toronto public library

**STAFF REPORT**
**ACTION REQUIRED**

**6.**

# Potential Use of TPL Facilities by Toronto School Boards

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| **Date:** | August 21, 2020 |
| **To:** | Toronto Public Library Board |
| **From:** | City Librarian |

## SUMMARY

The purpose of this report is to request Toronto Public Library Board approval for the potential use of select Toronto Public Library (TPL) facilities by the Toronto District School Board (TDSB) and the Toronto Catholic District School Board (TCDSB) for classroom instruction of school children starting in September 2020 as a result of the COVID-19 public health emergency.

TPL's reopening plans have been developed with the health and safety of the public and staff as a top priority, in accordance with evidence based best practices of others in the global library community, other sectors, and in alignment with Provincial and City of Toronto requirements, health & safety guidelines and plans. As of August, 72 of TPL's 100 branches will be open with regular Monday-Saturday hours offering in-branch services with some service restrictions and requirements to ensure health and safety protocols are maintained. As part of the re-opening project, plans are underway to open all 100 branches in the coming months.

TPL's Strategic Plan (2020-2024) *Vital to Toronto – Building Success, Resilience and Well-Being for our City* provides the strategic directions for the next five years. Reimagining TPL's operations and services, being able to adapt and respond to the evolving needs of residents and stakeholders is key to achieving success, resilience and well-being for our city. This is important in both the short and longer term, through the pandemic recovery period and within the context of the major external shifts in the city and beyond. TPL has already demonstrated its ability to respond to unanticipated shifts in the city with its support of food bank distribution.

## RECOMMENDATIONS

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

1. approves select TPL facilities, as shown on Attachment 1, by the TDSB and/or TCDSB for its exclusive use;

2. authorizes the City Librarian, in consultation with the Board Chair, to adjust and add to the list of locations to be used exclusively by the school boards, based on the changing conditions and circumstances with the TDSB, TCDSB, the City and elsewhere; and

3. authorizes the City Librarian to enter into agreements for temporary leases and licenses for the TPL facilities and to seek City of Toronto approvals as required.

## FINANCIAL IMPACT

The City's Corporate Real Estate Management (CREM) staff is preparing license or lease agreements with City Legal on behalf of the City and TPL that will address costs, terms, conditions of use, and liability issues.

Operating and financial impacts are not known at this time.

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

## ISSUE BACKGROUND

TPL's reopening plans have been developed with the health and safety of the public and staff as a top priority, in accordance with evidence based best practices of others in the global library community, other sectors, and in alignment with Provincial and City of Toronto requirements, health & safety guidelines and plans. As of August, 72 of TPL's 100 branches will be open with regular Monday-Saturday open hours offering in-branch services with some service restrictions and requirements in place to ensure health and safety protocols are maintained. As a part of the re-opening project, plans are underway to open all 100 branches in the coming months.

As part of the school boards' reopening plans for the Fall school session, they are looking for classroom space in the community to allow for smaller class sizes and have approached City staff for potential space that may meet their needs. In response, staff from Parks, Forestry & Recreation (PFR), Economic Development & Culture (EDC) and

TPL have completed a facility assessment of assets that meet the school boards' criteria:

- Spaces that are 600-700 square feet and available for instructional purposes from 8am-4pm, Monday to Friday;
- Access to adjacent green space;
- A minimum of one washroom that can be dedicated for students;
- Tables/chairs;
- Cleaning to meet health guidelines.

## COMMENTS

The detailed results of TPL's facility asset assessment are outlined in Attachment 1. Pending Library Board approval, TPL will potentially provide exclusive access to nine library branches keeping them closed to the public. All nine branches are currently not open to the public, although plans are in place to open them over the next few months. There is no confirmed timeframe for the use of TPL's facilities by the TDSB/TCDSB.

In addition, there are nine other spaces within six other branches and the Library's distribution centre that can be made available during the prescribed hours while keeping the branches open to the public. There is potential for freeing up other spaces, but further investigation is required as more time is needed to determine service and logistical implications.

The nine branches that would be potentially used exclusively by the TDSB/TCDSB and not open to the public are as follows. Contact with local councillors is underway.

<u>Alderwood</u>
Located in Etobicoke in a joint-use facility with PFR and adjacent to the TDSB's Sir Adam Beck School, Alderwood branch allows the school to take over the branch space for classroom use within the school setting. When open hours are operational, the branch is open 50.5 hours per week. Nearby branch location options for residents include Long Branch and New Toronto.

<u>Armour Heights</u>
Located in a joint facility with a community centre near Avenue Road and Wilson Avenue, Armour Heights' open hours when operational are 40 hours/week. Nearby branch location options for residents include North York Central and Barbara Frum.

<u>Burrows Hall</u>
Located in a joint facility with a community centre near Markham Road and Sheppard Avenue, Burrows Hall's open hours when operational are 40 hours/week. Nearby

branch location options for residents include Malvern, Scarborough Civic Centre and Woodside Square.

City Hall
Located on the main floor of Toronto City Hall, this branch's open hours when operational are 40 hours/week. Nearby branch location options for residents include Lillian H. Smith and Sanderson.

