

ACTION

Subject: Beaverbrook Branch: Approval of Closure Related to West District Library Construction

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Prepared for: Ottawa Public Library Board

Meeting of: January 14, 2013

Preparation date: January 2, 2013

RECOMMENDATION

That the Beaverbrook Branch be closed commencing on February 19, 2013 for a major renovation and expansion related to the construction of the West District Library.

References

- Location site for West District Library, Doc 3, November 15, 2010
- Award of Contract for Professional Architectural Services for West District Library, Doc 4, October 17, 2011
- Q3 Report on Major Capital Projects, Doc 6.1, November 19, 2012

Background

Beaverbrook Branch was identified and approved as the location for a new West District Library in 2010. The Beaverbrook Branch is attached to the current Mlacak Centre Complex at 2500 Campeau Road in Kanata. The existing library is approximately 10,691 square feet which will be expanded to approximately 24,000 square feet. Construction is scheduled to start in March 2013 for completion in August 2014.

In 2012, Beaverbrook Branch was the second busiest Ottawa Public Library (OPL) location in terms of circulation after the Main Library. Public demand for library services in Kanata North is very high and continues to increase significantly each year.

The purpose of this report is both to recommend Board approval of the closure of the Beaverbrook Branch and to outline plans for continued provision of library services to customers of the current branch.

Alternate Service Arrangements during the Closure

A multi-pronged approach is being developed to provide library services when the Beaverbrook Branch is closed:

1. Alternate Service Location - Beaverbrook Library Depot: OPL has rented space in the Beaverbrook Mall at 2 Beaverbrook Road where it will operate a Library Depot service for the public. The Beaverbrook Library Depot will open on February 21, 2013 for the full duration of the construction closure.

Customer services to be offered are:

- Return of borrowed materials (in the Depot plus through an external book return)
- Pick up of requested items
- Browse and borrow of Express Read Collection and selected high demand materials, including children's materials, daily newspapers and some multilingual items
- Payment of fines and outstanding charges

The Depot will also offer an Express Internet station and wireless Internet service. There will be a small area for reading newspapers and offering a limited range of programs.

The hours of operation for the Beaverbrook Library Depot will be the same as those currently offered at the Beaverbrook Branch: Mondays to Thursdays 10:00 a.m. to 8:30 p.m.; Fridays 1:00 p.m. to 6:00 p.m.; Saturdays 10:00 a.m. to 5:00 p.m.; and Sundays 1:00 p.m. to 5:00 p.m. (Sunday service available September to June).

Staff will use this location as the base of their operation in Kanata North as they continue to deliver outreach programming to the communities they serve.

2. Alternate locations for select Beaverbrook programs: Library staff will maintain and expand community outreach and programming to schools and community groups.

Branch-based programming will be largely offered at the Hazeldean Branch. This will include scheduling back-to-back programs for a variety of children's programs (e.g. baby and toddler times) at Hazeldean. Some family storytimes will be offered at the Depot.

The following Adult programs will also be transferred to Hazeldean Branch:

- French Book Club
- English Book Club
- Russian Social Group
- Chinese Book Chat
- English Second Language Group
- French Second Language Group

3. Collections: Key Beaverbrook collections will be redistributed to support and maintain customer access:

- Stittsville Branch will receive the Kanata Room (local history) and the majority of the Chinese language collections.
- Hazeldean Branch will receive French language materials, parts of the Russian and Chinese collections, and the Arabic collection.

- Selected items will be moved to short term storage and then added to the Emerald Plaza collection when that branch expansion is completed later in 2013.
4. Human Resources: All permanent Beaverbrook Branch employees will be redeployed during the closure. Employees will primarily be assigned to the Depot, Hazeldean or Stittsville branches.

Public Notification

A multi-pronged approach is also being taken to let the public know of the temporary service disruption and where to find alternate library services while Beaverbrook Branch is closed including:

- Public service announcements to local newspapers
- Posted notices in the Branch
- Attendees at any affected programs to be informed directly by staff
- Web site will be updated to reflect closure
- Local community groups and service agencies to be contacted directly
- OPL users with Beaverbrook designated as their home branch to receive email notifications
- Public notification through local Councillors' (wards 4, 6 and 23) public communications

Next Steps

Pending Board approval, the Beaverbrook Branch will be closed to the public effective February 19, 2013. The Request for Proposal for the construction tender will be finalized and posted on MERX later this month. A special Board meeting around March 1, 2013 will be required to approve awarding of the construction contract to facilitate start of construction on March 4, 2013. Timelines are extremely tight on this project in order to have completion and branch re-opening (as West District) in August 2014. An update on the status of the West District Library project will be provided to the Board in February.