

RHPL Board Finance Steering Committee Agenda
Wednesday June 11, 2025 at 4:00pm
Central Branch

Members:

- Jason Cherniak
- Sadra Nasser
- Jennifer Paige
- Bruce Gorman, CEO
- Shawn Dillon, Finance & Administrative Assistant

Staff

- Toulia Myrikis, Executive Assistant

Guests:

- Mona Shahnazari, Board Chair (Ex officio)
- Joshua Dyer, Director Content and Community Engagement
- Robin Fribance, Director Strategy and Service Innovation
- Yunmi Hwang, Director Branch and Customer Experience
- Greg Patterson, Manager Branch Experience
- Jacqueline Galang, Coordinator Branch Experience

Regrets:

1. Election of Committee Chair

Motion: FC25.01 Motion for Finance Steering Committee Chair

2. Agenda Review and Adoption

Motion: FC25.02 That the agenda be adopted.

3. Minutes Approval

Motion: FC25.03 That the draft minutes of September 19, 2024 be approved

4. NEW BUSINESS

4.1 Report #: SRLIB25.12

Richmond Hill Public Library Central 3rd Floor North renovation project

Motion: FC25.04 **That the RHPL Board Finance Committee:**

1. Review and discuss the finances related to the Richmond Hill Public Library Central 3rd Floor North renovation project
2. Recommends that the Board endorses the Richmond Hill Public Library Central 3rd Floor North renovation project

5. Adjournment

Motion: FC25.05 That the Richmond Hill Finance Committee meeting be adjourned

RHPL Board Finance Steering Committee **DRAFT Minutes****Thursday, September 19, 2024 at 4:00pm****Central Branch****Chair:** Sadra Nasseri**Members In Attendance:**

- Sadra Nasseri, Chair
- Stephen Chait
- Robin Fribance, Interim CEO
- Shawn Dillon, Finance Administrative Assistant
- Susan Quinn, Secretary

Guests:

- Jason Cherniak, RHPL Board Member
- Councillor Carol Davidson, RHPL Board Member
- Mona Shahnazari, RHPL Board Member
- Councillor Scott Thompson, RHPL Board Member

Presenters:

- Gigi Li, Director, Financial Services & Treasurer, City of Richmond Hill – remote
- Lisa Chen, Manager, Fiscal Planning and Strategy, City of Richmond Hill
- Haley Leung, Finance Business Partner, City of Richmond Hill

Member Regrets:

- Sugantha Raj (resigned from Board, effective September 15, 2024)
- RHPL Manager, Fund Development (vacant)

Agenda

1. Agenda adoption
2. Minutes of last meeting approval
3. 2024 Q2 Financial Report FCSRLIB24.05 / S. Dillon
4. 2025 Capital and Operating Report FCSRLIB24.06 / R. Fribance
5. New Business
 - RHPL Special Purpose Reserve History presentation / L. Chen
 - Follow-up on 2023 Audited Statements / L. Chen
6. Adjournment

1. Agenda Review and Adoption

Motion: FC24.18

That the agenda be adopted.

Moved by: S. Chait

Carried

2. Minutes Approval

Motion: FC24.19

That the draft minutes of June 20, 2024 be approved.

Moved by: S. Quinn

Carried

Next Steps

Action Item: Add Minutes to October 2024 Board package

Accountable: S. Quinn

Due date: October 2024

3. 2024 Q2 Financial Report FCSRLIB24.05 / S. Dillon

Motion: FC24.20

That the RHPL Board Finance Steering Committee recommends the Board's receipt of the 2024 Second Quarter (Q2) Financial Report for the period ending June 30, 2024 and close the following capital projects:

- P/000621.02 2020 Workstations & Peripherals
- P/000912.01 2022 Master Plan Study Library
- P/001113.01 RHPL IT Infrastructure Replacements
- P/000911.01 2022 Digital Strategy Support
- P/001116.01 RHPL Business Application Evolution 2023
- P/000612.01 Materials Handling Sortation
- P/001121.01 RHPL – ILS Discovery Layer

Moved by: S. Chait

Carried

Next Steps

Action Item: Add Report to October 2024 Board package

Accountable: S. Quinn

Due date: October 2024

4. 2025 Capital and Operating Report FCSRLIB24.06 / R. Fribance

- S. Chait requested revised wording on page 27 regarding Capital vs. Operating Funding
- L. Chen explained to the group that distinguishing between Capital and Operating can be a 'grey area' and that this happens at City departments as well

Motion: FC24.21

That the BFSC recommends the 2025 capital and operating budgets to the Board for approval.

