



“The Library is my number one partner in literacy for my child.”

Background

The Thunder Bay Public Library is one of the most foundational institutions in the fabric of local life. Residents of Thunder Bay choose the Library over all other recreation and cultural activities. We host more than 1.1 million visits per year, have loaned out almost half a million books and educational materials and have put on more than 770 programs in 2022 alone. The 2022 Citizen Satisfaction Survey, conducted by Ipsos, shows that the Library was tied for 1st place with the Fire Service with 94% of citizens expressing that they are very satisfied with Library services.

The Library is where many children get their first books and learn to read and new parents come to learn and play with their young ones. It’s where children struggling at school get free tutoring and are proven to boost their reading by as much as two grade levels with our ‘readers are leaders’ program. It’s where teens can safely hang out, off the streets and away from drugs and negative influences. It’s where families with low incomes come to use public access computers while their kids are at storytime. It’s where many apply for jobs, search for housing and stay connected with loved ones with our loan-able, free internet enabled laptops. (continued on page 2)

In this Briefing Document:

- 4** Building Maintenance and Repair
\$300,000
- 5** Digital Infrastructure Maintenance
\$125,000
- 6** Core Public Service Infrastructure
\$385,000

Total 2023 Capital Budget Request: **\$810,000**

In 2022, your Library...



hosted more than **1.1 million visits**



loaned nearly **half a million** books & educational tools



put on over **770 programs** free to the public



It's where citizens learn about who to vote for during elections and where seniors stay active and engaged. The Library saves citizens tens of millions of dollars per year by providing free, loanable collections and services and publicly accessible space that each person would otherwise have to pay for individually.

Despite this critical role we play over the entire lifetime of community members, the Library has been seriously under-funded and neglected over the past 15 years. For example, the Library built a solid business case and a long term capital plan to properly maintain its infrastructure in 2007. This plan was approved by Council and introduced into the City's long term capital forecasting structure. Over the last 15 years the Library was supposed to receive approximately \$21 million, in addition to its 'regular' budget, to ensure buildings kept up with accessibility needs, energy efficiency updates and to replace aging structures (for example the Brodie Library was built in 1912). To date, the Library has received \$44,000 of the budgeted \$21 million. Every year the Library was to receive its planned, budgeted and allocated amount; those funds were instead diverted by City Administration, as approved by Council, to fund other initiatives.

Our current capital budget is unmoored from the reality of the needs of the Library system. The \$810,000 requested represents a small fraction of the capital needs of the Library system. For example, in 2021, TBT Engineering conducted a technical study of the Library's buildings to determine high need items that were critical to replace and update across the City/Library owned buildings. The engineers determined that approximately \$1.1 million dollars should be spent in 2022 to begin the work of upgrading our physical infrastructure with an additional \$900,000 to be spent in 2023. These items include modernizing the fire alarm and emergency lighting systems, replacing windows which are 40+ years old to ensure energy efficiency, and fixing exterior brick work to ensure structural integrity. The Library received \$300,000 last year for building maintenance and this year we have been budgeted for \$300,000 as well. Thus, the last 2 years alone, have resulted in an infrastructure deficit of \$1.4 million. In larger context, according to the long term capital forecasts integrated into City plan-

ning, the Library was to have received \$3 million this year in additional funding to help close the gap in physical infrastructure spending – which it has not received.

An additional factor to consider in regard to the budget is that the City Administration has recently rescinded their long-standing practice of helping the Library system manage its large physical infrastructure needs through administrative help. Previously, City staff would do things such as build RFPs and manage the tendering and oversight process for building maintenance and repair projects. However, this past year, we were informed the City would no longer be performing these functions for us, placing a larger burden on our lone facilities manager.

The current budget ask of \$810,000 represents a very modest request, considering 15 years of systemic under-funding and millions of dollars in physical infrastructure deficits (\$1.4 million in the past 2 years alone). City Administration is recommending a further 15% cut to our meagre budget. This new budget envelope Administration is recommending is not grounded in any assessment of the building needs nor our capacity to maintain the quality of materials the community depends on. The difference of \$121,500 (between our modest request of \$810,000 and Administration's envelope of \$688,500) represents the cost of maintaining an entire branch (i.e. County Park branch). Thus, should the reduction in the budget

**\$1.4 million
infrastructure deficit
accrued in the past two years alone**

- modernizing the fire alarm and emergency lighting
- replacing 40-year-old windows
- fixing exterior brick work to ensure structural integrity

* According to the long term capital forecasts integrated into City planning, the Library was to have received \$3 million this year in additional funding to help close the gap.

envelope be approved, compounded by the 15 years of systemic under-funding, the Library Board may be forced to close one of our branches and reduce services to the public so that we can maintain safe and accessible buildings at our other branches.

