



MANAGEMENT REPORT

Date: September 20, 2017
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Doc #: DOC/2017/297434

Meeting Date: September 27, 2017

TO: Library Board

FROM: Director, Corporate Services & Facilities

SUBJECT: Transfer from Reserves for Project Manager

SUMMARY

This report discusses a request for approval for a transfer from reserves to fund a project manager to oversee the pre-move activities needed to make way for the City of Vancouver Archives move to the Central Library.

PURPOSE

This report is for decision.

RECOMMENDATION

That the Board authorize a transfer from reserves of up to \$180,000 to fund a Manager for fifteen (15) months to plan and project manage VPL's pre-move activities for the Archives relocation project.

COMMITTEE DISCUSSION

Trustee Sherwood asked about the position start date and recruitment. Director Dawn Ibey noted that she hoped to fill the position through internal secondment. The Committee approved to recommend the Board authorize the transfer.

POLICY

The Library Board approves transfers from reserves greater than \$50,000.

CHIEF LIBRARIAN'S COMMENTS

The Chief Librarian concurs with the recommendation.

STRATEGIC IMPLICATIONS

The pre-move activities identified in the project mapping phase of the Archives relocation project are critical to the successful realization of VPL 2020's strategic initiatives *4.4 Archives Relocation* and *4.5 Functional Plan for Children's Library*. 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* and *4.6 Functional Planning for Levels 2 and 3*.

BACKGROUND

Resources Planning Group Inc. (RPG) was hired to work with library staff in the 2012 to develop the Central Master Plan. The Central Master Plan addressed the incorporation of Levels 8 and 9 into the Central Library and developed planning criteria to optimize the functional potential of the Central Library and address changing public expectations and future needs. The Central Master Plan was used to inform the City of Vancouver Archives Accommodation study's exploration into suitable locations for the City of Vancouver Archives, including the Central Library.

Published in 2013, the Archives Accommodation Study identified the Central Library as the preferred location for the City of Vancouver Archives due to the strong synergies between the Archives and Special Collections, as well as the advantages of the highly accessible location. In the fall of 2016, RPG worked with VPL, City Real Estate and Facilities Management (REFM), and CoV Archives to define the space allocation and functional areas for both institutions on Level 7 and the Lower Level of the Central Library.

In the fall of 2016, City of Vancouver's Business Planning and Project Support Department (BPPS) was assigned to support the relocation of the Archives to Level 7 of the Central Library. This is a complex project with many components that need to be aligned through planning and implementation. In the project mapping phase, BPPS identified a series of activities for VPL to complete prior to construction to allow for the Archives move.

DISCUSSION

Relocating the City of Vancouver Archives into the Central Library is a large, multi-phase, multi-year project involving VPL, the Archives, REFM, and several other CoV business units, such as the City Clerks Department and Legal Services. In the project mapping phase, a number of pre-move activities were identified for both organizations. In order to stay on schedule for a 2019 construction phase for Level 7, VPL's pre-move activities must be completed by year end 2018.

VPL's Pre-Move Activities

The VPL pre-move activities are a set of inter-related tasks that must be thoughtfully planned and sequenced in order to prepare Level 7 and the Lower Level for construction. Pre-move activities include:

- Systems Department move from Level 7 to Level 6
- Workspace planning and design for Levels 2 to Levels 6 to allow for the Systems Department to move to Level 6 and the relocation of other departments as required
- Implementation of the City of Vancouver Workspace Accommodation Guidelines
- Temporary and permanent relocation of staff and services
- Temporary and permanent relocation of The Friends of The Vancouver Public Library
- Relocation of the staff lounge and gym from Level 7
- Functional planning for the Lower Level, Level 2, and Level 3
- Architectural concept and design and development for Level 7 and the Lower Level
- Tendering the construction project

This is a large, complex project with many components. A dedicated VPL manager is required to clearly define the scope, oversee the discrete elements, communicate and manage resulting changes, and coordinate the work with staff assigned to the various components of the project from VPL and the City of Vancouver. Adding this work to an existing Manager's portfolio is not feasible given the scope of the project and the potential impact on the project if the timelines are not met.

FINANCIAL IMPLICATIONS

An estimated salary of \$180,000, including fringe benefits, is projected to fund a Manager for fifteen months to plan and project manage VPL's pre-move activities for the Archives relocation project. There are sufficient undesignated reserves to fund this request.

FINAL REMARKS

Moving the City of Vancouver Archives to the Central Library provides an opportunity to maximize operational efficiencies and improve customer service for patrons of both institutions. Coupled with the addition of the Library and Archives Canada service point, being introduced in October 2017, the co-location of the three institutions will result in the assembly of an extraordinary collection of heritage resources.