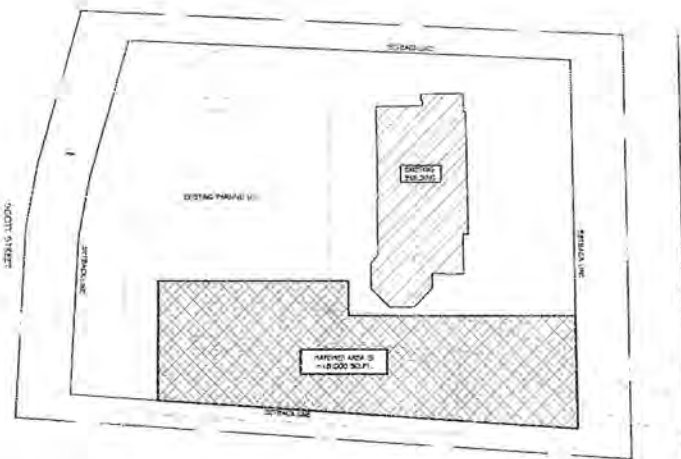
V2PM presented its findings to City of Hamilton staff and Hamilton Public Library staff on August 4, 2009.

While V2PM concluded that a new library could be located on the site, it was also shown that any new building would awkwardly wrap around the existing town hall. Library representatives expressed a concern that they might wrap a building around the existing town hall site, only to see that building demolished within a few short years.

Here are drawings of the options that were included in the first draft of the report.



Option #1



Option #2

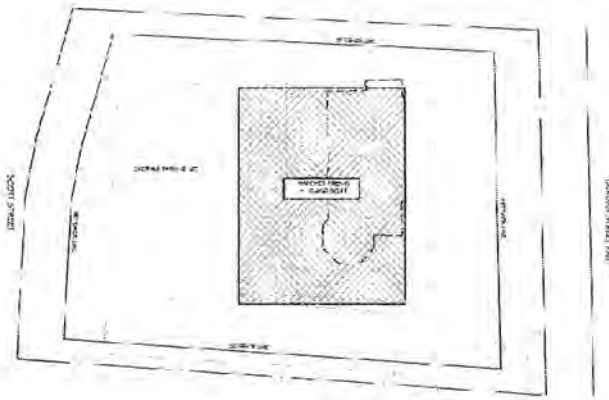
At the meeting, City of Hamilton representatives stated that the existing 1975 building is incapable of meeting AODA building requirements without major expenditures. City representatives also commented that the existing building was too large for current City of Hamilton needs. Library representatives commented that the Library Board's Principles, listed in their Facilities Master Plan, called for the library to establish multi-use facilities whenever practical in order to establish appropriate relationships and in order to ensure that expensive requirements necessary to meet accessibility standards can be shared, reducing costs. It was also recognized that new buildings with shared features can be far more energy efficient.

The Hamilton Public Library Board had already recognized the potential of a shared facility and passed a motion at its September, 2008 meeting expressing a desire to partner with the City of Hamilton.

All parties agreed that the best solution for customers and for cost efficiency would be to demolish the existing building and to build a multi-use facility in its place. V2PM was authorized to consider this option and to provide a second draft of their report. City of Hamilton and Hamilton Public Library representatives agreed to consult with City partners, including the Ward Councillor, about this possibility.

V2PM submitted its final report on August 28, 2009.

V2PM submitted the following schematic, showing how a multi-use facility could fit on the existing site.



Using a figure of \$225 per square foot construction cost, V2PM determined that the Hamilton Public Library Board's approved budget could accommodate a 14,000 square foot facility, exclusive of a desired 1,000 square foot community meeting room space. City of Hamilton Municipal Services staff estimated a need for 1,000 square feet.

Several City of Hamilton and community agencies occupy space in the former Town Hall. These include:

- Community Policing
- Councillor Office
- Culture and Recreation Office
- Fleet and Facilities spade
- Flamborough Historical Society Archives
- Flamborough Information and Community Service Centre
- Flamborough Chamber of Commerce
- Ministry of Health
- Occasional use of former Council Chambers for official meetings such as Assessment Review Board hearings.

It was agreed that if a unified facility were to be formally proposed, then the issue of tenants and their "right" to space would have to be addressed. It was agreed, as well, that a source of funding would have to be identified for each potential tenant in a unified facility. It was also agreed that many of the agencies who currently book space in the current building have already made alternative plans to occupy other space (e.g. Community Policing and Culture and Recreation). It was also agreed that the space that might be needed by community groups that provide services in the new building should be based on objective measures of need and not be based on the amount of space they may currently occupy.

Facilities Master Plan Direction

In 2005 the Hamilton Public Library Board adopted the following relevant principles. They are included in the Board's Facilities Master Plan.

- *Library branches should be quality facilities that can also act as "community meeting places".*
- *New branches should be located, whenever practical, in a multi-use facility shared with partners that possess a vision compatible with that of the library system.*
- *New branches should be located on main thoroughfares and should have a visible street presence.*
- *Library branches should be accessible and should meet provincial and city accessibility requirements.*
- *Library branches should meet all provincial guidelines or standards that affect public libraries.*
- *The Library Board is committed to delivering equitable service that is appropriate to each community and neighbourhood that the library system serves.*

In 2007 the Hamilton Public Library Board approved the following description of how it expect branch libraries to function. This description is included in the Board's Facilities Master Plan.

Branch libraries must be designed in such a way that people passing by in a car, in a bus, or on foot become aware of the building and are attracted to enter and use the facility. The branch must appear open, inviting, and attractive with a clearly visible entrance. It is recommended that, where possible, each branch library be a single story building.

A branch library is a civic building that will be used at least fifty to seventy-five years. Therefore, materials used for the façade, as well as for the structure and interior, should be durable and easily maintained. Branch libraries must allow easy adaptation due to rapidly changing technologies throughout the life of the building.

Branch libraries must be fully accessible, meeting all provincial and federal standards and guidelines designed for public libraries.

Legal and Financial Implications

The Hamilton Public Library Board has the necessary funding, approved, to complete its Capital portion of this proposal.

The Hamilton Public Library Board has the capacity to operate a new Waterdown Branch within its operating budget, assuming that the current Waterdown and Millgrove libraries are closed. The Library Board's approved Facilities Master Plan assumed that the Carlisle Branch would also be closed when a new Waterdown location is opened. The Library Board has held several community consultation meetings and, as a result of those consultations, has agreed to try to keep the current Carlisle open until after the opening of a new

Waterdown Branch in order to monitor impact. While the library will make every effort to find efficiencies, a new Waterdown location may not be able to open the desired number of hours without some impact on the operating budget.

The City of Hamilton currently owns the property at 163 Dundas Street West. If the library is to locate on the property decisions must be made about the nature of any agreement. Agreements could be made either for the library to lease the property or for title to be transferred to the Library Board.

The following funds could be used to assist with the necessary Capital funds: sale of the current library branch, re-direction of funds set aside for the maintenance/repair of both the current library location and the former Flamborough Town Hall, potential re-zoning and sale of a portion of the former Flamborough Town Hall site, and savings resulting from the elimination of the obligation to renovate the former Town Hall building to meet accessibility standards. City of Hamilton staff may identify other sources of funding.

Potential Partners and Consultation

City of Hamilton Facilities took part in the consultant's investigation and supports the recommendations.

City of Hamilton's Municipal Services Centre has been consulted and supports the recommendations, feeling that a combined library/MSC offers excellent partnership opportunities, such as shared accessibility washrooms and technology.

Community Services has been consulted and will no longer need their office once the Wentworth ice rink is constructed.

The Ward Councillor has been consulted and indicated support for the recommendations on the understanding that the needs of the Archives and of Flamborough Information and Community Service Centre are recognized and evaluated.

The community partners have not been consulted as the Library Board has no authority to do so.

The Library Board has a commitment to consult with the community and will do so, once the recommendation is approved.

Appendix: Feasibility Study Report Flamborough Town Hall



Hamilton

CITY OF HAMILTON

**FEASIBILITY STUDY REPORT
FLAMBOROUGH TOWN HALL – HPL
163 DUNDAS STREET EAST
ISSUE DATE: 03 JUNE 2009**

PROJECT no: 9131PM

VERSION: 1.1

VERSION DATE: 28 AUG 09



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Appendices:

- Appendix 1 – Workflows
- Appendix 2 – Options: Graphics
- Appendix 3 – Project Pix
- Appendix 4 – Project Notes
- Appendix 5 – Presentation of Version 1.0 of the Report
- Appendix 6 – Aerial Picture of Site



1. BACKGROUND

1.1. GENERAL – VERSION 1.0

- The Hamilton Public Library (HPL) is planning to build a new library in Flamborough.
- The former Flamborough Town Hall site was selected by HPL as the preferred location for project feasibility purposes.
- There is an existing municipal building on the property. The former Flamborough Town Hall, built in 1975, is no longer used as Municipal Offices after amalgamation when Flamborough became part of the one tier regional government, the City of Hamilton (CoH). The existing building is currently used by community groups and police.
- The site / lot is approximately 92,500 sq.ft. in area and located north of Dundas Street East (Hwy 5). It has 257.14' of frontage on to Dundas Street. To the north is Scott Street, east and west sides are residential properties.
- The project was initiated internally at CoH, in late 2008 and V2PM inc. was retained by the Facilities Division of CoH in May 2009 to manage and report on project feasibility. (Refer to project work flow chart included in Appendix 1).

1.1.1. Update – Version 1.1

- V2PM presented the findings of version 1.0 of this report to the CoH / HPL stakeholders on Tuesday, 04 Aug 2009. The presentation slides are included under Appendix 5 of this report.
- The stakeholders asked V2PM to further analyze Option 2 and Option 3 in the original report. The following directions were provided to revise and reissue the report as next version:
 - A new unit rate to be used for Order of Magnitude (OM) Budget Estimates.
 - Different area requirements for the options selected to be further analyzed.
- The Facilities Division of the CoH authorized V2PM to proceed with the work on Friday, 14 Aug 2009.

1.2. EXISTING SITE – FORMER FLAMBOROUGH TOWN HALL

- Upon review of the former Town Hall floor plans and consultation with the Fleet and Facilities Division, there currently is no available space within the Town Hall.
- The groups that are currently located within the former Town Hall are as follows:
 - Customer Services (Municipal Service Centre);
 - Community Police;
 - Councillor and Administrative Assistants' Office;
 - Culture and Recreation (West Division Office);
 - Fleet and Facilities (Central Fleet);
 - Flamborough Historical Society Archives;
 - Flamborough Information and Community Service Centre;



- Flamborough Chamber of Commerce;
- Ministry of Health;
- Council Chamber used on occasion for Assessment Review Board Hearings.
- Further, the Hamilton Public Library Board passed a motion at its September 17, 2008 meeting "That the CoH be informed that, after extensive investigations, the preferred site for a new Waterdown Branch is the site of the former Flamborough Town Hall and that the library desires to act in partnership with the City to create a facility that combines library services with City services". With Committee and Council's support, staff will proceed to explore the feasibility of co-locating Library Services and City Services at the Waterdown Municipal Service Centre.
- CoH initially had proposed 163 Dundas Street East as the possible location to locate one of the City Services. However, CoH is currently in the process of comparing a number of possible locations and a decision is yet to be made. This feasibility study report is only for the new Library and does not take into account any potential co-location of Library with other City Services.

1.3. IMPORTANT NOTES ON READING / UNDERSTANDING THIS REPORT

This report, version 1.1. – 28 Aug 2009, is issued as an update to the original version (version 1.0) of the report. The 'added' text in this version 1.1 is shown in Bold.

Any text in version 1.0 that has become obsolete due to the new version 1.1 was not deleted but shown with a strikethrough.

Examples from page 10 of this report:

Example 1

- **Option 1:**

The existing building on site is maintained, and the new library building is located on the south side (Dundas Street East) for maximum street presence. The maximum available floor area on single storey construction will be approximately 13,000 sq.ft. as opposed to the required 18,000 sq.ft.

This text is no longer valid in this version 1.1 – 28 Aug 2009 of the report, however, existed in the original version.

Example 2

"This option was **NOT** selected to be further reviewed and is deleted from this version".

This text is new in this version 1.1 – 28 Aug 2009 of the report and did not exist in the original version.

2. METHODOLOGY

2.1. PROJECT MANAGEMENT METHODOLOGY

- A Project Management Methodology, i.e. a sequential workflow with sign-offs, is applied for this project.
- A workflow for the entire project is included in Appendix 1 based on a 'Design-Bid-Build Process'.
- This project is at Stage 1 – Pre-construction – Phase 3 – Feasibility, and information in this Feasibility Study Report reflects information available at this time.
- This Feasibility Study Report is prepared and delivered to be included in a future 'Project Management Plan', a tool used by Owners to effectively plan and track the entire project from end to end.

2.2. FEASIBILITY STUDY METHODOLOGY

- V2PM met with stakeholders from HPL and CoH – Energy, Fleet and Facilities Management Division for a briefing regarding preliminary project scope, project constraints, and the selected site.
- A due diligence process was followed to identify constraints inherent to the site and governing bylaws.
- All information gathered was analyzed and options worked out for decision making by Sponsors in order to proceed to the next stage of the project.
- The preliminary scope statement was laid out which would form the scope / budget / schedule baseline for the future Project Management Plan.
- This deliverable, the Feasibility Study Report, is the repository of the data collected, analysis provided and possible solutions to move the project forward based on all known constraints.
- Finally everything was laid out in the form of a 'Feasibility Study Report' formally delivered to CoH.

2.3. PROJECT WORKFLOW: DESIGN-BID-BUILD

This project is assumed to be delivered in the traditional format of Design-Bid-Build requiring two cycles of procurement, one for design and one for construction. This feasibility is in the early Owner's planning stages.

