



The Corporation of the County of Wellington Information, Heritage and Seniors Committee Agenda

September 10, 2014
Palmerston Library

Members: Warden White; Councillors Mackenzie (Chair), Innes, Maieron, Tosh; Brad Whitcombe, Walter Trachsel, Jennifer Dixon

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1. Call to Order	
2. Declaration of Pecuniary Interest	
3. Museum and Archives	
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To be distributed at the meeting.	
5. Break for Dinner at 5:30 pm	
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7. Closed Meeting

8. Rise and Report

9. Adjournment

Next meeting date October 8, 2014, or at the call of the Chair.



County of Wellington
Museum & Archives at WP
Statement of Operations as of
31 Aug 2014

	Annual Budget	August Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$52,300	\$0	\$0	0%	\$52,300
Licenses, Permits and Rents	\$25,000	\$1,944	\$25,728	103%	\$(728)
User Fees & Charges	\$60,000	\$3,068	\$48,956	82%	\$11,044
Sales Revenue	\$11,000	\$0	\$2,487	23%	\$8,513
Other Revenue	\$7,000	\$500	\$4,179	60%	\$2,821
Total Revenue	\$155,300	\$5,512	\$81,350	52%	\$73,950
Expenditures					
Salaries, Wages and Benefits	\$1,298,700	\$115,840	\$859,811	66%	\$438,889
Supplies, Material & Equipment	\$166,000	\$3,467	\$92,098	55%	\$73,902
Purchased Services	\$251,300	\$10,008	\$108,599	43%	\$142,701
Transfer Payments	\$7,000	\$0	\$3,375	48%	\$3,625
Insurance & Financial	\$19,000	\$0	\$17,411	92%	\$1,589
Internal Charges	\$0	\$0	\$10	0%	\$(10)
Total Expenditures	\$1,742,000	\$129,315	\$1,081,304	62%	\$660,696
NET OPERATING COST / (REVENUE)	\$1,586,700	\$123,803	\$999,954	63%	\$586,746
Transfers					
Transfer to Capital	\$175,000	\$0	\$175,000	100%	\$0
Total Transfers	\$175,000	\$0	\$175,000	100%	\$0
NET COST (REVENUE)	\$1,761,700	\$123,803	\$1,174,954	67%	\$586,746



County of Wellington

Museum & Archives at WP

Capital Work-in-Progress Expenditures by Department

All Open Projects For The Period Ending August 31, 2014

	Approved Budget	August Actual	LIFE-TO-DATE ACTUALS			% of Budget	Remaining Budget
			Current Year	Previous Years	Total		
Terrace / OPP Road Upgrade	\$1,300,000	\$101,689	\$181,234	\$7,579	\$188,813	15%	\$1,111,187
Groves Hospital Grant	\$3,882,000	\$300,186	\$476,842	\$7,120	\$483,961	12%	\$3,398,039
WP& Artifact Storage Buildings	\$730,000	\$0	\$235	\$206,468	\$206,703	28%	\$523,297
Commons Development	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
Total Capital	\$5,962,000	\$401,874	\$658,311	\$221,166	\$879,477	15%	5,082,523



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Information, Heritage and Seniors Committee
From: Janice Hindley, Administrator, Wellington Place, Museum and Archives
Date: Wednesday, September 10, 2014
Subject: **Wellington Place Development update**

Background:

Since our ground-breaking ceremony on June 17th, 2014 there has been one preconstruction meeting and three site meetings on the Wellington Place infrastructure project. Please find attached the latest Progress Report from the meeting held on August 19th, 2014. A paper copy of the schedule will be provided to you at the Committee meeting. Construction is expected to be complete by the first week of November 2014. There is a site trailer located near the Colborne Street entrance to Wellington Place, and there are roughly three crews working on different locations on the site: the Beatty Street entrance, the roundabout and new road, and at the storm water management ponds.

The Wellington Place Concept Plan is now available electronically on the Museum's webpage as well as information about the infrastructure project. So far, we have had very few questions or concerns regarding the construction project from the public. The Elora Cataract Trailway association members have been kept informed throughout the process, as well as County employees and tenants located here at Wellington Place. Access to Wellington Place via Colborne Street will remain closed until the completion of the project. Access to both the Terrace and Public Health parking lots will remain open.

Centre Wellington Hydro has submitted its case to the Ontario Energy Board for a service area amendment in order to become the service provider for the new hospital and the County's undeveloped lands at Wellington Place. We are still awaiting a decision from the OEB and are hopeful that CW Hydro will be successful. The OEB and the service area amendment decision are not impacting the schedule of the infrastructure project.

The next site meeting is scheduled for Tuesday, September 9th at 2pm. at the site trailer at Wellington Place.

Recommendation:

That the Administrator's update on Wellington Place Development be received and forwarded to County Council for approval.

Respectfully submitted,

A handwritten signature in dark ink, appearing to be 'J. Hindley'.

Janice Hindley, Administrator, Wellington Place, Museum and Archives

PROGRESS REPORT NO. 3

PROJECT: WELLINGTON PLACE SERVICING

DATE: August 19, 2014

Beatty Line/Street “B”

- Sanitary sewer completed.
- Watermain mainline will be completed today. Future stubs and fire hydrants remaining.

Street “A”

- Installed storm sewer and structures for future Street “D” at north/west leg.
- Installed 300 mm diameter tapping sleeve and valve for future Street “D”.
- Installed and tested 300 mm diameter watermain for future Street “D”.
- Installed Headwall at Street “D” (trail).
- Installed storm mainline sewer from trail to Structure 29. Including Catchbasins and Catchbasin leads

Stormwater Management Pond

- Installing pond liner
- Rock excavation completed at pond (6 days)
- Installed Hickenbottom and Ditch Inlet
- Top dressing swale

Note:

CMT on site daily for compaction of earth excavation and backfilling. To date no issues.



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Information, Heritage and Seniors Committee
From: Janice Hindley, Administrator, Wellington Place, Museum and Archives
Date: Wednesday, September 10, 2014
Subject: **WCMA summer 2014 highlights**

Background:

Please find below some of the highlights from our exhibits, events and programmes that were held at the WCMA during the summer months of 2014.

Exhibits

- 35th anniversary celebration of the Insights Juried Art Show was held in June. This is a long standing partnership between the Elora Arts Council's Insights Committee and the Museum and Archives. Another excellent show with an opening reception attended by over 300 people.
- Two very different quilters/fibre artists were exhibited and have attracted hundreds of visitors to see their work. The Quilts of Renske Helmuth from the Drayton area, a traditional quilter, and "Breaking Free: the Fibre Art of Lyn Barrett-Cowan" from Fergus who breaks and bends all of the traditional quilting rules with her amazing pieces.

Room Rentals and Explorer's Pass

- Our facilities continue to be popular locations for weddings, parties, and meetings. For the months of June and August (July was not available for room rentals due to the adult art classes) there were a total of 25 bookings. 5 out of the 9 weekends were booked with weddings; there were 2 celebration bookings (a bridal shower and a birthday party); 12 business meetings/bookings; and 6 community group type bookings. The Mayor of Centre Wellington held her "Tea in the Garden" in our Victorian Garden, and the Elora Centre for the Arts booked our space for their visioning/restructuring meetings with the community.
- There is a wedding booked every weekend for the month of September 2014 alone.
- We are now one of the 20 heritage destinations participating in the new Explorer's Pass for the Regional Tourism 4 area. The Pass encourages visitors to explore the museums/attractions within the RTO4 area (Wellington, Waterloo, Perth, Huron) by offering incentives and package prices. Tickets/passes are purchased online.

Events and Programmes

- Antique and Vintage Car show in August was a huge success with great weather, over 900 people in attendance and Elvis entertained the crowd!
- Adult art classes were held every week during the month of July – 79 people attended the week long art classes and 47 attended our weekend classes. We offered weekend art classes for the first time this year for those that couldn't commit to a week long course. Classes take place in the Barn, the Nicholas Keith room and the Aboyne Hall. All of the classes were filled, and below are some of the comments received on the evaluation forms:

"I have been attending these summer workshops for some time now and found them challenging and very helpful with good/excellent instructors."

"Really enjoyed the new venue for the workshops...clean, cool and up to date facility. Coffee and treats a lovely touch. Bonus! Being able to view the art exhibits was quite timely as well, links well with the workshops. We are lucky to have this "gem" in the Elora/Fergus area."

"This is a peaceful location. Feel relaxed by the surroundings and the drive to the museum. Also close to nice little restaurants. We went to lunch as a group one day. The room we were in had a lot of natural light which is great!"

- Concerts in the Barn and the Garden drew over 200 people who listened to a variety of music from the Grand River Brass to the Moore Brothers cover band from Drayton. These concerts are held every Thursday evening in August, and have become wonderful, small events held in an intimate setting. The Barn is extremely popular with musicians and audiences alike so we will be moving all of the concerts into the Barn for 2015.
- Summer Pleasures family activities were held every Wednesday in July and August outdoors or in the Barn. Over 600 people participated in a variety of activities from papermaking, candymaking to a Red Cross tea party!
- Outreach programmes throughout the County continue to be an excellent way to take the Museum on the road and reach new audiences. From June through August, staff delivered a total of 12 programmes to 229 people!

Recommendation:

That the Administrator's report on the WCMA summer 2014 highlights be received for information and forwarded to County Council for adoption.

Respectfully submitted,



Janice Hindley, Administrator, Wellington Place, Museum and Archives



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Information, Heritage and Seniors Committee
From: Janice Hindley, Administrator, Wellington Place, Museum and Archives
Date: Wednesday, September 10, 2014
Subject: **WCMA fall and winter 2014 highlights**

Background:

This report highlights the Exhibits and Events planned for September through December 2014 at the Museum and Archives.

