



Administrative Report

Office of the Chief Librarian/CEO

To: Warden Tom Bain and Members of County Council

From: Robin Greenall
CEO/Chief Librarian, Essex County Library

Date: February 7, 2018

Subject: County Council Library Reserve Funds

Report #: 2018-R001-LIB-0207-RG

Purpose

To provide County Council with information regarding requests from local municipalities to access the County's Library Reserve funds to support planned capital improvement projects to library branches within their communities.

Background

As of December 31, 2016, \$790,000 of the Levy allocation from the Essex County Library Board was returned to the County, relating to the work stoppage/strike experienced in 2016. During the 2017 Budget presentation, County Council was made aware of this surplus allocation and directed County Administration to place these funds in the County's Rate Stabilization Reserve, pending further dialogue with respect to the disposition of use.

At the County Council's July 19, 2017 meeting, County Administration presented the Corporation's 2016 Consolidated Financial Statements, highlighting the \$790,000 surplus, seeking direction with respect to disposition. The following resolution was passed by County Council:

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162-2017

Moved By Mr. Santos

Seconded By Mr. Antaya

That \$790,000 of the 2016 surplus, which was returned to the County by the Essex County Library Board, be held in a Reserve by the County for the purpose of providing grant funding to the lower tier municipalities who apply to use their proportionate share of the \$790,000, towards capital improvements or enhancements to libraries located within their municipality.

During the County Council's meeting on August 9, 2017 meeting, further discussions were held to clarify the process of how the funds would be applied for and released, and confirmation that the funds would be used prospectively from the establishment of the fund (effective July 19, 2017 onward). Accordingly, County Council passed the following additional resolution:

173-2017

Moved By Mr. Bachetti

Seconded By Mr. Santos

That requests from Essex County local municipalities to access their proportionate share of the 2016 Essex County Library (\$790,000) surplus will be received and reviewed by the Essex County Library Board;

And further that the Essex County Library Board shall provide their recommendations for release of the requested grants to Essex County Council for the final approval from the Library Surplus Reserve.

Provided in the table below is the percentage share for each municipality of the 2016 Levy and the proportionate share of the Library 2016 surplus.

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Municipality	Total Levy Payments	% of Levy	Library Surplus
Amherstburg	9,972,090	11.70%	92,396
Essex	8,095,965	9.50%	75,013
Lakeshore	20,103,342	23.58%	186,266
LaSalle	13,316,740	15.62%	123,385
Leamington	10,679,603	12.53%	98,951
Kingsville	10,161,392	11.92%	94,150
Tecumseh	12,934,039	15.17%	119,839
Totals	85,263,171	100.00%	790,000

It should be further highlighted that there were no discussions or resolutions by Council with respect to the requirement for support of expenditures associated with the approval or release of funds.

Discussion

As of December 17, 2017, The Essex County Library Board received correspondence from five local municipalities to review their capital improvement projects for library branches and requests for the Board recommend to County Council that the allocated funding, to support the proposed projects, be released.

The Essex County Library Board has reviewed and supports the requests for funding for the following projects:

Town of Amherstburg

The Town of Amherstburg requests the full \$92,396 of the allocated funding be transferred to support a pending 2018 capital project for remediation of damage to the lower level of branch caused by water seepage; and, associated structural repairs to the Amherstburg Branch, 232 Sandwich Street South, Amherstburg. Estimated cost, pending a RFQ/RFP process, projected to exceed \$93,000.

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Town of Essex

The Town of Essex requests the full \$75,013 of the allocated funding be transferred to support 2018 capital projects that are exclusively for the Essex Branch, 35 Gosfield Townline West, Essex:

- Installation of a new roof, estimated cost \$100,000
- Installation of a new canopy roof at library entrance, estimated cost \$7,000
- Installation of 3 new HVAC units, estimated cost \$23,000.

Town of Kingsville

The Town of Kingsville requests \$40,000 of the allocated funding be transferred to support 2018 capital improvement projects at the following locations:

Kingsville-Highline Branch, 40 Main Street West, Kingsville

- Installation of 3 accessible door operators to improve washroom accessibility. Estimated cost \$6,000.

Ruthven Branch, 1695 Elgin Street, Ruthven

- Replacement of all windows and doors. Estimated costs \$34,000.

Town of Lakeshore

The Town of Lakeshore requests \$32,000 of the allocated funding be transferred to the Town to support 2018 capital projects to improve access and accessibility at the following locations:

Toldo Branch, 447 Renaud Line, Belle River

- Concrete walkway to be installed in front of Toldo Branch to improve access to the external book drop area and reduce tripping hazard and vandalism potential created by the current stone bed. Estimated cost \$27,000.

Stoney Point Branch, 6690 Tecumseh Road, Stoney Point

- Concrete walkway to be replaced to improved accessibility into the facility. Estimated cost \$4,000.

Town of Leamington

The Municipality of Leamington requests the full \$98,951 of allocated funding be transferred to the Municipality to support a 2018 major renovation project to the Leamington Branch, 1 John Street, Leamington. Estimated cost of the renovation is projected to be between \$750,000 and \$1,000,000.

Recommendation

It is the recommendation of the Essex County Library Board that Council:

- Support the transfer of \$92,396 to the Town of Amherstburg for the remediation and repair of the Amherstburg Branch, 232 Sandwich Street South, Amherstburg.
- Support the transfer of \$75,013 to the Town of Essex for the planned roofing, canopy and HVAC unit replacements at the Essex Branch, 35 Gosfield Townline, Essex.
- Support the transfer of \$40,000 to the Town of Kingsville for the accessibility improvements to the Kingsville – Highline Branch, 40 Main Street West, Kingsville; and the installation of windows and doors at the Ruthven Branch, 1695 Elgin Street, Ruthven.
- Support the transfer of \$32,000 to the Town of Lakeshore for the installation of cement walkways at both the Toldo Branch, 447 Renaud Line, Belle River, and the Stoney Point Branch, 6690 Tecumseh Road, Stoney Point.
- Support the transfer of \$98,951 to the Municipality of Leamington for the 2018 renovation project to the Leamington Branch, 1 John Street, Leamington.

Respectfully Submitted,

Robin Greenall

Originally Signed by Robin Greenall
CEO/Chief Librarian

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Concurred With,

Robert Maisonville

Originally Signed by Robert Maisonville
Chief Administrative Officer