The overall workflow is structured into three stages:

- Stage 1: Preconstruction
- Stage 2: Construction
- Stage 3: Post Construction (Occupancy)

In preconstruction, there are two major sets of phases: Process strictly within the Owner's group up to the acceptance of the Project Plan at which time the procurement of a Prime Design Consultant can take place as the scope is defined.

See Appendix 1 where a graphical representation of the workflow is included.



3. CONSULTANT'S MANDATE

3.1. ORIGINAL MANDATE (VERSION 1.0 OF THE REPORT)

- Act as the prime point of contact for the CoH until issuance of the final draft of the Feasibility Study Report.
- Coordinate the procurement of Owner's direct sub consultants for any due diligence purposes if and when applicable.
- Attend stakeholders' meetings and issue project notes.
- Identify project risks and organize site reviews, due diligence meetings with relevant agencies that may have an impact on the project requirements. Explore solutions / alternatives to mitigate identified risks.
- Produce a Feasibility Report after analysis of selected site indicating whether the project requirements are met. Propose alternate options to meet the project objectives / scope and to enable decision making for project sponsors / stakeholders.
- Include in the report OM Budgets for the project requirements, including for the options explored.
- Identify time constraints and a realistic schedule for project delivery, including for the options explored.

3.2. ADDITIONAL MANDATE (VERSION 1.1 – THIS REPORT)

- Analyze Options 2 and 3 further. Use estimated unit cost of \$225/sq.ft. for hard costs OM Budget calculations, inclusive of site work.
- Options 2 and 3 budget estimates and schedule are to be reviewed for three proposed area requirements for the new building.
 - 13,000 sq.ft. is a "minimum" for library space + 1,000 sq.ft. for community/municipal space for a total of 14,000 sq.ft.
 - 14,000 sq.ft. is a "compromise" for library space + 1,000 sq.ft. for community/municipal space for a total of 15,000 sq.ft.
 - 17,000 sq.ft. is the "ideal" for library space – Most desired + 1,000 sq.ft. for community/municipal space for a total of 18,000 sq.ft.
- Issue revised version of the report based on the findings after further evaluation of Options 2 and 3.

4. PRELIMINARY PROJECT BASELINE

4.1. PROJECT OBJECTIVE

To build a new library in Flamborough in the City of Hamilton owned and operated under HPL.

4.2. PROJECT SCOPE DESCRIPTION

A library building to emulate in style, look and layout, the newly constructed Turner Park Library (detailed scope to be developed). The site selected is 163 Dundas Street East, which is the former Flamborough Town Hall building / property.

4.3. PROJECT'S MANDATORY REQUIREMENTS

Mandatory requirements are derived from HPL policy.

- Street presence at 'Dundas Street East' (Hwy 5) is mandatory. i.e., direct exposure of the new library to Dundas Street East.
- Single storey construction with no basement.
- ~~48,000 sq.ft.~~ 13,000 sq.ft. for library space a "minimum", 14,000 sq.ft. is a "compromise" and 17,000 sq.ft. is the "ideal".
- 1,000 sq.ft. for community / municipal room.
- New building (Renovating the existing building is not being considered).

4.4. PROJECT DELIVERABLES

A new library building in Flamborough that meets project requirements.

4.5. EXISTING CONDITIONS

- Existing Flamborough Town Hall building located almost at the centre of this lot.

Ground Floor Area	=	~6,500 sq.ft.
Lower Floor Area	=	~4,000 sq.ft.
Total Area	=	~10,500 sq.ft.

- Existing building connected to municipal sewer and water supply lines.
- Hydro capacity 75 kVA, 200 Amp transformer. Assumed to be not enough for new power requirements.
- Lot area = ~92,500 sq.ft.
- Streets: South side is Dundas Street East and north side is Scott Street.
- Neighborhood: Residential zones all around the property.

4.2 DUE DILIGENCE PROCESS

- We contacted the following agencies as part of our due diligence effort:

NUMBER	EXTERNAL AGENCY	DATE CONTACTED	RESULT
1	CoH – Planning Division	07 May 2009	Contacted Mr. Joe Gravina who arranged a meeting with Ms. Delia McPhail and Mr. Jason Thompson on 08 May 2009. All information received at the meeting. Project notes summarizing the meeting included in Appendix 4.
2	CoH – Traffic	12 May 2009 20 May 2009	Contacted Ms. Tanny McKenna. All information received. Project notes summarizing the telephone discussion included in Appendix 4.
3	Hydro – Horizon Utilities – Engineering Division	20 May 2009	Contacted Mr. Dean Anderson and Mr. Ketan Patel. All information received. Project notes summarizing the telephone discussion included in Appendix 4.
4	CoH – HPL	21 May 2009	Met with Karen Anderson of Turner Park Library (TPL) – A benchmark for the new library project. Turner Park Library is ~24,000 sq. ft.
5.	CoH – CPI	22 May 2009	Contacted Mr. Clarke Euale for more information on the Turner Park Library, including precise budgetary information.

4.7 CONSTRAINTS, ASSUMPTIONS, AND DEFINED RISKS

- Zoning Bylaws of Existing Site:
Refer to Project Notes 2 included under Appendix 3
- Adjacent Property Zoning:
Refer to Project Notes 2 included under Appendix 3.
- Budgetary Considerations:
Based on discussions with HPL/CoH stakeholders, a unit price of \$225/sq.ft. is used for OM budget estimates in this report.
- Traffic Impact:
Ms. Tanny McKenna of CoH-Traffic was contacted to enquire about driveway relocation permission, restrictions on the number of driveways to site, distance between drives and the possibility of a driveway from Scott Street.

- Sewer and Water Supply Capacity:

Unknown at this time. Further investigation required in order to confirm. An allowance was carried for site services to cover this type of unknowns.

- Hydro Capacity to Meet Additional Load for New Construction:

The existing transformer is 75 kVA, 200 AMP supplying power to Flamborough Town Hall via customer owned underground direct buried cables. This is a small sized transformer and is assumed not to have enough capacity to serve the new building. More analysis by an Electrical Engineer is required for calculating the new power requirements / transformer size, however, we contacted Horizon Utilities for budgets and schedules based on certain assumptions and obtained the following information:

- Order of Magnitude Budget Allowance for New Transformer = \$100,000.

- Assumptions: 1. 120/208 – 600 Amp – Pad mounted new transformer.
2. All civil work including pad, excavation, conduits, bollards, etc. are by Owner and included in the OM Budget above.

- Timelines for Transformer Delivery = Total six months.

- Includes two months for design stage, up to payment and signing of agreement, and four months for transformer delivery.

- Required parking:

Existing building plus additional 18,000 sq. ft. on site would require approximately 90 parking spaces. Above calculation is based on total square footage of built space. Occupant load information, not available at this time, might change the parking requirements.

4.8. SCHEDULE MILESTONES

Feasibility report (version 1.0) submission deadline was set for 05 June 2009 and this report was submitted on 03 Jun 2009. A presentation to stakeholders was delivered on Tuesday, 04 Aug 2009.

The project timelines for different options are included in this report under Section 5.3. These are based on information available at this time and consultant's judgement after analysis of constraints faced by each option. Stakeholder's requirements are not factored into the timelines shown.

Based on the option selected and stakeholder/project requirements, a project schedule must be developed and included in the project baseline.



4.9. COST ESTIMATE AND LIMITATIONS

4.9.1. Available Budget

- \$4.6 million is the available, all in Owner's budget excluding shelving and equipment.
- That would translate to:

Internal Costs / Soft Costs	=	\$0.95 Million
<hr/>		
Hard Costs (Construction Costs)	=	\$3.65 Million
<hr/>		
Total Costs	=	\$4.6 Million

- Internal costs include: Owner's Inspection and Testing Allowance, Contingencies, etc.
- Soft costs include: Consulting Fees, Permit / Application Fees, etc.
- Hard costs include: Construction Costs and Demolition Costs (if any) only.



5. FEASIBILITY ANALYSIS

5.1. SCOPE

5.1.1. Site – 163 Dundas Street East

- See Appendix 2 where the options discussed below are graphically represented. They show the property limits, set back lines, existing driveway, existing building and the available footprint for the building.

- Option 1:

~~The existing building on site is maintained, and the new library building is located on the south side (Dundas Street East) for maximum street presence. The maximum available floor area on single storey construction will be approximately 13,000 sq.ft. as opposed to the required 18,000 sq.ft.~~

This option was **NOT** selected to be further reviewed and is deleted from this version.

- Option 2:

The existing building on site is maintained and the building's main entrance is from Dundas Street East with about 68' of street presence. The new building wraps around the existing to meet the new building square footage requirements. See Appendix 2 – Layout 2. The existing driveway from Dundas Street East is relocated to the east end of the site.

This option was selected for further review. Options 2A, 2B, 2C and 2D were developed based on different area requirements for the new building. The proposed layout in which the new building wraps around the existing does not seem optimal. The options were developed strictly as a budgetary exercise.

- Option 3:

Demolish the existing building and build a new library building. See Appendix 2 – Layout 3. Existing driveway / parking are least affected.

This option was selected for further review. Options 3A, 3B and 3C were developed based on different area requirements for the new building.

- Option 4:

~~Purchase adjacent land located to the west of the property (Residential Zoning), rezone and build the new building.~~

This option was **NOT** selected to be further reviewed and is deleted from this version.

5.1.2. ~~Pros and Cons of Option 1 to 4~~ Pros and Cons of Options 2 and 3

5.1.2.1. Option 1

~~.1 Pros~~

- ~~• Maximum street presence on Dundas Street East.~~
- ~~• Existing parking lot not affected. Additional parking space required for new building.~~
- ~~• Existing building not demolished.~~
- ~~• Available budget may be sufficient because of the reduced area.~~

~~.2 Cons~~

- ~~• Building area mandatory requirement of 18,000 sq.ft. is not met. Maximum available area is approximately 13,000 sq.ft.~~
- ~~• Driveway relocation required allowing only pedestrian access from Dundas Street East. However, based on our discussion with CoH Traffic, the possibility of adding a new access to the site from Scott Street would not be supported by CoH Traffic, as Scott Street is a quiet local / residential street.~~

~~This option is not considered a feasible option.~~

5.1.2.2. Option 2

.1 Pros

- Approximately 60' of street presence achieved on Dundas Street East.
- Area requirements met.
- Existing building not demolished.

.2 Cons

- A shape that would not emulate the standard set by Turner Park, i.e. rectangular building. It wraps around the existing to meet the street presence and area requirements. **The resulting layout is not optimal.**
- Driveway relocation required to east side.
- Available budget may not be sufficient. (Options 2A, 2B and 2D OM Budgets developed under Section 5.2.2.1 (a), (b), (c) and (d) seems to satisfy the available project budget requirement)

.3 Option 2 is further analyzed with different area requirements and is included as Options 2A, 2B, 2C and 2D under Section 5.2.2.1.

5.1.2.3. Option 3

.1 Pros

- A new library building at the centre of the site, meeting all project requirements.

- Existing driveway and parking can be maintained to a large extent.

.2 - Cons

- Additional budget required to demolish existing building. Available budget may not be sufficient. (Option 3A OM Budget developed under Section 5.2.3.1 (a) seems to satisfy the available project budget requirement).
- Existing tenants lease agreements with CoH – Unknown at this time, and further investigation required to confirm. May result in penalties / compensation which would result in higher project cost.
- Unknown risks associated with demolition. (Example: Environmental Compliance).

Option 3 is further analyzed for different area requirements and is included as Options 3A, 3B and 3C under Section 5.2.3.1.

5.1.2.4. Option 4

.1 - Pros

- A new library building that meets all project requirements.
- Existing building not demolished.

.2 - Cons

- Adjacent land acquisition requires re-zoning as it is "Residential" at this time. It has to be rezoned to "Public".
- Additional budget required to acquire adjacent properties. Available budget may not be sufficient.
- Driveway relocation required.

5.2. ORDER OF MAGNITUDE BUDGETS (OMB)

5.2.1. Option 1

NO.	ITEM	OMB (\$)
1.	Hard Costs (Construction cost for 13,000 sq.ft. new building):	\$3,250,000
2.	Site Works (Parking / Site Services / Power):	\$450,000
3.	Soft Costs:	\$500,000
4.	Internal Costs:	\$400,000
	TOTAL:	\$4,600,000

Based on the available budget and using Turner Park Library as a benchmark, it seems that the available budget may be sufficient for Option 1 (reduced area). However, this option is not feasible as it does not meet the area requirements established for this project.

5.2.2. Option 2 – From Version 1.0 of the Report

NO.	ITEM	OMB (\$)
1.	Hard Costs (Construction cost for 18,000 sq.ft. of new building):	\$4,500,000
2.	Site Works (Parking / Site Services / Power):	\$550,000
3.	Soft Costs:	\$550,000
4.	Internal Costs:	\$500,000
	TOTAL:	\$6,100,000

Based on the available budget and using Turner Park Library as a benchmark, it seems that the available budget may not be sufficient for Option 2 with an anticipated budget shortfall of \$1.5 million.

5.2.2.1. Options 2A, 2B, 2C and 2D

- (a) Option 2A – For a 13,000 sq.ft. library space + 1,000 sq.ft. of community/municipal room. (Total 14,000 sq.ft. of new construction).

NO.	ITEM	OMB (\$)
1.	Hard Costs:	\$3,150,000
2.	Electrical Upgrades:	\$100,000
3.	Soft Costs:	\$438,000
4.	Internal Costs:	\$406,000
	TOTAL:	\$4,094,000

Option 2A is within the approved project budget of \$4.6 million and would be considered viable.