Exhibits

- Death and the County Soldier 1914-1918 in Exhibit Hall, September 20th, 2014 to March 29th, 2015. In honour of the 100th anniversary of the First World War, staff have created a new, significant, large scale exhibit that pays tribute to the men, women and families from Wellington County who suffered unimaginable loss in battle and on the homefront.
- Wellington County Collects – our latest collector in this community exhibit series showcases over 100 items celebrating Marilyn Monroe from the private collection of Melinda Mason. Exhibit opens September 12th, 2014 with a showing of the film “Gentlemen Prefer Blondes.”
- Remembrance Week Ceremony and Outdoor Exhibit. Last November 5th, we unveiled our Remembrance Exhibit on the front lawn of the Museum with a ceremony that included members from all of the Legions across the County. Since then, we have been meeting and working with Legion representatives to present the Exhibit again this year. Last year, the front lawn was marked with crosses from those that died in the First World War. This year, crosses will be added for those from Wellington that died in WWII, Korea, and Afghanistan. The timing of the Ceremony on November 5th is meant to coincide with the official launch of Remembrance Week in Canada. It is not a Remembrance Day service. Last year, the public’s response to the front lawn display was tremendous, and we expect a similar response again this year with even more crosses creating such a strong visual impact.

1877 Barn

- Staff continue to prepare the lower level of the Barn to open to the public in the spring of 2015. Cleaning and repairing the stone walls of the barn have been done in-house through the skills of Don Robinson from our maintenance department who is a talented mason and builder, and our conservator Patty Whan. We have a Jersey “milking” cow that will make her appearance at the Harvest Home festival this month. Jersey cows were kept here at the Industrial Farm, and Patty has created a cow that children will be able to “milk” and she will live in the lower part of the Barn.
- The A-frame will be replaced later this fall following the Harvest Home festival. Stabling track and equipment, repair of the floors, and interpretive design will take place this fall and over the winter months.

- The upper half of the Barn was well used by visitors and for museum programmes over the summer months and of course will be featured this month at Harvest Home.
- Harvest Home Festival on Sunday, September 21st from 1-5pm. featuring square dancers in the Barn, sheep shearing, antique tractors on the front lawn, threshing demonstrations, live music in the Barn, games, crafts and more. The Festival will kick-off with the induction of another individual from Wellington County into the Ontario Agricultural Hall of Fame. His photograph will join the others on the wall just outside of Aboyne Hall.

Spirit Walks and Halloween

- Both the Spirit Walks and our Halloween family activities are very popular. This October, the Spirit Walks will take on a military theme, and the public will encounter soldiers and family members that have experienced War first hand.

New Teachers' Guide to Programmes

- With changes in the elementary and high school curriculums, programming staff have created a new Teacher's Guide and have modified our existing programmes and designed new ones that connect directly to the curriculum requirements from Kindergarten to Grade 12 inclusive. Teachers throughout the Upper Grand District School Board and the Waterloo-Wellington Catholic School Board will receive this Guide online this month.
- Staff have already taken bookings from classes for programmes in December.

Christmas Festival

- Santa visits the Museum and Archives on Sunday, December 14th, 2014!

Recommendation:

That the Administrator's report highlighting the 2014 fall/winter activities at the WCMA be received and forwarded to County Council for adoption.

Respectfully submitted,



Janice Hindley
Administrator, Wellington Place, Museum and Archives



Wellington County Museum and Archives Newsletter Volume 28, Issue 8 September 2014

Marilyn

MONROE

Over 100 items on display!

The Collection of Melinda Mason at
Wellington County Museum and Archives

September 12 to January 11

September 12 Gentlemen
Prefer Blondes at 7 pm

(Doors open at 6 pm
Admission by donation)

Join us for a 1950s night
at the movies.



Guess the Artifact

This small wooden box has a single handle allowing it to be carried with one hand. It is divided into two compartments and has a sliding lid with a narrow opening in the top. Included in the box are white marbles and black cubes. What is it?



HARVEST HOME Festival

Sunday, September 21 from 1:00 - 5:00 pm

Admission \$5.00 per person or \$12.50 family pass

Join us as we celebrate the rural traditions of Wellington County with the sights, sounds, and tastes of the harvest season! Most activities are ongoing all afternoon, rain or shine. Come and enjoy demonstrations, displays, entertainment, food and more!

Activities include:

- threshing demonstration
- antique tractor display • food processing demonstrations
- blacksmithing • quilting, lace making, wool processing
- rope making • Arthur Lions Club chip wagon
- sheep shearing • family crafts and games
- square dancing with the Elora Grand Squares, watch and then try!

Thank you to our amazing 2014 summer students!

Tori Hadfield, Ailish Farrelly, Ruth Robinson, Jessica Bigg, and Emmett Watters for all your hard work and dedication to the Museum and Archives over the past few months.



Pictured: Ruth Robinson, Tori Hadfield and Ailish Farrelly with two museum volunteers.
Absent: Jessica Bigg and Emmett Watters

Events and Other Happenings

2014 Car Show Winners

Best in Show and Best Interior: Don and Linda Tremble and Granddaughter Megan Duchesne, Palmerston, 1955 Ford Crown Victoria

Best Exterior (paint job): John and Kim McLaughlin, Palmerston, 1933 Chevy

Fan Favorite Mustang: Ric Crowder, Elora, 1966 Mustang



Did you guess the artifact?



Ballot boxes were used in secret societies, fraternities and lodges. Dropping a white marble (yes) or a black cube (no) allowed

for secret voting. This box was used in meetings of the Belwood Women's Court of the Canadian Foresters, called Court Ladybelle, founded in 1963. Their goals were to raise money for cancer research and to give aid during sickness or tragedy.



Calling all Museum Members!

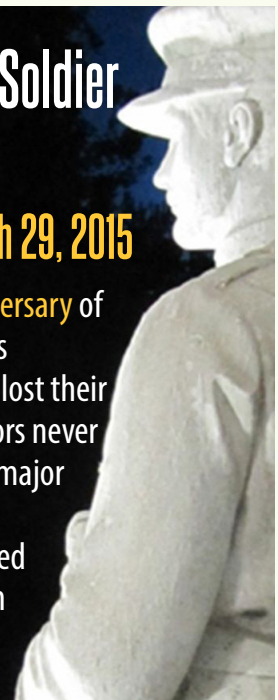
Are you are a current member of the Wellington County Museum and Archives? Do you get our monthly newsletter by mail? Have you ever thought, "It would be so nice to get this directly in my

email inbox"? Well now you can! **CIRCA is available via email!** Please contact Kym Drinkwater at kymd@wellington.ca or 519-846-0916 ext. 5221. Help the Museum go green and save money on postage!

Death and the County Soldier 1914-1918

September 20, 2014 to March 29, 2015

This year marks the 100th anniversary of the First World War. The cost was enormous: one in eight soldiers lost their lives and a generation of survivors never healed from their wounds. This major exhibit pays tribute to the men, women and families who suffered loss on an unimaginable scale in battle and on the homefront.



A NATIONAL HISTORIC SITE

located on Wellington Road 18 between Fergus and Elora

www.wellington.ca/museum

T 519.846.0916 x 5221 Toll Free 1.800.663.0750 x 5221



Alternate formats available upon request.



County of Wellington
Homes for the Aged
Statement of Operations as of
31 Aug 2014

	Annual Budget	August Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$7,898,200	\$659,984	\$5,385,335	68%	\$2,512,865
Municipal Recoveries	\$1,309,000	\$131,116	\$874,103	67%	\$434,897
User Fees & Charges	\$4,182,500	\$347,985	\$2,744,446	66%	\$1,438,054
Other Revenue	\$0	\$809	\$15,914	0%	\$(15,914)
Total Revenue	\$13,389,700	\$1,139,894	\$9,019,798	67%	\$4,369,902
Expenditures					
Salaries, Wages and Benefits	\$13,989,300	\$1,219,343	\$9,415,797	67%	\$4,573,503
Supplies, Material & Equipment	\$1,182,300	\$76,953	\$730,945	62%	\$451,355
Purchased Services	\$974,800	\$125,936	\$745,477	76%	\$229,323
Insurance & Financial	\$32,000	\$0	\$31,682	99%	\$318
Minor Capital Expenses	\$0	\$0	\$12,890	0%	\$(12,890)
Debt Charges	\$1,964,000	\$924,855	\$1,497,246	76%	\$466,754
Internal Charges	\$1,083,100	\$132,700	\$714,212	66%	\$368,888
Total Expenditures	\$19,225,500	\$2,479,788	\$13,148,250	68%	\$6,077,250
NET OPERATING COST / (REVENUE)	\$5,835,800	\$1,339,894	\$4,128,452	71%	\$1,707,348
Transfers					
Transfers from Reserves	\$0	\$0	\$(2,195)	0%	\$2,195
Transfer to Capital	\$128,000	\$0	\$128,000	100%	\$0
Transfer to Reserves	\$1,393,000	\$0	\$250,000	18%	\$1,143,000
Total Transfers	\$1,521,000	\$0	\$375,805	25%	\$1,145,195
NET COST (REVENUE)	\$7,356,800	\$1,339,894	\$4,504,257	61%	\$2,852,543



County of Wellington

Homes for the Aged

Capital Work-in-Progress Expenditures by Department

All Open Projects For The Period Ending August 31, 2014

	Approved Budget	August Actual	LIFE-TO-DATE ACTUALS			Remaining Budget
			Current Year	Previous Years	Total	% of Budget
Resident Vans	\$85,000	\$0	\$0	\$21,821	\$21,821	26%
Terrace Roof Replacement	\$2,500,000	\$898	\$85,832	\$2,418,690	\$2,504,521	100%
Nursing Equipment Replacements	\$50,000	\$0	\$51,627	\$0	\$51,627	103%
Resident Equipment Lifts	\$60,000	\$4,988	\$49,375	\$0	\$49,375	82%
Total Capital	\$2,695,000	\$5,886	\$186,834	\$2,440,510	\$2,627,344	97%



June 4, 2014

DELIVERED VIA MAIL

Wellington Terrace Long Term Care Home
474 Wellington Road 18
Elora, ON N1M 0A1

Attention: Laura Holtom
Assistant Administrator

Dear Laura Holtom:

Re: Staff Influenza Immunization Rate for 2013-2014 Influenza Season

On behalf of the Board of Health at Wellington-Dufferin-Guelph Public Health, I would like to congratulate you and your staff for achieving a staff influenza immunization rate of 80% or higher for the 2013-2014 influenza season. This is a significant accomplishment for your facility. Annual influenza immunization is one of the most effective measures in reducing the impact of influenza in long-term care and retirement settings.

The participation of your staff in the annual influenza immunization program is commendable. We look forward to continuing to work with your organization to ensure the health of our community.

