

Report to / Rapport au:

**Ottawa Public Library Board
Conseil d'administration de la bibliothèque publique d'Ottawa**

May 10, 2016 / 10 mai 2016

Submitted by / Soumis par:

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File Number: OPLB-2016-0151

SUBJECT: Stittsville Branch Temporary Closure

OBJET: Fermeture temporaire de la succursale de Stittsville

REPORT RECOMMENDATION

That the Ottawa Public Library Board approve the temporary closure of the Stittsville Branch (June 17 to July 14, 2016) to undertake facility improvements.

RECOMMANDATION DU RAPPORT

Que le Conseil de la Bibliothèque publique d'Ottawa approuve la fermeture temporaire de la succursale de Stittsville (17 juin au 14 juillet, 2016) pour entreprendre à l'amélioration des installations.

BACKGROUND

Board policy 2, Delegation of Authority, Section 25 indicates that temporary branch closures fall under the responsibility of the CEO. Decisions regarding closures, however, are to be made in "keeping with the branch closure policy" by the CEO or delegate. This policy outlines the approval authorities for closures of 10 business days or less, and those of more than 10 business days. Temporary closures of more than 10 days must be approved by the OPL Board.

The purpose of this report is to seek OPL Board approval for the temporary closure of the Stittsville branch due to improvements. The proposed Stittsville closure is from June 17 to July 14, 2016 and is for 23 days.

DISCUSSION

Stittsville Branch was one of ten branches approved in the 2016 capital budget for RFID Construction and Equipment. The retrofit requires a four-week closure to undertake associated renovations related to RFID, as well as recarpeting the entire branch. The existing carpeting is near end of life and the City of Ottawa Infrastructure Services (IS) Department agreed to assist in funding full carpet life cycle replacement as part of this project at this time. This will result in a longer closure period than is typically required for the completion of RFID retrofits.

Given the length of the closure, staff recommended the establishment of a Library Depot in the meeting room of the Stittsville branch. OPL has previously installed Library Depots for branches that have had extended closures due to construction related building improvements. They are well used by branch customers in these circumstances.

During the closure, Library Depot service will be offered out of the Stittsville Branch Meeting Room. The full branch will be closed starting on Friday June 17, 2016. The Depot service will start on Saturday June 18, 2016 and will be open to the public for the identical hours as the branch until the end of the closure. The full branch will reopen to the public on Friday, July 15, 2016.

The Depot at the Stittsville branch will enable customers to drop off materials, pick up holds, and select some materials from small browsing collections. A rear door will be used to access this room with appropriate signage and notifications being put in place to make all customers aware of this service and its entry point.

All Stittsville Branch employees will be redeployed during the closure. Some will be assigned to the Depot, while others will be reassigned to nearby branches

A robust communications plan will be established including print media, social media, posters, and direct email to customers who have identified the Stittsville branch as their home branch. In addition, staff will work through the local community groups and service agencies, as well as the local Councillor, to ensure information is widespread.

CONSULTATION

Ward 6 Councillor Shad Qadri was consulted about this closure.

LEGAL IMPLICATIONS

There are no legal implications associated with this report.

RISK MANAGEMENT IMPLICATIONS

An alternative service will be offered to the community for the duration of this closure, however, the Depot can only be accessed through a rear entrance door. This door entrance and the sidewalk pathway leading to it are not fully accessible. Customers will be notified of this limitation and advised of other available OPL service options. Timelines were selected to coincide with the end of the school year to minimize impact on the public.

FINANCIAL IMPLICATIONS

Funds will come from the 2016 capital budget for RFID construction and City of Ottawa, Infrastructure Services, Renewal of City Assets capital budget funding for the Stittsville RFID retrofit and recarpeting.

ACCESSIBILITY IMPACTS

Access to the temporary Library Depot will be impacted by narrow sidewalks, small wheelchair turn radii, and an entrance door without a door operator. Customers will be informed in advance about these limitations and advised of the nearest alternate locations which are accessible to them during this time period.

TECHNOLOGY IMPLICATIONS

Renovations will include branch conversion to RFID technology along with the installation of new self checkout equipment.

BOARD PRIORITIES

“SPACES for community, collections, and creation” is one of the three 2015 – 2018 OPL Board strategic priorities. These branch improvements are part of the Board’s direction to “Sustain collaborative and flexible physical spaces across the library system.”

DISPOSITION

Once approved, staff will confirm dates with the successful contractor. In addition, staff will initiate communications to the public as per OPL communication timelines and protocols.