In light of the situation in which we find ourselves today, the Library has begun a holistic facilities review of all of our buildings. Supported by architectural consultants, we are developing a new master plan for our buildings. The initial assessment is wrapping up now. The second stage will be initiated shortly. This stage will consist of the Library Board engaging residents in consultation as to what kind of Library system they desire and getting community feedback on a new proposed master facilities plan. This will be done in conjunction with a new strategic plan so that the Library is aligned on its goals and the infrastructure we need to achieve them.

In the short term, we respectfully request the approval of our modest, and frankly inadequate, capital budget of \$810,000. This will allow us to continue to keep all our branches open and basic safety standards in place. The proposed 15% budget cut by Administration would put us in a dangerously precarious situation where major cutbacks to service or branch closures are possible. In context, the City spent more money this past year on the James Whalen tugboat than it did on the entire capital budget of the Library.



PURPOSE



Everyone has the right to access the resources and services they need to learn, express themselves creatively, and reach their full potential.



MISSION



We are facilitators for the needs of our community. We partner with our community and strive to meet everyone's needs for research, creativity, entertainment and support services.



VISION



The Public Library will be an inclusive, safe and welcoming community hub built around trust, understanding and collaboration to meet the community's needs.



VALUES



We are...

- Inspired by our Community
- Welcoming
- Inclusive
- Helpful
- Sharers of Knowledge



The Library suffers from a massive infrastructure spending gap. In 2007, the Library initiated a long term capital plan to maintain its existing infrastructure, meet safety and accessibility requirements as laid out in law, and improve building efficiency to reduce long term expenditures on utilities. This plan was approved by Council and built into the City's long term capital forecast. Between 2007 and 2020, the Library was to have received approximately \$21 million in additional capital funding to accomplish these basic goals. To date, the Library has received \$44,000 of the \$21 million that was to be allocated for major capital renewal.

In 2021, TBT Engineering was hired to do an assessment of the three Library owned buildings (Waverley, Brodie and Mary J.L. Black) to determine immediate and high priority needs. The engineering assessment identified \$1.2 million worth of high needs work that should be completed in 2022, \$900,000 worth of work that needs to be completed in 2023 and \$820,000 of critical work that should be completed by 2024 (see appendix A for details).

The \$300,000 requested will be allocated for priority items as laid out in our current building maintenance plan and combined with and leveraged against any grant money we can secure to further our maintenance goals.



Some examples of high priority work that has been delayed due to lack of funding include:

- a large section of windows at the Waverley Library, which are over 40 years old, should have been replaced - this would significantly reduce heating costs, at an estimated cost of \$280,600
- replacing the main electrical panel at the Brodie Library, at an estimated cost of \$100,000
- a replacement of the major lighting systems at Mary J.L. Black Library to meet emergency lighting standards and upgrade to LED lighting to save on power costs, at an estimated cost of \$100,000

In addition, outside of the scope of the TBT Engineering 2021 assessment, is the reconstruction of the main entrance ramp at the Waverley Library. This ramp is structurally failing and does not meet modern accessibility standards. For example, by modern accessibility and engineering standards, it is not safe for someone in a wheelchair to access the Waverley Library due to the steepness of the ramp. This is not merely a theoretical exercise, as members of the public have toppled over in their wheelchairs while trying to access the Library last winter. The cost to reconstruct the ramp to meet legally required accessibility standards is estimated to be at least \$400,000.

None of the items listed above have been completed to date due to lack of funding.

Digital Infrastructure Maintenance – Budget Request of \$125,000

**2023
CAPITAL
BUDGET**

This budget accounts for the IT hardware and software that supports our core functions. It includes items such as staff computers, network infrastructure, cloud computing systems, security hardware and technology, as well as items such as public access computers and printers.