Moved by: S. Dillon

Carried

Next Steps

Action Item: Add Report to October 2024 Board package

Accountable: S. Quinn

Due date: October 2024

5. New Business

- RHPL Special Purpose Reserve History – L. Chen
- City Finance Team Follow-up on 2023 Audited Statements – L. Chen

Motion: FC24.23

That the BFSC receive the above noted for information purposes.

Moved by: S. Quinn

Carried

6. Adjournment

Motion: FC24.24

That the meeting be adjourned at 5:48 pm.

Moved by: S. Chait

Carried

Secretary: S. Quinn

Approved by Chair: S. Nasser

Subject: Richmond Hill Public Library Central 3rd Floor North renovation project

For: Recommendation to the City of Richmond Hill Audit Committee

Meeting Date: June 12, 2025

Report #: SRLIB25.12

To: Richmond Hill Public Library Board

From: Bruce Gorman, CEO

RECOMMENDATION

That the Richmond Hill Public Library Board:

1. Reallocate \$160,000 previously approved for Capital Project 101261 – Central Library 3rd Floor Study Pods, to the City Capital Project 101243 – Interior Renovations, to offset costs of \$346,732 for in-floor power installation and lighting on the north side of the 3rd floor at RHPL Central.
2. Endorse an additional \$186,732 in Library Development Charges to the Capital Project 101243 – Interior Renovations, to fully fund the \$346,732 required for in-floor power installation and lighting on the north side of the 3rd floor at RHPL Central.
3. Endorse \$422,900 in Library Development Charges for a new 2025 Library capital project to support the purchase and installation of FF&E (furniture, fixtures and equipment) on the north side of the 3rd floor at RHPL Central.

RATIONALE

To serve as a truly inclusive community hub in the 21st century, RHPL must reimagine their purpose beyond books, creating environments where diverse activities and interactions can thrive.

Today's public libraries are more integral to their growing communities than ever before. They've evolved into hubs of learning, innovation, togetherness, and social wellbeing. They are the new center of the community.

The community gathering place concept has changed the narrative of modern public libraries. Now is the time to take RHPL to new heights.



RHPL Central, 1993

BACKGROUND

Libraries have always been a place for lifelong learning and a place to explore a love of reading, but they are so much more. They are a place where job seekers can learn new skills and search for employment, where local entrepreneurs can undertake their business and hone their craft. It's a place where people collaborate and come together as a community. It's a place for culture to thrive. It is a place to be with others. It's a place for best of breed programming and services. Indeed, public libraries are part of the journey of life for residents of Richmond Hill.

In this modern era, with the prevalence of social media, where online friends seem to replace real ones, lack of human connection is highlighting more than ever that people need people. Libraries continue to reinvent themselves, now acting as the social hub of the community.

Imagine a vibrant, futureproof, flexible, gathering place in the heart of Richmond Hill. It will be the new destination for collaboration, creativity, socializing, business, co-working, and events of all kinds.

A TED Talk, a business meeting, a place to grab a coffee with friends, an intro class to Persian music, Chinese dance, the latest podcast, indigenous learning, author readings, personal finance insights, navigating health care, mental wellbeing sessions, and the latest technology trends amongst countless other engagements.

The central branch of RHPL has been virtually untouched since its opening over 33 years ago. It is glaring and does not represent a modern library in a modern city. It presents as quite the opposite. An outdated tired space without an environment that is now expected and more so required in this day and age. The lack of in-floor power, the lack of lighting, seating and furniture from a bygone era reinforces this every day. Social and work behavior are now entirely different than they were 33 years ago. Indeed, the current space goes out of its way to dissuade modern social and interpersonal connections.

Envisioned as a signature destination within the library, this modular space will have its own identity, distinctly yet deeply connected to RHPL's mission. It will be a place where RHPL emerges as a vibrant 'third place' in the city that catalyzes community engagement and cultivates a sense of belonging and act as an antidote to the online, impersonal nature of many people's daily lives and more importantly a place to foster new connections.

Designed for adaptability, the space will feature increased capacity and a layout that supports collaboration over static use. Movable furniture, integrated power, and a portable stage will allow for quick reconfiguration to support everything from intimate gatherings to large-scale events—ensuring the space can evolve to meet the changing needs of our community.



The proposed study pods project was intended to provide a few group study spaces on the 3rd floor. It will not compare to the return on investment this new space will provide. The study pods would accommodate few, the new environment will accommodate many.

The project will also leverage the City's \$1.9 M RHPL Central Carpet and Tile project, which will recarpet and retile Central. Collectively these projects together will provide an even greater return and greater value for the community and taxpayers.

