



REGIONAL MUNICIPALITY OF WATERLOO LIBRARY COMMITTEE AGENDA

Tuesday, September 27, 2011
(Immediately following Planning & Works Committee; approx. 3:00 p.m.)
Waterloo County Room
150 Frederick Street, Kitchener, Ontario

1. DECLARATIONS OF PECUNIARY INTEREST UNDER THE *MUNICIPAL CONFLICT OF INTEREST ACT*

2. MOTION TO GO INTO CLOSED SESSION

THAT a closed meeting of the Library Committee be held on Tuesday September 27, 2011 at approximately 3:00 p.m. in the Waterloo County Room in accordance with Section 239(2)(f) of the *Municipal Act*, 2001, for the purposes of considering the following subject matters:

- a) receiving of legal advice and opinion that is subject to solicitor-client privilege related to the terms and conditions of proposed library operations

3. MOTION TO RECONVENE INTO OPEN SESSION

4. INFORMATION/CORRESPONDENCE

- a) [Memo](#): Region of Waterloo Library Trimester Operating Report, June to September 1
- b) [Memo](#): Region of Waterloo Financial Reporting 3
- c) [Minister of State](#) - Transport Canada Re: Bill C-509 5
- d) [Southern Ontario Library Service](#) Re: Additional Grant for 2011 7

5. OTHER BUSINESS

- a) Tours of Region of Waterloo Library Branches by Committee Members
- b) Agreements for Township-owned Library Branches

6. NEXT MEETING – Tuesday, December 6, 2011

7. ADJOURN



MEMORANDUM

To: Chair Todd Cowan and Members of the Library Committee

From: Katherine Seredynska, Manager of Public Services

Subject: **REGION OF WATERLOO LIBRARY TRIMESTER OPERATING REPORT, JUNE TO SEPTEMBER**

File: F05-02

Programs

- Splash! TD Summer Reading Club (SRC) was a great success with 1573 children registered: 705 boys and 868 girls. Children read 33,560 library books, participated in 167 programs with a total attendance of 3055, and won fun reading incentives, many of which were donated by local businesses, sports facilities, and arts and culture organizations.
- One parent commented that their child was reading the same book over and over again; with the encouragement that SRC gave her she is now reading a variety of books and enjoys coming to the library. Another child told staff the club increased her reading stamina! And one staff member noted that 10 old order Mennonite children rode their bikes 4 km each week to attend the programs; they read and enjoyed books that they had never before explored.
- RWL received a \$1569. grant from the TD Friends of the Environment to host five special nature programs, including Birds of Prey, reptile shows and the GRCA.
- Adult summer reading activities to encourage family and community literacy were held in Elmira and Wellesley branches.
- The One Book, One Community 2011 title, Bury Your Dead, continues to be popular with library patrons. To date: 231 circulations. Author Louise Penny will visit Waterloo-Oxford District Secondary School in Baden on Sept. 21, as part of three days of readings across Waterloo Region.
- Library book sales were held across RWL in the summer. Large sales were at New Hamburg and Elmira; there is an upcoming sale in September at Wellesley library. Staff will review the value of these sales with the amount of staff time involved.

Family literacy

- The Family Literacy Coordinator presented 20 programs over the summer for young children and their families.
- The Coordinator, along with a few staff, was trained on Baby Connections, a newly developed early literacy program. Baby and Me, a program for parents/caregivers and babies up to 11 months old, will be piloted at Ayr branch this fall.
- Program Resource Materials, like puppets, alphabet activities and puzzles have been added to the collection for staff to use to have fun with literacy in children's programs.
- Kids' Book Club kits are being developed to encourage children's and tween book clubs.

Buildings

- St. Clements library roof began leaking in the summer and Wellesley Township Council is considering replacement. Plans for an interior renovation have been placed on hold until the roof is replaced.
- A new location for New Dundee branch is under review. Presently the library is in a small leased space.

Communications/E-services/Web site

- Photo opportunities with the mayors were held in each township to promote the new library website
- RWL designed flying discs which were given out as a promotion to children to encourage the use of the library website and children's online resources
- E-solutions had inquiries about the library's Homework Help page from other municipalities who wanted permission to copy our layout, which was granted. E-solutions noted that this was a great compliment on RWL's creativity

Branch hours

- Baden: staff are reviewing the best times to add operating and staff hours to Baden branch to meet public demand and workload, within the budget increase that was approved for 2011.



