

Steeles Branch – Closure for Renovation

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| Date: | April 30, 2018 |
| To: | Toronto Public Library Board |
| From: | City Librarian |

SUMMARY

The purpose of this report is to seek Toronto Public Library Board approval to close the Steeles Branch for approximately six months while the branch is renovated and expanded. The alternate service plan is included in this report for information. The award of tender to BDA Inc. (formerly Brown Daniels Associates) was made in March under the delegated authority of the City Librarian.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. approves the closure of the Steeles Branch for approximately six (6) months for expansion and renovation.

FINANCIAL IMPACT

This report has no financial impact.

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

DECISION HISTORY

At the October 23, 2017 Toronto Public Library Board meeting, a report recommending the lease of an additional 444 square feet to expand the Steeles Branch was approved. The expansion will increase the size of the branch from 5,009 square feet to 5,453 square feet. The report also includes a capital project to renovate the new space.
<https://www.torontopubliclibrary.ca/content/about-the-library/pdfs/board/meetings/2017/oct23/10-steeles-branch-lease-amendment-for-additional-space.pdf>

COMMENTS

In March 2018 an award of tender was made to BDA Inc. under the delegated authority of the City Librarian. The award was for the renovation of the Steeles Branch in order to incorporate the additional leased space into the existing branch and to address state of good repair issues. The scope of the renovation requires that the branch be closed for approximately seven months. The Steeles Branch was closed on April 3, 2018. Branch closures that extend beyond four weeks require the approval of the Library Board.

Alternate Service Plan

The following alternate service plan addresses the closure:

- Staff have directed users to pick up holds and use nearby branches, such as Bridlewood, Agincourt, Goldhawk Park and Woodside Square.
- Bridlewood Branch is the default holds pick-up location; all holds were taken to the Bridlewood Branch at the time of the branch closure.
- Staff are continuing to provide outreach services such as Kindergarten Outreach, visits to schools, child care centres, after school programs, parent/child programs and outreach to clients of local community agencies.
- Staff are maintaining contact with community groups and agencies identifying service needs and planning for services to be delivered at the re-opening of the branch.
- During the closure, branch staff continue to participate in key community events.

The community was notified of the closure as follows:

- Prior to the closure, a floor plan showing the enhancements was posted in the branch and staff spoke with customers on an individual basis to provide appropriate referrals for library services during the closure.
- Customers with Steeles Branch as a home location were notified of the temporary branch closure through an email blast or automated telephone calls.
- The local Councillor has been informed and consulted on the closure and alternate service plan.

CONTACT

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SIGNATURE

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