



Media Release: Friday, June 10, 2016, 4:30 p.m.

Regional Municipality of Waterloo

Library Committee

Agenda

Tuesday, June 14, 2016

Immediately following Community Services Committee

Room 217

150 Frederick Street, Kitchener

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- 1. Declarations of Pecuniary Interest under the “Municipal Conflict of Interest Act”**
 - 2. Reports**
 - 2.1 [PDL-LIB-16-06](#), Region of Waterloo Library Operations Update April to June 2016** 2
 - 2.2 [PDL-LIB-16-07](#), Region of Waterloo Library Financial Reports January to May 2016** 5
 - 2.3 [PDL-LIB-16-08](#), Proposed Spending of the Puddicombe Bequest** 8
 - 3. Information/Correspondence**
 - 4. Other Business**
 - 5. Next Meeting – October 4, 2016**
 - 6. Adjourn**



Report: PDL-LIB-16-06

Region of Waterloo

Planning Development and Legislative Services

Cultural Services

To: Chair Les Armstrong and Members of the Library Committee

Date: June 14, 2016 **File Code:** R09-01

Subject: **Region of Waterloo Library Operations Update April to June 2016**

Recommendation:

For information.

Summary:

Nil.

Report:

Programs and Services

Programs were well attended this winter and spring sessions. From January to April, 664 programs have been offered, and 7044 people attended. These results are similar to 2015.

Collections and Use

A joint project with the Region of Waterloo Museums will allow RWL to lend free passes to visit the Region's museums – Joseph Schneider Haus, Waterloo Region Museum/ Doon Heritage Village, and McDougall Cottage. A limited number of family passes will be available at each library branch, and may be borrowed for up to one week at a time.

The 2016 One Book One Community title was announced in April. A House in the Sky by Amanda Lindhout was chosen. A copy has been provided to each member of Library Committee. The author will visit the Region in September, with a talk planned for the Elmira District Secondary School.

Outreach

RWL Outreach staff has attended several community events, including the Rural Realities Forum, Living Well, and the Wellesley Home Show.

A collaborative partnership with the other Region libraries is underway. We plan to create a Region-wide Every Child a Card campaign, in support of the Region's Strategic Plan Objective 4.1 "Support early learning and child development".

Operations

In May, library staff received an inquiry from the public about increasing evening hours at the St. Clements Branch to better serve seniors. Staff responded to the citizen's request with background about the purpose of the changes made in 2013 - to accommodate morning hours for children and seniors, while maintaining two open evenings per week - and information that three nearby branches are open alternate evenings so that library service is available within the township every evening Tuesday to Thursday. No further comment has been received to date.

Library Technology

At the end of March, the public catalogue was upgraded to a new version, which now offers patrons new features to enhance their online experience. Improvements include the option to reset a forgotten PIN, and the ability to make online requests for new material directly to the Coordinator, Library Collections.

Staff

Two summer students have been hired to help develop and deliver summer reading club programming at all branches. RWL received approval for funding for one summer student position through the Canada Summer Jobs program.

After 19 years of service, Library Clerk Ewa Rewkowska retired at the end of April. Ellen Bleaney was hired as her replacement.

The new position of Supervisor, Technical Services position has been filled by Heather Woodley, formerly acting Manager, Information Services, and Library Collections Coordinator. Filling this position now completes RWL's staffing re-organization.

In addition, the schedules and responsibilities of branch staff have been reviewed and revised to improve consistency, effectiveness and patron service. A review of the effectiveness of these changes will be undertaken at the end of 2016.

Facilities: Library Headquarters Building Feasibility Study

The Library Headquarters building was constructed about 35 years ago. Minor adjustments have been made over the years to accommodate staff and operational changes.

The recent staffing reorganization, combined with the addition of prior new staff positions, means that we have exceeded the initial plan of the building. All available workspace is occupied, and both meeting and common spaces have been retrofitted to hold additional workstations. The Library Headquarters building is 4695 square feet, and now houses 15 workstations, program resource material storage, delivery, and distribution areas.

IBI Group has been engaged by Facilities and Fleet Services to study the feasibility of the space, and provide options for redesign and/or expansion. IBI Group staff has met with Region Facilities and Library staff, and done a preliminary needs review, which included observing work and material flow through the building. Options for better using the available space or adding to it will be explored, along with cost estimates. Staff proposes to prepare a report outlining the options, costs and possible financing for discussion at the next Library Committee meeting.

Corporate Strategic Plan:

The Operations Report demonstrates how the Library achieves Corporate Strategic Objective 5.2: "Provide excellent citizen-centred service".

Financial Implications:

The cost of the Building Feasibility Study is included in the Branch Development budget of the RWL 2016 Capital Budget.

Other Department Consultations/Concurrence:

Facilities and Fleet Services staff are coordinating the Building Feasibility Study.

Attachments:

Nil.

Prepared By: **Kelly Bernstein**, Manager, Library Service

Approved By: **Rob Horne**, Commissioner, Planning, Development and Legislative Services



Report: PDL-LIB-16-07

Region of Waterloo

Planning Development and Legislative Services

Cultural Services

To: Chair Les Armstrong and Members of the Library Committee

Date: June 14, 2016 **File Code:** F05-30

Subject: Region of Waterloo Library Financial Reports January to May 2016

Recommendation:

For information.

