



REGIONAL MUNICIPALITY OF WATERLOO LIBRARY COMMITTEE MINUTES

Tuesday, September 27, 2011
3:10 p.m.
Regional Chair's Boardroom
150 Frederick Street, Kitchener, Ontario

Present were: Chair T. Cowan, L. Armstrong, R. Deutschmann, R. Kelterborn and K. Seiling*

Also present: L. Bish, R. Brookes, K. Elgie, R. Horne, and K. Seredynska

Guests: S. Letkeman and J. Mitchell

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

None declared.

MOTION TO GO INTO CLOSED SESSION

MOVED by R. Deutschmann
SECONDED by L. Armstrong

THAT a closed meeting of the Library Committee be held on Tuesday September 27, 2011 at approximately 3:10 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

CARRIED

MOTION TO RECONVENE INTO OPEN SESSION

MOVED by L. Armstrong
SECONDED by R. Kelterborn

THAT the meeting reconvene into Open Session at 3:40 p.m.

CARRIED

* K. Seiling left the meeting at 3:40 p.m.

INTRODUCTIONS

Lucille Bish, Director, Community Services, introduced Susan Letkeman, who is the recently appointed Assistant Library Supervisor of the St. Jacob's Branch. She is studying for her Masters of Library Sciences. As part of her studies, S. Letkeman is required to attend a library committee meeting.

INFORMATION/CORRESPONDENCE

- a) Memo: Region of Waterloo Library Trimester Operating Report, June to September

L. Bish advised that this is the second formal operating report for 2011; the first was distributed to members during the summer and is [appended to the original minutes](#). She provided a staffing update involving staff at the Library Headquarters where the retirement of one staff member facilitated a minor staffing reorganization. The Collections Development Librarian position, currently part time, will become 1 Full-Time Employee (FTE) and a new Library Technician position will be 1 Part-Time Employee (PTE). These changes have no impact on the approved staff complement (FTEs) or on the budget. There was general agreement from the Committee for this staffing change.

In response to Committee inquiries about the library e-solutions program, Kae Elgie, Manager, Information Services, advised that the program has been very popular and has been implemented by other municipal libraries.

Received for information

- b) Memo: Region of Waterloo Financial Reporting

Received for information

- c) Minister of State - Transport Canada Re: Bill C-509

Received for information

- d) Southern Ontario Library Service Re: Additional Grant for 2011

In response to Committee suggestions for potential allocation of the additional grant, L. Bish advised that some conditions will apply but that staff will report back seeking approval prior to committing to any expenditures.

Received for information

OTHER BUSINESS

- a) Tours of Region of Waterloo Library Branches by Committee Members

As a follow-up to a suggestion previously made by Chair Cowan, L. Bish invited each of the Committee members to participate in tours of the various locations of the library branches. As there was general agreement to participate by all the members, L. Bish will contact the Committee to make the necessary arrangements.

- b) Agreements for Township-owned Library Branches

In response to a previous request made by R. Deutschmann, L. Bish distributed a chart summarizing the facility agreements with each of the Region of Waterloo Library branches; a [copy is appended to the original minutes](#). She stated that the Region has operated without formal agreements since governed by the county system and that most Townships own the respective buildings. She indicated that there is a general informal agreement about which municipal level is responsible for structural matters, repairs and replacement, maintenance, and

insurance. She advised that arrangements are worked out with staff for cost-sharing expenses, such as accessible entrance ways. She stated that Regional Facilities staff assist in reviewing building assessments on a regular basis.

In response to a Committee questions about how a levy is determined, L. Bish stated that the levy is separate from the facility budget.

NEXT MEETING – Tuesday, December 6, 2011

L. Bish advised that the next meeting will focus on annual budget matters. The Committee requested that they receive information about the library base budget in advance of the meeting.

ADJOURN

MOVED by L. Armstrong
SECONDED by R. Kelterborn

THAT the meeting adjourn at 3:55 p.m.

CARRIED

COMMITTEE CHAIR, *T. Cowan*

COMMITTEE CLERK, *S. Natolochny*



Region of Waterloo

PLANNING HOUSING AND COMMUNITY SERVICES

Community Services

Date: June 21, 2011

MEMORANDUM

To: Chair Todd Cowan and Members of the Library Committee

From: Lucille Bish, Director, Community Services

Subject: **LIBRARY OPERATIONS UPDATE, MARCH TO MAY 2011**

File No.: R09-01

Programs

- One Book, One Community 2011 was launched on April 14 at the Waterloo Region Museum. This year's selection is *Bury Your Dead* by Louise Penny. Library circulations to date: 137
- March Break – RWL hosted 10 entertainers, including a musician, a reptile show and a magician. Total attendance was 499.
- Special monthly children's programs were held at Breslau Community Centre.
- A grant from Canada Summer Jobs of \$2155 will help fund a summer student. She will promote reading, and plan and present weekly children's Summer Reading Club programs in library branches throughout the summer.
- Staff learned many great ideas at a Programming for Tweens workshop

Family Literacy

- The family literacy coordinator presented *Come Read With Me* evening family storytimes in Bloomingdale and Ayr branches. They encourage parent participation and provide literacy tips for families to use at home.
- RWL, with Cambridge, Kitchener and Waterloo public libraries and Project Read, is part of *Let's Read*, a region-wide family literacy initiative.
- A survey is being conducted in Ayr library to determine the types of young children's programs needed by families this fall, with changes anticipated due to the introduction of all day junior kindergarten in two schools this fall.