- (b) Option 2B – For a 14,000 sq.ft. library space + 1,000 sq.ft. for community/municipal room. (Total 15,000 sq.ft. of new construction).

NO.	ITEM	OMB (\$)
1.	Hard Costs:	\$3,375,000
2.	Electrical Upgrades:	\$100,000
3.	Soft Costs:	\$469,000
4.	Internal Costs:	\$423,000
	TOTAL:	\$4,367,000

Option 2B is within the approved project budget of \$4.6 million and would be considered viable.

- (c) Option 2C – For a 17,000 sq.ft. library space + 1,000 sq.ft. for community/municipal room. (Total 18,000 sq.ft. of new construction)



NO.	ITEM	OMB (\$)
1.	Hard Costs:	\$4,050,000
2.	Electrical Upgrades:	\$100,000
3.	Soft Costs:	\$560,000
4.	Internal Costs:	\$518,000
	TOTAL:	\$5,228,000

Option 2C is over the approved project budget and would not be considered viable.

- (d) Option 2D – For a 15,000 sq.ft. library space + 1,000 sq.ft. of community/municipal room. (Total 16,000 sq.ft. of new construction).

NO.	ITEM	OMB (\$)
1.	Hard Costs:	\$3,600,000
2.	Electrical Upgrades:	\$100,000
3.	Soft Costs:	\$499,000
4.	Internal Costs:	\$462,000
	TOTAL:	\$4,661,000

Note: The stakeholders did not request the square footage used in this option. The OM Budget developed for Option 2B (15,000 sq.ft.) was \$233,000 less than the available project budget of \$4.6 million.

The OM Budget developed for Option 2C (18,000 sq.ft.) was \$628,000 more than the available project budget of \$4.6 million.

So Option 2D was created with 16,000 sq.ft. of new construction. This option matches closely the available project budget. It is again noted that the resulting layout is not optimal and the option is strictly a budgetary exercise.

5.2.3. Option 3 – From Version 1.0 of the Report

NO.	ITEM	OMB (\$)
1.	Hard Costs (Construction cost for 18,000 sq.ft. of new building):	\$4,500,000
2.	Site Works (Parking / Site Services / Power):	\$550,000
3.	Demolition / Backfilling:	\$400,000
4.	Soft Costs:	\$550,000
5.	Internal Costs*:	\$500,000
	TOTAL:	\$6,500,000

Based on the available budget and using Turner Park Library as a benchmark, it seems that the available budget may not be sufficient for Option 3 with an anticipated budget shortfall of \$1.9 million.

5.2.3.1. Options 3A, 3B and 3C

- (a) Option 3A – For a 13,000 sq.ft. library space + 1,000 sq.ft. for community/municipal room. (Total 14,000 sq.ft. of new construction. Existing building is demolished and disposed of).

NO.	ITEM	OMB (\$)
1.	Hard Costs:	\$3,150,000
2.	Demolition / Backfilling:	\$300,000
3.	Electrical Upgrades:	\$100,000
4.	Soft Costs:	\$479,000
5.	Internal Costs*:	\$443,000
	TOTAL:	\$4,472,000

Option 3A is within the approved project budget of \$4.6 million and would be considered viable.

- (b) Option 3B – For a 14,000 sq.ft. library space + 1,000 sq.ft. for community/municipal room. (Total 15,000 sq.ft. of new construction. Existing building is demolished and dispose of).

NO.	ITEM	OMB (\$)
1.	Hard Costs:	\$3,375,000
2.	Demolition / Backfilling:	\$300,000
3.	Electrical Upgrades	\$100,000
4.	Soft Costs:	\$509,000
5.	Internal Costs*:	\$471,000
	TOTAL:	\$4,755,000

Option 3B is over the approved budget of \$4.6 million and would not be considered viable.

- (c) Option 3C – For a 17,000 sq.ft. library space + 1,000 sq.ft. for community/municipal room. (Total 18,000 sq.ft. of new construction. Existing building is demolished and dispose of).

NO.	ITEM	OMB (\$)
1.	Hard Costs:	\$4,050,000
2.	Demolition / Backfilling:	\$300,000
3.	Electrical Upgrades	\$100,000
4.	Soft Costs:	\$600,000
5.	Internal Costs*:	\$556,000
	TOTAL:	\$5,606,000



NO.	ITEM	OMB (\$)
-----	------	----------

*Note: Any penalties for breaking lease agreements, relocating existing occupants, and any costs associated with Environmental Compliance (ex: Designated Substances Abatement, Soil Remediation), if applicable, are not included in the allowance shown.

Option 3C is over the approved project budget and would not be considered viable.

5.2.4. Option 4

NO.	ITEM	OMB (\$)
1.	Hard Costs (Construction cost for 18,000 sq.ft. of new building):	\$4,500,000
2.	Site Works (Parking / Site Services / Power):	\$700,000
3.	Land Acquisition: **	\$500,000
4.	Soft Costs:	\$550,000
5.	Internal Costs:	\$500,000
	TOTAL:	\$6,750,000

**Note: Land acquisition cost is an allowance only and may require revision once more information is available.

Based on the available budget and using Turner Park Library as a benchmark, it seems that the available budget may not be sufficient for Option 4 with an anticipated budget shortfall of \$2.15 million.

5.3. PRELIMINARY SCHEDULE

5.3.1. Option 1

NO.	ITEM	TIMELINE
1.	Pre-Construction:	10 Months
2.	Construction:	12 Months
3.	Post-Construction	2 Months
	TOTAL:	2 Years

5.3.2. Option 2- From Version 1.0 of the Report

NO.	ITEM	TIMELINE
1.	Pre-Construction:	10 Months
2.	Construction:	14 Months
3.	Post-Construction	2 Months
	TOTAL:	2 Years and 2 Months

5.3.2.1. Options 2A, 2B, 2C and 2D

- (a) Option 2A - For a 13,000 sq.ft. library space + 1,000 sq.ft. of community/municipal room. (Total 14,000 sq.ft. of new construction).

NO.	ITEM	TIMELINE
1.	Pre-Construction:	10 Months
2.	Construction:	12 Months
3.	Post Construction:	2 Months
	TOTAL:	2 Years

- (b) Option 2B – For a 14,000 sq.ft. library space + 1,000 sq.ft. for community/municipal room. (Total 15,000 sq.ft. of new construction).

NO.	ITEM	TIMELINE
1.	Pre-Construction	10 Months
2.	Construction:	13 Months
3.	Post Construction:	2 Months
	TOTAL:	2 Years and 1 Month

- (c) Option 2C – For a 17,000 sq.ft. library space + 1,000 sq.ft. for community/municipal room. (Total 18,000 sq.ft. of new construction).

NO.	ITEM	TIMELINE
1.	Pre-Construction:	10 Months
2.	Construction:	15 Months
3.	Post Construction	2 Months
	TOTAL:	2 Years and 3 Months

- (d) Option 2D – For a 15,000 sq.ft. library space + 1,000 sq.ft. of community/municipal room. (Total 16,000 sq.ft. of new construction).

NO.	ITEM	TIMELINE
1.	Pre-Construction:	10 Months
2.	Construction:	14 Months
3.	Post Construction	2 Months
	TOTAL:	2 Years and 2 Months

5.3.3 Option 3 – From Version 1.0 of the Report

NO.	ITEM	TIMELINE
1.	Pre-Construction:	14 Months
2.	Demolition/Construction:	16 Months

NO.	ITEM	TIMELINE
3.	Post Construction	2 Months
	TOTAL:	2 Years and 8 Months

5.3.3.1. Options 3A, 3B and 3C

Note: All schedules developed below do not include any allowances for Environmental Compliance. If required, timelines would have to be revised.

- (a) Option 3A – For a 13,000 sq.ft. library space + 1,000 sq.ft. for community/municipal room. (Total 14,000 sq.ft. of new construction. Existing building is demolished and disposed of).

NO.	ITEM	TIMELINE
1.	Pre-Construction	14 Months
2.	Demolition/Construction	14 Months
3.	Post Construction	2 Months
	TOTAL:	2 Years and 6 Months

- (b) Option 3B – For a 14,000 sq.ft. library space + 1,000 sq.ft. for community/municipal room. (Total 15,000 sq.ft. of new construction. Existing building is demolished and disposed of).

NO.	ITEM	TIMELINE
1.	Pre-Construction	14 Months
2.	Demolition/Construction	15 Months
3.	Post Construction	2 Months
	TOTAL:	2 Years and 7 Months

- (c) Option 3C – For a 17,000 sq.ft. library space + 1,000 sq.ft. for community/municipal room. (Total 18,000 sq.ft. of new construction. Existing building is demolished and disposed of).

NO.	ITEM	TIMELINE
1.	Pre-Construction	14 Months
2.	Demolition/Construction	16 Months
3.	Post Construction	2 Months
	TOTAL:	2 Years and 8 Months

5.3.4. Option 4

NO.	ITEM	TIMELINE
1.	Pre Construction	20 Months



NO.	ITEM	TIMELINE
2.	Construction:	14 Months
3.	Post Construction	2 Months
	TOTAL:	3-Years

5.4. SUMMARY

- .1 Further analysis of Options 2 and 3 resulted in Option 2A, Option 2B, Option 2C, Option 2D, Option 3A, Option 3B and Option 3C.
- .2 All options analyzed in this version of the report are summarized as follows:

NO.	OPTIONS DEVELOPED FURTHER	TOTAL SQUARE FOOTAGE (INCL. OF COMMUNITY ROOM)	MEETS AVAILABLE BUDGET OF \$4.6 MILLION (M)	REMARKS
1.	Option 2A	14,000	Yes (~\$4.0M)	Resulting layout is not optimal.
2.	Option 2B	15,000	Yes (~\$4.3M)	Resulting layout is not optimal.
3.	Option 2C	18,000	No (~\$5.2M)	<ul style="list-style-type: none"> • Resulting layout is not optimal. • Estimate is over approved project budget.
4.	Option 2D	16,000	Yes (~\$4.6M)	Resulting layout is not optimal.
5.	Option 3A	14,000	Yes (~\$4.4M)	Resulting layout is optimal; however, unknown risks may impact budget and schedule.
6.	Option 3B	15,000	No (~\$4.7M)	Estimate is over approved project budget.
7.	Option 3C	18,000	No (~\$5.6M)	Estimate is over approved project budget.

- .3 Option 2D and Option 3A emerged as the closest match to the project available budget requirement. Option 2D allows for approximately 16,000 sq.ft. of total new construction without affecting the existing Town Hall building, however, seems to be not an optimal layout. Option 3A allows approximately 14,000 sq.ft. of new construction after demolishing the existing Town Hall building.

END OF FEASIBILITY STUDY REPORT – VERSION 1.1



Hamilton



Feasibility Study Report
Flamborough Town Hall - HPL
Project No: 9131PM

Attachment #6.2
28 Aug 09
Version 1.1

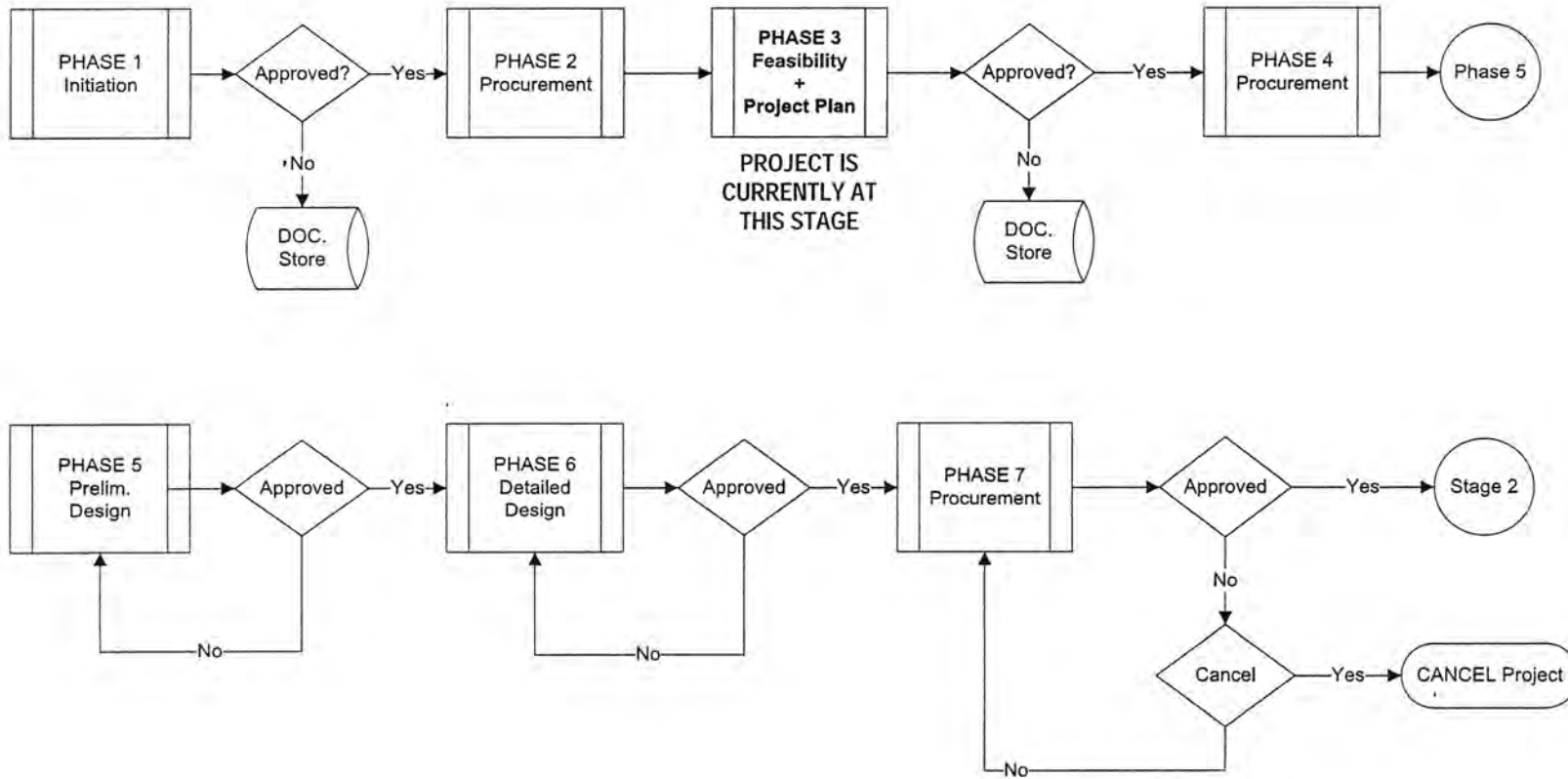
APPENDIX 1 WORKFLOWS



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DATE: 03 JUN 09		DESIGN BID BUILD OVERALL PROJECT WORKFLOW DIAGRAM	Project Workflow	
VER. NO.: 1.0		FLAMBOROUGH TOWN HALL - HPL	V2PM inc. © 2009	
VER. DATE: 03 JUN 09				
PROJ. NO.: 9131PM				

