Regional Municipality of Waterloo

Library

Agenda

Tuesday, August 13, 2019

Immediately following Planning and Works Committee

Room 217

150 Frederick Street, Kitchener, Ontario

1. Declarations of Pecuniary Interest under The “Municipal Conflict of Interest Act”

2. Presentations

3. Reports

3.1 PDL-LIB-19-07, Region of Waterloo Library Pop-up Library Recommendations (Information)  

3.2 PDL-LIB-19-08, Region of Waterloo Library Inter Library Loans  

Recommendation:

That Library Committee endorse the trial consortium approach to interlibrary loan service with Woodstock Public Library, County of Brant Public Library and Oxford County Library from September 3 – December 31, 2019, as outlined in Report PDL-LIB-19-08 dated August 13, 2019.

Should you require an alternative format please contact the Regional Clerk at Tel.: 519-575-4400, TTY: 519-575-4605, or regionalclerk@regionofwaterloo.ca
3.3  **PDL-LIB-19-09**, Region of Waterloo Library Taylor Bequest (Information)  

Page 9

3.4  **PDL-LIB-19-10**, Region of Waterloo Library Operations Update: May to August 2019 (Information)  

Page 20


Page 24

4.  Information/Correspondence

5.  Other Business

6.  Next Meeting – November 5, 2019

7.  Adjourn
Region of Waterloo
Planning, Development and Legislative Services
Culture Services

To: Chair Les Armstrong and Members of the Library Committee
Date: August 13, 2019
File Code: R09-01(A)
Subject: Region of Waterloo Library Pop-up Library Recommendations

Recommendation:
For information

Summary:
This update provides clarifying definitions for pop-up library programs and services and details of next steps to trial. These are based on the results of the Region of Waterloo Library Pop-Up Library Evaluation and Next Steps (Report PDL-LIB-19-06), discussion at the April 30th Library Committee meeting, and feedback from community members.

An evaluation of the alternate pop-up forms that have been trialed will be completed by December 31, 2019.

Report:
The Region of Waterloo Libraries piloted Pop-Up Library service in May 2017 to May 2019. One pop-up was delivered in each township using a consistent model of services and times. However, the the March 2019 evaluation (PDL-LIB-19-06) showed that each community had different needs.

It is recommended that pop-up service be adjusted as follows to meet the needs of each community:

- Breslau: Trial additional pop-up library service at the Breslau Community Centre on Wednesday mornings (9:00 a.m. to 12:00 p.m.) beginning in September, 2019. These hours will be in addition to the established Wednesdays 5:00 p.m. to 7:00 p.m. New hours were chosen because they coincide with the space being
used by a seniors’ walking group and an EarlyON drop in program. RWL staff have arranged with Township staff to store limited library materials and equipment which will allow for a larger selection of materials to be available to
- Clyde: Trial adjusting pop-up hours to be adjusted to facilitate a regular coffee and conversation afternoon for seniors who have expressed interest in a gathering time during pop-up hours. Day and time is yet to be determined.
- Hawkesville: Trial adjusting pop-up service to offer a weekly drop-in one hour Maker Club for 6-12 year olds instead of the regular 30 minute Family Storytime for younger children. This will take place during the established pop-up hours (Tuesdays 5:00 p.m. to 7:00 p.m.)
- St. Agatha: pop-up service has been discontinued effective May 31, 2019. However, staff will continue to explore opportunities to deliver responsive programming in this community as they strengthen their pop-up delivery in other locations.

These regular pop-up locations will be supplemented by
- Pop-ups at public events to showcase the library’s collections, allow the community to get library cards, and share information about library services and resources. E.g. Hawkesville’s End-Of-Summer Celebration, St Jacobs Sparkles and New Hamburg Firebirds, Elmira Sugar Kings, Wellesley AppleJacks and Ayr Flames hockey games.
- Pop-bys with library material delivery to seniors’ residences and those who may have trouble travelling to a library branch. E.g. Trial library material delivery and basic service to Sprucelawn Apartments for Seniors in St Jacobs.
- Pop-ins to open branches outside of normal opening hours to accommodate target audiences. E.g. Trial adding pop-up coverage at the Baden Branch on Wednesday mornings to provide additional programming and service.

Corporate Strategic Plan:

This initiative supports the Strategic Objective 5.2: Provide excellent citizen-centered services.

Financial Implications:

Responsibilities are included in existing roles of RWL Supervisor of Programs and Outreach and RWL Pop-Up Library Assistants. The 2019 RWL budget includes funding for the RWL Pop-Up Library Assistants until December 31, 2019. RWL already has pop-up booth equipment to use. Any costs for pop-up booth or event registration fees would be covered by RWL Communications/Outreach funding. No additional funding requirements are anticipated during this trial phase.
Other Department Consultations/Concurrence:

Nil

Attachments

None

Prepared By: Kim Krueger-Kischak, Supervisor, Programs and Outreach

Approved By: Rod Regier, Commissioner, Planning, Development and Legislative Services
Region of Waterloo
Planning, Development and Legislative Services
Culture Services

To: Chair Les Armstrong and Members of the Library Committee

Date: August 13, 2019

File Code: R09-01(A)

Subject: Region of Waterloo Library Inter Library Loans

Recommendation:

That Library Committee endorse the trial consortium approach to interlibrary loan service with Woodstock Public Library, County of Brant Public Library and Oxford County Library from September 3 – December 31, 2019, as outlined in Report PDL-LIB-19-08 dated August 13, 2019.

