



DATE: November 15, 2023
TO: Chair and Members of the Board
FROM: Cindy Poggiaroni, Director Collections and Program Development
SUBJECT: **HPL Exhibit Build and Operation - Reserve Funding Request (1st Review) - TD/CP**

RECOMMENDATION:

That the Hamilton Public Library Board receive the Reserve Funding Request (1st Review) to support HPL's exhibit build and operations for information and comment.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Draft motions for the December Library Board meeting:

That the Hamilton Public Library Board approve the use of up to \$310,000 from the General Development Reserve #106007 to support the purchase of HPL's exhibit fixtures, technology and displays for long-term use. The funding request also includes the cost to run and maintain exhibits for 2024 and 2025 in the Discovery Centre.

A total of up to \$310,000 will allow Hamilton Public Library to purchase fixtures, equipment, and tools to expand and enhance Library Exhibit space within HPL and to build and operate pop-up exhibits with partner organizations. Creating pop-up exhibits with partner organizations allows HPL to create a stronger library presence beyond the Library's physical buildings and within the community.

The goals to build, expand and enhance our exhibit space are to:

- Enhance accessibility to materials held by Local History and Archives (LHA)
- Build capacity and experiment with exhibition and interpretation models
- Invest in quality capital equipment with the ability to be reused at the Discovery Centre, Central Library, or library branches
- Share engaging and diverse stories of and for our local community
- Engage with partners, community organizations, members and non-members

For the next five years, the main portion of the Discovery Centre building will be leased to the Waterfront Shores Corporation, the firm building the residential and commercial complex on Pier 8. In addition to operating a sales centre in this space, they have offered to sub-lease a section of the building to HPL to serve as an exhibition space. We seek to furnish the proposed 1,200-square-foot space with exhibition displays and interpretive components to present exceptional exhibits.

BACKGROUND:

Tercot Communities has offered to sub-lease a proposed space of approximately 1200-square-feet within the Discovery Centre building to HPL over the next two years. In addition to building their sales centre, they have committed to constructing a dedicated exhibition space which meets our gallery requirements for a nominal fee. This allows us to invest more fully in the exhibition components needed to furnish the space and develop engaging exhibits.

Using this temporary display space for the next two years allows us to provide proof of concept for the proposed exhibition space in HPL's vision for the Discovery Centre. It also allows us to test interpretive models and components, build capacity for exhibition development and establish relationships with partner organizations.

To make the best use of this opportunity and ensure we demonstrate our commitment to animating this space for our community, the investment in exhibition fixtures is needed to ensure:

- Exhibition fixtures, furniture, and features are high-quality and durable to ensure longevity and visual appeal
- Display components are functional for a small team and rotating exhibits at an unstaffed satellite location
- Technology equipment is up to date and fully accessible
- LHA collection items, artifacts, and loaned objects are displayed in secure and environmentally stable cases
- Future capital funding needs will be supported by this initial purchase if expanded to Central Library and branches

Up to \$310,000 is proposed to purchase and support the development and operation of this pop-up exhibit space. This will allow the purchase of moveable walls, display cases, and mounts, as well as interactive interpretive technology including touchscreen displays, audio equipment, projectors, software and network connectivity. The funds also support the development of two exhibits and an operational budget to run and maintain the exhibit space in 2024 and 2025.

The following chart presents a breakdown of costs for year 1 and year 2 of the project.

DESCRIPTION	YEAR 1	YEAR 2	GRAND TOTAL
Capital Investment*	\$234,000.00	N/A	
Exhibits	\$13,100.00	\$22,900.00	
Operations	\$20,000.00	\$20,000.00	
TOTAL =	\$267,100.00	\$42,900.00	\$310,000.00

**Cost includes purchase of equipment, modular walls, fixtures, displays and technology that can be used in HPL and partner exhibit spaces.*

The capital cost to build the exhibit requirements is a cost-effective measure for HPL as opposed to outsourcing the work which is considerably more expensive. Furthermore, the aim is to use these exhibit components for the long-term in different settings resulting in cost savings over the long-term.

The investment in these exhibit components and technology will allow the HPL team to build our internal expertise, skill sets, and capacity in developing and presenting modern exhibitions. The opportunity to create an exhibition in this space will serve a pilot project that will inform our broader work of sharing engaging and diverse stories within our community.

The funding request will be made to the Library Board in December.

ATTACHMENTS:

N/A