Sincerely,

Amanda Rayburn
Chair, WDGPH Board of Health

AR/rh

2014 Quality Report – Wellington Terrace LTCH

	Total Previous Year	January	February	March	April	May	June	July	August	September	October	November	December	Total for 2014
Human Resources														
New hires	62	5	3	2	5	8	2	3						
Exiting Employees	50	3	1	2	3	1	4	4						
# calls to Ministry of Labour	0	0	1 Visitor fall	0	0	0	0	0	0					
Lost hours due to workplace injury	159.6	0	0	0	0	0	0	0						
Hours worked by employees in modified role (WSIB)	475.0	0	52.50 (1 employee)	150 (2 employees)	172.50 (3 employees)	195 (2 employees)	135 (2 employees)	52.50 (1 employee)						
Excellence in Care														
# of falls resulting in injury	178	16	19	13	12	18	13	20	13					
# of residents with NEW stage 2 -x pressure ulcer	119	2	3	1	2	5	3 plus one hospital acquired	5	3 plus one hospital acquired					
# of transfers to Emergency Room	21	5	0	0	2	2	1	1	4					
# of Medication Incidents leading to adverse event	0	0	0	0	0	0	0	0	0					
# of outbreak days	37	0	0	0	20	0	0	0	0					

Census/ Compliance														
# of deaths	65	9	4	4	6	2	3	7	8					
Inspection: # areas in non compliance	1	0	0	0	0	0	8 Annual RQI	0	0					
Risk Prevention														
Review of Fire Plan through Fire Drills completed	12/12	Yes	yes	yes	Yes	Yes	Yes	Yes	yes					
Reporting to Ministry of Health														
# of Formal Complaints made by family or resident	0	0	0	0	0	0	0	0	1 No unmets					
# of Critical Incidents	11	3 *one resident to resident abuse *2 falls resulting in transfer to hospital	0	0	2 *1 fall resultin g in transfe r to hospita l *1 outbre ak	3 *two falls resulting in transfer to hospital *1 fire in Oak	1 Potential resident to resident abuse	1 resident to resident abuse	1 Fall resulting in transfer to hospital					

NA = Some HR and clinical data will not be available until the final report for the month is submitted

Supporting Data for Report

Fire Drill Learning Objectives 2013:

January – Review General Guidelines for Code Red (State of Readiness)

.Definitions:

Human Resources:

Calls to Ministry of Labour occur where an accident occurred. Employee or resident has lost consciousness or fractured a bone and requiring hospital attention from an accident.

Hours lost to employees in modified role (WSIB) – number of hours is tracked where staff is working in a modified role until they can return to full duties.

Fall with injury: injury may include redness, pain or fracture, or break in skin integrity.

Skin and Wound Management at Wellington Terrace

Wellington Terrace has a formal skin and wound care program lead by two RNs with a special interest in wound care. Recently, we have conducted education for all RNs and RPNs on the staging and treatment of wounds. We have the expertise of an advanced wound care therapist who will do advanced treatment plans on the request of the home. We have medical directives in place for treatments with a quality dressing.

What makes residents in LTC more susceptible to skin and wound issues:

- Increased aging of the skin `thin skin`
- Nutritional status compromised related to medical diagnosis
- Cognitive impairment- more bumping into and accidents
- Impaired mobility- not repositioning selves regularly.
- Dehydration
- Steroid use

Current processes to mitigate responsive behaviours:

- The home follows a Gentle Persuasion Approach Philosophy. There are 3 education sessions held per year. Focus of this program is respectful, non violent, self protective strategies for staff to use when dealing with a resident with responsive behaviour.

- Responsive behaviour program. Focus is on reporting responsive behaviours so all team members are aware of potential resident action. These incidents are recorded in the resident progress notes and read q shift at report.
- The Behaviour Support Team reviews all responsive behaviour progress notes and follows up when required. Determines if resident requires increased assessment or if the change can be attributed to a clinical reason. The BSO along with the team develops individualized toolboxes for all staff to review. These tool boxes contain information on resident triggers for responsive behaviours as well as interventions to mitigate responsive behaviours.
- Weekly team meetings are held to discuss resident specific case studies and problem solve. Specific techniques for preventing or responding to responsive behaviour are shared.
- Care plans are updated as required to include specific approaches recommended when doing residents care (complete care with two PSWs, for example)
- All direct care staff carry walkie talkies so they are able to quickly deploy assistance if required.
- Wellington Terrace is supported by external expertise – Psychogeriatric Resource Consultant (PRC). We hold monthly Psych clinics under the direction of a Geriatric Psychiatrist



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Information, Heritage and Seniors Committee
From: Kevin Mulholland, Construction & Property Manager
Date: Wednesday, September 10, 2014
Subject: Fergus Library Renovation - Project Status Report #9

Status of project	<ul style="list-style-type: none">- Structural steel & deck installation is complete- Concrete floor pours are complete- Roofing is complete- Asphalt shingles have begun- Waterproofing is complete- Sprayed foam insulation & fireproofing is under way- Front entrance ramp has been poured & backfilled- Work on front entrance stairs has begun- Curtain wall installation is under way- Exterior sheathing has begun- Steel studs & drywall installation has continued- Mechanical & electrical installations have continued
Upcoming work and deadlines	<ul style="list-style-type: none">- Front entrance stairs & door will be completed- Work to east & west walkways will be completed- Curtain wall installation will continue- Sprayed foam insulation & fireproofing will be finished- Exterior sheathing will be completed- Masonry work will begin- East concrete ramp will be installed- Steel studs & drywall will continue- Mechanical & electrical installations will continue- Elevator installation will begin
Status of construction schedule	<ul style="list-style-type: none">- project completion is currently scheduled for October 2014
C.O.'s approved since last meeting	<ul style="list-style-type: none">- 12
Total change orders approved to date	<ul style="list-style-type: none">- 27
Net value of C.O.'s approved to date	<ul style="list-style-type: none">- \$89,726.24

Recommendation:

That the Fergus Library Project Status Report be received for information.

Respectfully submitted,

Kevin Mulholland
Construction & Property Manager



County of Wellington
Library Services
Statement of Operations as of
31 Aug 2014

	Annual Budget	August Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$157,500	\$0	\$500	0%	\$157,000
Municipal Recoveries	\$24,700	\$0	\$14,880	60%	\$9,820
Licenses, Permits and Rents	\$33,000	\$502	\$23,629	72%	\$9,371
User Fees & Charges	\$94,100	\$8,316	\$55,813	59%	\$38,287
Sales Revenue	\$7,900	\$1,091	\$6,947	88%	\$953
Other Revenue	\$0	\$11	\$2,893	0%	\$(2,893)
Total Revenue	\$317,200	\$9,920	\$104,662	33%	\$212,538
Expenditures					
Salaries, Wages and Benefits	\$3,597,300	\$289,331	\$2,303,859	64%	\$1,293,441
Supplies, Material & Equipment	\$795,900	\$66,503	\$516,918	65%	\$278,982
Purchased Services	\$775,000	\$49,434	\$583,485	75%	\$191,515
Insurance & Financial	\$25,100	\$2	\$22,108	88%	\$2,992
Minor Capital Expenses	\$47,000	\$3,327	\$3,937	8%	\$43,063
Debt Charges	\$693,400	\$14,572	\$571,657	82%	\$121,743
Internal Charges	\$1,500	\$350	\$350	23%	\$1,150
Total Expenditures	\$5,935,200	\$423,519	\$4,002,314	67%	\$1,932,886
NET OPERATING COST / (REVENUE)	\$5,618,000	\$413,598	\$3,897,652	69%	\$1,720,348
Transfers					
Transfers from Reserves	\$(209,700)	\$0	\$0	0%	\$(209,700)
Transfer to Capital	\$300,000	\$0	\$300,000	100%	\$0
Transfer to Reserves	\$1,500,000	\$0	\$1,500,000	100%	\$0
Total Transfers	\$1,590,300	\$0	\$1,800,000	113%	\$(209,700)
NET COST (REVENUE)	\$7,208,300	\$413,598	\$5,697,652	79%	\$1,510,648



County of Wellington

Library Services

Capital Work-in-Progress Expenditures by Department All Open Projects For The Period Ending August 31, 2014

	Approved Budget	August Actual	LIFE-TO-DATE ACTUALS			% of Budget	Remaining Budget
			Current Year	Previous Years	Total		
Aboyne Facility Improvements	\$570,000	\$0	\$0	\$106,166	\$106,166	19%	\$463,834
Fergus Branch Exp and Reno	\$5,000,000	\$222,416	\$1,343,134	\$1,326,512	\$2,669,646	53%	\$2,330,354
Fergus Branch Coll Enhancement	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
Palmerston Branch Exp	\$500,000	\$0	\$6,346	\$0	\$6,346	1%	\$493,654
Radio Frequency ID System	\$50,000	\$0	\$11,054	\$0	\$11,054	22%	\$38,946
Total Capital	\$6,170,000	\$222,416	\$1,360,534	\$1,432,677	\$2,793,211	45%	3,376,789



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Information, Heritage and Seniors Committee
From: Mark Bolzon, Manager Purchasing and Risk Management Services
Date: Wednesday, September 10, 2014
Subject: **Palmerston Library – Construction Management / General Contractor Award**

Background:

At the May 2014 meeting of the Library Board the following recommendation was approved to award the architectural services contract for the renovations to the Palmerston Library:

“That the architectural contract for the renovations of the Palmerston Carnegie Library be awarded to L. Alan Grinham Architect, of Guelph, at their quoted rate of \$5,000.00 for Phase 1 (consultation process) of the project and 7% architectural fees for Phase 2 of the project (detailed design, construction, etc.) all as outlined in the proposal documents, excluding HST @ 13%.”

During their presentation to the Library Board, Grinham Architects recommended that this project was suited to a Construction Management process. The awarding of the architectural contract was partially based on this recommendation.

Construction Management involves the General Contractor (GC) at the very beginning of the design phase. The GC works closely with the owner and the architect to review draft drawings, site conditions and provide recommendations to be included in the design process. Once the drawings and specifications are completed the GC is directed to conduct detailed competitive sub-contract tendering of the complete project, following which the GC is invited to negotiate with the owner and architect to provide pricing to complete the construction/renovations, taking into consideration current site/building conditions, budgets, and required sub-trades.