STAGE 1 - PRE CONSTRUCTION



DATE: 03 JUN 09
VER. NO.: 1.0
VER. DATE: 03 JUN 09
PROJ. NO.: 9131PM



DESIGN BID BUILD OVERALL PROJECT WORKFLOW DIAGRAM

FLAMBOROUGH TOWN HALL - HPL

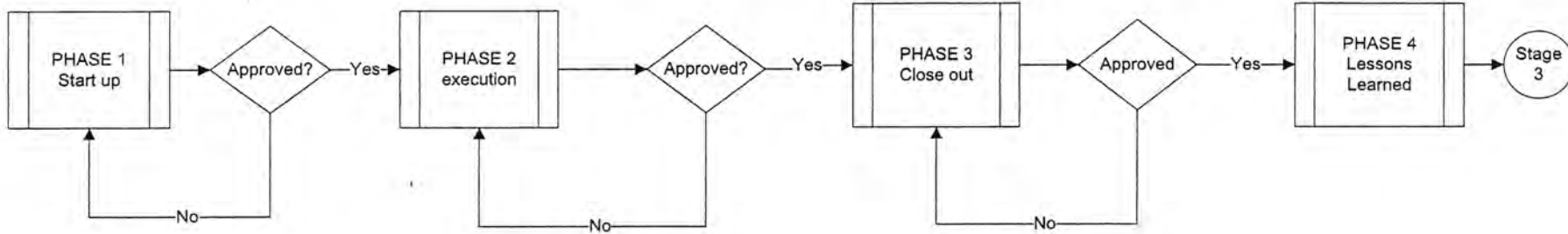
Project Workflow

V2PM inc. © 2009

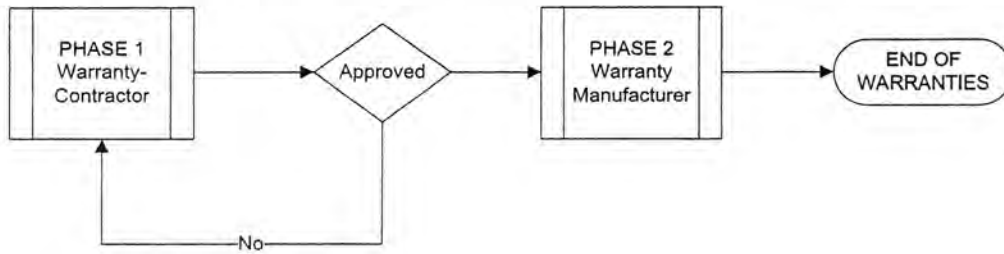
Attachment #6.2



STAGE 2 - CONSTRUCTION




STAGE 3 - OCCUPANCY

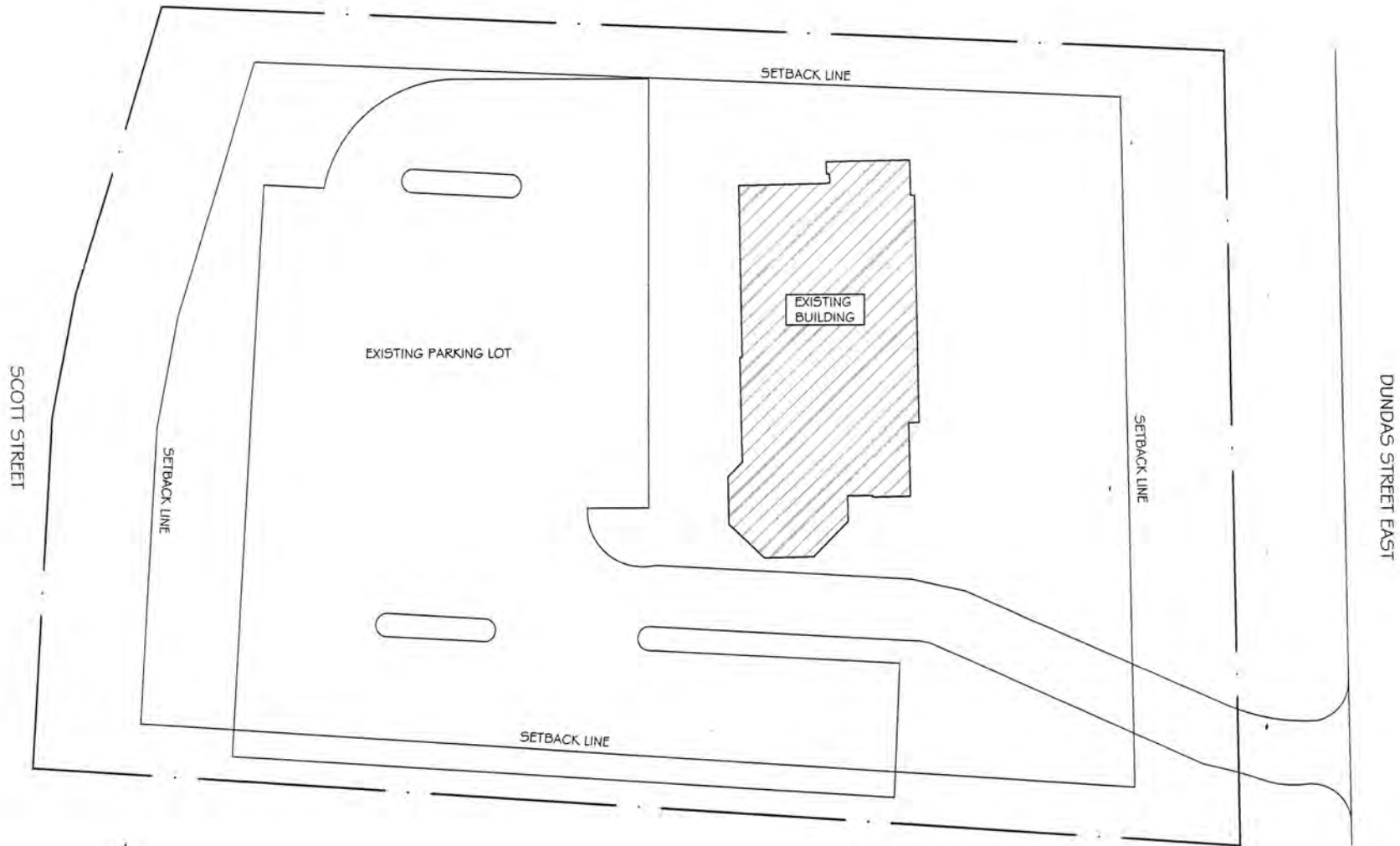





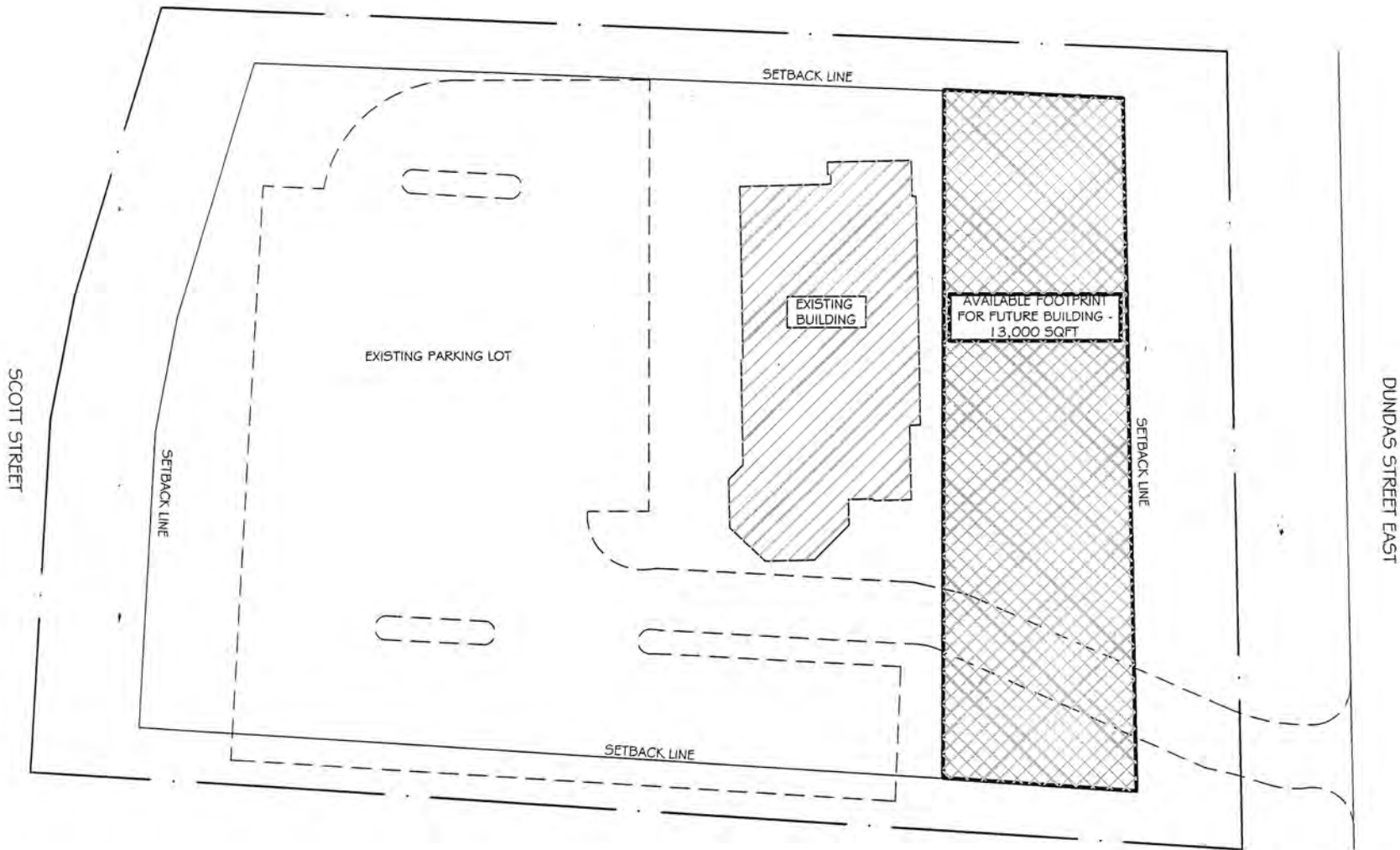
APPENDIX 2 OPTIONS: GRAPHICS




OWNER	CITY OF HAMILTON	FEASIBILITY STUDY REPORT	EXISTING CONDITIONS Attachment #62	 Hamilton
PORTFOLIO	PUBLIC WORKS DEPARTMENT			
DATE	03 JUNE 09	FLAMBOROUGH TOWN HALL - HPL	LAYOUT 1	
PROJECT NO.	9131PM			