Summary:

This report provides an update on how the Region of Waterloo Library (RWL) plans to offer interlibrary loan service for rural patrons, on a trial basis, following provincial funding cuts to the Southern Ontario Library Service in April 2019.

Report:

In April 2019, the Ontario government announced a 50 per cent funding cut to the Southern Ontario Library Service (SOLS), the organization which coordinates consulting services, training, and resource sharing for public libraries in Southern Ontario. In response to this reduction in funding, SOLS cancelled the courier service that transported materials between library systems known as Interlibrary Loans (ILL). RWL has not participated in ILL since its suspension in April 2019.

Interlibrary loan accounts for approximately 1 per cent of RWL total annual circulation. In 2018, 187 patrons used the service, which accounts for approximately 1 per cent of active library members.
On June 1, 2019, SOLS made VDX, the software that libraries use to manage interlibrary loan requests, available again for libraries to use. However, all ILL items must now be shipped at the direct expense of the lending library. Per the Public Libraries Act, RWL cannot pass on any fees for ILL service to patrons.

Library staff have reviewed different options for delivering an ILL service to meet the needs of the community within the set 2019 budget.

RWL explored opportunities to collaborate with the city libraries in Waterloo Region. However, city libraries have significantly fewer requests from patrons to borrow from other systems and a shared courier would not be mutually advantageous. Staff continue to encourage patrons to take advantage of reciprocal borrowing agreements with other neighbouring library systems and visit those locations to borrow items. Free community cards are also available from the local universities and college.

RWL was invited to enter into an ILL consortium with Woodstock Public Library, County of Brant Public Library and Oxford County Library. It is proposed that these systems will share books using a third party courier. This will allow the libraries to exchange items in bulk, rather than paying the shipping for individual items through Canada Post.

RWL plans to re-open ILL service through this consortium arrangement on a trial basis, September 3 – December 31, 2019, with the following limitations:

- Certain collections will continue to be restricted from ILL
- RWL will only loan as many items as it borrows to avoid being a net lender.
- Patrons can request to borrow a limited number of items at one time
- Book club sets may be requested from a library on the courier route. Book club sets will not be borrowed or lent via Canada Post, due to the high cost of mailing large, heavy items.

This new approach will be reviewed at the end of the trial to determine the impact of modified ILL service, the cost of the initiative and the amount of staff time spent on the administration of ILLs.

In 2018, Woodstock and Oxford County Library systems accounted for 15 per cent of items borrowed by RWL patrons and 8% of items loaned from RWL to other library systems. As RWL’s top borrowing/lending locations, we are confident that collaborating with these library systems via courier will be both economical and good for public service.

The provincial government has announced that a total of $340,000.00 will be available to partially reimburse Ontario public libraries for ILL shipping/courier costs; however, the exact amount of reimbursement available per public library remains unknown, and will not be paid to libraries until January 2020.
R WL will continue to request from, and lend to, public libraries across Canada. This practice has not been affected by SOLS changes.

**Corporate Strategic Plan:**

This revised approach to interlibrary loan supports the Corporate Strategic Objective 5.4: “Ensure Regional programs and services are efficient, effective and provide value for money”

**Financial Implications:**

Nil

**Other Department Consultations/Concurrence:**

Nil

**Attachments:**

Nil

**Prepared By:** Heather Woodley, Supervisor, Technical Services

**Approved By:** Rod Regier, Commissioner, Planning, Development and Legislative Services
Region of Waterloo
Planning, Development and Legislative Service
Culture Services

To: Chair Les Armstrong and Members of the Library Committee

Date: August 13, 2019  File Code: C06-20(A)

Subject: Region of Waterloo Library Taylor Bequest

Recommendation:
For information

Summary:
This report provides detailed information on the bequest received and initiatives funded from the Estate of Thomas Taylor for the Region of Waterloo Library – Ayr Branch. This report includes the Region of Waterloo Library response to the Township of North Dumfries Resolution – Taylor Fund – Library Bequeath (Attachment 1).

Report:
In April 2013 Region of Waterloo Library was informed that Region of Waterloo Library – Ayr Branch was a beneficiary of the Estate of Thomas Taylor (Attachment 2 Will for the Estate of Thomas James Winton Taylor). The direction provided for the bequeathed funds was that they were to be used for the purchase and preservation of books and other material available to the general public.

In 2013, The Region of Waterloo set up the Taylor Bequest Library Reserve. The reserve received a total of $312,529, from the Estate as detailed below:

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Amount Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 1, 2013</td>
<td>$250,000.00</td>
</tr>
<tr>
<td>Mar 27, 2014</td>
<td>50,000.00</td>
</tr>
<tr>
<td>Jan 27, 2015</td>
<td>12,529.29</td>
</tr>
<tr>
<td>Total</td>
<td>$312,529.29</td>
</tr>
</tbody>
</table>
The bequest was covered in local media and community members offered suggestions for the use of the funds. Ayr Branch staff and library management assembled a list of potential uses for the funds. The projects were identified by Library staff as recognized needs at the Ayr Branch based on feedback from the community.