Region of Waterloo

PLANNING, HOUSING AND COMMUNITY SERVICES

Community Services

Date: September 27, 2011

MEMORANDUM

To: Chair Todd Cowan and Members of Library Committee

From: Lucille Bish, Director Community Services

Subject: **REGION OF WATERLOO FINANCIAL REPORTING**

File: F05-02

This memo responds to a request from Library Committee for in-year financial reporting. Staff proposes to follow the Corporate Financial Reporting cycle and format. Reports would be provided 3 times per year, as follows:

- to April month-end in late May
- to August month-end in late September
- to December month-end in late January.

Total expenditures for staffing, operating, and inter-departmental charges would be reported. In addition, detail or comments would be provided for some individual budget items such as part-time wages, library collections and utilities.

The report for the second reporting period, May through August 2011 is attached. Overall staffing costs to date are less than budget due to gapping, but the part time wage budget is on track. The purchase of library materials (library holdings) rises in the fall as new titles become available.



The Regional Municipality of Waterloo
 Periodic Financial Report
 For Period Ending August 31, 2011

| | Annual Budget | Y-T-D Budget | Y-T-D Actuals | Variance | % Variance |
|--------------------------------------|--------------------|--------------------|--------------------|---------------|---------------|
| REGIONAL LIBRARY | | | | | |
| EXPENDITURES | | | | | |
| Total Staffing Costs | 1,600,525 | 1,067,008 | 1,034,646 | 32,362 | 3.03 |
| Total Operating Costs | 461,846 | 327,775 | 302,732 | 25,043 | 7.64 |
| Total Inter-Departmental / Transfers | 188,094 | 125,400 | 129,295 | (3,895) | (3.11) |
| TOTAL EXPENDITURES | 2,250,465 | 1,520,183 | 1,466,673 | 53,510 | 3.52 |
| REVENUES | | | | | |
| Township Property Tax Levy | (2,098,871) | (1,419,119) | (1,419,119) | | |
| Grants | (112,094) | (74,728) | (94,913) | 20,185 | (27.01) |
| Operating Revenues | (39,500) | (26,336) | (39,478) | 13,142 | (49.90) |
| TOTAL REVENUES | (2,250,465) | (1,520,183) | (1,553,510) | 33,327 | (2.19) |
| NET REGIONAL LIBRARY | | | (86,837) | 86,837 | |

Comments:

Staffing Costs:

- 1) Staffing cost savings are primarily attributable to gapping which is not sustainable in future budget years.
- 2) Library branch PT wages are trending at budgeted amounts through the first 8 months of fiscal 2011.

Operating Costs:

- 1) Library holdings purchased YTD amount to approximately \$126,275. The 2011 budget is approximately \$243,000 which includes growth related holdings.

Minister of State
Transport



Ministre d'État
Transports

Ottawa, Canada K1A 0N5

AUG 17 2011

Mr. Todd Cowan
Chair
Library Committee
Region of Waterloo Library
150 Frederick Street
Kitchener ON N2G 4J3

Dear Mr. Cowan:

Thank you for your correspondence of March 7, 2011, regarding Bill C-509, An Act to Amend the Canada Post Corporation Act. Please accept my apologies for the delay in replying.

As a result of the dissolution of Parliament and the subsequent election, Bill C-509 died on the Order Paper in March.

The government and Canada Post continue to recognize the importance of the Library Book Rate to Canadian libraries and will continue to support the library community by maintaining the current reduced postal rates for mailing printed library materials. The Library Book Rate will remain unchanged through 2011.

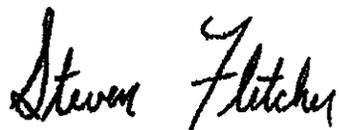
There has been no increase in Library Book Rates since January 2005. The reduced rates remain well below Canada Post's costs to ship library books, and Canada Post receives no government appropriation or compensation of any kind for the reduced Library Book Rate.

Canada

The government and Canada Post are committed to continuing to work with the library community, through the Canadian Library Association and the *Association pour l'avancement des sciences et des techniques de la documentation*, to ensure that the library community's concerns are understood and that its needs are considered in the future.

I trust that the foregoing has helped to assure you of the federal government's commitment to the Library Book Rate.

Sincerely,

A handwritten signature in black ink that reads "Steven Fletcher". The signature is written in a cursive style with a large, stylized 'S' and 'F'.