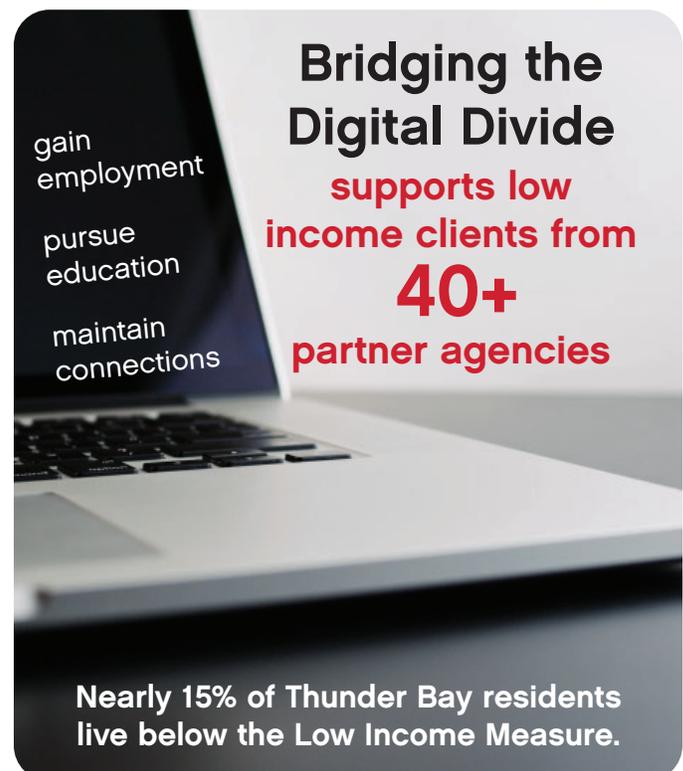
Our digital infrastructure is out of date. For example, we were subject to a ransomware attack last year which shut down Library computer systems for days. The demand for public access computers is extremely high. Nearly 15% of Thunder Bay residents live below the poverty line (low income measure). Many of these people rely on the Library for access to all things digital. Without reliable high speed internet access, one cannot participate in public life whether it be applying for jobs, connecting with social service providers, pursuing educational opportunities or maintaining critical relationships with family and loved ones.

Low income and vulnerable residents depend on the Library to bridge the digital divide. It is why we initiated an extremely successful program whereby we loan digital technology, such as laptops and rocket hub internet devices, to individuals who were initially referred to us by our social service agency partners. These individuals were identified by local service agencies as high need for these tools to help them get back on their feet and re-engage with the workforce. In a time of soaring cost of living, many cannot afford home computers and monthly internet bills. Without these essential tools, it is near impossible to gain employment, pursue education, access housing, or stay connected with loved ones who may live in more remote areas.

This cluster of support services for vulnerable and low income residents depends on the free and publicly accessible digital infrastructure that the Library maintains. Over 40 local agencies partnered with us at the start of this initiative. Some of these 40 local agencies include

the Canadian Mental Health Association, Dilico Anishinabek Family Services, the Lakehead Social Planning Council, North Superior Workforce Planning Board, NorWest Community Health Centres, Roots Community Food Centre, St Joseph's Care Group, the Thunder Bay Multicultural Association, and the Youth Inclusion Program of the City of Thunder Bay.

Another element of our digital infrastructure is our website and digital catalogue. These are core public facing elements that are in need of major upgrades. They are currently being run on outdated technology, are not designed for mobile-first use and do not meet industry service standards for UX/UI functionality. Significant investments in our website and web-based functionality are needed if we are to remain relevant and competitive in a world increasingly dominated by digital technology.



gain employment
pursue education
maintain connections

Bridging the Digital Divide
supports low income clients from
40+
partner agencies

Nearly 15% of Thunder Bay residents live below the Low Income Measure.

This category includes all of the main items that Library users and the public interact with on a regular basis and which suffer from a high degree of wear and tear. This includes the purchase of all of our books, DVDs and multimedia items, research databases, eBooks, magazines and eMagazines, tool rentals and supplies for programming for children, youth, adults and seniors.

This budget line also includes all of our office furniture, public chairs, tables and desks, cleaning supplies and equipment, signage, audio-visual equipment and microfilm readers for research needs. Fees for major consulting projects that have impacts over multiple years (for example our engineering and architectural study of our facilities) are also included in this budget.

Lastly, this category includes Library vehicles which are used to transport equipment, supplies and materials between branches. This facilitates easy pick up for Library users and efficient staff operations, as we avoid needing to purchase duplicate supplies to serve all our branches. Library vehicles also facilitate the ‘home service’ needs

“Thunder Bay has one of the lowest investments in Library materials per capita in Ontario.”

(Source: Canadian Urban Libraries Council)

of patrons who are too elderly or ill to come to a Library branch.

For context, Thunder Bay has one of the lowest investments in Library materials per capita in the province. We are in the bottom 25th percentile, according to research gathered and reported by the Canadian Urban Libraries Council.