As a result, staff, in consultation with the architect, invited the County’s pre-qualified General Contractors to submit proposals to provide Construction Management Services to the County of Wellington for the renovations to the Palmerston Carnegie Library. The review of the submissions took into consideration the following criteria:

Heading	Evaluation Criteria
Company overview, relevant experience	Proponents organization structure, experience and expertise to successfully take this project
Bonding and Insurance	Proponent to provide documentation that they are able to provide both insurances and bonding (including Subguard) identified in CCDC 5B and supplemental conditions
Qualifications and Experience (including references)	Suitable and appropriate experience of team, on projects of a similar nature and team organization. Illustration of experience with Libraries, or Institutional facilities; Heritage renovation or restoration projects. Current CCDC 11.
Proposed Approach	Evidenced understanding of the project requirements and suitability of proponent's approach for the project delivery. Including their: <ul style="list-style-type: none"> • Approach • CM resources • Project Management software • Progress reporting • Tendering & change control • Managing meetings • Permit procurement, sign-off approach • Project close out
Schedule and Budget	Meeting milestone dates in managing a schedule. Communicate status of project's financial status in a timely manner.
Environmental and Safety Policy	Evidenced strong understanding and commitment to environmental and safety procedures.
Quality Control and Assurance	Evidenced strong quality control and assurance procedures.
Overall Proposal	Overall quality of proposal
Fee Proposal	Points added or deducted based on the average of bid prices.

On Thursday, August 28, 2014 submissions were received from the following pre-qualified General Contractors –

COMPANY
CRD Construction Ltd., Guelph
TRP Construction General Contractors, Burlington
Percon Construction Inc., Toronto
Collaborative Structures Limited, Cambridge
Ross Clair Contractors and Construction Management, Toronto

From the submissions received and the reviews completed, firms were short listed for a follow up interview. Interviews were conducted on Friday, September 05, 2014 with the following firms:

- Collaborative Structures Limited
- TRP Constructions General Contractors
- CRD Construction Limited

Based on the evaluation criteria and subsequent interviews, staff are recommending awarding the Construction Management contract to Collaborative Structures Limited (CSL) of Cambridge, at their quoted fee of \$361,220.00 exclusive of HST @ 13%.

Upon completion of the detailed design and the successful negotiation for construction services, staff will bring forward a recommendation early in 2015 to the Library Board and County Council to award the construction contract to the General Contractor.

Currently the project is scheduled as follows:

SCHEDULE

• RFP for Construction Management -	Issued August 13, 2014
• Receipt of Proposals -	August 28, 2014
• Reviews/Interviews -	1st week of Sept.
• Recommendation to Library Board -	September 10, 2014
• County Council -	September 25, 2014
• Design Process -	October – December 2014
• Pricing for Construction -	January 2015
• Recommendation for Contract with GC	February 2015
• Start Construction -	March 2015
• Completion -	TBD

Accordingly, the following recommendations are respectfully submitted:

Recommendation:

That the construction management contract for the renovations to the Palmerston Carnegie Library be awarded to Collaborative Structures Limited (CSL) of Cambridge, at their quoted fee of \$361,220.00, excluding HST @ 13% and as outlined in the proposal documents CW2014-038; and

That the Warden and Clerk be authorized to sign the necessary agreements; and

That staff be authorized to negotiate with Collaborative Structures Limited (CSL) to finalize construction costs and to bring forward a recommendation to County Council early 2015.

Respectfully submitted,



Mark Bolzon
Manager Purchasing and Risk Management Services



COUNTY OF WELLINGTON

PALMERSTON LIBRARY

COMMUNITY ENGAGEMENT

03 SEPTEMBER 2014



GRINHAM ARCHITECTS

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Abstract:

In May of 2014 Grinham Architects was engaged by the County of Wellington to provide Architectural and Prime Consulting Services for a planned renovation of the Wellington County Library Palmerston Branch located at 265 Bell Street in Palmerston, Ontario. As a precursor to the commencement of designs for the renovations our Firm was tasked with assisting the County of Wellington in the facilitation of a Community Engagement process, to assess the public's wants and needs related to the project. During the course of the public consultation period our Firm compiled feedback collected through various means including: online survey; comment cards; and a public open house meeting. The findings of the public consultation, as presented in this report, represent a diverse range of opinions regarding programming and design imperatives for the project. As an extension of the Community Engagement, our Firm also conducted preliminary research into the community-based norms for public libraries and public library development in Ontario to obtain a better understanding of current and future spatial demands. Based on the findings of the Community Engagement and our research we have developed a set of recommendations for the project, which are presented in this report, for review and consideration by the Wellington County Library Board and Council.

Executive Report:**Context (see Section I of this report for complete information):**

- The Palmerston Library building (c. 1903) is a two-story 333 s.m./ 3,580 s.f. (footprint) 666 s.m./ 7160 s.f. (gross floor area) structure;
- At the entrance of the building there exists a large vestibule distributed over two levels connected via a short staircase and limited use limited application elevating device;
- The Main Floor hosts library functions within an open plan and a private staff room which combined represent an area of 232 s.m./ 2,500 s.f.;
- The Second Floor contains an auditorium complete with raked seating and an elevated stage which combined represent an area of 290 s.m./ 3,110 s.f.;
- The Basement is separated into a 175 s.m./ 1,880 s.f. finished area containing a hall, kitchen, washroom, and storage spaces and a 71 s.m./ 770 s.f. unfinished utility area;
- As a result of previous renovations, much of the original character of the vestibule and Main Floor library space has been lost;
- The Second Floor auditorium has been out of commission for several years; the Basement and Second Floor display disrepair due to deferred maintenance.

Findings (see Section II of this report for complete information):

- During the Community Engagement our Firm compiled feedback collected through various means including: online survey; comment cards; and a public open house;
- Several patrons indicated the local significance of the building and the need to respect its heritage value, and where possible, to enhance heritage features;
- Several patrons indicated a need for upgrades to improve accessibility, specifically to provide for barrier-free access throughout the facility;
- Several patrons expressed the want for upgrades to computer equipment, including more power and data connection terminals for personal devices;
- While there was considerable public interest as to the future use of the Basement and Second Floor levels, no clear mandate as to their specific use was found to exist;
- Ontario Public Library (OPL) Guidelines state that Small Branches should provide the greater of a minimum 2,500 s.f. or 1 s.f. per capita of “assignable library space”;
- Given Palmerston’s current population 2,980 (2011), and projected growth, there is a noted deficiency in assignable library space relative to the OPL Guidelines.

Recommendations (see Section III of this report for complete information):

- While not a designated heritage property, given the building’s local significance the renovations should be undertaken per best practice for built heritage conservation;
- Repair efforts will be required to address issues such as masonry cracks, foundation deterioration, water infiltration and associated damage and indoor air quality;
- Reorganization of interior spaces towards improved functioning and increased usage of the facility may be considered; efforts to restore character should be considered;
- Upgrades to improve accessibility, and in particular to accommodate barrier-free access (including the construction of an elevator serving all floors), should be considered;
- Upgrades to improve computing services, including modernized equipment and more connection terminals for personal devices, should be considered;
- Accommodation of FADM/ OBC regulations results in an inability to house the current collection within the Main Floor library space – let alone anticipate any future growth;
- If the facility is to meet OPL Guidelines the area allocated to library services will need to increase; reallocation of functions to the Basement or Second Floor may be considered.

Section I: Context:

The Palmerston Library building is one of the 111 libraries constructed in Ontario during the early part of the 20th Century with philanthropic funding from Scottish-American industrialist Andrew Carnegie (Beckman, 1984). The two-story 333 square metre or 3,580 square foot (footprint) structure is comprised of load bearing clay brick masonry exterior walls on natural stone foundations with heavy timber beams supporting dimensional lumber floor joists and roof rafters. The Palmerston Library building, which was designed by Architect William Frye Colwill in 1902 and constructed in 1903, is unique amongst the Carnegie libraries in that it incorporates a 290 square metre or 3,110 square foot auditorium complete with raked seating and an elevated stage on the Second Floor (Beckman, 1984). As-Built Conditions drawings of the facility are appended to this document as *Appendix 'A'*.

Located inside the main entrance to the building is a large vestibule space distributed over two levels which are connected via a short staircase and limited use limited application elevating device. Access to the Main Floor library space and to the primary staircases leading to the finished Basement and to the Second Floor level is provided from this vestibule. The space also contains a single occupancy barrier-free accessible washroom and a janitor's room.

The 232 square metre or 2,500 square foot library space on the Main Floor of the building contains typical library functions including circulation desk, book stacks, media, computers, children's area and lounges organized within an open plan. The space benefits from considerable natural daylight from large punched windows positioned around the perimeter of the plan. The library space also contains a staff room including a small private staff washroom. As a result of previous renovations to the building which have been performed over time, much of the original character of the vestibule and library space has been lost. In contrast, more of the character of the Second Floor auditorium space has been retained; however the auditorium has been out of commission and off-limits to users for several years and displays considerable signs of disrepair due to deferred maintenance.

The Basement level is separated into a 175 square metre or 1,880 square foot finished area and 71 square metre or 770 square foot unfinished area. Contained within the finished Basement area is a 128 square metre or 1,375 square foot hall space and accessory kitchen, washroom, and storage spaces. At present these spaces show signs of disrepair including notable water damage. The unfinished Basement area, which is accessed by an independent staircase from within the library space, is utilized as Mechanical and Electrical service space.

In 2013 the County of Wellington retained the services of Tacoma Engineers to perform a preliminary structural condition assessment of the facility. Without limiting the generality of the foregoing, the report resulting from this assessment, which is included with this document as *Appendix 'B'*, indicates that the building structure is in good condition with no structurally significant remedial work required. Minor deficiencies noted in the assessment include: "cracks and stone spalling of the window headers and sills"; "deterioration of the exterior foundation where failures of the downspouts has resulted in chronic water leakage"; and "high humidity levels in the basements causing accelerated decay of the wood framing elements". It is understood by our Firm that the County of Wellington intends to address the deficiencies noted in Tacoma Engineers' report as a part of the work of this renovation project.

