



REPORT TO THE LIBRARY BOARD

MEETING DATE: NOVEMBER 24, 2011

Session:	Public Session
Subject:	Glanworth Branch Library Task Team – Progress Report
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Presented By:	Susanna Hubbard Krimmer
Purpose of Report:	For Receipt and Information Only <input checked="" type="checkbox"/>

Recommendation:

It is recommended that the Library Board receive this report.

Purpose

The purpose of this report is to provide a report to the Library Board from Glanworth Branch Library Task Team on progress made to date.

Issue / Opportunity

At its meeting of September 22, 2011 the Library Board amended its previous motion to close the Glanworth Branch Library in December of 2011 and directed:

That "Renovations for the Glanworth Branch Library not proceed" and that "The branch be closed by December 31, 2011" be deferred until December 31, 2012 in order to allow sufficient time for Administration to open discussions and form a Glanworth Library Service Task Team with the residents of Glanworth having a mandate of determining potential alternative options for the future of library services to the community and the Glanworth Branch Library building;

That the Task Team undertake as part of its terms of reference the development of an Action Plan for any proposed alternative that includes a service plan, a plan for the building that takes into account its heritage status, milestones, timelines and sources of funding;

That Administration submit proposed alternatives and Action Plans to the Library Board at its meeting on December 15th, 2011 for Board consideration and, pending approval in principle to proceed with any next steps, that a Final Report be brought

to the Library Board meeting in April 2012 to coincide with 2013 Operating Budget timelines; and

That Administration be directed to undertake basic building maintenance as necessary, such as replacing the roof shingles, to prevent deterioration of the Glanworth branch Library building.

Background & Review

A Community Consultation Meeting was held on October 5, 2011 to take the first steps. The meeting was attended by over forty people and several individuals volunteered to be part of the Glanworth Branch Library Task Team. The community members include: Ryan Lauzon, Margaret McDowell, Steve Nash, Barbara Shore, Jim Somerville, Marion Weldon, Lisa White, Victoria White, Mike Williams.

The Task Team held its first meeting on October 17th and has accomplished a significant amount of work to date:

Task Team Terms of Reference/Parameters

- Drafted Terms of Reference based on Library Board direction, community input to Senior Team and Library Board, public input meeting and first Task Team meeting
 See **Appendix One: Glanworth Branch Library Service Task Team: Terms of Reference**
- Reviewed LPL Board Financial Management for Fund Development policy and Canada Revenue Agency gift-in kind information

Sources of Funding

- Identified possible sources of funding:
 - Grants: Government, Foundation, Corporate
 - Donations: Corporate, Individual, Service Clubs, Associations
 - In-kind goods and services
- Developed pledge guidelines and back-of-house process for community donation campaign; launched campaign by distributing pledge cards/envelopes and electronic form
- Developed information template to be used for grant applications; began drafting applications
- Created prospect lists
- Engaged Mark Henderson, Director of Business Liaison, City of London for support in meeting with business
- Met with Lois Langdon, London Home Builder's Association

Building Program

- Reviewed ARUPLO [Administrators of Rural and Urban Public Libraries of Ontario] Guidelines for Rural / Urban Public Library Systems (2005)
- Staff have begun to draft a "functional program" for building project using LPL's template (developed with city and used for previous LPL renovations / new construction)

The purpose of the functional program is to:

- Direct the work of an architect throughout the design and construction process of a building project;
- Provide the foundation for the development of the conceptual design for a building as a whole, design specifications and related costing(s);
- Provide information to community stakeholders regarding the project and to encourage understanding, participation and support;
- Provide information to be used in fund development grant applications and “business cases”; and
- Provide information, i.e. design specifications, to be used to secure contribution of goods and services.

In addition to the work of the Task Team, Terry Wilkes and the LPL Facility Services Team had the shingles replaced at the Glanworth Branch Library.

