



## REPORT TO THE LIBRARY BOARD

MEETING DATE: DECEMBER 15, 2011

Session:	Public Session
Subject:	Glanworth Branch Library Task Team – Progress Report
Prepared By:	Susanna Hubbard Krimmer  Glanworth Task Team: Ryan Lauzon, Margaret McDowell, Steve Nash, Barbara Shore, Jim Somerville, Marian Weldon, Lisa White, Victoria White, Mike Williams, Nancy Collister, Ellen Hobin, Terry Wilkes, Margaret Wilkinson
Presented By:	Susanna Hubbard Krimmer
Purpose of Report:	For Receipt <input checked="" type="checkbox"/>

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### Recommendation:

It is recommended that the Library Board receive this report.

### Purpose

The purpose of this report is to provide an update to the Library Board from the Glanworth Branch Library Task Team on progress made to date. The Library Board received a progress report in November also.

### 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:

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.

The members of the Glanworth Branch Library Task Team have continued to achieve significant progress. The work to create an *Action Plan* to bring back to the Library Board for approval is still underway and, therefore, is not being submitted at this time.

## **Background & Review**

Work that has been accomplished since the last report to the Library Board includes:

### Task Team Terms of Reference/Parameters

- LPL Guidelines for gift-in-kind based on the Library Board policy for *Financial Management for Fund Development* and Canada Revenue Agency gift-in-kind information have been finalized and are available for the solicitation of in-kind donations

### Sources of Funding

- The Westminster Historical Society has pledged \$3,000
- Individual pledges for donations, made using the pledge cards, total over \$2,200 to date
- Grant applications (of over \$30,000) have been made to support accessibility costs (ramp, bathroom, etc.) and a second will be submitted by the end of December seeking funding for the septic system (which could cost up to \$30,000)
- Annette Drost Specialist, Corporate Projects City Manager's Department, has replaced Mark Henderson as a resource to the Task Team

### Building Program

- A draft "Functional Program" for building project using LPL's template (developed with the city and used for previous LPL renovations / new construction) has been created
- Staff met with Bill Campbell, Division Manager Facilities – City of London, and Annette Drost, to confirm City support to the project and to provide the draft Functional Plan for next steps
- Bill Campbell has assigned John Devito to work with Nancy Collister, Terry Wilkes and Margaret Wilkinson, along with the architect, in the development of the conceptual design for a building as a whole, creation of design specifications and development of the next level of costing(s).

Note: The design specifications, combined with the in-kind donation guidelines mentioned above, will be used to secure contribution of goods. This will enable the Team to seek specific pledges of goods (and quantify the value of donated goods) and thereby confirm that the fund development capacity is sufficient to cover project costs.

Thanks are due to Catherine Manherz, Regional Vice-President, Primerica, for donating space at her offices for the Task Team meeting held on November 30<sup>th</sup>.

## **Next Steps**

The Task Team will meet with members of the community on Monday, December 12, 2011 to provide information about actions taken to date and the current status of fund development and to seek input to be incorporated into the Glanworth Branch Library service model and the Functional Plan. Use of the church hall at Christ Church in Glanworth has been donated by the Reverend Elaine Clark-Siberry.