Section II: Findings:

Throughout the Spring-Summer of 2014 Grinham Architects assisted the County of Wellington in the facilitation of a Community Engagement process to collect public input regarding their wants and needs related to the project. For the duration of the Community Engagement period a comment box was installed at the Palmerston Branch to afford patrons the opportunity to provide their opinions using comment cards. Compiled comments are appended to this document under *Appendix 'C'*. In addition, since early 2012 the Wellington County Library has offered users the opportunity to provide feedback on the library system via an online customer survey provided through their website. During this time feedback from Palmerston Branch patrons regarding library staff, facilities, internet access, equipment, collections, books, policies, hours, events-programmes, and service has been compiled in anticipation of review prior to the commencement of designs for the renovations. Compiled comments are appended to this document under *Appendix 'D'*. In general the feedback provided via the customer survey and comment cards are consistent with those discussed at the Open House as outlined below.

On May the 24th, 2014 an Open House was held at the library to allow the public the opportunity to meet with Principal Architect Lloyd Grinham and Architect Michael Trussell as well as Wellington County Library Administration and Branch Staff to engage in dialogue regarding the project. A small number of active and interested individuals attended and shared their visions for the building. In addition to a few dozen local citizens, attendees at the event included County of Wellington Warden Chris White, Town of Minto Mayor George Bridge, Wellington County Library Chief Librarian Murray McCabe and a handful of Library Board members. Based on our conversations with those in attendance at the Open House it was made evident that the building holds great sentimental significance for many within the community. In general we found that the public seemed appreciative of the investment being made in this project and excited about the opportunity it represents for Palmerston. Everyone with whom the representatives from our office met seemed to recognize the need for repair of the structure and renovation of the interior. Many expressed a desire to reinstate the building's lost character, particularly within the library space. A common theme of many of the discussions was the need for barrier-free accessibility throughout the building, and in particular the requirement for an elevator servicing all floors open to the public. Many patrons also expressed the want for upgrades to computer equipment, including more power and data connection terminals for personal devices. Another general concern expressed by a handful of patrons was the lack of shelter from the elements at the main entrance to the building.

Much of the discussion throughout the Open House was focused on the programming of the Basement and Second Floor levels. There was considerable discussion as to whether the existing auditorium should be preserved and restored or altered. While a small number of individuals were passionate about the preservation and restoration of the auditorium for use as a performing arts venue, a number of other patrons expressed the want for a more flexible or multi-functional assembly space available for use by the community. To a lesser extent the future of the Basement was discussed. As might be expected, the community expressed a range of opinions regarding programming and no singular directive was found to exist. Proposed alternative uses of the Basement and Second Floor level offered by the individuals in attendance included: space for library programming; makerspace; space for display of arts and/ or historical exhibits; space for private functions, space for community organization meetings; space for continuing education; space for presentations and/ or performances, and space for a daycare.

As an extension of the Community Engagement process, our Firm also conducted preliminary research into community-based norms for public libraries and public library development in Ontario. According to Guidelines for Municipal and County Public Libraries put forth by the Federation of Ontario Public Libraries, “Library facilities and space arrangements should be developed to meet library service strategies, projected populations and community needs (Federation of Ontario Public Libraries, 2013)”. These Guidelines then state that Small Branches (those serving catchment areas of 1,000-5,000 population) should provide the greater of a minimum 2,500 square feet or 1 square foot per capita in the library’s catchment area of “assignable library space for staff work areas, programs/services, collections, seating and all required service areas” (Federation of Ontario Public Libraries, 2013).

According to Wellington County’s Official Plan, the population in Palmerston in 2011 was 2,980; and is projected to grow to 3,530 by 2021 and to 4,060 by 2031 (County of Wellington, 2013). Based on these current and projected population figures, to meet the targets set forth in the Guidelines for Municipal and County Public Libraries the Palmerston Branch should currently be providing 277 square metres/ 2,980 square feet of library space; and should be anticipating the future provision of 328 square metres/ 3,530 square feet by the 2021 and 377 square metres/ 4,060 square feet by 2031.

Given this, the current library space on the Main Floor of the building is shown to be deficient of the spatial requirements defined in the Guidelines for Municipal and County Public Libraries by 44 square metres/ 480 square feet per the 2011 census with a future deficiency of 96 square metres/ 1,030 square feet in 2021 and 145 square metres/ 1,560 square feet in 2031 should there be no expansion of the existing assignable library space.

Section III: Recommendations:

While the opinions expressed by the public during the Community Engagement are varied in nature, the consultation process did reveal a general consensus as to certain improvements which are considered essential for the success of the renovation.

Firstly, there was a clear recognition on the part of the public as to the need for repair efforts to address plainly visible issues such as cracks, spalling, water infiltration and associated damage and indoor air quality. As previously indicated in the Context section of this Report, our Firm understands that the County of Wellington intends to address such concerns as a part of the scope of work of this renovation project.

Time and time again during the Community Engagement process the public pointed to the local significance of the building and the need to respect and enhance its heritage value. Therefore, while not a designated heritage property, given the building's local heritage value we would advocate that any renovations be undertaken in accordance with best practice for built heritage conservation. An overview of basic principles for heritage conservation is provided in a document produced by the Province of Ontario Ministry of Culture entitled *Eight Guiding Principles in the Conservation of Built Heritage Properties* (Ministry of Culture, 2007) which is appended to this document under *Appendix 'E'*.

The findings of the Community Engagement process also demonstrate a clear mandate to upgrade the building to better conform to current accessibility standards, and more specifically, to provide for barrier-free access throughout the facility. Therefore, in addition to necessary repairs, we recommend that the renovation incorporate the provision of a new elevator servicing all floors and wherever possible should consider accessibility upgrades to address the needs of persons with disabilities in accordance with the Wellington Accessibility Partnership's Facility Accessibility Design Manual (Wellington Accessibility Partnership, 2005).

The provision of expanded / modernized computing and reproduction equipment was also demonstrated to be a priority for a large segment of the public. Based on this we would encourage that upgrades be made to computing services in keeping with what has occurred at other Wellington County Library Branches which have recently undergone renovations.

As identified in the Findings section of this report, a spectrum of ideas regarding the eventual programming of the building were put forth by members of the community. Further, while there was considerable interest as to the future use of the Basement and Second Floor levels in particular, no clear directive as to their specific use was found to exist. Given this, it would seem that there exists the opportunity to consider some reorganization of the interior spaces, particularly those which have been altered in more recent ad hoc renovations, towards overall improved functioning and increased usage of the facility.

Given the Town of Palmerston's current and projected population figures and the noted pre-existing deficiency in assignable library space – relative to that which is described in the Guidelines for Municipal and County Public Libraries – if the facility is to meet the spatial targets put forth by the Federation of Ontario Public Libraries it will need to increase the area allocated to library services (see the Findings section of this report for current and future assignable library space deficiency totals).

Moreover, based on our Firm's own preliminary review of the spatial implications related to the accommodation of the Wellington Accessibility Partnership Facility Accessibility Design Manual standards and current Ontario Building Code requirements (including the construction of an elevator, the provision of barrier-free paths of travel throughout, the addition of both standard and barrier-free washroom facilities, a reduction in the height of the bookshelves, etc.), we have found that should there be no increase to the area allocated to library services the existing Main Floor library space will fall well short of accommodating the current collection – let alone anticipating any future growth. This would therefore seem to offer added impetus to increase the area allocated to library services in keeping with afore mentioned Ontario Public Library Guidelines.

If the assignable library space is to be increased, one option for doing so could be to reallocate space on either the Basement or Second Floor level (or both) for use for library functions. Presently, the area allocated to library services represents less than 30% of the finished space within the facility; with the remaining 70% split between the vestibule, finished Basement area and Second Floor. Despite this imbalance, at present the Basement and Second Floor levels seem to be considerably underutilized, with the finished Basement area dedicated to a single external community group and the Second Floor completely out of commission. Given this it would seem that there exists the potential for growth of the library services area within the building through the reassignment of interior spaces, thereby negating the need for any significant expansion outside the confines of the existing footprint.

In the event that the Basement area were to be designated for use for library functions, there exists the opportunity to reinstate windows in their original positions around the perimeter of the floor to permit daylighting towards an improved quality of space. Similarly, should the Second Floor be designated for uses other than staged performance, there exists the opportunity to eliminate the raked floor towards a more flexible multi-functional space which could support a variety of functions.

With direction from the Library Board and Staff with respect to programme, various options for reorganization of the interior could be reviewed. It is likely that there are certain functions which would be more conducive to relocation away from the Main Floor than others. Additionally, there is likely the potential for some sharing of space by different functions, which could further inform the arrangement of spaces within the facility.

Our Firm is committed to working with the Library Board and Staff to develop a highly coordinated and enduring design solution, at once securing the heritage value of the structure and offering expanded services for the continuing evolution of the Wellington County Library in Palmerston.

Conclusion:

The Palmerston Library is an architecturally important building which was demonstrated to hold great sentimental significance to the local community in Palmerston. Library patrons have expressed a keen interest in the planned renovations and have shared their individual visions for the project. There exists a clear mandate from the community to accommodate barrier-free accessibility throughout the building and in particular to provide an elevator accessing all levels. There is also general consensus that the interior of the library space should be refurbished to restore lost character while simultaneously providing modernized computing services. There are varied opinions from community members as to the appropriate future use of the Basement and Second Floor level. Based on the findings of the Community Engagement process our Firm has advanced recommendations for the renovations for review and consideration by the Wellington County Library Board and Council.

Works Cited:

Beckman, M. L. (1984). *The Best Gift: A Record of the Carnegie Libraries in Ontario*. Toronto: Dundurn Press Limited.