Richmond Hill is a modern-growing city in the GTA. With notable population growth, it is important that the library continues to grow to meet population demands. Recently during high school reading week, in just seven days, RHPL welcomed over 19,000 customers across our four libraries, many were turned away due to capacity.

It's clear that today's public libraries are just as vital as they were generations ago, and tomorrow's libraries will be needed even more. As communities continue to evolve and grow, public libraries continue to anticipate and meet their changing needs.

This branded space embodies the future of RHPL. The opportunity to endorse this project today is unique and will impact generations of Richmond Hill residents. It will further act as a legacy in this moment when a vision for our future was set in motion.

Financial Considerations

The Library Services Development Charges (DC) reserve fund currently holds an approximate balance of \$3.8 million. Based on the Development Charges Background Study and the associated growth forecast, DCs for Library Services are projected to accumulate at a rate of approximately \$3 million annually.

While specific facilities and materials have not yet been finalized, these growth-related requirements are projected to cost approximately \$44 million and included in the DC Background Study.

ATTACHMENTS

1. City of Richmond Hill Project: Central Library - 3rd floor North Reading Room Budget
2. RHPL Budget to support the purchase and installation of FF&E (furniture, fixtures and equipment)

CITY OF RICHMOND HILL Project:Central Library - 3rd floor North Reading Room Capital Budget Amount: Account:		
ITEM	Item Description	Budget ESTIMATE
A	CONSTRUCTION HARD COST	
	Electrical coring, raceway, power, communication system , IT , audio	157,420.00
	Millwork around Columns	25,000.00
	Lighting	20,000.00
	Material & Labour escalation	16,193.60
	CONSTRUCTION HARD COST ESTIMATE	218,613.60
	CHANGE ORDER ALLOWANCE	
	Construction Contingency	21,861.36
	Cash & testing Allowance	10,000.00
	SUB TOTAL CCO'S	31,861.36
	*****	*****
	SUB TOTAL CONSTRUCTION HARD COST	250,474.96
	CONTRACTORS HOLDBACK	
	CONTRACTORS HOLDBACK (10%)	0.00
	SUB TOTAL HOLDBACK	0.00
	SUB TOTAL CONST'N HARD COST	250,474.96
	*****	*****

TOWN OF RICHMOND HILL Project:Central Library - 3rd floor North Reading Room Capital Budget Amount: Account:		
ITEM	Item Description	Budget ESTIMATE
B	FEES AND EXPENSES	
	Design & Tender	32,000.00
	Contract Administration	24,200.00
	DSS Report	5,000.00
	SUB TOTAL FEES AND EXPENSES	56,200.00
C	Additional Work by Town	
	SUB TOTAL FEES AND EXPENSES	0.00
D	FURNITURE & EQUIPMENT	
	Furniture	
	SUB TOTAL FURNITURE AND EQUIPMENT	0.00
E	ACCESSORIES	
	Voice / Data allowance	0.00
	SUB TOTAL ACCESSORIES	0.00

TOWN OF RICHMOND HILL Project:Central Library - 3rd floor North Reading Room Capital Budget Amount: Account:		
ITEM	Item Description	Budget ESTIMATE
F	SIGNAGE	
	SIGNAGE AND GRAPHICS (ALLOWANCE)	
	SUBTOTAL SIGNAGE	0.00
G	RELOCATION & Removals	
	ALLOWANCE	10,000.00
	SUB TOTAL RELOCATION	10,000.00
H	MISCELLANEOUS	
	SUB TOTAL MISCELLANEOUS	0.00
I	CONTINGENCY	
	CONTINGENCY ALLOWANCE	30,057.00
	SUB TOTAL CONTINGENCY	30,057.00
	PROJECT COST	346,731.96

Richmond Hill Public Library Central 3rd Floor North
Renovation Project

Attachment 2

June 2025

Budget: Furnitre, Fixtures & Equipment

Item	Cost	
Demolition	\$7,700	
Painting	\$12,900	
Shelving (magazine & newspaper)	\$19,600	
Service Desk & staff chairs	\$23,400	
Study, lounge, side, and computer tables	\$70,500	
Study chairs	\$28,700	
Lounge chairs & sectionals	\$91,400	
Stage, AV, podium, lighting, North window blinds	\$91,500	
Power accessories	\$2,000	
Events room upgrades	\$20,000	
	\$367,700	Subtotal
	\$36,800	Contingency 10%
	\$18,400	Delivery & Installation 5%
	\$422,900	TOTAL