Next Steps

The Task Team will meet on November 23, 2011 to review the functional plan and to continue its fund development work. Following this, it will hold a general meeting with members of the community to provide information about actions taken to date, current status of fund development, and to seek input and feedback on the conceptual design.



Glanworth Branch Library Service Task Team: Terms of Reference

Vision

The vision is to renovate and expand the Glanworth branch Library building:

- Providing a library which is a “community hub” for people in the library service area incorporating the Glanworth and Brockley districts and southeast portions of the Tempo planning district of London;
- Providing space required to provide library service supporting community needs and in alignment with LPL’s **Vision, Mission** and **Value Promise**;
- Continuing to provide library service supporting community needs and consistent with LPL’s **Service Excellence Model** and public library service sector standards;
- Meeting all building codes;
- Meeting AODA standards; and
- Protecting and showcasing the heritage value of the existing building.

Value added components of the project include:

- Enhancements, such as specialized furniture and equipment for children and teen areas;
- Recognition of the agricultural history of the community and its ongoing role in rural life; and the
- Creation of a “green” outdoor public space for gathering and celebrating the natural history (i.e. Carolinian forest) of the area.

Mission

The mission of the project is to:

- Determine potential alternative options for the future of library services to the community and the Glanworth Branch Library building;
- Develop an Action Plan for any proposed alternative that includes a service plan, a plan for the building that takes into account its heritage status, milestones, timelines and sources of funding.

Mandate

The ***Glanworth Branch Library Service Task Team*** is comprised of members of the community and representatives from the London Public Library. The group will work together collaboratively and act as a task team with a clear mandate, roles and concrete action plan.

The mandate of the ***Glanworth Branch Library Service Task Team*** is to:

- Work together to maintain Glanworth Branch Library as a critical and relevant community resource;
- Obtain funding required for renovation/construction and potential enhancements;
- Identify and implement innovations and best practices; and
- Serve as an example of innovation and best practices within the library system and beyond.

Community Engagement

In order to accomplish this we will:

- Ensure that the community is an equal partner in the creation, development and implementation of the action plan for the library. This will involve identifying and developing appropriate processes for capacity focused community engagement and consultation, employing a variety of means.

Task One: Obtain Funding

Total budget is estimated at \$230,000 - \$250,000.

Note 1: This is a preliminary estimate and will be adjusted based upon the creation of a functional program for the building project.

Note 2: This costing does not include value added components identified above.

The Task Team will generate support for the branch renovation through the following fund development streams:

- Grants: Government, Foundation, Corporate;
- Donations: Corporate, Individual, Service Clubs, Associations; and
- In-kind goods and services.

Task Two: Develop Functional Program

The Glanworth Branch Library Functional Program:

- Describes general and specific features of the interior and exterior of the building, including the configuration and relationships of areas and the desirable aspects of the building's relationship to its environment; and
- Provides a detailed written description of the functional areas and the relationships amongst those areas and within the building as a whole, in order for the Glanworth Branch Library to provide the services and perform the functions it has been assigned.

The purpose of the functional program is to:

- Direct the work of the architect throughout the design and construction process;
- Provide the foundation for the development of the conceptual design for the building as

- a whole, design specifications and related costing(s);
- Provide information to community stakeholders regarding the project and to encourage understanding, participation and support;
- Provide information to be used in fund development grant applications, “business cases”, and presentations.

Membership

The Glanworth Branch Library Action Team consists of community representatives and Library staff.

Community members are volunteers and have come forward to offer their time and services.

Library Staff on the team will include:

- CEO & Chief Librarian or Deputy CEO
- Director/Manager, Customer Services & Branch Operations
- Manager, Customer Services & Branch Operations
- Manager Facility Services
- Manager, Communications & Marketing
- Customer Services & Branch Operations Supervisor who supervises the branch
- Library Assistant, Glanworth Branch Library.

The Director, IT and LPL Customer Services & Branch Operations Coordinators will act individually as resources in their respective areas of expertise and accountability and as a team to support key strategies and initiatives.