In November 2013 the Region of Waterloo Library contacted Alex Taylor, Thomas Taylor’s brother, to gather background information on Thomas Taylor and communicate the proposed spending of the Taylor Bequest funds. The response from Alex Taylor stated, “I believe it would be Tom’s request to have your greatest need as a use for his donation. Use it at your discretion.” (Attachment 3 Email from Alex Taylor (brother).

On April 1, 2014 Library Committee discussed the proposed projects for the use of the Taylor Bequest (Report P-LIB-14-003). The report clearly outlined the wording from the will. The proposed projects outlined in the report were:

1. Digitization of the Local History Collection
2. Quiet Study and Research Areas
3. Sound Baffles
4. Electronic Outdoor Sign
5. Community Engagement Initiatives
   a. Author/artist in residence
   b. Author series for children and youth
   c. Entertainment series
   d. Speaker series

The minutes of the meeting reflect that the Committee expressed their support of the recommended plans and moved that the Regional Municipality of Waterloo endorse the initiatives and recommended allocations for the Taylor bequest, as outlined in report.

Following the Library Committee endorsement, the following projects have been funded from the reserve. The project spending details can be found in Attachment 4.

1. Local History Digitization Project - $95,738
2. Construction of quiet rooms - $49,799
3. Acoustic Tile installation - $29,947
4. New Ayr Library sign and bike rack - $45,765
5. Arts In Residence Program - $14,883
6. Collection Purchases - $3,089

The reserve has received $32,171 in interest revenue as detailed below:

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$4,506.25</td>
<td>7,818.97</td>
<td>7,667.57</td>
<td>5,770.89</td>
<td>3,998.64</td>
<td>2,409.08</td>
<td>$32,171.40</td>
</tr>
</tbody>
</table>
The balance in the reserve as of December 31, 2018 is $105,479.32. The continuity schedule can be found in Attachment 5.

Corporate Strategic Plan:

This report meets the 2015-2018 Corporate Strategic Plan objective to ensure Regional programs and services are efficient, and demonstrate accountability to the public under Focus Area 5, Responsive and Engaging Government Services.

Financial Implications:

The 2019 operating budget for the Ayr Library branch includes expenditures of $8,000 to increase the collection at that branch funded by the bequest. At this time, Library staff have made no plans to spend these funds in 2019 pending the outcome of the inquiry.

Other Department Consultations/Concurrence:

Finance staff were consulted in the preparation of this report.

Attachments

Attachment 1: Township of North Dumfries Resolution
Attachment 2: Will for the Estate of Thomas James Winton Taylor
Attachment 3: Email From Alex Taylor (brother), November 29, 2013
Attachment 4: Project Spending Details
Attachment 5: Continuity Schedule

Prepared By: Helen Chimirri-Russell, Director, Cultural Services

Approved By: Rod Regier, Commissioner, Planning, Development and Legislative Services
Attachment 1: Township of North Dumfries Resolution

Township of North Dumfries
2956 Greenfield Road, P.O. Box 1060
Ayr, Ontario N0B 1E0

July 8, 2019

Sent via Email to:
Library Committee, Region of Waterloo
Craig Dyer, CDyer@regionofwaterloo.ca
Kris Fletcher, kfletcher@regionofwaterloo.ca
Lori McDonald, LMcDonald@regionofwaterloo.ca

RE: Resolution Taylor Fund – Library Bequeath

This letter is to inform you that the Council of the Township of North Dumfries adopted the following resolution at the Regular Council Meeting on June 24, 2019:

“THAT Report FIN No. 18-2019, be received;

AND THAT the Region of Waterloo Library Committee be requested for detailed information on the Taylor Fund – Library Bequeath;

AND THAT the Township requests details on the Thomas Taylor Fund to include:
   a. Details of the Bequeath including the will and testament from the Thomas Taylor Estate including:
      i. The total amount originally bequeathed from the Estate;
      ii. What direction was given on how funds are to be spent from the fund;
   b. Details on what has been spent since the inception of the Thomas Taylor Fund including:
      i. Items or services purchased
      ii. Costs of the items or services
      iii. The dates of the purchases
   c. Who was consulted from the Taylor Family and on what date, with regard to the expenditures from the fund.”

Please include a copy of this correspondence on your next Library Committee meeting agenda and please copy Mayor Foxton in the notice.

Telephone: 519-632-8800
Fax: 519-632-8700
Website: www.northdumfries.ca

Should you have any questions, please contact the undersigned.

Sincerely,

Ashley Sage
Clerk
Township of North Dumfries
asage@northdumfries.ca
Attachment 2: Excerpt from Will for the Estate of Thomas James Winton Taylor

April 17, 2013

Region of Waterloo Library – Ayr Branch
137 Stanley Street
Ayr, Ontario
NOB 1E0

Attention: Michelle Hopkins

Dear Ms. Hopkins:

Re: Estate of Thomas James Winton Taylor (the “Estate”)
Our File No.: 130091

Please be advised we have been retained by The Canada Trust Company, the Executor of the Estate, to obtain a Certificate of Appointment of Estate Trustee with a will for the Estate of Thomas James Winton Taylor.

