

Township of Southgate
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Staff Report LIB2020-001

Title of Report: Curbside Pick-up
Department: Library Services
Council Date: June 3, 2020

Recommendation:

Be it resolved that Council receive Staff Report LIB2020-001 for information.

Background:

The Southgate Public Library building has been closed to the public since March 13, 2020 due to the COVID-19 pandemic and was mandated by the Ontario Government to be closed on March 17, 2020. During this time, the library staff have shifted to online services and virtual programming to serve the community in the safest way possible. The Ontario Government announced on May 14, 2020 that public libraries can begin curbside pick-up and delivery services.

Staff Comments:

Following the announcement that public libraries can offer curbside pick-up and deliveries, staff have been working towards this new initiative in our services. Library staff will follow guidelines from the provincial government, Southern Ontario Library Services, Public Health, and the Township of Southgate Restart of Business Committee when developing procedures to ensure the safety of staff and patrons. This initiative will be offered in phases, starting with curbside pick and eventually offering delivery services to individuals in need. Curbside pick-up will begin on Wednesday, June 10, 2020 and we will offer pick-up times from Wednesday to Friday each week. As staff continue to work on the new curbside process, pick-up times and procedures may be modified. See attachments for more details.

Financial Implications:

There are no financial implications to the municipality as a result of this report.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

Concluding Comments:

That Council receive staff report LIB2020-001 as information.

Respectfully Submitted,

Dept. Head: *Original Signed By*
Lacy Russell, Chief Librarian Officer

CAO Approval: *Original Signed By*
Dave Milliner, CAO

Attachments:

Attachment #1: Southgate Public Library Board Curbside Pick-Up Policy
Attachment #2: Curbside Pick-Up Information Sheet