Summary:

Nil.

Report:

Attachment 1 provides the Region of Waterloo Library Periodic Financial Report for the first five months of 2016. At present, there is a net favourable variance of almost \$119,334. Revenues from fines are under budget, and may remain so to the end of the year. Other Operating Revenue is significantly over budget due to a \$25,000 bequest from the Puddicombe estate. Staffing costs are significantly under budget, largely due to gapping. The over expenditure in operating is due to the timing of ordering new materials during the year.

Corporate Strategic Plan:

Periodic financial reporting ensures that Regional programs and services are efficient, and demonstrates accountability to the public.

Financial Implications:

It is anticipated that the Region of Waterloo Library budget will have a surplus at yearend due to under-spending this year in salaries.

Other Department Consultations/Concurrence:

This report has been prepared jointly with Finance staff.

Attachments:

Attachment 1 - RWL Periodic Financial Report for Period Ending May 31, 2016

Prepared By: Kelly Bernstein, Manager, Library Services

Approved By: Rob Horne, Commissioner, Planning, Development and Legislative Services

Attachment 1: RWL Periodic Financial Report for Period Ending May 31, 2016

The Regional Municipality of Waterloo
 Periodic Financial Report
 For Period Ending May 31, 2016

	Annual Budget	Y-T-D Budget	Y-T-D Actuals	Variance	% Variance
REGIONAL LIBRARY					
REVENUES					
Township Property Tax Levy	(2,613,777)	(1,089,074)	(1,089,074)		-
Grants	(119,919)	(49,966)	(49,966)	(0)	0.00
Fines and Damages	(27,750)	(11,563)	(7,973)	(3,590)	31.04
Desk Receipts	(4,500)	(1,875)	(1,638)	(237)	12.64
Programs and Events	(1,000)	(417)	(963)	546	(131.12)
Other Operating Revenues	(9,750)	(4,063)	(29,945)	25,883	(637.11)
Transfer from Reserve	(44,500)	(18,542)	(18,542)	0	(0.00)
TOTAL REVENUES	(2,821,196)	(1,175,498)	(1,198,101)	22,603	(1.92)
EXPENDITURES					
Total Staffing Costs	2,136,265	890,110	783,774	106,336	11.95
Total Operating Costs	393,653	164,022	176,353	(12,331)	(7.52)
91 Inter-Departmental Charges	217,408	90,587	90,475	112	0.12
97 Transfers to Reserve	73,870	30,779	28,165	2,614	8.49
Total Inter-Departmental / Transfers	291,278	121,366	118,640	2,726	2.25
TOTAL EXPENDITURES	2,821,196	1,175,498	1,078,767	96,731	8.23
NET REGIONAL LIBRARY		0	(119,334)	119,334	



Report: PDL-LIB-16-08

Region of Waterloo

Planning Development and Legislative Services

Cultural Services

To: Chair Les Armstrong and Members of the Library Committee

Date: June 14, 2016 **File Code:** F05-30

Subject: **Proposed Spending of the Puddicombe Bequest**

Recommendation:

That the Regional Municipality of Waterloo approve the following with regard to the Proposed Spending of the Puddicombe Bequest, as described in PDL-LIB-16-08, dated June 14, 2016:

- a) Increase the 2016 Library Capital program by \$25,000 with no 2016 tax levy impact, as set out in Report PDL-LIB-16-08 dated June 16, 2016; and
- b) Approve the proposed spending of the Puddicombe Bequest

Summary:

The Region of Waterloo Library (RWL) – New Hamburg branch is the recipient of a generous bequest of approximately \$25,000 from the estate of Ms. Hilda Margaret Puddicombe. The donation is to be used to enhance library services at the New Hamburg branch, and there is no deadline for the expenditure of funds.

The family has been sent a letter of appreciation, and asked how the donation could be acknowledged.

Report:

The Region of Waterloo Library was informed of the bequest from the Puddicombe estate in December 2015. The amount is \$25,000. A cheque was received from Ms. Puddicombe's estate in May, 2016.

The bequest specifically states that it is “to be used only for the Library’s branch in New Hamburg, Ontario”.

Library staff propose that the funds be used for branch capital improvements, which may include a laptop/reading bar with power wiring, new furnishings, refurbishment of the circulation desk, and improved display space. Estimated costs are to be determined through Facilities Engineering, and vendor consultation. The project would be planned to match the bequest. It is anticipated that the work would be planned and completed over the 2016-2017 period.

Corporate Strategic Plan:

The Puddicombe Bequest will assist the RWL in support of Focus Area 5: Deliver excellent and responsive services that inspire public trust.

Financial Implications:

The \$25,000 bequest will be used for capital improvements as discussed above. It is recommended that the 2016 Library Capital budget be increased by \$25,000 with no net impact. There are no stipulations with respect to the timing of the use of these funds.

Other Department Consultations/Concurrence:

Nil.

Attachments:

Nil.

Prepared By: **Kelly Bernstein**, Manager, Library Services

Approved By: **Rob Horne**, Commissioner, Planning, Development and Legislative Services