Enclosed is a copy of the Notice of an Application for a Certificate of Appointment of Estate Trustee with a Will served upon you pursuant to the Rules of Civil Procedure.

Also enclosed is a copy of the Will and Codicil, for your information. You will note that pursuant to the Will all monies received by the Region of Waterloo Library – Ayr Branch from the Estate shall be used in the purchase and preservation of books and other material available to the general public.

If you have any questions or require further information with respect to the administration of the Estate, please contact:

Suzanna Walter, Senior Trust Officer
The Canada Trust Company
381 King Street West, 3rd Floor
Kitchener, Ontario N2G 1B8
Direct Phone: 519-885-8409
Email: suzanna.walter@td.com

Yours truly,
Giffen LLP

David S. Whitfield
DSW/ms

Kitchener Office: Mailing: P.O. Box 2396, Kitchener, Ontario, N2H 6M3
50 Queen Street North, Suite 500, Kitchener Tel: 519-578-4150 Fax: 519-578-8740
Toronto Office: 33 Bay Street, Suite 820, Toronto, Ontario, M5H 2S8 Tel: 416-628-5769 Fax: 416-628-5692
Website: www.GiffenLawyers.com Email: info@GiffenLawyers.com
THIS IS THE LAST WILL of me, THOMAS JAMES WINTON TAYLOR, of the City of Toronto in the Municipality of Metropolitan Toronto.

1. I hereby revoke all former wills and codicils that I may ever have made.

2. I nominate, constitute and appoint The Canada Trust Company to be the Estate Trustees of this my will, and the expression "my Trustees" hereinafter used shall mean the Estate Trustee appointed by this paragraph of this my will. I direct that The Canada Trust Company shall be entitled to receive and to be paid out of my estate, as compensation for acting as my Trustees, the fees, reimbursement and other compensation provided for in the Compensation Agreement between The Canada Trust Company and me dated February 19, 2008, annexed to this my will and signed by me prior to the execution of this my will, which Compensation Agreement is hereby incorporated by reference into this my will.

1. One share to Mills Memorial Library, McMaster University, Hamilton Ontario to be used for educational purposes, including but not limited to the purchase of books and other forms of text;
2. One share to the Toronto Public Library to be used for the purchase and preservation of books and other material available to the general public;
3. One share to the Cambridge Public Library to be used for the purchase and preservation of books and other material available to the general public;
4. One share to the Ayr branch of the Region of Waterloo Library, to be used in the purchase and preservation of books and other material available to the general public;
5. One share to the Cambridge and North Dumfries Community Foundation;
6. One share to the Korean Saints Church, (on Cummer near Bayview) North York Ontario;
7. One share to Trinity Anglican Church, Cambridge Ontario;
8. One share to First United Church, Cambridge Ontario;
9. One share to The Royal Conservatory of Music, Toronto, Ontario to be used in the delivery of music studies;
10. One share to the Alzheimer’s Society of Canada;
11. One share to the Grand River Conservation Foundation.
Attachment 3: Email From Alex Taylor (brother), November 29, 2013

Katherine Sereyńska

From: Katherine Sereyńska
Sent: Friday, November 29, 2013 9:59 AM
To: Katherine Sereyńska
Subject: Estate of Tom Taylor

To: Katherine Sereyńska...library

Tom Taylor was my brother...his executor Suzanna Walter sent me your request for information. The same request came from Cambridge Library. I am forwarding you my response to their request.

I believe it would be Tom's request to have your greatest need as a use for his donation. Use it at your discretion.

If you wish additional information, do not hesitate to contact me.

---Original Message---
To: Cambridge Library
Subject: Tom Taylor
Sent: Nov 22, 2013 11:08 AM

Ellen:
You requested some information concerning Tom Taylor & the donation he made to the Cambridge Library:

- grew up on a farm just south of Cambridge (Galt) on the Brantford Highway

- son of Andrew W & Verna B Taylor; the eldest of 3 brothers.
  Andrew was a noted local historian and is in both Cambridge & Waterloo Region Halls of fame. Our family has been
  involved in this area since the early 1800's. An ancestor, Thomas Taylor was contracted by Absalom Shade to build one of
  the first mills in Shade's Mills, now Cambridge.

- grade school at Riverside School on West River Rd in North Dumfries Twp

- high school at Glenview Park

- graduated McMaster University

- Master's degree from University of Toronto

- accomplished musician & linguist

- lived in Germany for many years and traveled often back to Europe and Russia on returning to live in Canada

- as a child spent many hours in the old Galt Library on Water St. Books and reading were a life long passion.

- although he lived in Toronto, Cambridge (Galt) was very special to Tom and he returned often to visit with friends and
  family. This was always home to him.
I hope this of help to you; if you require any clarification, please do not hesitate to contact me. You may use this information as you see fit.