Volunteers

- In 2010, 85 volunteers provided 55 hours per week of time at library branches and HQ.
- They were invited to a Volunteer Appreciation Breakfast at Waterloo Region Museum during Volunteer Week in April.

Buildings

- Plans are underway for an interior renovation at St. Clements branch this fall.
- At Elmira, the staff room and meeting room were painted and new window blinds were installed. Stained glass art was commissioned, and library improvements including a large screen TV and DVD player, local history CDs, and replanted library gardens were realized through donations in memory of Mary Anne Cressman, Library Supervisor from 1968-2009. A reception was held at the library on June 18.

Incidents

- Two minor incidents occurred in library branches during this period. Staff can update the Committee at its next meeting.

Collections

- Just over 5200 new items were received from the library's wholesaler, Library Services Centre, a not-for-profit corporation created and governed by Ontario public libraries. Most were books; approximately 25% were for children and teens. Some 400 were audiovisual items (DVDs, audiobooks).
- Use of physical library materials grew by 6%, compared to the same period last year, mostly due to a busy March. Biggest growth was in borrowing of books for beginning readers and picture books.
- Use of downloadable digital materials continued to grow, a 44% increase in usage compared to the same period last year. Almost half the downloads were e-books.

E-Services/Web site

- Region of Waterloo Library unveiled its new website on Friday May 20, and received a great reception from users.

ServiceOntario/Information Services

- A very successful event "Ten Steps to Starting Your Small Business" was held at the Elmira branch library on Tuesday March 29, in collaboration with Woolwich Economic Development and Tourism, and the Small Business Centre at the City of Waterloo. An ad in the local newspaper proved to be an effective way to reach almost-entrepreneurs.
- A \$10,000 cheque reimbursing RWL for a small portion of its expenses providing Service Ontario/Services to Small Business services was received.

Summary of Facility Agreement for WRL Branches (Approved 1898; Reviewed 2000)

| | Township owns building; WRL sole occupant | Township owns building; WRL shares with other tenants or Private individual or organization owns building |
|-----------------------|---|---|
| Branches | Woolwich - Elmira Woolwich - St. Jacobs Wellesley - St. Clements Wilmot - Baden North Dumfries - Ayr Wilmot - New Hamburg | Woolwich - Bloomingdale (private) Wellesley - Wellesley Wellesley - Linwood Wilmot - New Dundee (private) |
| Structural | <u>Township</u> - changes or improvements to building required: to strengthen or replace deteriorating parts; for health and safety; to improve access; to conform with Township by-laws. - major additions | <u>Owner</u> - changes or improvements to building required: to strengthen or replace deteriorating parts; for health and safety; to improve access; to conform with Township by-laws. - major additions |
| Repairs & Replacement | <u>Township</u> - capital cost of replacing items integral to operation of building, including heating, cooling, plumbing, sewage, electrical systems, roof - major repairs in excess of \$5,000 which are agreed by the Township and RMOW <u>WRL</u> - repairs to above items - interior renovations (excluding capital improvements), furnishings and decoration | <u>Owner</u> - repair and when necessary replace heating, cooling, plumbing, sewage, electrical systems, roof, washroom facilities, windows and doors - general security of building including access, adequate exterior lighting, other general safety measures <u>WRL</u> - interior renovations including painting, moving partitions, electrical rewiring, etc. -interior decoration and furnishings |

| | | |
|-------------------------|--|---|
| Maintenance | <u>Township</u> - summer and winter grounds maintenance including landscaping and repair of walkways or stairways | <u>Owner</u> - summer and winter grounds maintenance including landscaping and repair of walkways or stairways - maintenance of exterior of building including painting - maintenance of building including daily operating costs, utilities and where practical janitorial services |
| Maintenance (continued) | <u>WRL</u> - maintenance of heating, cooling, plumbing, sewage, electrical utilities, roof - maintenance of building including daily operating costs, janitorial services, utilities, telephone - non-capital maintenance to maximum of \$5,000 | <u>WRL</u> - janitorial services where necessary - telephone |
| Insurance | <u>Township</u> - on the building <u>WRL</u> - on contents | <u>Owner</u> - on the building <u>WRL</u> - on contents |