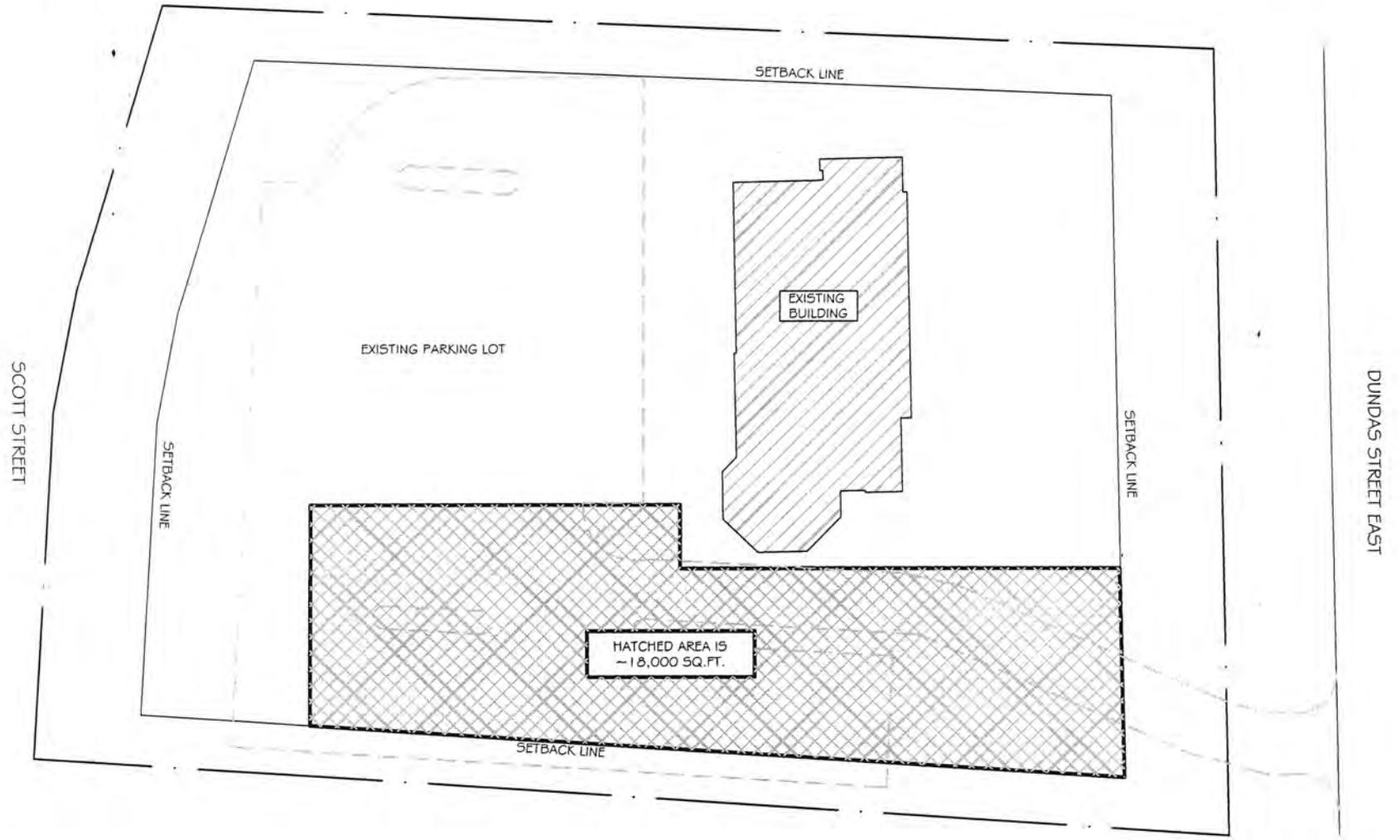


OWNER	CITY OF HAMILTON	FEASIBILITY STUDY REPORT	OPTION 1	Attachment #62	 Hamilton
PORTFOLIO	PUBLIC WORKS DEPARTMENT		LAYOUT 2		
DATE	03 JUNE 09	FLAMBOROUGH TOWN HALL - HPL			
PROJECT NO.	9131PM				




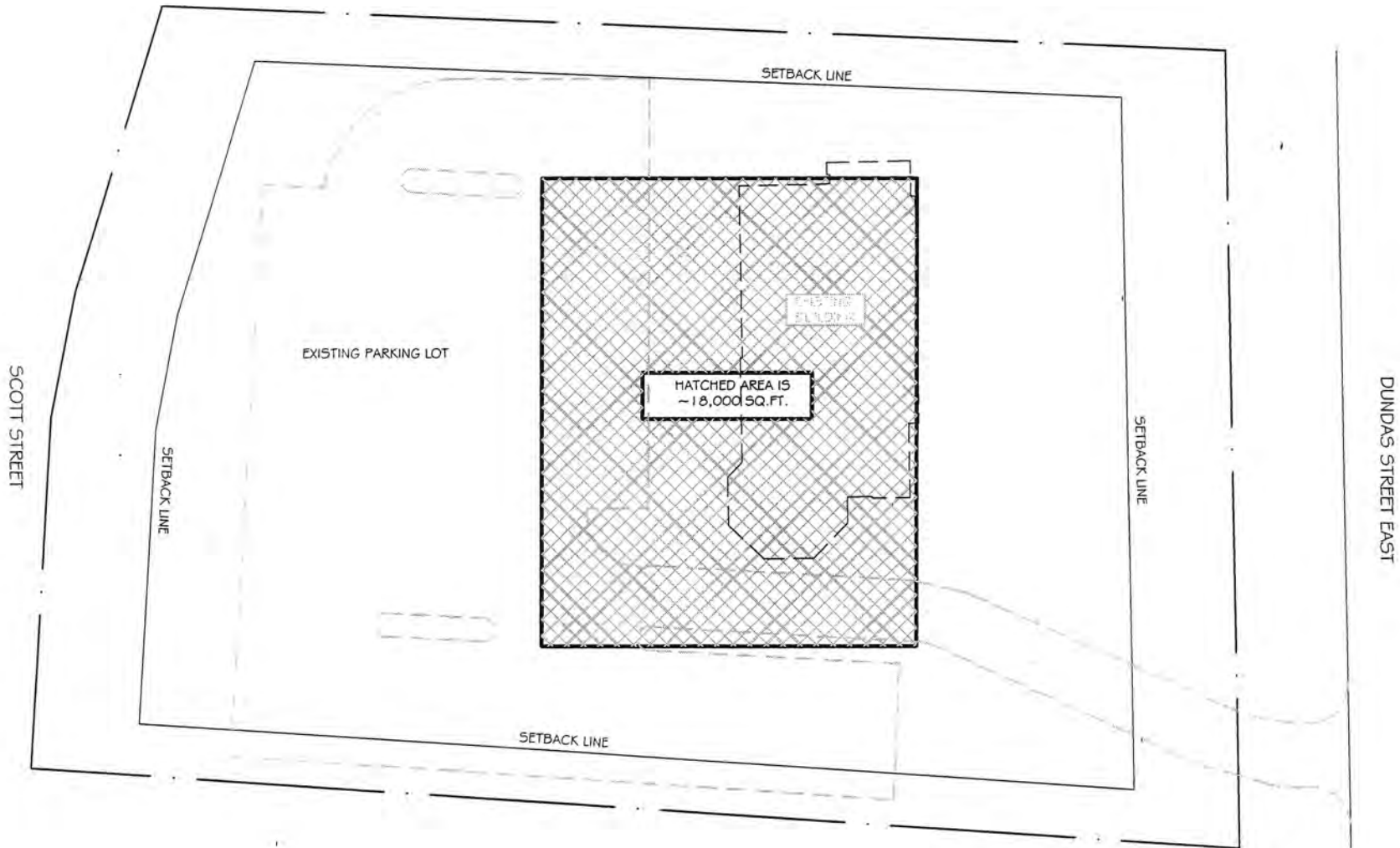
NOT FEASIBLE:
- NO VEHICULAR ACCESS
- DOES NOT MEET BUILDING AREA REQUIREMENTS

OWNER	CITY OF HAMILTON	FEASIBILITY STUDY REPORT	OPTION 2	Attachment #62	 Hamilton
PORTFOLIO	PUBLIC WORKS DEPARTMENT		LAYOUT 3		
DATE	03 JUNE 09	FLAMBOROUGH TOWN HALL - HPL			
PROJECT NO.	9131PM				




FEASIBLE, HOWEVER, NOT A GEOMETRICALLY STRAIGHT SHAPE

OWNER	CITY OF HAMILTON	FEASIBILITY STUDY REPORT	OPTION 3	Attachment #62	 Hamilton
PORTFOLIO	PUBLIC WORKS DEPARTMENT				
DATE	03 JUNE 09	FLAMBOROUGH TOWN HALL - HPL	LAYOUT 4		
PROJECT NO.	9131PM				



FEASIBLE, HOWEVER, REQUIRES RELOCATION OF EXISTING STAKEHOLDERS

OWNER	CITY OF HAMILTON	FEASIBILITY STUDY REPORT	OPTION 4	Attachment #62  Hamilton
PORTFOLIO	PUBLIC WORKS DEPARTMENT		LAYOUT 5	
DATE	03 JUNE 09	FLAMBOROUGH TOWN HALL - HPL		
PROJECT NO.	9131PM			




FEASIBLE, HOWEVER, REQUIRES PURCHASE OF ADJACENT PROPERTIES



APPENDIX 3 PROJECT PIX



OWNER	CITY OF HAMILTON	FEASIBILITY STUDY REPORT	OPTION 4	Attachment #62  Hamilton
PORTFOLIO	PUBLIC WORKS DEPARTMENT		LAYOUT 5	
DATE	03 JUNE 09	FLAMBOROUGH TOWN HALL - HPL		
PROJECT NO.	9131PM			



FEASIBLE, HOWEVER, REQUIRES PURCHASE OF ADJACENT PROPERTIES



APPENDIX 3 PROJECT PIX



PROJECT COMMUNICATIONS

PROJECT PIX – FLAMBOROUGH TOWN HALL



Hamilton

OWNER	: CITY OF HAMILTON	DATE	: 03 JUN 09	STAGE	: 1-PRE-CONSTRUCTION
PORTFOLIO	: PUBLIC WORKS DEPARTMENT	VERSION	: 1.0	PHASE	: 3-FEASIBILITY
PROGRAM	: ENERGY, FLEET & FACILITIES	VERSION DATE	: 03 JUN 09	PROJECT TYPE	: CONSTRUCTION
PROJECT	: FLAMBOROUGH TOWN HALL-HPL	PROJECT NO.	: 9131PM	CONTRACT TYPE	: DESIGN-BID-BUILD

Flamborough Town Hall (FTH) Site – Proposed Site for New Library



1) FTH – Exterior View



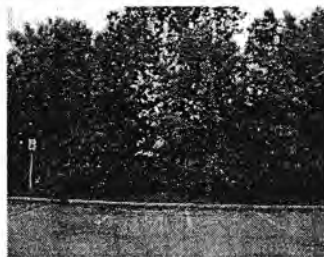
2) FTH – Exterior View



3) FTH – Parking



4) FTH – Parking



5) FTH – Parking



6) FTH – Parking



7) FTH – Parking



8) FTH – Pedestrian access to Scott Street



9) FTH – Pedestrian access to Scott Street



10) FTH – Parking



11) FTH – Parking / Exterior View



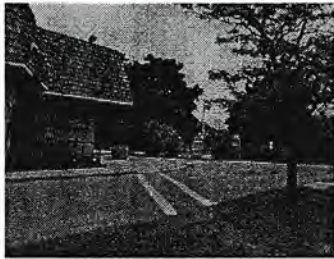
12) FTH – Parking

PROJECT COMMUNICATIONS PROJECT PIX – FLAMBOROUGH TOWN HALL

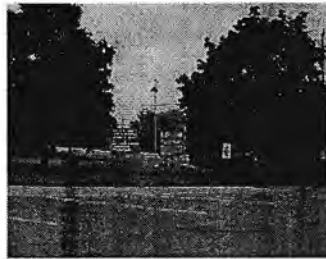
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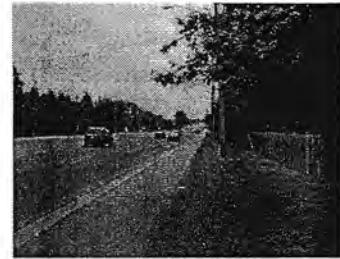
Hamilton



13) FTH – Parking



14) FTH – Parking



15) FTH – Existing Fence



16) FTH – Driveway-Dundas St.



17) FTH – Driveway-Dundas St.



18) FTH – Police Signage



19) FTH – Parking



20) FTH – Building Enclosure



21) FTH – Site Vegetation



22) FTH – Parking



23) FTH – Parking



24) FTH – Driveway-Dundas St.

END OF PROJECT PIX – FLAMBOROUGH TOWN HALL



Hamilton

PROJECT COMMUNICATIONS

PROJECT PIX – TURNER PARK LIBRARY

OWNER	: CITY OF HAMILTON	DATE	: 03 JUN 09	STAGE	: 1-PRE-CONSTRUCTION
PORTFOLIO	: PUBLIC WORKS DEPARTMENT	VERSION	: 1.0	PHASE	: 3-FEASIBILITY
PROGRAM	: ENERGY, FLEET & FACILITIES	VERSION DATE	: 03 JUN 09	PROJECT TYPE	: CONSTRUCTION
PROJECT	: FLAMBOROUGH TOWN HALL-HPL	PROJECT NO.	: 9131PM	CONTRACT TYPE	: DESIGN-BID-BUILD

