



**STAFF REPORT  
ACTION REQUIRED**

15.

**Biblio Bash at the Toronto Reference Library – 2017**

<b>Date:</b>	December 12, 2016
<b>To:</b>	Toronto Public Library Board
<b>From:</b>	City Librarian

**SUMMARY**

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The purpose of this report is to place before the Toronto Public Library Board a request from the Toronto Public Library Foundation (TPLF) to hold Biblio Bash – the reimagined Foundation gala (previously named Book Lover’s Ball) at the Toronto Reference Library (TRL) in 2017.

The Foundation’s request is described in the attached memorandum. It sets out the anticipated advantages for both the Foundation and the Library in hosting the event at TRL and the impact it would have on service to the public.

**RECOMMENDATIONS**

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**The City Librarian recommends that the Toronto Public Library Board:**

1. approves the request from the Toronto Public Library Foundation to host the 2017 Biblio Bash at the Toronto Reference Library on Thursday, April 27, 2017, including closure of the second floor on the day of the event and full closure of the branch as of 3:00 p.m. on April 27, 2017.

**FINANCIAL IMPACT**

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There is no financial impact to the Board arising from this request. Any costs associated with holding the Biblio Bash at TRL would be borne by the Foundation.

Proceeds from Biblio Bash will be used to enhance and expand library services as per the revised fundraising priorities.

The Director, Finance and Treasurer has reviewed this financial impact statement and is in agreement with it.

## **ISSUE BACKGROUND**

For 10 years the Book Lover's Ball was the premier fundraising event of the Foundation. Since the inaugural event in 2006, the Foundation has raised over \$4 million through sponsorship, table/ticket sales and onsite fundraising, all in support of Toronto Public Library.

Following its 10th year, a decision was made to skip a year and pause to consider its future.

While the landscape of fundraising events in Toronto is competitive, TPLF believes there is still an opportunity to differentiate this event from other not-for-profit galas and deliver a meaningful and memorable evening. As such, the TPLF is rebranding this event as Biblio Bash. This also better aligns with the Foundation's recent adoption of new fundraising priorities.

The goal of the gala is to increase net funds in support of Toronto Public Library, to design a beautiful and memorable evening connecting guests to the Library, to leave attendees wanting to know more about the Library, and attract a new audience of philanthropists, city builders and entrepreneurs to connect with this institution that remains as relevant today as it did 100 years ago.

## **COMMENTS**

Holding Biblio Bash at TRL is a unique opportunity for both the Library and the Foundation. It is a chance to showcase TRL and TPL, and to demonstrate in a very visual and experiential way what today's vital and vibrant library is capable of.

### **Service Impacts**

Hosting Biblio Bash at TRL will have unavoidable service impacts on Thursday, April 27, 2017, and the public will be provided with advance notice of any change in hours and access. The Foundation has identified its broadest anticipated needs for space and closures. As more detailed plans are developed, adjustments will be made where possible to further reduce service impacts.

Alternate service adjustments will be made at the neighbouring Yorkville Branch. Yorkville's regular open hours on April 27, 2017 are 9:00 a.m. to 8:30 p.m. Staff will investigate moving laptops for loan to Yorkville to increase the computer capacity at Yorkville. During the full closure of TRL on April 27<sup>th</sup>, additional staff will be deployed to Yorkville in order to manage the increased volume and usage at Yorkville.

### Service Hours

The Foundation has requested that TRL close at 3:00 p. m. on the day of the event in order to complete the set-up for the event itself. Normally, TRL closes at 8:30 p.m. on Thursday evenings. The early closure will reduce public service hours on the day of the Ball by 5½ hours.

### Service Implications

The Foundation has requested that the entire second floor (Humanities and Social Sciences Department) be closed to the public on the day of the event. This is the largest service floor at TRL and is well used by students and genealogists. Study space and computers would be unavailable to the public. Staff would still have access to the floor and would be able to retrieve material from the collections for customers to use on other service floors. Additional security would need to be present to ensure that the public does not access the second floor on the day of the event.

The Foundation has also requested use of the Atrium and for that space to be closed for the full day of the gala for staging and set-up. Although the Atrium will be cordoned off, the remainder of the public service areas on the main floor will remain accessible to the public.

### Staffing Implications

Staff would normally be scheduled to work until 8:30 p.m. on the proposed night of the gala. Within the provisions of the Collective Agreement, and given two weeks' notice, staff schedules could be adjusted to have all staff work a day shift finishing by 5:00 p.m. at the latest. While staff would not be serving the public after 3:00 p.m., there are many activities they could usefully perform after the library closes at 3:00 p.m. Pages and part-time staff normally scheduled to work that evening and not able to work during the day could have their hours rescheduled at an alternate and mutually agreed upon time. Staff would also be able to use vacation for all or part of the period of closure if that was their preference.

### Safety and other Environmental Issues

Most of the AV and production set-up and takedown that would be most disruptive to service would take place during the evening preceding and following the gala when the library is closed. However, there will be significant set-up and preparation required during the day on April 27th in the areas where the gala activities are to be held. Early and partial closures of these public service spaces will contribute to a safer environment for the public and staff as they will not be in areas where set-up is occurring. There will be noise, movement of furniture, and additional use of the elevators along with other possible impacts not yet fully determined throughout the day. Where possible, measures will be taken to reduce/minimize impact on public service and customers.

## **CONCLUSION**

With 10 years of experience hosting this event, TPLF and TPL staff anticipate that the reimagined gala will achieve the outcomes of attracting current and new philanthropists, raising both funds and awareness of the brand, and creating an enchanting and memorable experience for all. TPLF and TPL staff will be working in concert to ensure that there is minimal impact on service beyond what is stated in this report and look forward to a successful gala.

## **CONTACT**

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## **SIGNATURE**

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Vickery Bowles  
City Librarian

## **ATTACHMENTS**

Attachment 1: Memorandum from Jennifer Jones, Toronto Public Library Foundation dated November 17, 2016 requesting approval to hold the Biblio Bash at the Toronto Reference Library in 2017