Alex Taylor...(brother of Tom)

Sent wirelessly from my BlackBerry device on the Bell network.
Envoyé sans fil par mon terminal mobile BlackBerry sur le réseau de Bell.
### Construction of Quiet Rooms

<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May-2015</td>
<td>4,309.54</td>
<td>30 Chairs for quiet rooms</td>
</tr>
<tr>
<td>Jun-2015</td>
<td>548.49</td>
<td>2 Dollys for Chairs</td>
</tr>
<tr>
<td>Jul-2015</td>
<td>458.73</td>
<td>Move items for construction</td>
</tr>
<tr>
<td>Oct-2015</td>
<td>37,679.28</td>
<td>Supply and installation of walls to create 3 quiet rooms</td>
</tr>
<tr>
<td>Dec-2015</td>
<td>3,118.90</td>
<td>Quiet room furniture</td>
</tr>
<tr>
<td>Mar-2016</td>
<td>3,684.22</td>
<td>Electrical work</td>
</tr>
<tr>
<td></td>
<td><strong>49,799.16</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Local History Digitization Project

<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug-2015</td>
<td>16,000.00</td>
<td>Digitization of documents</td>
</tr>
<tr>
<td>Dec-2015</td>
<td>1,970.23</td>
<td>Imaging software</td>
</tr>
<tr>
<td>Jun-2016</td>
<td>9,474.53</td>
<td>Digitization of documents</td>
</tr>
<tr>
<td>Jul-2016</td>
<td>4,914.56</td>
<td>Imaging software</td>
</tr>
<tr>
<td>Jul-2016</td>
<td>3,403.38</td>
<td>Digitization of documents</td>
</tr>
<tr>
<td>Aug-2016</td>
<td>3,856.95</td>
<td>Digitization of documents</td>
</tr>
<tr>
<td>Sep-2016</td>
<td>4,776.50</td>
<td>Imaging software</td>
</tr>
<tr>
<td>Sep-2016</td>
<td>4,275.05</td>
<td>Digitization of documents</td>
</tr>
<tr>
<td>Oct-2016</td>
<td>3,782.28</td>
<td>Digitization of documents</td>
</tr>
<tr>
<td>Nov-2016</td>
<td>4,167.08</td>
<td>Digitization of documents</td>
</tr>
<tr>
<td>Dec-2016</td>
<td>3,488.09</td>
<td>Digitization of documents</td>
</tr>
<tr>
<td>Jan-2017</td>
<td>13,653.30</td>
<td>Digitization of documents (work completed Jan-May 2016)</td>
</tr>
<tr>
<td>Jan-2017</td>
<td>4,025.37</td>
<td>Digitization of documents</td>
</tr>
<tr>
<td>Feb-2017</td>
<td>3,671.23</td>
<td>Digitization of documents</td>
</tr>
<tr>
<td>Mar-2017</td>
<td>3,588.37</td>
<td>Imaging software</td>
</tr>
<tr>
<td>Mar-2017</td>
<td>4,454.86</td>
<td>Digitization of documents</td>
</tr>
<tr>
<td>Apr-2017</td>
<td>431.88</td>
<td>Imaging software</td>
</tr>
<tr>
<td>Apr-2017</td>
<td>3,793.01</td>
<td>Digitization of documents</td>
</tr>
<tr>
<td>May-2017</td>
<td>2,011.64</td>
<td>Digitization of documents</td>
</tr>
<tr>
<td></td>
<td><strong>95,738.31</strong></td>
<td></td>
</tr>
</tbody>
</table>
### Arts in Residence Programs

<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul-2015</td>
<td>381.82</td>
<td>Artist in Residence Program Call for Proposals</td>
</tr>
<tr>
<td>Mar-2016</td>
<td>2,000.00</td>
<td>Susan Coolen</td>
</tr>
<tr>
<td>Apr-2016</td>
<td>233.06</td>
<td>Susan Coolen - materials</td>
</tr>
<tr>
<td>May-2016</td>
<td>98.41</td>
<td>Susan Coolen - materials</td>
</tr>
<tr>
<td>Jun-2016</td>
<td>2,000.00</td>
<td>Susan Coolen - honorarium</td>
</tr>
<tr>
<td>Jul-2016</td>
<td>71.77</td>
<td>Program supplies</td>
</tr>
<tr>
<td>Jul-2016</td>
<td>614.52</td>
<td>Program supplies</td>
</tr>
<tr>
<td>May-2017</td>
<td>4,398.45</td>
<td>Dawnings Décor</td>
</tr>
<tr>
<td>Jun-2017</td>
<td>173.90</td>
<td>Artist in Residence Program Call for submissions</td>
</tr>
<tr>
<td>Dec-2018</td>
<td>4,911.15</td>
<td>Angela Grasse</td>
</tr>
</tbody>
</table>

**Total: 14,883.08**

### Acoustic Tile installation

<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar-2017</td>
<td>27,984.00</td>
<td>Supply and install 6 Soundscape Acoustical Canopies and 16 acoustic panels</td>
</tr>
<tr>
<td>Jun-2017</td>
<td>1,712.00</td>
<td>Project administration</td>
</tr>
<tr>
<td>Jun-2017</td>
<td>135.90</td>
<td>Project administration</td>
</tr>
<tr>
<td>Jul-2017</td>
<td>115.31</td>
<td>Hang it up systems</td>
</tr>
</tbody>
</table>