Pictures of TPL - (TPL) – Benchmark For Proposed Flamborough Library



1) TPL – Interior View



2) TPL – Interior View



3) TPL – Interior View



4) TPL – Interior View



5) TPL – Interior View



6) TPL – Interior View



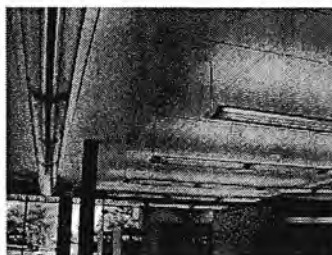
7) TPL – Interior View



8) TPL – Skylights



9) TPL – Ceiling



10) TPL – Ceiling / Lighting



11) TPL – Windows / Natural Light

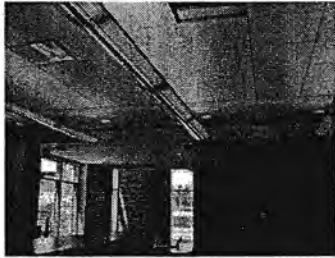


12) TPL – Interior View

PROJECT COMMUNICATIONS

PROJECT PIX – TURNER PARK LIBRARY

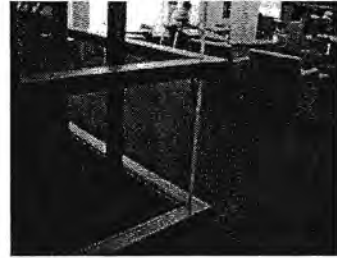
Attachment #6.2



13) TPL – Interior View



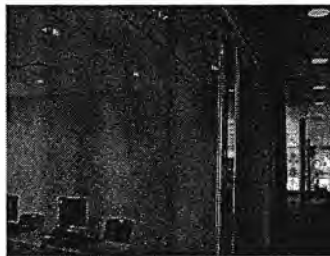
14) TPL – Interior View



15) TPL – Interior View



16) TPL – Web Access Room



17) TPL – Interior View



18) TPL – Interior View



19) TPL – Windows / Natural Light



20) TPL – Interior View



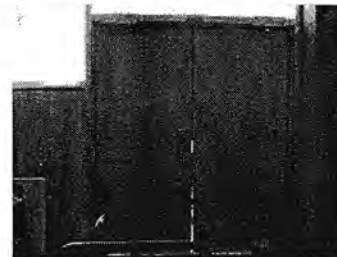
21) TPL – Interior View



22) TPL – Interior View



23) TPL – Interior View



24) TPL – Interior View

PROJECT COMMUNICATIONS
PROJECT PIX – TURNER PARK LIBRARY

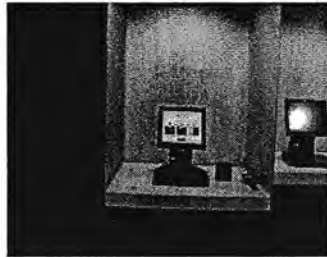
Attachment #6.2



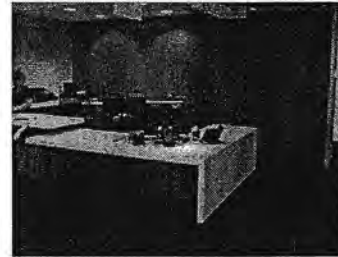
Hamilton



25) TPL – Interior View



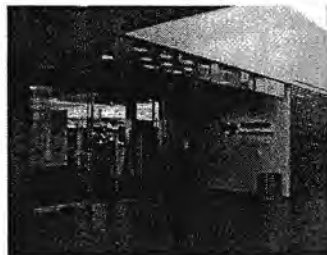
26) TPL – Interior View



27) TPL – Interior View



28) TPL – Entrance



29) TPL – Entrance



30) TPL – Exterior View

END OF PROJECT PIX – TURNER PARK LIBRARY



APPENDIX 4 PROJECT NOTES





Hamilton

**PROJECT COMMUNICATIONS
PM NOTES – MEETING – 9131-01**

Owner:	City of Hamilton	Date:	06 May 09	Stage:	Pre-Construction
Portfolio:	Public Works Department	Version:	1.0	Phase:	Initiation
Program:	Energy, Fleet & Facilities	Version Date:	06 May 09	Contract Type:	N/A
Project:	Flamborough Town Hall – HPL	Project No.:	9131PM	Page Total:	02

Present (If Applicable):	Ken Roberts (KR), William Guise (WG), Beth Hovius (BH),	City of Hamilton(CoH) - HPL
	Rom D'Angelo (RD), Linda Tattrie (LT)	CoH – CFM
	Mel Gedruj	V2PM inc.
Circulation:	All Present	

NO.	ITEMS
1.	All participants were introduced. At this time the stakeholders are KR, WG, and BH.
2.	The selected location is the former Flamborough Town Hall building. It is currently used by community groups amongst them is the Chamber of Commerce.
3.	HPL has no interest in occupying the existing facility.
4.	HPL has just completed the Turner Park facility at approximately 24,000 sq. ft. This location represents the new standard they wish to maintain, i.e. one floor only, no basement. MG to contact CPI for a tour.
5.	A multistory facility is not cost efficient for HPL as it requires much higher operating cost. Terryberry was given as an example.
6.	HPL requires street presence as a mandatory requirement. Therefore direct exposure to Hwy 5 is critical.
7.	The facility would be about 18,000 sq. ft. to fulfill current and future planned requirements.
8.	WG advised that the all-in owner's budget is \$4.6 million excluding shelving and equipment.
9.	WG advised that Turner Park was built at a competitive per sq. ft. cost. MG to enquire with CPI on actual incurred costs inclusive of the relevant common areas and systems.
10.	KR advised that they would prefer not look at other properties as the cost of land may reduce the project budget. The other potential alternative is to purchase adjacent lands and only use what is required by HPL. LT to contact real estate.
11.	It was agreed that a two step process takes place: Step 1: Evaluate the site and program constraints. If feasible, proceed in providing a project plan



PROJECT COMMUNICATIONS
PM NOTES - MEETING - 9131-01

NO.	ITEMS
	report. Step 2: If not, other alternatives be sought and included in the report.
12.	KR requested that information in feasibility and budgets be forwarded by 05 June 2009 prior to the last board meeting before summer recess.

END OF PROJECT NOTES



Hamilton

**PROJECT COMMUNICATIONS
PM NOTES – MEETING – 9131-02**

Owner:	City of Hamilton	Date:	08 May 09	Stage:	Pre-Construction
Portfolio:	Public Works Department	Version:	1.0	Phase:	Initiation
Program:	Energy, Fleet & Facilities	Version Date:	08 May 09	Contract Type:	N/A
Project:	Flamborough Town Hall – HPL	Project No.:	9131PM	Page Total:	02

Present (If Applicable):	Delia McPhail (DM), Jason Thompson (JT)	City of Hamilton(CoH) – Planning Div.
	George Vadakken (GV)	V2PM inc.
Circulation:	Ken Roberts (KR), William Guise (WG), Beth Hovius (BH), Rom D'Angelo (RD), Linda Tattrie (LT), V2PM inc., All Present	

NO.	ITEMS
1.	<u>Purpose / Background:</u> To discuss the zoning and bylaws applicable to 163 Dundas Street East with the Planning Division of the City of Hamilton.
2.	<u>Zoning:</u> The current zoning is 'P' (Public)
3.	<u>Setbacks:</u> <ul style="list-style-type: none"> • Front Yard (minimum) = 10 meters (32' – 10") • Rear Yard (minimum) = 10 meters (32' – 10") • Interior Side Yard (minimum) = 5 meters (16' – 5") • Exterior Side Yard (minimum) = 10 meters (32' – 10")
4.	<u>Road Allowance:</u> DM advised that she checked for any future road allowances within the site and found <u>none</u> . V2PM will contact Traffic just to confirm once and for all.
5.	<ul style="list-style-type: none"> • <u>Lot Area (minimum)</u> = 1,500 m² (16,137.6 sq.ft.) • <u>Lot Frontage (minimum)</u> = 30 meters (98' – 5") • <u>Lot Coverage (maximum)</u> = 50% • <u>Height (maximum)</u> = No maximum
6.	<ul style="list-style-type: none"> • <u>Landscape Open Space (minimum)</u> = No minimum • <u>Planting Strip (minimum)</u> = 3.0 meters (9' – 10") width across all lot lines adjacent to a street (facing one street only).
7.	<u>Parking Requirements and Sizes:</u> <ul style="list-style-type: none"> • Minimum Number of Parking Spaces Required = 1 parking space per 30 square meters (322.8 sq.ft.) of gross floor area.



**PROJECT COMMUNICATIONS
PM NOTES – MEETING – 9131-02**

NO.	ITEMS
	<ul style="list-style-type: none"> • Size of Parking Space = 2.6 meters x 5.8 meters (8' – 6" x 19' – 0") • Size of Parallel Parking Space = 2.5 meters x 6.5 meters (8' – 2" x 21' – 4") • Size of Barrier Free Parking Space = 4.4 meters x 5.8 meters (14' – 5" x 19' – 0") • Aisle Width – One Way = 4.6 meters (15' – 1") • Aisle Width – Two Way = 6.4 meters (21' – 0") <p>JT advised us that the City is recently lenient regarding parking size and are allowing a reduced length, i.e. up to 5.5 meters (18' – 0") for a normal parking space, however an application for variance will be required.</p> <p>Also the City have allowed reduced aisle width for two way traffic by up to 6.0 meters (19' – 8"); however, a variance application will be required.</p> <p>A variance application can take about two to three months for processing.</p>
8.	<p><u>Zoning of Adjacent Properties (If City wants to purchase neighbouring properties to build this new library:</u> All adjacent properties are zoned 'Residential'. An acquisition of neighbouring land to build would require re-zoning application. Application process would be four to six months maybe more. Planning Division does not see any hindrances in granting a re-zoning.</p>
9.	<p>Based on current zoning, Planning Division does not see a reason for not allowing a Library building on this site.</p>
10.	<p>JT advised that Real Estate must be contacted to check the existing lease agreements with current occupants. JT gave the name of Mr. Bill Farkas (BF) as the Real Estate contact. GV told JT that Ms. Linda Tattrie (LT), from CFM, will be in contact with Real Estate Division of CoH regarding other issues and LT can discuss the former with BF.</p>
11.	<p>GV raised the issue of traffic impact. JT advised that the road (Dundas Street East) is owned by the City now and Ms. Tanny McKenna at extension 5675 can be contacted for information on traffic impact and if there are any changes to site entrance driveway.</p>
12.	<p>HPL requirements specify a single storey 18,000 sq.ft. new structure on this site. HPL would prefer an independent structure.</p>
13.	<p>Currently CoH have no plans to demolish or renovate the existing building.</p>
14.	<p>GV enquired about the fees and was given the following information:</p> <ul style="list-style-type: none"> • Variance Application = \$1,000 (may be more – to be confirmed) • Site Plan Approval (SPA) = \$5,880

END OF PROJECT NOTES



Hamilton

**PROJECT COMMUNICATIONS
PM NOTES – MEETING – 9131-03**

Owner:	City of Hamilton	Date:	21 May 09	Stage:	Pre-Construction
Portfolio:	Public Works Department	Version:	1.0	Phase:	Initiation
Program:	Energy, Fleet & Facilities	Version Date:	21 May 09	Contract Type:	N/A
Project:	Flamborough Town Hall – HPL	Project No.:	9131PM	Page Total:	02

Present (If Applicable):	Karen Anderson (KA)	City of Hamilton (CoH) - HPL
	Mel Gedruj (MG)	V2PM inc.
Circulation:	Ken Roberts (KR), William Guise (WG), Beth Hovius (BH), Rom D'Angelo (RD), Linda Tattrie (LT), V2PM inc., All Present	

NO.	ITEMS
1.	<p>Purpose / Background: WG has recommended that a meeting take place at Turner Park Library to review actual construction costs since this Facility is new and represents the new HPL standard.</p> <p>i.e : - One Floor</p> <ul style="list-style-type: none"> - Natural Light - No Basement
2.	KA advised that the total cost of the library inclusive of all equipment, furniture and books is 8.9 million.
3.	The actual library would be \$7.2 million. At time of discussion these figures were for reference only as she did not have the opportunity to validate them.
4.	We walked through the new library to review quality of finishes.
5.	KA proposed to review her files to refine information on the actual costs. An email was sent the same day. (copy of the email is attached)

END OF PROJECT NOTES

Mel Gedruj

From: Anderson, Karen [kjanders@hpl.ca]
Sent: Thursday, May 21, 2009 5:50 PM
To: Mel Gedruj
Subject: Turner Park Library project

Hi Mel

Nice to meet you today and thanks for the tea!

I am working from what I have but in the interests of giving you something today....

The library construction costs including site works and our share of the common area were approximately \$270.00 per sq ft but this includes skateboard park costs so is not completely accurate. Using this same approach the Y costs were \$300.00 per sq ft.

Looking at pretender estimates we have slightly different figures, the Library was estimated at 23,681 sf @\$181.70/sf, Common Area estimated at 4,349 sf @ \$186.33/sf

A more accurate summary of costs is in the works but according to our city project manager he feels that an estimate of \$225.00 per sq ft would be reasonable to use for future planning.

Hope this helps

Karen

Karen Anderson
Hamilton Public Library
kjanders@hpl.ca
905-546-3200 x 4224



Hamilton

PROJECT COMMUNICATIONS
PM NOTES – TELEPHONE – 9131-04

Owner:	City of Hamilton	Date:	20 May 09	Stage:	Pre-Construction
Portfolio:	Public Works Department	Version:	1.0	Phase:	Initiation
Program:	Energy, Fleet & Facilities	Version Date:	20 May 09	Contract Type:	N/A
Project:	Flamborough Town Hall – HPL	Project No.:	9131PM	Page Total:	1

Present (If Applicable):	Dean Anderson (DA)	Horizon Utilities – Engineering Division
	George Vadakken (GV)	V2PM inc.
Circulation:	N/A (Internal only)	

NO.	ITEMS
1.	The following notes are from a telephone conversation between V2PM inc. and Mr. Dean Anderson regarding hydro.
2.	Existing – Small size transformer.
3.	75 kVA – 200 Amp existing supply
4.	Customer owned underground cables direct buried. Not compliant to current regulations. Will have to be changed.
5.	Any power requirement greater than 200 Amp, additional feeder / supply would be required.
6.	More precise budgetary information may be obtained by contacting Mr. Ketan Patel of Horizon Utilities.

END OF PROJECT NOTES



Hamilton

**PROJECT COMMUNICATIONS
PM NOTES – TELEPHONE – 9131-05**

Owner:	City of Hamilton	Date:	20 May 09	Stage:	Pre-Construction
Portfolio:	Public Works Department	Version:	1.0	Phase:	Initiation
Program:	Energy, Fleet & Facilities	Version Date:	20 May 09	Contract Type:	N/A
Project:	Flamborough Town Hall – HPL	Project No.:	9131PM	Page Total:	1

Present (If Applicable):	Ketan Patel (KP)	Horizon Utilities – Engineering Division
	George Vadakken (GV)	V2PM inc.
Circulation:	N/A (Internal only)	

NO.	ITEMS
1.	The following notes are from a telephone conversation between V2PM inc. and Mr. Ketan Patel regarding new power requirements.
2.	Pad mounted transformer will be required for 120/208-600 Amp. 347/600 Amp – Option – Cost efficient by ~3 to 5 K
3.	Hydro costs would depend on many things as agreement with customer. However the cost is estimated to be between 35 to 50 k. Pad and all civil work – Cost of Owner not included.
4.	16 weeks delivery time from date of agreement.
5.	2 months (or a month and a half) for design stage. Load calculation – Projected loads, etc. from engineer / consultant.
6.	Details of design review by Hydro take 2 weeks minimum – Back and forth.

