



MANAGEMENT REPORT

Date: March 16, 2018
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VanDocs#: DOC/2018/155085
Meeting Date: March 28, 2018

TO: Library Board
FROM: Dawn Ibey
SUBJECT: Central Library – Lower Level and Workroom Renovations

SUMMARY

This report outlines the pre-move activities required by VPL in order to situate the City of Vancouver Archives on Level 7 of the Central Library.

PURPOSE

This report is for information.

RECOMMENDATIONS

That the Board receive this report for information.

POLICY

There is no applicable Board policy.

STRATEGIC IMPLICATIONS

The pre-move activities to prepare for the Archives relocation to Central Library are critical to the successful realization of VPL 2020's strategic goal 3 "Welcoming Spaces" and initiative 4.4 Archives Relocation. The project will overlap with and impact other Central Library renovation projects, including strategic initiatives 4.4 Central Library Revitalization: L8 and L9, Atrium and North Plaza; 4.5 Functional Plan for Children's Library and 4.6 Functional Planning for Levels 2 and 3.

BACKGROUND

In 2008, City Council approved in principle the library's expansion to Levels 8 and 9. This proposal included the potential relocation of the City of Vancouver Archives to the Central Library. After this approval in principle, the project concept for the expansion of the Library to Levels 8 and 9 became integrated with the relocation of the Archives to the Central Library.

In 2012, the Vancouver Services Review Department at the City of Vancouver contracted with Deloitte to undertake a review of the VPL's Special Collections and the City of Vancouver Archives as they both collect and manage materials related to the history of Vancouver and offer direct public service. Deloitte identified that co-location provided the opportunity to improve access to the Archives' collections, improve service through the creation of consistency in user experience, generate very slight financial savings, and provide strategic alignment between two important heritage departments.

In July 2013, the City Manager and Chief Librarian provided a presentation to City Council that recommended moving the Archives to the Central Library. Council agreed with the recommendation.

The City's Real Estate and Facilities Management group initiated a project to develop the functional plan for areas of the Central Library that would be impacted by the relocation of the Archives. This work was undertaken in 2016/2017.

VPL staff, City of Vancouver Archives staff, and the City's Real Estate and Facilities Management staff provided input into the functional planning process which included Level 7 and the Lower Level.

Key components of the functional plan include:

- Archives workspace located on Level 7;
- Systems Department, excluding server room, will be relocated from Level 7 to Level 6;
- Staff gym and lounge relocated from Level 7 to Lower Level;
- Friends of the Library office and storage relocated from Level 7 to Lower Level; and

Children's Library will expand and include dedicated access to the Peter Kaye room.

In September 2017, the VPL Board authorized a transfer from reserves of up to \$180,000 to fund a Manager for fifteen months to plan and project manage VPL's pre-move activities for the Archives relocation project.

DISCUSSION

Relocating the Systems Department to Level 6 requires that staff work spaces for Central public service departments on Levels 2-6 be assessed and redistributed on Levels 2-5. All new and renovated staff spaces will follow the City's new office space guidelines.

Staff began working on the project in Q3 2017 and will continue through Q4 2018. The densification of the staff workrooms and the changes required to comply with the City's Office Accommodation Guidelines represent a significant change for staff. The assigned Manager, Alyssa Green, conducted change management activities, including consultation and stakeholder interviews, in Q4 2017/Q1 2018 to allow for a smoother transition. Information sharing and staff involvement will continue throughout the project.

In December 2017, PD Group Interior Design Ltd. was awarded a contract by Real Estate and Facilities Management for interior design services for the pre-move activities. The primary deliverable for Q1 is the development of a space plan. Following VPL and City of Vancouver management approval in Q2, the consultant will prepare a permit and tender package for construction and continue the detailed design work. Staff anticipate the project going to tender in Q3 2018.

Work on Levels 8 and 9 is occurring concurrently with this project. Key to the success of both projects is coordinating staff effort to ensure that the project timelines do not negatively intersect. Timing for pre-Archives construction and the physical move will need to be appropriately aligned with the opening of Levels 8 and 9. The timelines for Levels 8 & 9 are being closely monitored and key members of the steering committees for both projects are meeting to discuss any adjustments to the proposed project plan for the pre-Archives work.

FINANCIAL IMPLICATIONS

Due to the cost of the overall project, which involved two major construction projects, the City's Major Projects Steering Committee (City senior staff) decided to fund these projects over two capital plans: expansion of the Library to Levels 8 and 9 in the 2015-2018 capital plan and the relocation of the Archives to the Central Library in the 2019-2023 capital plan.

Work is well underway on the Levels 8 and 9 project with completion expected later this year.

\$750,000 has been reallocated within the 2015-2018 Capital Plan for the Library's pre-Archives moves that are required to vacate Level 7 in advance of the Archives relocation construction.

FINAL REMARKS

The relocation of the City of Vancouver Archives to the Library represents an important opportunity to increase access to the documentary heritage of the City of Vancouver and to provide full documentary heritage services to the local community and communities across BC. Completing the pre-move renovations represents a significant project milestone that will allow for the subsequent Level 7 construction in 2019.