Humberwood
Located on the south side of Humberwood Boulevard, the closest major intersection is Finch Avenue West and Highway 427. The branch is located inside Humberwood Centre that includes TDSB and TCDSB elementary schools, a community centre and child care. Humberwood branch allows the school to take over the branch space for classroom use within the school setting. When open hours are operational, the branch is open 40 hours per week. Nearby branch location options for residents include Albion and Humber Summit.

Port Union
Located in a joint facility with a community centre, Port Union is near Lawrence Ave. East and Port Union Road. When open hours are operational, this branch is open 50.5 hours/week. Nearby branch location options for residents include Morningside and Highland Creek.

St. Clair/Silverthorn
Located near Keele Street and St. Clair Ave. West, when St. Clair/Silverthorn's open hours are operational, it is open 40 hours/week. Nearby branch location options for residents include Annette and Dufferin/St. Clair.

Swansea
Located near Runnymede Street and Deforest Road, when Swansea's hours are operational, it is open 28 hours/week of regular hours and 24.5 self-service hours. Nearby branch location options for residents include Runnymede and Annette branches.

Yorkville
Located near Bloor and Yonge Streets, Yorkville's open hours when operational, are 62 hours/week. Nearby branch location options for residents include the Toronto Reference Library and Palmerston.

To support the Library Board's governance role and due diligence in compliance with its *Risk Management Policy,* a Risk Impact Assessment (RIA) will be undertaken to support TPL's provision of instructional space to the TDSB and/or TCDSB. Board approval of the potential exclusive use of TPL's facilities is a first step in the process.

The RIA process enables TPL to proactively identify and mitigate risks related to:

- Authority
- Legal responsibility
- Health and safety
- Financial obligations
- Capacity; and
- Impact.

## CONCLUSION

TPL's Strategic Plan (2020-2024) *Vital to Toronto – Building Success, Resilience and Well-Being for our City* provides the strategic directions for the next five years. Reimagining TPL's operations and services, being able to adapt and respond to the evolving needs of residents and stakeholders is key to achieving success, resilience and well-being for our city. This is important in both the short and longer term, through the pandemic recovery period and within the context of the major external shifts in the city and beyond. TPL has already demonstrated its ability to respond to unanticipated shifts in the city with its support of food bank distribution.

Library Board approval is requested to allow the TDSB and/or the TDCSB to potentially use select TPL facilities for its exclusive use.

## CONTACT

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## SIGNATURE

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Vickery Bowles
City Librarian

## ATTACHMENT

Attachment 1: Potential Use of TPL Facilities by Toronto School Boards

# Potential Toronto Public Library Spaces For Use by Toronto School Boards

**Attachment 1**

| Community Centre Location | Toronto Public Library Location | Street Address | Postal Code | Potential Space Available For Use | Comments |
|---|---|---|---|---|---|
| Alderwood Centre | Alderwood Branch | 2 Orianna Dr | M8W 4Y1 | Entire branch would be available and would remain closed to public | Branch would remain closed to public |
| Armour Heights Community Centre | Armour Heights Branch | 2140 Avenue Rd | M5M 4M7 | Entire branch would be available and would remain closed to public | Branch would remain closed to public |
| Burrows Hall Community Centre | Burrows Hall Branch | 1081 Progress Ave | M1B 5Z6 | Entire branch would be available and would remain closed to public | Branch would remain closed to public |
| | City Halll Branch | 100 Queen Street West | M5H 2N3 | Entire branch would be available and would remain closed to public | Branch would remain closed to public |
| | Ellesmere Hub | 1076 Ellesmere Rd | M1P 2X4 | Training Room on 2nd Floor | |
| | Fairview Branch | 35 Fairview Mall Drive | M2J 4S4 | - Meeting Rooms on 4th floor<br>- Theatre | |
| Milliken Park Community Recreation Centre | Goldhawk Park Branch | 4325 McCowan Rd | M1V 4P1 | Community room only | |
| Humberwood Community Centre | Humberwood Branch | 850 Humberwood Blvd | M9W 7A6 | Entire branch would be available and would remain closed to public | Branch would remain closed to public |
| | Mount Pleasant Branch | 599 Mt. Pleasant Road | M4S 2M5 | Program room on lower level | |
| | North York Central Library | 5120 Yonge Street | M2N 5N9 | 6th floor and Concourse levels | |
| | Northern District Branch | 40 Orchard View Boulevard | M4R 1B9 | Select spaces on 2nd floor | |
| | Palmerston Branch | 560 Palmerston Avenue | M6G 2P7 | Theatre | |
| Port Union Community Recreation Centre | Port Union Branch | 5450 Lawrence Ave E | M1C 3B2 | Entire branch would be available and would remain closed to public | Branch would remain closed to public |
| | St. Clair/Silverthorn Branch | 1748 St. Clair Avenue West | M6N 1J3 | Entire branch would be available and would remain closed to public | Branch would remain closed to public |
| Swansea Community Recreation Centre | Swansea Memorial Branch | 15 Waller Ave | M6S 4Z9 | Entire branch would be available and would remain closed to public | Branch would remain closed to public |
| | Yorkville Branch | 22 Yorkville Avenue | M4W 1L4 | Entire branch would be available and would remain closed to public | Branch would remain closed to public |