The Honourable Steven Fletcher, P.C., M.P.

c.c. The Honourable Denis Lebel, P.C., M.P.
Mr. Harold Albrecht, M.P.



**Southern
Ontario
Library
Service**

RECEIVED

JUL 22 2011

July 14, 2011

Region of Waterloo Library
Ms. Lucille Bish
150 Frederick Street 2nd Floor
Kitchener, ON N2G 4J3

On April 14, 2011, the Ministry of Tourism and Culture announced a \$1.9 million investment for recipients of a Public Library Operating Grant (PLOG) in fiscal year 2010/11. In his letter to library boards, Minister Chan states that libraries face "increasing demand for services and meeting the needs of diverse communities, businesses and entrepreneurs among others".

"The McGuinty government recognizes the immeasurable impact that public libraries have on making our communities socially and economically stronger. We value the great work that you do – as important partners in promoting literacy and life-long learning and creating an environment where Ontarians feel welcome and connected. In recognition of your important contributions, the province is providing \$1.9 million to public libraries in support of your efforts to build collections and programs that strengthen community services."

The following table indicates your grant plus any amounts allocated to your library by a contracting municipality:

| Name of Recipient | % Allocated | Grant Allocated to You |
|----------------------------|-------------|------------------------|
| Region of Waterloo Library | 100% | \$7,486 |
| Total | | \$7,486 |

This new grant is in addition to existing library funding and must be used for public library purposes. It may not be used to reduce the municipal contribution.

Eligible Items

The following chart identifies specific eligible/ineligible items. Beyond these specifics, it is up to the individual library to determine how best to build capacity to meet their community needs. In making this assessment, please consider the reporting elements identified below.

Libraries may choose to spend this grant locally or in combination with other libraries on group projects.

Eligible Items

- One-time expenses where you can demonstrate an outcome
- Includes (but not limited to) collections and programs
- E-resources other than databases (e.g., ebooks, ereaders, Wii)
- Small capital items (e.g., shelving, computers)

Ineligible Items

- Ongoing or open-ended costs (e.g., increasing salaries, hiring permanent staff, extending library hours, other year-to-year expenses)
- Licensed databases
- Large capital (i.e., structural changes, vehicles)

Capacity Building Grant



Term of the Grant

Expenses incurred between January 1, 2011 and February 29, 2012 are eligible.

Reporting

A Post Project Report must be submitted by March 31, 2012 in the form to be determined by SOLS. It will include:

1057. A description of how the library used the funding including a list of materials, goods and/or services obtained.
1058. A description of how the funding:
 - Built, or will build, public library capacity
 - Strengthened, or will strengthen, their community public library services
 - Met, or will meet, the public library needs of their community.
1059. How the Province's support was acknowledged.
1060. Attestation that \$ _____ (the total expended including funds from contracting municipalities) were spent in accordance with these terms and conditions.

Other

- All purchases funded by the grant must be made according to the library's purchasing by-law, as required by the Municipal Act. If a library has not passed a by-law, purchases must be made according to SOLS purchasing policies.
- The library may not assign the grant to any other entity, including another library, the municipality, or band council.
- These terms and conditions are binding upon the library's successors and assigns, in the case of re-organization.
- As a recipient of public funds the library is required to maintain a separate accounting record of the receipt and disbursement of the funds received, in a manner consistent with generally accepted accounting principles as set out by the Canadian Institute of Chartered Accountants and its handbook, and in accordance with generally accepted bookkeeping practices. Such records must be available for review by SOLS or its agents upon 24 hours' notice for a period of seven years from the date of completion or termination of the project.
- The grant may be terminated by SOLS if the library 1) breaches the terms and conditions of the grant and does not repair such breach within 30 days; or 2) ceases to operate.
- If the agreement is terminated, SOLS may demand repayment of any funding (including any interest) remaining in the possession or under the control of the recipient.
- The applicant consents to the release of information in any reports submitted under these terms to the Ministry of Tourism and Culture.
- The library agrees to provide other information as reasonably required by SOLS as it prepares reports to the Ministry of Tourism and Culture.
- The library indemnifies and holds harmless SOLS, OLS-N, the Ministry, their officers, employees, affiliates, subsidiaries, and successors from and against all claims arising out of or in any way related to the library's use of this grant.
- The library shall acknowledge the support of the Ministry through SOLS and OLS-North in all reports, advertising, and publicity related to the grant. The library will advise SOLS of any events (e.g., official opening with MPP or media invited) that might be held as a result of the grant.