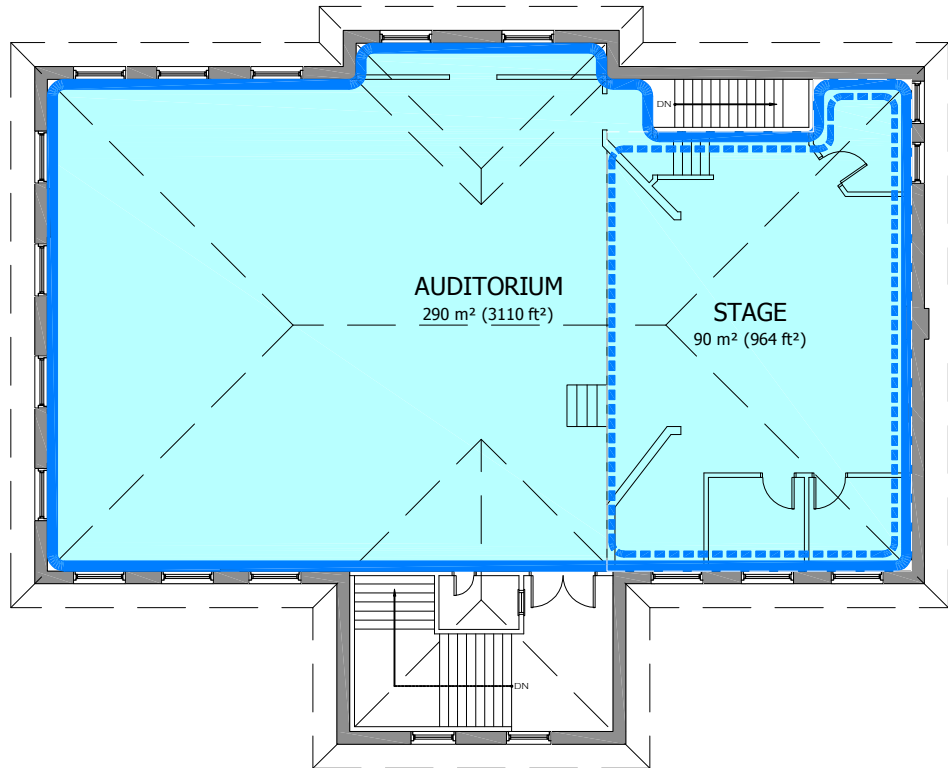
Corporation of the County of Wellington. (2013). *Official Plan*. Retrieved August 25, 2014, from Wellington County: http://www.wellington.ca/en/business/resources/official_plan_text.pdf

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Ministry of Culture. (2007, August). *Province of Ontario: Ministry of Culture*. Retrieved August 2014, from Infosheet: Eight Guiding Principles in the Conservation of Built Heritage Properties: http://www.mtc.gov.on.ca/en/publications/InfoSheet_8%20Guiding_Principles.pdf

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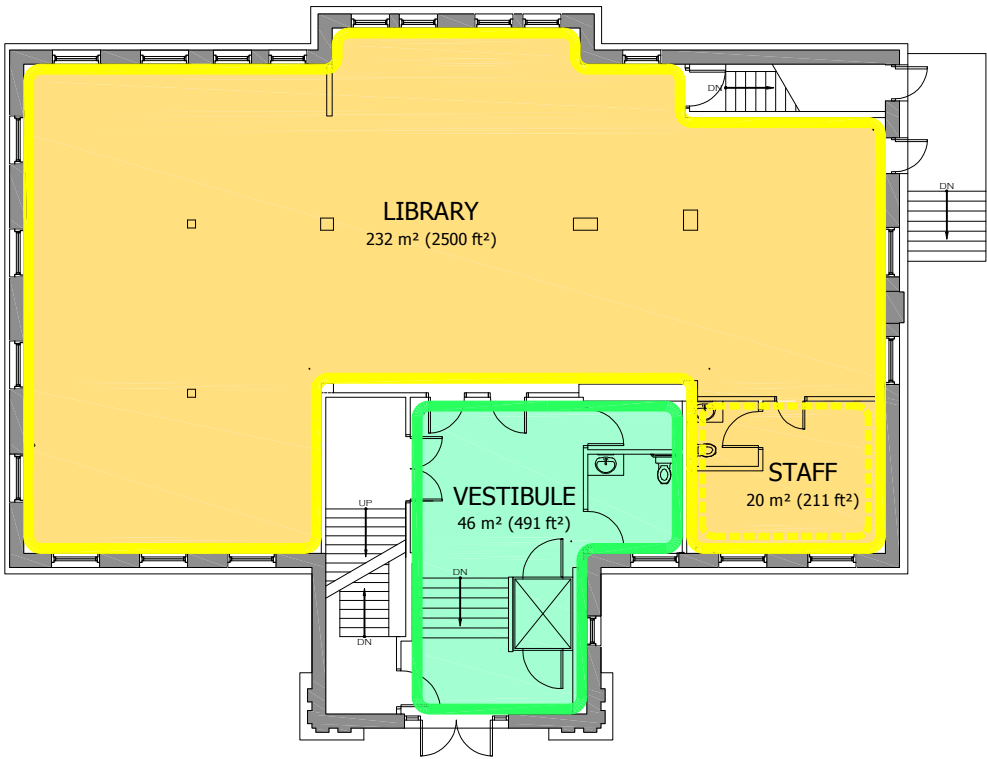
APPENDIX 'A'



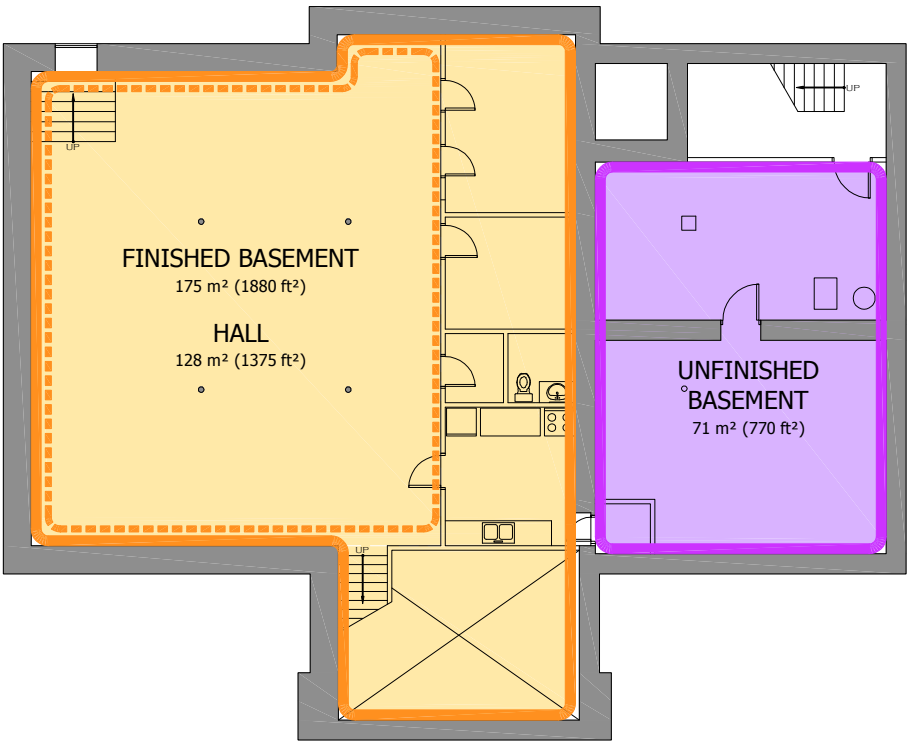
UPPER FLOOR
333 m² (3585 ft²)

LEGEND

- AUDITORIUM
290 m² (3110 ft²)
- VESTIBULE
46 m² (491 ft²)
- LIBRARY
232 m² (2500 ft²)
- FINISHED BASEMENT
175 m² (1880 ft²)
- UNFINISHED BASEMENT
71 m² (770 ft²)



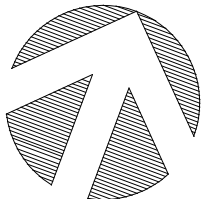
MAIN FLOOR
334 m² (3590 ft²)



LOWER FLOOR
347 m² (3740 ft²)



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ACTUAL NORTH

NO.	DATE	REVISIONS

PALMERSTON LIBRARY 265 BELL STREET PALMERSTON, ONTARIO		FLOOR PLANS SPATIAL DIAGRAM	
SCALE: NTS	DATE: 3-Sep-2014	A-01	
DRAWN: MT	CHECKED: LAG		
STATUS: PRELIMINARY	JOB NO: 1428		



SOUTH ELEVATION




EAST ELEVATION



NORTH ELEVATION



WEST ELEVATION



GRINHAM ARCHITECTS
 15 Yarmouth Street
 Guelph, Ontario, N1H 4G2
 Tel: 519.766.1580
 Fax: 519.766.1377
 Email: info@grinham.ca
 Web: www.grinham.ca

SCALE: NTS		DATE: 3-Sep-2014		DRAWN: MT		CHECKED: LAG		STATUS: PRELIMINARY		JOB NO: 1428	
PALMERSTON LIBRARY						EXISTING ELEVATIONS					
265 BELL STREET											
PALMERSTON, ONTARIO											
NO.		DATE		REVISIONS							

A-02

APPENDIX 'B'

Date: August 19, 2013

No. of Pages: 5

Project: Palmerston Public Library - Theatre

Project No.: TE-22814-13

Client: County of Wellington

Dist.: Kevin Mulholland, Construction & Property Manager, County of Wellington

Background:

At the request of County of Wellington, Tacoma Engineers was retained to undertake an initial structural condition assessment of the existing Palmerston Public Library. The purpose of the review was to assess the condition and capacity of the existing building systems and to provide comments on the structural viability of restoring the existing upper level theatre.

This assessment and report are based on our visual review only, no material testing was undertaken. Localized openings in the main level ceiling were made to allow a partial review of the upper level framing. Note that a visual condition assessment is a localized review of a portion of the existing framing only to gain knowledge about the principal geometry and to identify any macro deficiencies only. A more comprehensive design analysis will be required if the project is to proceed to construction.



No original building drawings were available at the time of our review. Building layout sketches were available but review indicates that these are not to scale and do not identify all areas. A review of the archives and municipal building department files may prove beneficial to source original design documentation.