END OF PROJECT NOTES



**PROJECT COMMUNICATIONS
PM NOTES – TELEPHONE – 9131-06**

Owner:	City of Hamilton	Date:	20 May 09	Stage:	Pre-Construction
Portfolio:	Public Works Department	Version:	1.0	Phase:	Initiation
Program:	Energy, Fleet & Facilities	Version Date:	20 May 09	Contract Type:	N/A
Project:	Flamborough Town Hall – HPL	Project No.:	9131PM	Page Total:	1

Present (If Applicable):	Tanny McKenna (TM)	City of Hamilton (CoH) – Traffic
	George Vadakken (GV)	V2PM inc.
Circulation:	N/A (Internal only)	

NO.	ITEMS
1.	The following notes are from a telephone conversation between V2PM inc. and Ms. Tanny McKenna regarding traffic.
2.	Access from Scott Street – Local street – Driveway access to Scott Street will be problematic as neighbours will complain.
3.	Site widening – Allowances already in place. No more road allowances on site, from both Dundas and Scott Street
4.	30 meters would be desirable, but no requirement between adjacent driveways to Dundas Street.

END OF PROJECT NOTES



APPENDIX 5 PRESENTATION OF VERSION 1.0 OF THE REPORT



HPL Waterdown Library – Feasibility Study

**CITY OF HAMILTON – HAMILTON PUBLIC LIBRARY
A NEW LIBRARY AT FLAMBOROUGH TOWN HALL SITE
FEASIBILITY STUDY
PRESENTATION – 04 AUG 2009**

BACKGROUND

- Meeting 17 September 2008: HPL selected FTH site for Waterdown Library Branch.
 - HPL desires to partner with the City.
 - Council approval to proceed: 01 October 2008

HPL Waterdown Library – Feasibility Study

MANDATE AND TIMELINES

- V2PM retained in May 2009.
- Feasibility study for a new 18,000 sq.ft. library building at the former FTH site.
 - Strictly for library services. Not a multi-use facility.
 - Deadline: 06 June 2009
 - Date submitted: 03 June 2009

METHODOLOGY

- Project management methodology.
 - Due diligence process.
- Assumed project delivery model: Design-Bid Build.

HPL Waterdown Library – Feasibility Study

NEW LIBRARY REQUIREMENTS

- Street presence at Dundas Street East (Hwy 5).
 - Single storey construction with no basement.
 - 18,000 sq.ft.
- New building. (Renovation of existing building is not considered).
 - Available all-in budget: \$4,600,000

BENCHMARK

- Turner Park Library:
 - 24,000 sq. ft
 - Total budget - \$8.7 million
 - Construction cost - \$7.2 million
- Derived price/sq.ft.: \$250/sq.ft. (Based on additional information).

HPL Waterdown Library – Feasibility Study

CONSTRAINTS, ASSUMPTIONS, AND DEFINED RISKS

- Zoning
 - Existing site = P (Public use)
 - Neighbouring properties = R (Residential use)
 - Rezoning required in case of land acquisition

- Traffic Impact
 - Scott Street: Not a possible site access point.
 - Relocation of existing driveway possible.
 - Road allowances. Not an issue.

CONSTRAINTS, ASSUMPTIONS, AND DEFINED RISKS (CONT'D)

- Sewer and Water Supply
 - Allowance for upgrades.

- Hydro Capacity
 - Existing supply: 75 kVa, 200 Amp transformer.
 - Not adequate.
 - Allowance for a new transformer.
 - Timelines for power upgrades: Six months.

HPL Waterdown Library – Feasibility Study

CONSTRAINTS, ASSUMPTIONS, AND DEFINED RISKS

- Required Parking
 - 90 parking spots.
 - Factored into the OMB calculations.
- Available Budget
 - All in Owner's budget excluding shelving and equipment = \$4.6 million.

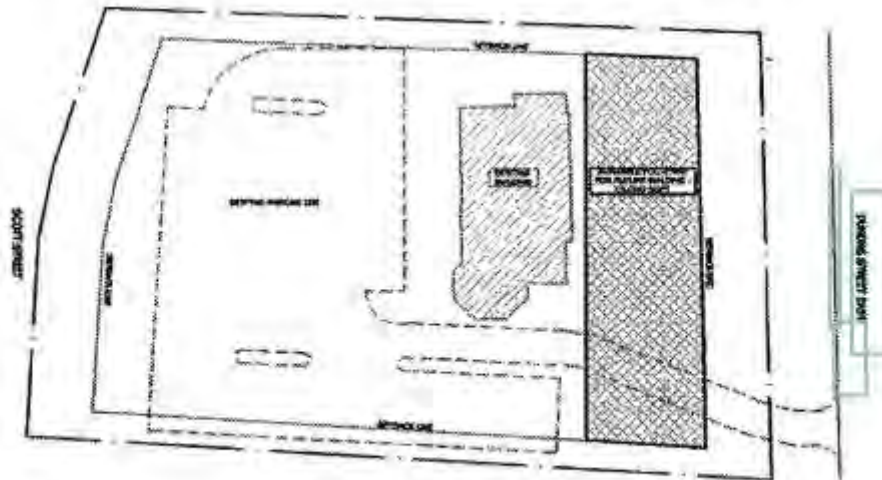
IMPORTANT NOTES/FINDINGS

- Four (4) options analyzed.
- The available budget of \$4.6 million. Not adequate.
 - Project completion: 2 to 3 years.

HPL Waterdown Library – Feasibility Study

OPTION 1

- New building located in front of existing building.



NOT FEASIBLE:
- NO VEHICULAR ACCESS
- DOES NOT MEET BUILDING AREA REQUIREMENTS

OPTION 1 - ANALYSIS

- Not feasible.
- Area requirements not met. Maximum available area is 13,000 sq.ft.
 - Access route from Scott Street – Not supported.
- Meets budget requirements due to reduced area.
 - Anticipated project timeline: 2 years.

HPL Waterdown Library – Feasibility Study

OPTION 2

- New building that wraps around the existing to meet the project physical requirements.



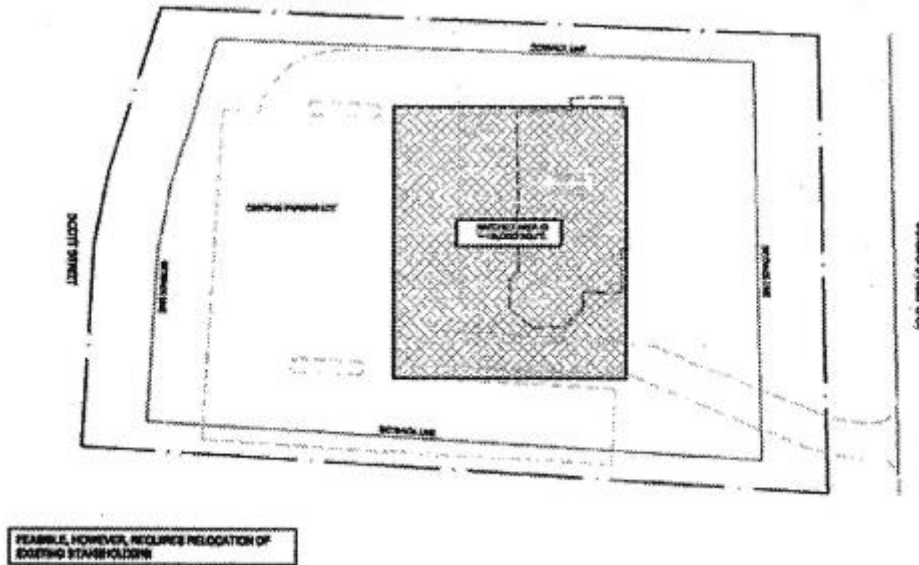
OPTION 2 - ANALYSIS

- Project physical requirements met.
- Resulting shape will not emulate the standard set by Turner Park (i.e. rectangular building).
 - Anticipated budget shortfall: \$1.5 million.
- Anticipated project timeline: Two years and two months.

HPL Waterdown Library – Feasibility Study

OPTION 3

- New building after demolishing the existing building.



OPTION 3 - ANALYSIS

- Project physical requirements met.
- Issue: Lease agreements and relocation of existing tenants.
 - Anticipated budget shortfall: \$1.9 million.
- Penalties for breaking lease agreements and relocation costs of existing tenants not included.
 - Anticipated project timeline: Two years and eight months.

HPL Waterdown Library – Feasibility Study

OPTION 4

- Purchase adjacent land (Residential Zone), Rezone and build the new building.





OPTION 4 - ANALYSIS

- Project physical requirements met.
- Identified risk: Cost – Land Acquisition
- Identified risk: Schedule – Rezoning Process
- Anticipated budget shortfall: \$2.15 million.
 - Land acquisition allowance included: \$500,000
- Anticipated project timeline: Three years.

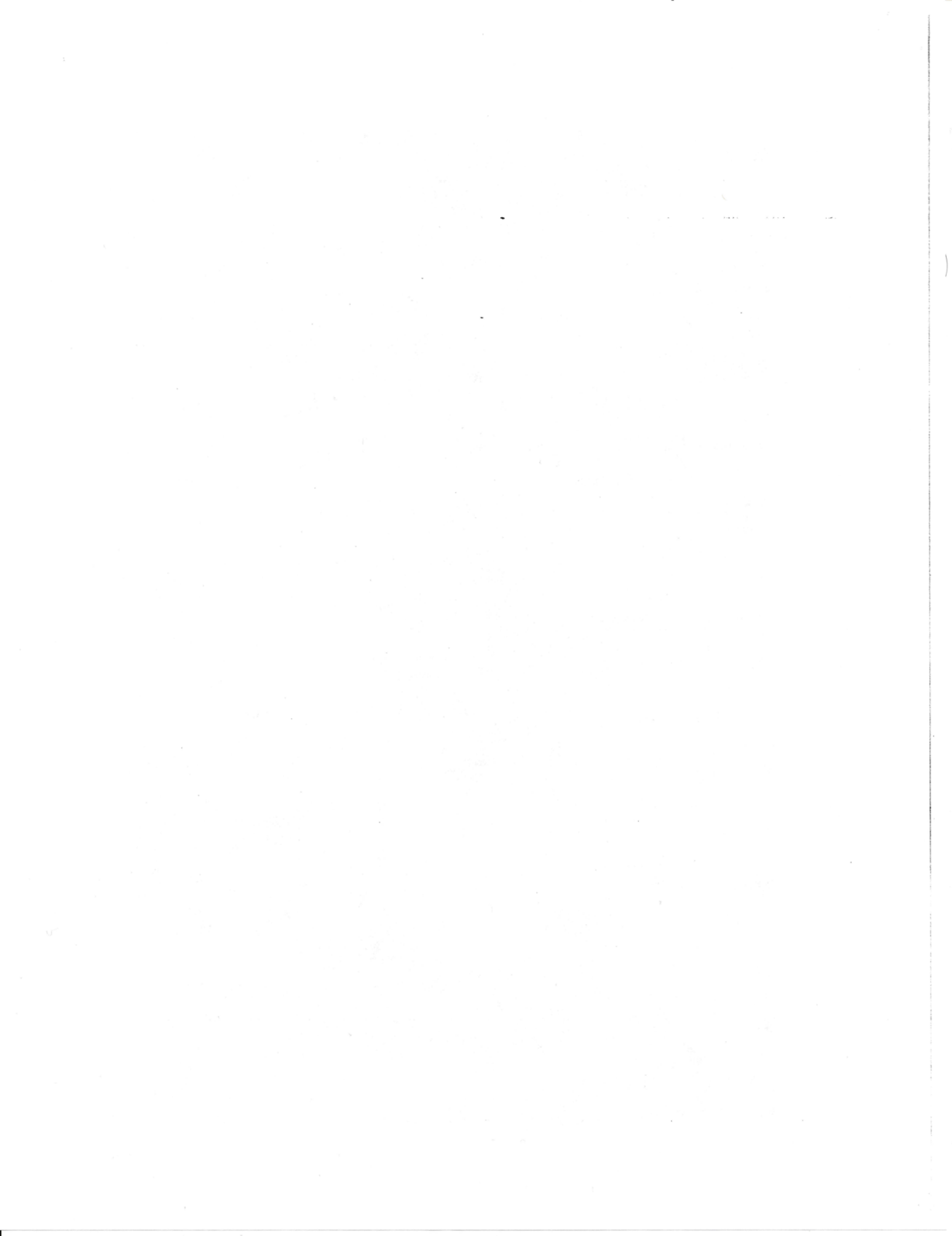


APPENDIX 6 AERIAL PICTURE OF SITE



OWNER	City of Hamilton	 Hamilton	FEASIBILITY STUDY OF FLAMBOROUGH TOWN HALL	Aerial View Site	 V2PM inc. © 2009
PORTFOLIO	Public Works Department		163 DUNDAS STREET EAST		
VERSION DATE:	28 Aug 2009				
PROJECT NO:	9131PM				







Hamilton Public Library

Date: December 9, 2009
To: Chair and Members of the Board
c.c. Ken Roberts, Chief Librarian
From: Beth Hovius, Director of Public service
Subject: 2010 Branch Renovations

RECOMMENDATION:

That \$100,000 be allocated from Reserve for Accessibility, Health and Safety (HAMTN 106013) and \$175,000 be allocated from Reserve for Library Major Projects (HAMTN 106008) to fund branch renovation projects in 2010.