Appendix A: 2021 Building Condition Assessments & Costing Schedules

SUMMARY - 3 YEAR EVENTS LIBRARIES PRIORITY: HIGH, MEDIUM, LOW



Year		2022	Priority	2023	Priority	2024	Priority	Notes:
Brodie Resource Library								
B2010 - Exterior Walls(1) - Limestone & Masonry veneers (1955 addition)	Refurbish					\$ 130,000.00	M	
B2010 - Exterior Walls(1) - caulk and repoint masonry joints (1955 addition)	Refurbish			\$ 18,000.00	M			
B2010 - Exterior Walls(2) - Brick & Limestone (1912 Building)	Refurbish					\$ 75,000.00	M	
B2010 - Exterior Walls(2) - Brick & Limestone - caulk and repoint (1912 Building)	Refurbish					\$ 20,000.00	M	
B2020 - Exterior Windows(1)	Replace	\$ 140,454.00	H					
B2030 - Exterior Doors (2) Exit doors at North, East & West elevations	Refurbish	\$ 10,000.00	H					
B3011-A - Membrane Roofing _ Attic insulation	Study	\$ 15,000.00	H					
C3020 - Floor Finishes (2) - Basement Carpeting	Replace			\$ 30,000.00	M			
C3020 - Floor Finishes(3) - Main floor carpeting	Replace			\$ 45,600.00	H			
C3020 - Floor Finishes(4) Carpet Tile	Replace			\$ 31,900.00	M			
C3020 - Floor Finishes(5) Main floor staff work area	Replace			\$ 42,500.00	M			
C3020 - Floor Finishes(6) - Sheet flooring(staff washrooms)	Replace	\$ 3,500.00	H					
C3020 Floor Finishes(9) - Addition Basement	Replace			\$ 38,000.00	M			
D3051 - Terminal Self Contained Units(1) YORK AHU	Replace					\$ 45,000.00	M	End of life is 2030. Cost is estimated.
D3092 - Special Humidity Control	Replace					\$ 10,500.00	M	
D5012-A- Secondary Switchgear(1)	Replace	\$ 100,000.00	M					Obsolete, parts not available. End of Life
D5022 - Lighting Equipment - Main Floor	Replace	\$ 80,000.00	M					
D5022 - Lighting Equipment - Lower Level	Replace			\$ 80,000.00	M			
D5022 - Lighting Equipment - Exterior	Replace					\$ 20,000.00	H	
D5037 - Fire Alarm System (1)	Replace					\$ 25,000.00	H	Panel Upgrades for Life Safety with strobes and horns
D5091 - Exit & Emergency Lighting(1)	Replace	\$ 1,000.00	H					
D5091 - Exit & Emergency Lighting (2)	Replace	\$ 20,000.00	H					
	Total Cost	\$369,954		\$286,000		\$325,500		