Observations & Comments:

Based on our initial review on July 15 and our subsequent review on July 22, we have the following preliminary comments regarding the Palmerston Library structure:

Base Building

1. The Palmerston Library is one of the 125 Carnegie libraries constructed throughout Canada during the early 1900s. This structure was designed in 1902 by William Frye Colwill and constructed in 1903.
2. The primary structure consists of:
 - a. Foundation: natural stone bearing directly on native soil. The foundation walls enclose a basement area of which part is finished and the remainder is unfinished mechanical service areas.
 - b. Walls: solid clay brick masonry with limestone sills and headers at openings.
 - c. Floors: heavy timber beams supporting dimensional lumber floor joists and hard wood decking
 - d. Roof: (assumed) dimensional lumber rafters and ceiling framing overlaid with wood decking and asphalt shingles.
 - e. Finishes: walls and ceilings are finished with the original lime based plaster on wood lathe with the exception of localized areas where previous remedial work has taken place and alternate materials replaced.
3. Our preliminary assessment indicates that the building is generally in good condition with no structurally significant distress identified. Minor structural deficiencies include:
 - a. Cracks and stone spalling of the window headers and sills. These will require restoration and in isolated locations they may require replacement. Movement accommodation joints are recommended to minimize the risk of further masonry damage.
 - b. Deterioration of the exterior foundation where failures of the downspouts has resulted in chronic water leakage. Stone restoration and drainage upgrades will be required to remediate existing damage and to minimize further damage.
 - c. High humidity levels in the basements is causing accelerated decay of the wood framing elements. This is evidenced by mold growth on wood surfaces in the unfinished basement and by 'spongy' floors in the finished basement area. Enhanced air conditioning and air circulation is recommended to manage moisture levels.

Theatre Framing Investigation

1. We understand that there is a desire to resume use of the existing theatre located within the library structure on the upper level. The purpose of this investigation is to provide preliminary comments with respect to the adequacy of the existing structure to be reused as a theatre.
2. On July 22, 2013 with the assistance of County staff, 4 inspection openings were made on the main level to expose the theatre floor framing above. The following comments are based on the visual review completed through these openings.
3. The current Ontario Building Code (2006) specified live load for a theatre (assembly area) with fixed seats over at least 80% of the area is 2.4 kPa [50 psf]. If the fixed seats were removed, the load requirement would increase to 4.8 kPa [100 psf].
4. The theatre floor framing consists of wood floor joists, spanning north-south, between the perimeter walls and two internal beam lines. The beams, spanning east-west, are supported on a series of interior posts that extend down to the levels below.

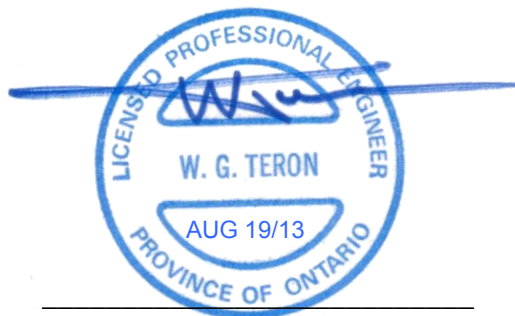


5. The existing wood floor joists ($2\frac{1}{8}$ " x $11\frac{1}{2}$ " spaced at 16" o.c. spanning approximately 14') are structurally adequate to support the OBC specified loads. Note that this general statement presumes that the joists are in good condition and adequate bearing is provided. Where reviewed through the inspection openings, the joists were found to be in good condition with no evidence of deterioration. In one localized location, the joist bearing on the beam was found to be less than $\frac{1}{2}$ " which would require remedial work. Further, at the west end of the theatre, the joists are supported on metal joists hangers rather than direct bearing on the beams – at this end, a noticeable settlement has occurred as witnessed by the 'bulging' floor deck above the beams.
6. The existing wood beams (10" wide x 15" to 24" deep, spanning 9' to 22') were found in good condition but the adequacy varies based on the span. The existing beams are tapered to account for the sloped floor above. Our calculations indicate that for the 22' span, a minimum beam depth of 21" is required. Similarly, 16" for a 17' beam, 14" for 15', etc. Based on our review, it appears that these minimum depths have been provided but a more destructive investigation would be required to assess all locations. If required, localized beam reinforcing could be accomplished without significant interventions.
7. The existing wood deck (1" thickness) is both the structural deck and finished floor surface. Use and moisture has caused warping of certain areas and loose boards in others. It is unclear at this time whether in-situ restoration is possible or if a general replacement is required.
8. We have assumed that the supporting structure was equally designed and is structurally adequate to support the specified loads of all occupants.
9. Our review of the interior layout suggests that there is no practical and feasible location for a new elevator to provide barrier free access to the upper level. The most practical option would be to construct a small addition in the north-west quadrant to house a new elevator and lobby. This addition could be designed in keeping with the character of the existing structure.

In summary, our review indicates that the library structure is in good condition with no structurally significant remedial work required. Deferred maintenance will require localized restoration of the exterior masonry and enhanced air circulation is recommended in the basement level to control moisture. The theatre floor framing is adequate to support the OBC specified load for assembly occupancy (fixed seats) with very little structural rehabilitation. Finally, it is our opinion that the restoration and re-opening of the existing theatre is feasible and practical.

An architect will be required to complete a life safety assessment of the proposed restoration to ensure that means of egress and fire separations satisfy current requirements. We would be happy to work with the architect on any restoration strategy/plan.

If there are any questions or comments with respect to any item raised in this report or any other structural issues, please don't hesitate to call for assistance.



Per:

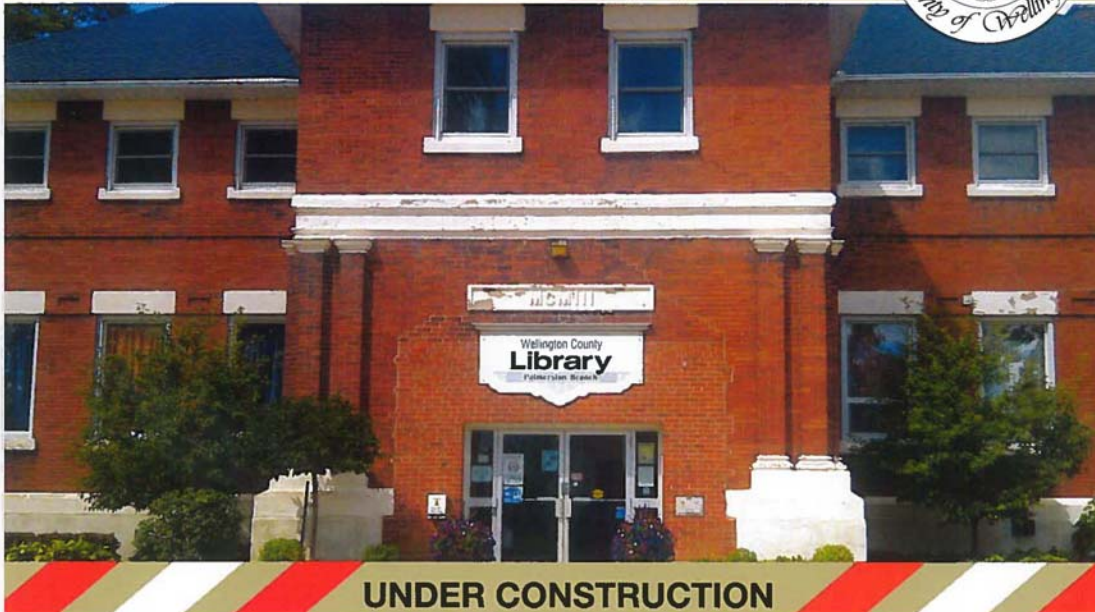
Will Teron, P. Eng.
Director – Heritage & Investigation, Principal
Tacoma Engineers Inc.

Encl.: none

APPENDIX 'C'

Your opinion matters!

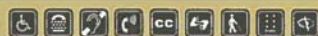
PALMERSTON CARNEGIE LIBRARY RENOVATION PROJECT



Tell us what features you would like to see in a renovated Palmerston Library!

YOUR COMMENTS: _____

Please return completed cards to the library so they can be shared with the architect.



Alternate formats available upon request.

Above: sample comment card

Comments:

- Elevator access to three floors;
 - Storage in the basement space;
 - Program space in the upstairs for the library;
 - Multi-purpose approach to the upstairs;
 - Save as much as possible the historical value of the upstairs;
 - Rental space in the upstairs;
 - Kitchenette in the upstairs;
 - Partner with County Museum for historical displays.
-

Comments:

- Preserve part of theatre heritage;
 - Keep part of theatre level for small groups: performing arts, arts, museum;
 - Open to special group celebrations – birthdays, anniversaries, meetings;
 - Update chairs with pads.
-

Comments:

- Would like to see the upstairs get used more: meeting room/ library programs;
 - Daycare maybe come here but not sure that would work with a playground and parking;
 - Looking forward to updates.
-

Comments:

- Renovate upstairs for children's birthday parties (party room).
-

Comments:

- More seating/ better light (i.e. Listowel library);
 - Could some elements of the old theatre (upstairs) be added to the library renovation?
 - a) a couple of the beautiful old wooden chairs to a seating area;
 - b) photo of old murals in frames;
 - c) any other unique parts of theatre (lighting/ woodwork) added for remembrance of history.
 - So many old libraries are renovated and lose almost all of their original character.
-

Comments:

- Top floor – keep half a theatre and have another half for a meeting room.
-

Comments:

- I would like to see the past integrated with the future – keep some of what reminds of what was there while moving forward.
 - I like the stage with the jesters on each side of the stage. I also like the idea of a sitting area which could host some of the antique seats (complete with a place for your hat).
 - I believe by integrating 'the future' with up-to-date media and technologic advances, income could be gained.
 - Perhaps a meeting area complete with all the advances in technology.
 - The room has great acoustics I'm told – perhaps music venues or working musical advancements could be integrated too – somehow to help pay for the building moving forward.
 - Perhaps integrating more of what the train museum offers – perhaps a digital walking tour of our town and the history of the trains – somehow to get people into the building.
-

Comments:

- Renovate the basement – it's in pretty bad shape – especially the floor;
 - The upstairs auditorium needs to be completely renovated, but, what will it be used for?
 - The stairway to the auditorium needs to be renovated as well
-

Comments:

- The railway museum and Norgan Theatre will volunteer to run the renovated theatre as a venue for theatre and music.
 - Elevator, new green rooms, washrooms, retain those seats.
-

Comments:

- The Carnegie theatre is heritage. Let's save it and use it as a theatre. There are groups that will partner.
-

Comments:

- The Norgan Theatre could partner with a Carnegie theatre to help run it with volunteers and pick up rent.