**Total: 29,947.21**

### Electronic Sign and bike rack

<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec-2016</td>
<td>3,637.55</td>
<td>Structural design, drawings and technical information for concrete foundation</td>
</tr>
<tr>
<td>Sep-2017</td>
<td>1,233.00</td>
<td>Project administration</td>
</tr>
<tr>
<td>Oct-2017</td>
<td>719.36</td>
<td>Project administration</td>
</tr>
<tr>
<td>Nov-2017</td>
<td>39,584.64</td>
<td>Supply and install new electronic sign and bike rack</td>
</tr>
<tr>
<td>Dec-2017</td>
<td>590.21</td>
<td>Sign Language</td>
</tr>
</tbody>
</table>

**Total: 45,764.76**

### Books and Periodicals

<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>3,088.85</td>
<td>Collections purchased to increase collection size in Ayr</td>
</tr>
</tbody>
</table>

**Total: 3,088.85**

**$239,221.37** Total Project Spending to date
### Attachment 5: Continuity Schedule

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>(254,506)</td>
<td>(312,325)</td>
<td>(268,055)</td>
<td>(219,348)</td>
<td>(111,070)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estate Funding</td>
<td>(250,000)</td>
<td>(50,000)</td>
<td>(12,529)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(312,529)</td>
</tr>
<tr>
<td>Construction of quiet rooms</td>
<td>-</td>
<td>-</td>
<td>46,115</td>
<td>3,684</td>
<td>-</td>
<td>-</td>
<td>49,799</td>
</tr>
<tr>
<td>Local History Digitization Project</td>
<td>-</td>
<td>-</td>
<td>17,970</td>
<td>42,138</td>
<td>35,630</td>
<td>-</td>
<td>95,738</td>
</tr>
<tr>
<td>Ayr Library Sign &amp; Bike racks</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>3,638</td>
<td>42,127</td>
<td>-</td>
<td>45,765</td>
</tr>
<tr>
<td>Acoustic Tile</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>29,947</td>
<td>-</td>
<td>29,947</td>
</tr>
<tr>
<td>Arts In Residence Program</td>
<td>-</td>
<td>-</td>
<td>382</td>
<td>5,018</td>
<td>4,572</td>
<td>4,911</td>
<td>14,883</td>
</tr>
<tr>
<td>Collection Purchases</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>3,089</td>
<td>3,089</td>
</tr>
<tr>
<td><strong>Ending Balance</strong></td>
<td>(254,506)</td>
<td>(312,325)</td>
<td>(268,055)</td>
<td>(219,348)</td>
<td>(111,070)</td>
<td>(105,479)</td>
<td>(105,479)</td>
</tr>
</tbody>
</table>
Region of Waterloo
Planning, Development and Legislative Services
Culture Services

To: Chair Les Armstrong and Members of the Library Committee
Date: August 13, 2019
File Code: R09-90(A)

Subject: Region of Waterloo Library Operations Update: May to August 2019

Recommendation:
For information.

Summary:
This report provides an overview of library operations from May to August 2019. The Region of Waterloo Library (RWL) continues to undertake initiatives to increase efficiency and respond to community needs within the four focus areas outlined in the Service Plan. Highlights include:

- New trial hours in St. Clements and Baden
- Collection development
- New Programming (examples: Storytime in the Park, and geocaching passport programs)
- Outreach initiatives like RWL feature on The Agricultural Show on CKMS 102.7

Report:
The Region of Waterloo Library continues to follow the 2018-2022 Service Plan strategic areas of focus. This report highlights efforts in these areas to improve library operations and services in response to the needs the communities we serve.
Exceptional Staff

Staff Training: Programming staff members came together in the spring for a training session based on theories of literacy development and STEAM concepts and their practical application in programming for children and youth. An invitation to this special training was also extended to the Rural Child and Youth workers from the four townships.

Library Tech Student Placement: In May and June, the Technical Services team hosted a student placement from the Library Technician program at Conestoga College. The student assisted with a variety of projects including cataloguing, processing and collection maintenance. Hosting a placement helps grow and develop the next generation of library professionals, while allowing the RWL to benefit from the fresh ideas that students bring to our library.

Library Positions: There are currently two open library positions. The permanent Library Manager position is being temporarily filled by Michele Hopkins. We plan to repost for the position in the Fall to have a permanent Manager in the position for the New Year. The Adult Program Coordinator position will be posted in August with plans to have a new hire in place by October. This will allow the continued growth in adult program offerings.

Welcoming Spaces

During the summer months, staff decorate branches for Summer Reading Club (SRC). This year you will find a canoe in Ayr, hanging hats in Elmira, and Baden is transformed into a cabin.

Baden and St. Clements Branch New Trial Hours: For several years, patrons have requested alternate branch opening hours. Using the data-driven decision-making framework developed in Linwood, new branch hours were launched in St. Clements in mid-June and will be trialed in Baden in the Fall. These new hours will be met within the current budget allocation. Community response will be monitored and data will be evaluated following the trial period.