**SUMMARY - 3 YEAR EVENTS
LIBRARIES
PRIORITY: HIGH, MEDIUM, LOW**



	Year	2022	Priority	2023	Priority	2024	Priority	Notes:
Waverley Resource Library								
B2010 - Exterior Walls(1) - Caulking, pointing and brick replacement as needed	Refurbish			\$ 156,060.00	M			
B2010 - Exterior Walls(2) - Brick Veneer	Refurbish			\$ 31,212.00	M			
B2010 Exterior Walls(3) Expansion Joints	Replace			\$ 16,000.00	M			
B2020 - Exterior Windows(1) - 1984 Windows	Replace	\$ 280,600.00	M					
B2020 - Exterior Windows(1) - 2000 Windows	Replace			\$ 92,500.00	M			
B3011-A- Roof Membrane(1) - Original Building	Replace					\$ 186,300.00	M	
C1010 - Partitions	Refurbish	\$ 5,500.00	M					
C3010 - Wall Finishes(1) - Paint Finish Ground Floor	Refurbish	\$ 12,900.00	H					
C3010 - Wall Finishes(2) - Paint Finish Main Floor	Refurbish	\$ 19,800.00	H					
C3010 - Wall Finishes(3) - Paint Mezzanine	Refurbish					\$ 6,500.00	H	
C3020 - Floor Finishes(1) - Mezzanine	Replace			\$ 12,000.00	M			
C3020 - Floor Finishes(2) - Ground Floor	Replace	\$ 24,500.00	H					
C3020 - Floor Finishes(3) - Main Floor	Replace	\$ 44,800.00	H					
C3020 - Floor Finishes(4)- Vinyl Floor Tile - Ciculation area & offices	Replace	\$ 3,500.00	H					
C3020 - Floor Finishes(9) - Original Building	Replace			\$ 5,000.00	M			
C3030 - Ceiling Finishes(1) - Original Building	Refurbish	\$ 42,000.00	M					
C3030 - Ceiling Finishes(2) - Painted ceilings	Refurbish	\$ 12,500.00	M					
C3030 - Ceiling Finishes(3) - Acoustic tile	Refurbish					\$ 26,010.00	M	
D1010 - Elevators & Lifts(1)	Study	\$ 15,000.00	M					
D3045 - Exhaust Ventilation System(1)	Replace					\$ 3,000.00	H	
D3045 - Exhaust Ventilation System(2)	Replace					\$ 3,000.00	H	
D3045 - Exhaust Ventilation System (3 - 8)	Replace	\$ 15,000.00	M					This includes 6 separate exhaust fans @ \$500 each for replacement
D3051 - Terminal Self-Contained Units(1) - Mezzanine Admin area PTAC	Replace			\$ 6,000.00	M			
D3051 - Terminal Self-Contained Units(3) - Staff Room	Replace	\$ 6,000.00	H					
D5012-A - Secondary Switchgear	Replace					\$ 125,000.00	H	Obsolete. Needs Replacement
D5022 - Lighting Equipment(1) - Interior Lighting	Replace			\$ 175,000.00	M			
D5022 - Lighting Equipment(2) - Exterior Lighting	Replace					\$ 30,000.00	M	
D5037 - Fire Alarm System(1)	Replace	\$ 55,000.00	H					Code related life safety upgrades needed to meet AODA standards and OBC standards, Horns, stobes
D5091 - Exit & Emergency Light Systems(1)	Replace			\$ 45,000.00	H			Code related life safety upgrades needed to meet AODA standards and OBC standards
Total Cost		\$537,100		\$538,772		\$379,810		

**SUMMARY - 3 YEAR EVENTS
LIBRARIES
PRIORITY: HIGH, MEDIUM, LOW**



Year		2022	Priority	2023	Priority	2024	Priority	Notes:
Mary J.L Black Resource Library								
B10 - Superstructure - Glulam beams (Exterior)	Refurbish	\$ 10,000.00	M					
B10 - Superstructure - Glulam columns (Exterior)	Refurbish	\$ 5,000.00	M					
B10 - Superstructure - Glulam beams (Interior)	Refurbish					\$ 10,000.00	H	
B2010 - Exterior Walls	Repair	\$ 5,000.00	H					
B2020 - Exterior Windows - Reapply caulking around windows where caulking damaged	Repair	\$ 1,000.00	M					
B3011 - A - Membrane Roofing - Repair caulking around flashing joints where seperated	Repair	\$ 1,000.00	H					
C3010 - Wall Finishes(1) - Patch & Paint interior walls	Refurbish			\$ 19,427.00	L			
C3010 - Wall Finishes(2) - Ceraminc Wall tile (Staff washroom, Mens & Ladies Washroom) grout lines	Replace			\$ 23,513.00	L/M			This could be a cleaning cost instead. Steam clean all grout first before thinking about replacing grout
C3010 - Wall Finishes(3) - Wood wall finish - Fireplace wall	Refurbish					\$ 12,485.00	M	
C3020 - Floor Finishes (1) - Vinyl tile flooring	Replace					\$ 14,000.00		
C3020 - Floor Finishes(2) - Carpet Tile	Replace	\$ 31,000.00	M					
C3020 - Floor Finishes (3) - Linoleum Flooring - Childrens Program Room	Replace			\$ 2,500.00	M			
C3020 - Floor Finishes (4) - Vinyl Composite Tile - IT room, Ship&Receiving, Maint, Storage	Replace/refurbish			\$ 5,000.00	M			This is listed as replace in IT for \$2500. I would recommend replace where needed and refinish everything else.
C3030 - Ceiling Finishes(1) - Paint finishes	Refurbish			\$ 10,716.00	L			
C3030 - Ceiling Finishes (2) - Acoustic tile	Replace					\$ 18,519.00	M	
C3030 - Ceiling Finishes(3) - Stained Wood	Refurbish					\$ 59,303.00	M	
E2013 - Window Treatments	Replace			\$ 12,485.00	L			
G2030 - Pedestrian Paving(2) - Exterior walkways	Refurbish	\$ 15,000.00	L					
D5022 - Lighting Equipment(1)	Replace	\$ 100,000.00	M					
D5037 - Fire Alarm System(1) Panel	Replace	\$ 40,000.00	H					Obsolete Panel and is deemed to need replacement immediately
Total Cost		\$208,000		\$73,641		\$114,307		