Funding Implications:

The approximate estimated cost of the proposed renovations, including furnishings, will be about \$325,000. In addition to the funding from the two reserves the Library has received funding (\$112,000) from the SOLS infrastructure funding, some of which can be used those aspects of the proposed renovations which fit within the terms of this grant. The actual amount available will be dependent upon how much specialized equipment must be purchased to improve access for disabled persons.

All costs provided are the initial estimates, and will become more detailed as the projects proceed.

Background:

The Implementation of RFID technology has enabled us to develop an ambitious but attainable plan to upgrade the community branch facilities at the same time. These renovations address several converging issues:

- AODA, Customer Service Standards require improvements in service counters, entrances, etc.
 - All new service counters will be accessible
 - Entrances will be modified to provide better access.
- The *Facilities Report*, states that "library branches should be quality facilities that can also act as community meeting places" has resulted in the development of consistent design principles which are being applied to each branch as it is upgraded.



- Prime public space (vacated by the circulation desks) will be reconfigured as a market place with gondolas housing frequently changing displays
- Computer areas are being reconfigured lab, or as a dual purpose space so that computer classes can be held at more locations.
- The Facilities Report states that as “changes in the way that library services are delivered means that staff space needs to be re-evaluated and improved”
 - RFID installation Improved operational efficiency and ergonomic issues
 - Centrally-located self-check stations
 - Material returns moved to the work room; ergonomic staff workstations installed.
 - Key card control and security camera(s) installed as needed.

We have gained significant experience in the renovations of Westdale, Dundas and Concession which were upgraded in a similar process, and are confident that we can work through the following branches, with the assistance of City Facilities, to complete this in 2010.

2010 Projects

Terryberry Second Floor – as the planning for the Terryberry renovation continues, it has become increasingly obvious that the second floor should be upgraded at the same time. Essentially, the carpet needs to be replaced, the service counter resized and relocated, and all of the computer wiring, which has been problematic, requires upgrading. The advantage is that it can be done at the same time as the first floor renovations, and as a result, further closure will not be necessary. It is hoped to add security gates for the second floor elevator, so that customers can enter and leave the 2nd floor directly from the parking lot entrance level. The cost of doing this will be about \$75,000.

Saltfleet – The entrance is being reconfigured to install one security gate, relocate the hardware for the disabled access door, and address fire issues. The original plan was to install security gates on both sets of entrance doors, but this required so much space that other renovations would then be necessary to install the self-check stations. The elimination of the second set of RFID security gates offsets a portion of the renovation costs. The circulation desk will not be removed because of the expense, but this will be required in the future to meet the AODA standards. The cost of these changes is approximately \$35,000.

Red Hill – The opportunity to reconfigure the entrance to Red Hill has risen because the circulation desk will be removed when RFID is installed. The new entrance will enable customers to go straight into the library, removing some tight turns. A Market Place will be created in the area vacated by the circulation desk. A computer lab will be added so that small group computer classes can be offered. Security cameras and key card access will be installed. The cost of this renovation has not been finalized but will be approximately \$100,000.

Barton – the circulation desk must be removed in order to add security gates and improve access. When the desk is moved, a Market Place can be installed. Worn flooring in the

Subject: 2010 Branch Renovations
Page 3 of 3
Date: December 9, 2009



lobby and around the circulation desk will also be replaced at this time. In a related (city-funded project) some external woodwork and the leaking basement fixed.

Kenilworth – some changes in the circulation desk will be required in order to install the security gates. As Kenilworth is also scheduled for capital budget repairs (city) to the windows, every attempt will be made to coordinate the two projects to minimize the impact to the public. It is also hoped that there will be sufficient funds to update the preschool area (furnishings and literacy-related activity centres), as this was the first branch which introduced the “play corner” concept and it now showing its age.

These latter two projects are in development and the costs have not been fully estimated. The best guess is that they will be under \$100,000 combined.

November 16, 2009



Knowledge Ontario
50 Wellington St. E
Suite 201
Toronto, Ontario
M5E 1C9

knowledgeontario.ca

**Building the
Digital Citizen**



Federation of Ontario
Public Libraries
c/o North York Central
Library
5120 Yonge Street
Toronto, Ontario
M2N 5N9

fopl.ca

**One voice for
Ontario
Public
Libraries**

Chair of the Board, Hamilton Public Library
Box 2700, Station LCDI
Hamilton, ON L8N 4E4.

Dear Library Board Chair,

Public libraries are important partners in contributing to the growth and development of Knowledge Ontario's innovative services. All public library patrons are able to share in the benefits and equitable access created by these services. That is why Knowledge Ontario, with the support of the Federation of Ontario Public Libraries, is writing to library CEOs and board chairs asking your help in ensuring these e-resources, virtual reference, learning and discovery tools continue to serve our communities.

Making these digital services available throughout the province builds stronger, healthier, more digitally literate communities. It enables a more integrated and effective library system in Ontario. Even more importantly, it levels the playing field by extending access equally and at no additional cost throughout the province from our largest urban centres to our rural, northern, remote, First Nations and Francophone communities.

Your support is essential in making the case that, in times of economic constraint, the people of Ontario need these online resources more than ever. As our partners, we are asking you to take a number of action steps to keep these valued services working for our communities.

You will find attached a clear action plan outlining the steps we are asking you to take. They are designed to make an impact on the Ontario fiscal year-end and provincial budget decision-making process. There is also a web address containing the information you need to support you in carrying out the steps.

The timing of action is critical and is intended to peak in the first weeks of January. Critical dates are included in the action plan. Knowledge Ontario and FOPL will monitor progress and provide follow-up emails as well.

These actions signal your commitment to ensuring the future success of our work and collaboration; Knowledge Ontario and public libraries as partners in creating innovative services for people throughout Ontario. We thank you for your support.

Sincerely,

Handwritten signature of David Thornley.

David Thornley,
Executive Director
Knowledge Ontario

Handwritten signature of David Allen.

David Allen,
Chief Executive Officer
Federation of Ontario Public Libraries

PUBLIC LIBRARY ACTION PLAN to support Knowledge Ontario

<http://knowledgeontario.ca/advocacy/>

Actions:

1. **Pass a board motion of support to Knowledge Ontario by January 15**
 - sample motions can be found on the webpage (see web address above)
2. **Write to the Minister of Culture in support of Knowledge Ontario**
Please mail between December 28 - January 8
 - Sample letters in English and *en français* can be found on the webpage
 - You are encouraged to customize the letter further to reflect your library's experience with KO. There are opportunities for this in the sample letters
 - Please "cc" the letter as per sample letters. The addresses are on the webpage
3. **Ask your Library Lovers and Friends of your library to support KO too**
 - sample letter can be found on the webpage
4. **Add KO logos to your library webpage** to acknowledge resources and services possible through Knowledge Ontario
 - Read more about this request and find logos on the webpage
5. **Visit your local municipal council in support of Knowledge Ontario**
 - Find details and a draft presentation on the webpage
6. **Tell us your KO stories**
 - Ask your board, staff and clients to fill in a KO postcard – the link is found on the webpage. Please fill one in yourself!

Reporting:

7. **Please report on your actions through an online survey.** It will let us know the steps you have taken and any feedback received. The link is found on the webpage.

These actions are key to the success of Knowledge Ontario and support the services of Ontario public libraries. Everything you need is on this webpage (it's a hidden page and there is no link to it on the KO website). Please also report the steps you take at the link provided on the webpage. *Thank you for your support.*

<http://knowledgeontario.ca/advocacy/>

Chief Librarian's Report

December, 2009

Staff Re-structuring

As you know, our Collective Agreement calls for a "bumping" process when redundancies are made and when re-structuring takes place. While this process ensures that senior staff have the most options about the jobs they might wish to claim, the process is disruptive to a large number of staff. We are in our third round of "bumping." Producing a 2010 budget that shows no more than a 2% increase in operating costs is a painful one for the library system and for staff.

Meetings with Councillors

Board Chair Jennifer Gautrey and I have begun our process of meeting individually with Councillors. We are focusing on the effect of the proposed AODA regulations as well as asking for information about library opportunities in their Wards.

City Capital Funding

The City of Hamilton has approved Capital funding for the Lynden Branch as well as allotted additional funding to the library portion of the Central Library project.

Attendance Management

The library is introducing, as required, a new attendance management program. Our program is almost identical to that of the City of Hamilton. The introduction of the program is proving a hard adjustment for some staff, particularly for those who had not previously worked where such a program is in place.

Record Circulation levels

As you may remember, 2008 was the first year that the Hamilton Public Library hit 5,000,000 circulations in a single year. There is a possibility that we may hit 6,000,000 circulations in 2009. While this represents an enormous increase in activity and places a severe strain on staffing resources, we have to be cautious. Circulation counts alone do not represent the relative success of a library's efforts. Still, the numbers are gratifying.

Sorters

We are installing sorters in the Ancaster (replacement), Turner Park, Westdale and Terryberry branches. The technicians are here now and we will soon be introducing automated materials handling in these branches.



Hamilton Public Library

Date: December 10th 2009
To: Chair and Members of the Board
c.c. Ken Roberts, Chief Librarian
From: William Guise, Director, Finance and Facilities
Subject: **Repairs to Grounds Provision**

RECOMMENDATION:

That the funds in the Reserve for Library General Development (HAMTN 106007) in the amount of \$173,659.10 currently designated for repairs to grounds be transferred to the Reserve for Library Major Projects (HAMTN 106008) and the designation be removed; and

That the funds included in the 2010 and future operating budgets under account 58168-750020 Prov.- R&M Grounds be transferred to the Reserve for Library Major Project.

BACKGROUND:

Prior to amalgamation the old Hamilton Public Library included in its annual operating budget a provision for repairs to grounds and the provision was transferred into a reserve to provide funding for major repairs to grounds and parking lots. At the time of amalgamation the reserve was transferred into the Reserve for Library General Development and the annual budget continued to contain a provision. Since amalgamation, the City of Hamilton from its Facilities division has been maintaining Library grounds and parking lots and including any costs in our annual cost allocation and these funds no longer need to be designated for grounds repair. Transferring the funds into the Reserve for Library Major Projects would assist in the funding of future renovations to library branches.



DATE: December 11, 2009

REPORT TO: Chair and Members of the Board

C.C.: Ken Roberts, Chief Librarian

FROM: Beth Hovius, Director of Public Service and Collection Development

SUBJECT: Request for Proposal for Acquisition of Library Material and Cataloguing and Processing Services

RECOMMENDATION:

That Whitehots be approved as the prime vendor for the supply of print materials (acquisition, cataloguing and processing services) for the period of July 1, 2010 – June 30, 2014 with an option to renew for up to three one-year terms.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Although this recommendation does not commit the library to a specific amount of money that must be expended to acquire library material through Whitehots, the total annual purchases is estimated to be approximately \$1,700,000. This funding is provided from the Library Materials budget which is approximately \$3.25 million.

**BACKGROUND: -**

The Request for Proposal was issued to find one or more full-service vendor or vendor-partners who will collate the placement of orders of books and other library collection materials, deal with publishers on the Library's behalf, provide MARC cataloguing records, and process material (i.e. affix plastic jackets, labels, stamps, etc.). In addition to these basic services, a full-service vendor will provide such added value services as selection lists, reports, electronic capabilities, etc.

The RFP was developed for the provision of all print material. The combined acquiring of print material will provide the Library with favourable discounts on library materials; electronic ordering will improve the fill rate of material, ensuring the information is to publishers in a timely fashion; electronic invoicing, MARC cataloguing records, pre-processing of material, the addition of holdings records, will all improve the efficiency of the workflow; selection programs such as mass market paperback plans, juvenile approval plans, etc. will assist in the Library's collection development efforts. Current and future electronic requirements can be accommodated to achieve an efficient and effective operation.

The RFP was sent to all major vendors. There were 5 categories:

- Firm ordering of adult print materials
- Firm ordering of youth print materials
- Automatic release plan for adult mass-market paperbacks
- Automatic release plan for youth paperbacks
- Leasing plan for high-volume popular fiction and non-fiction

Vendors were able to bid on as many categories as they chose. Seven vendors submitted responses, to all or part of the RFP. The responses were evaluated using the following criteria.

- The ability to fulfill the library's mandatory requirements (for areas such as interface with Horizon Integrated Library system and invoicing). Proposals failing to meet these were not considered.
- The ability to fulfill the Library's preferred requirements (in areas such as processing, cataloguing, selection, reports and customer service) and specific requirements in the five categories listed above, each of which were evaluated separately. Proposals failing to meet 80% of the requirements were not considered.
- Vendors record, as evidenced by references, financial and corporate stability.



- Pricing and discount structure

Two vendors did not respond to the RFP. There were responses from 7 vendors, some of which bid on only part of the proposal. The responding vendors were:

- Baker and Taylor
- Brodart
- Library Services Centre,
- S&B
- Tinlids
- United Library Systems
- Whitehots/ Duncan Systems

Based on the ranking using the above criteria, Whitehots is recommended for the four categories.

Whitehots was incorporated in 1987 and has become one of the leading library suppliers in Canada. It has grown steadily over the past 20 years into a full service wholesale company supporting Canadian public libraries. Whitehots has embraced technological advancements and functions as a library resource, an extension of the Library's acquisition department, able to respond to a library's changing requirements and increasing demands.

It was decided not to award the contract for a leasing plan. The current contract with Brodart continues to the end of 2010. Other options will be explored to provide an equivalent service after 2010, if it is required.

This is a non-exclusive contract, and the library has the right to purchase the same or similar products from other sources, during the terms of the contract.