Storytime in the Park: This initiative has challenged staff to think about the spaces they can use to deliver library services. During the summer months, story time is being delivered in parks close to library branches and has resulted in more inter-generational attendance.

Innovative Service

Programs: The Region of Waterloo Library provides programs that are responsive to community demand and based on best practices of literacy development and STEAM
concepts. Following a successful spring programming session, the has seen an increase in SRC registrations from 2018 and well attended programs.

- SRC registration is up 15 per cent from 2018 (1328 registrants in 2019)
- SRC participation to date is 2,331 (117 programs in this timeframe)

This summer we shifted to Drop in style programs. As a result, many people who didn’t necessarily come to the library for a program are now able to participate in programming in the branches.

Maker Club was trialed in the summer with 3 evening programs with program attendance growing each week. As a result, Maker Club will be a regular program featured throughout the year.

Geo Trail Passport Challenge was launched in the spring. ROW Library is the only public library system in this area who has a system wide challenge that connects all 10 of our branches.

SRC Passport program invites participants to visit all 10 of the library branches three Region of Waterloo Museums. This develops connectivity throughout our branches and the Regional Museums, encouraging patrons to explore what is on offer at different sites.

Library Collections: In 2019, RWL added Seed Libraries in six branches; the Low German collection in Linwood; three video gaming consoles (an XBOX 360 with Kinect and two Playstation 3 units); and six new titles to the board game collection. Mobile hotspots, which were introduced in the autumn, have increased in popularity. Passes to THEMUSEUM in Kitchener were added to the Museum Pass lending collection.

Community Connections

Summer Camp Partnerships: Programming staff provided a library program at one of the camps run by Child and Youth workers in each of the four townships. This outreach work has resulted in improved relationships and communications with the rural child and youth workers and improved community interconnectedness.

School Outreach: The library visited local schools in June to highlight the library and encourage participation in Summer Reading Club. This outreach activity builds relationships with the schools and with the children. The result of this outreach can be seen in the SRC registration and participation numbers.

RWL on Air: RWL staff made a guest appearance on The Agricultural Show on CKMS 102.7 hosted by Ayr resident Jeff Stager. The show discusses news and topics of interest to the farming community of Waterloo Region and is sponsored by the Waterloo Federation of Agriculture. With a focus on agriculture, Janine Toms, Communications
Coordinator and Jennifer Cyr, Library Collections Coordinator visited the radio studio to share resources available at the Region of Waterloo Library, including books and DVDs for children and adults, the Seed Library, and mobile hotspots. They also talked about RWL’s Summer Reading Club and Geocache Trail program. To listen (or watch) the whole interview visit:


One Book One Community Program Update: The Region of Waterloo Library works collaboratively with the three other library systems in the Region since 2002 on this program. Joanna Goodman, Author of the 2019 OBOC selection, The Home for Unwanted Girls is scheduled for an author event hosted by the Region of Waterloo Library at Waterloo Oxford District Secondary School, Wednesday, September 25 from 1:15 – 2:15 pm.

Corporate Strategic Plan:

This report meets the 2015-2018 Corporate Strategic Plan objectives under Focus Area 4, Healthy, Safe and Inclusive Communities and Focus Area 5, Responsive and Engaging Government Services.

Strategic Objective 4.1: Support early learning and child development

Strategic Objective 5.2: Provide excellent citizen-centred services.

Strategic Objective 5.4: Ensure Regional programs and services are efficient, effective and provide value for money.

Financial Implications:

Nil

Other Department Consultations/Concurrence:

Nil

Attachments

None

Prepared By: Michele Hopkins, Interim Library Manager

Approved By: Rod Regier, Commissioner, Planning, Development and Legislative Services
Region of Waterloo  
Corporate Services  
Treasury Services

To: Chair Les Armstrong and Members of the Library Committee  
Date: August 13, 2019  
File Code: R09-90(A)  
Subject: Region of Waterloo Libraries Financial Report to June 30, 2019

Recommendation:
For Information

Summary: Nil

Report:

Attachment 1 provides the Region of Waterloo Library Periodic Financial Report for the first six months of 2019. The year to date net variance is a savings of $56,000 relative to the 2019 approved budget with a projected year end surplus of $48,000.

On the expenditure side, staffing costs are favourable due to vacancies and gapping of staff in the first six months of the year and are expected to remain so through the year. Collections purchases are higher than budget by $17,000 at midyear as a result of the timing of collection additions received from publishers. Operating expenditures are tracking under budget; however expect to be slightly over budget by end of year due to anticipated increased costs for Interlibrary loans (ILL) with the loss of the Southern Ontario Library Service (SOLS) Interlibrary loan program. Overall, expenditures are currently less than budget by approximately $65,000.

Library revenues are tracking under budget by approximately $8,750 at midyear, the year end projection is $9,000 under budget. At midyear, fines and damages as well as program revenues are lower than budget. Program revenues are expected to be more in line with budget by the end of year due to summer and fall programming. Fines and damages are under budget due to the increased usage of electronic books and subscriptions and are expected to remain so.
Finance staff have completed preliminary year-end projections which suggest a surplus of approximately $48,000 primarily a result of the reduced staffing costs that occurred in the first six months. Attachment 2 provides the Region of Waterloo Library Year End Projections for 2019.

