



## **REPORT**

**REPORT TO:** Chair and Members of the Community Affairs Committee

**REPORT FROM:** Mary Land, Manager of Branch Operations

**DATE:** December 10, 2019

**REPORT NO.:** LIB-2020-0001

**RE:** Acton Branch Reading Deck

### **RECOMMENDATION:**

THAT Report No. LIB-2020-0001 dated December 10, 2019, regarding the Acton Branch Reading Deck be received;

AND FURTHER THAT Council approve the Acton Branch Reading Deck request in the amount of \$25,000;

AND FURTHER THAT Council approve the release of \$25,000 from the Library's Capital Reserve Account to fund the escalated construction cost of the Reading Deck.

### **BACKGROUND:**

A reading deck for the Acton Branch Library was included in the original 2009 architectural plans for the building. However, the deck was removed from the final design, owing to unexpected costs in 2010, and planned as a future capital project. To prepare for an eventual reading deck, a door was installed in the curtain wall. Since the opening of the Acton Branch in 2011, the community, spearheaded by the Friends of the Library, has raised approximately \$22,000 of the estimated \$66,000 cost. The reading deck was approved as part of the 2018 Capital Budget.

### **COMMENTS:**

On September 19, 2019, the Town of Halton Hills issued a request for quotation (RFQ) to build the reading deck. Six companies eventually bid on the project when the RFQ closed on October 10. The lowest, and accepted, bid was \$21,000 above the capital budget of \$66,200. The staff is applying for an additional \$25,000 from the Library Reserve to offset the escalated cost of the project and to maintain a 5% contingency.

**RELATIONSHIP TO STRATEGIC PLAN:**

The building of the Acton Reading Deck aligns with Council's Strategic Priority of Sustainability by addressing the Social Sustainability Pillar focused on improved services for seniors, youth and the disabled.

**FINANCIAL IMPACT:**

The Library Board respectfully requests that the funding of \$25,000 for the escalated construction costs come from the Library Capital Reserve Account. If this funding is approved, then the unallocated balance in the Library Capital Reserve Account will be approximately \$67,000 in 2030.

**CONSULTATION:**

The Halton Hills Public Library Board, the Chief Librarian, senior Library staff, and the Town Treasurer were consulted in the development of this report.

**SUSTAINABILITY IMPLICATIONS:**

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life. The relationship between this report and the Strategy is summarized below:

Do the report's recommendations advance the Strategy's implementation? YES

Which pillar(s) of sustainability does this report support?

- Cultural Vibrancy
- Environmental Health
- Social Wellbeing

Halton Hills Public Library branches are vital community hubs. They support programs—1,650 in 2019—for children, teens, and adults. Such events create and enhance community ties and build skills. The Reading Deck will be an outdoor space by Black Creek in Acton and will raise residents' awareness of the Library's many non-traditional, innovative programs and services, and help to sustain a healthy and thriving community.

**In Summary, the Sustainability Implications of this report are as follows:**

Overall, the alignment of this report with the Community Sustainability Strategy is: Good

**COMMUNICATIONS:**

Once approved, the Library Board will be advised, as will Library and Parks and Recreation staff involved in the project, and the company with the successful bid.

**CONCLUSION:**

At staff's recommendation, the Library Board respectfully requests that \$25,000 be released from the Library Capital Reserve Account to cover the escalated construction cost of the Acton Branch Reading Deck.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read "Geoff Cannon", followed by a long horizontal line.

Geoff Cannon, Chief Librarian

A handwritten signature in black ink, appearing to read "Brent Marshall".

Brent Marshall, Chief Administrative Officer