**Corporate Strategic Plan:**

This report aligns with the 2015-2018 Corporate Strategic Plan objective to ensure all Regional programs and services are efficient, effective and provide value for money under Focus Area 5, Responsive and Engaging Government Services.

**Financial Implications:**

Any year-end surplus or shortfall will be transferred to / from the Library Capital Reserve Fund.

**Other Department Consultations/Concurrence:**

This report has been prepared in consultation with Region of Waterloo Library staff.

**Attachments:**

Attachment 1: RWL Periodic Financial Report for Period Ending June 30, 2019

Attachment 2: RWL Year End Projections

**Prepared By:** Lori McDonald, Financial Analyst

**Approved By:** Craig Dyer, Commissioner, Corporate Services/Chief Financial Officer
### RWL Periodic Financial Report for Period Ending Jun 30, 2019

The Regional Municipality of Waterloo

Periodic Financial Report

For Period Ending June 30, 2019

<table>
<thead>
<tr>
<th></th>
<th>YTD Budget</th>
<th>YTD Actuals</th>
<th>Variance (±)</th>
<th>% of Budget</th>
<th>% of Budget Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Benefits</td>
<td>1,155</td>
<td>1,082</td>
<td>$ 73</td>
<td>6.3%</td>
<td>93.7%</td>
</tr>
<tr>
<td>Collections</td>
<td>116</td>
<td>133</td>
<td>(17)</td>
<td>(14.4%)</td>
<td>114.4%</td>
</tr>
<tr>
<td>Operating Costs</td>
<td>140</td>
<td>131</td>
<td>9</td>
<td>6.3%</td>
<td>93.7%</td>
</tr>
<tr>
<td>Interdepartmental Charges</td>
<td>176</td>
<td>176</td>
<td>-</td>
<td>- %</td>
<td>100.0%</td>
</tr>
<tr>
<td>Transfers to Reserves</td>
<td>23</td>
<td>23</td>
<td>-</td>
<td>- %</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>1,609</td>
<td>1,545</td>
<td>65</td>
<td>4.0%</td>
<td>96.0%</td>
</tr>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provincial Grants</td>
<td>5</td>
<td>5</td>
<td>-</td>
<td>- %</td>
<td>100.0%</td>
</tr>
<tr>
<td>Fines and Damages</td>
<td>14</td>
<td>10</td>
<td>(4)</td>
<td>(30.9%)</td>
<td>69.1%</td>
</tr>
<tr>
<td>Programs and Events</td>
<td>6</td>
<td>1</td>
<td>(5)</td>
<td>(77.7%)</td>
<td>22.3%</td>
</tr>
<tr>
<td>Contribution from DC Reserve</td>
<td>3</td>
<td>3</td>
<td>-</td>
<td>- %</td>
<td>100.0%</td>
</tr>
<tr>
<td>Library Misc Revenue</td>
<td>4</td>
<td>4</td>
<td>-</td>
<td>- %</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>31</td>
<td>22</td>
<td>(9)</td>
<td>(28.8%)</td>
<td>71.2%</td>
</tr>
<tr>
<td>Township Property Tax Levy</td>
<td>1,578</td>
<td>1,523</td>
<td>56</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### RWL Year End Projections

The Regional Municipality of Waterloo  
Year End Projections  
For Period Ending June 30, 2019

<table>
<thead>
<tr>
<th></th>
<th>Approved Budget</th>
<th>Year End Projection</th>
<th>Projected Year End Variance (±)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$ thousands</td>
<td>$</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Benefits</td>
<td>2,286</td>
<td>2,226</td>
<td>60</td>
</tr>
<tr>
<td>Collections</td>
<td>196</td>
<td>196</td>
<td>-</td>
</tr>
<tr>
<td>Operating Costs</td>
<td>256</td>
<td>259</td>
<td>(4)</td>
</tr>
<tr>
<td>Interdepartmental Charges</td>
<td>352</td>
<td>352</td>
<td>-</td>
</tr>
<tr>
<td>Transfers to Reserves</td>
<td>69</td>
<td>69</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>3,159</td>
<td>3,102</td>
<td>56</td>
</tr>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provincial Grants</td>
<td>105</td>
<td>105</td>
<td>-</td>
</tr>
<tr>
<td>Fines and Damages</td>
<td>28</td>
<td>21</td>
<td>(7)</td>
</tr>
<tr>
<td>Programs and Events</td>
<td>12</td>
<td>10</td>
<td>(2)</td>
</tr>
<tr>
<td>Contribution from DC Reserve</td>
<td>21</td>
<td>21</td>
<td>-</td>
</tr>
<tr>
<td>Library Misc Revenue</td>
<td>7</td>
<td>7</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>173</td>
<td>164</td>
<td>(8.75)</td>
</tr>
<tr>
<td><strong>Township Property Tax Levy</strong></td>
<td>2,986</td>
<td>2,938</td>
<td>48</td>
</tr>
</tbody>
</table>