Comments:

- I would like to see the theatre saved and used as a theatre. There are many groups who could use a small theatre, fixed up green rooms, elevator etc..
-

Comments:

- Canopy or awning over front door to keep rain, snow off and protect the entrance way;
 - More computers for public use;
 - Meeting room – could be small if you preserve theatre;
 - Can ceiling be raised in library to bring back character of older building;
 - Keep molding around windows and two paintings on wall should be preserved.
-

Comments:

- Our families wish to see the upstairs of the library returned to what it once was.
 - We also hope that downstairs will remain the Cub Scouts Hall.
-

Comments:

- Make front entrance more sheltered – you get soaked as soon as you go out the door.
-

Comments:

- Water in the janitor's room;
 - Countertops in washroom that are more durable for public use.
-

Comments:

- Library use is declining, we don't need a "Taj Mahal"
 - Need to encourage children to visit/ use facilities;
 - Your renovations are needed – but who is going to pay for upkeep?;
 - Keep it simple – low cost;
 - Less middle class – less tax dollars/ we don't need to keep up with the Jones'.
-

Comments:

- Have a place where the kids can do stuff and be quiet.
-

Comments:

- In this building keep it only a building where a collection of books is kept for reference or reading; books of various formats;
 - Make the building rooms and dividers impervious to sound so that noise and sound is incapable of being passed or penetrated; make the whole library a quite place from entrance and throughout;
 - I suggest a delegation on the board/ committee/ County of Wellington take a trip to Hanover Civic Library and see their layout and number one priority of quietness. This is achieved not only in library rules but also in it's construction/ renovation;
 - Please have quiet rooms also;
 - Keep computers near librarian yet away from public traffic.
 - Only have activities related to books, etc.;
 - No seniors for excellence games, social activities... send them to the community centre or CNR Seniors building on Main St.
 - Do not have any social activities or coffee shop. They can go to the new Tim Hortons coming up and social activities need to be done at church or community center or CNR Seniors.
 - Make more quiet areas for those who bring their own computer with proper hook ups;
 - Keep the children area away from adults as story hour and activities can be done in a separate room.
 - Bottom line: get the library back to the definition of library in its reading/ study/ quietness. Get the library out of its community centre, social club atmosphere. Give respect to those who wish to use a library for quiet reflection, quiet work, quiet reading, quiet study, quiet computer time, quiet resource preparation, quiet tutoring. BLESSED QUIETNESS.
-

Comments:

- It would be nice to have a small, peaceful area in which a coffee or tea could be enjoyed. Separate enough to not disturb those who study or prefer quiet but open enough to feel comfortable checking out a book or two (similar to Listowel Library's design).
-

Comments:

- Modernize library by adopting a concept that Chapter's Books uses in it's Guelph book store;
- Set aside (include) a small luncheon counter to serve coffee, orange drink, etc..

Comments:

- I would like to see a separate area for story time activities. As a grandma (sic) I sometimes have my grandchildren. They are not here enough to register them, but if they come and it's story time we can not get books because of the program. Book club could use the same space.
-

Comments:

- Digital sign on Main St. RE: library programs and community events.
-

Comments:

- Good lighting/ windows;
 - Multi-function space;
 - Computers.
-

Comments:

- More DVD's
-

Comments:

- Fire place and reading area;
 - Computer against a wall for more privacy;
 - Old hanging lights from theatre in library;
 - Daycare on main floor;
 - Library upstairs;
 - Scout Hall downstairs;
 - Overhang outside door – for opening umbrellas, locking door, etc..
 - Children's Area closed off for programmes, open rest of time or separate room,
 - Teen area with bean bag chairs.
-

Comments:

- Like it the way it is.
-

Comments:

- Tutoring Station
-

Comments:

- Better place for the “Arts and Crafts” sessions (Seniors for Excellence)
 - A room - or area - where people (Seniors, young mothers - teens) could gather watch a DVD – screen & projector need
 - An area where young mothers with babies or pre-schoolers could meet – toys for kids – books to read – maybe even coffee/tea room
-

Comments:

- A “Community meeting area” for smaller groups to meet – if not expensive to read
 - Chess Club room – high schoolers (sessions) could have safe place to meet and play
 - More computers for use by mothers who cant work at home
-

Comments:

- Fix the upstairs to hold after school; acting classes for kids, dance programs, etc.
-

Comments:

- A meeting room for book clubs or a space that could be rented for small groups (community oriented) upstairs space could be rented out for commercial office space, etc.
 - A lounge area to read papers, etc.
-

Comments:

- To make the library bigger with more books and movies and computers and snack table and with a coffee and act table and a fire place and an elevator and a tv and a cafeteria and a indoor fountain and ipad cart and chrome book cart and book sale
-

Comments:

- Repair theater upstairs (associated with Norgaw) as well as live music, Musical festival, guest speakers etc.
- Fireplace/sitting room on main floor.
- Extend wheelchair accessibility

Comments:

- A smaller theatre where kids could put on plays

Comments:

- Natural Lighting
- Fireplace
- Comfy Chairs and couches

Comments:

- I think it will be nice to have a bigger reading area where in everyone can read quietly and spend more times

Comments:

- A pace which could be used (perhaps with voluntaries assistance from high school seniors?) to familiarize community members with new technology

APPENDIX 'D'

COUNTING OPINIONS (<http://wellington.countingopinions.com/>)

Date	Branch	Comment
Question:	25	We appreciate your feedback, comments and suggestions
4/14/2014	PA	I would like a plaque representing Mr. Carnegie's contribution to the Palmerston Branch.
10/11/2013	PA	I love the library and the services provided. The services and staff members are a vital part of our community. The partnership with the 2 schools in town is very positive and something I would like to see build and grow.
9/26/2013	PA	Keep up the good work!
9/26/2013	PA	re: renovations of Palm library - would like to see space/spaces for community meetings, art gallery, studio work space or even historical displays - small kitchenette for making coffee or to facilitate projects for clubs
9/3/2013	PA	Access to the counties entire collection combined with the courier system is awesome.
7/31/2013	PA	I really like this library and the 2 ladies that run it (don't know if there are more) Always able to get information or books I ask for. Set up of library is OK too. Thanks,
7/4/2013	PA	I so now enjoy that you can use all libraries in Wellington County. Taking out or returning is so much easier now, and we use the libraries more because it is so convenient. Very pleased with staff at Palmerston Library. They are very helpful and personable.
6/28/2013	PA	When I have items brought in, I am often given other suggestions from the staff in Palmerston. Everyone is so well read!
6/27/2013	PA	This is a beautiful library in the heart of Palmerston. I just moved here and it seems to be a very historic and prominent part of Palmerston. I was told that there is a theatre on the top floor, I was disappointed to find out that it is closed to the public. The historic value of this site would be a great value added! Great library!
6/18/2013	PA	Some of the books that are provide contain bad (course) language (like goddam, etc). Such books should not be available to our yung readers. I don't agree with that at all. Also, I would not agree to have the library open on Sundays.
6/5/2013	PA	Libraries are important! Please keep up the good work!
5/23/2013	PA	Though I (and my family) will often do first a search in the online catalogue from home, the librarians have been extremely helpful and very knowledgeable in helping to find additional materials. The atmosphere is always welcoming, also for children.

COUNTING OPINIONS (<http://wellington.countingopinions.com/>)

4/22/2013	PA	<p>I love the Palmerston Library. I moved here two years ago from Prince Albert, Saskatchewan and I am constantly requesting books from other Wellington County Libraries. They most often arrive the very next day. Even interlibrary loan requests are in my hands so much faster than in other places I've lived (including Vancouver, Los Angeles and many smaller communities). The service is incomparable and the library is open far more hours than in so many smaller communities I have lived in.</p> <p>The staff in Palmerston is great! They are always ready to help and I am particularly fond of Barb: She showed me the ropes when I here and both my husband and I find her kind, helpful and informative, not only for library matters, but for other community interests and information. (We can be electronically challenged....She is always so wonderfully willing to help.)</p> <p>Andrea also helped me when I moved here and lost my cat. She gave me info that was very useful in my kitty search. Thank you for the last 2 years of kindness.</p> <p>(Wanda Carter and Ted Strauss/Palmerston)</p>
4/22/2013	PA	I feel we are very lucky to have such a well stocked library and the staff are very helpful and friendly and always ready to help in any way they can.
4/22/2013	PA	Very helpful in putting aside books for a person no longer able to attend library.
4/8/2013	PA	<p>Book Club is very interesting.</p> <p>Books selected by the library for Book Club usually good, but not always.</p> <p>Librarian is very helpful.</p> <p>Librarian tries very hard to get books I request.</p>
4/8/2013	PA	<p>-Staff is exceedingly helpful & friendly, go out of their way to help.</p> <p>-Displays well thought out - easy to see.</p> <p>Online service occasionally glitch-y - it would be useful to have an opinion page - such as "if you liked this author, you may also like..."</p>
4/4/2013	PA	<p>The Library is one of the best uses of my tax dollars.</p> <p>To make it more accessible have it open hours eg evenings.</p>
4/2/2013	PA	I have been going to the library since I was a child. It has always been an awe-inspiring adventure. The library staff has always been friendly, professional and most helpful. There are always new and wonderful books to enjoy. I really appreciate the resources available at our library.
4/2/2013	PA	Very nice and polite people who work there.
4/2/2013	PA	<p>Very helpful staff.</p> <p>Palmerston Lib + staff, Palmerston best kept secret. Keep up the good work.</p>
3/28/2013	PA	The gals that work here * are the best - they are always willing and able to help - and with smiles. (*Palmerston Branch)

COUNTING OPINIONS (<http://wellington.countingopinions.com/>)

3/28/2013	PA	Very friendly!
3/27/2013	PA	Overall satisfaction - I think this comparison/contrast is sort of bizarre. I believe libraries to be very relevant and affordable today. Barb @ Palmerston library has been extremely helpful and friendly. She's a huge part of why I come here instead of Perth library (Listowel) where the service isn't near as friendly.
3/27/2013	PA	I find the design of this questionnaire to be flawed. It is not possible to answer accurately when the question and possible answers are too broad and do not allow for all possibilities.

Date	Branch	Comment
Question: 5		We appreciate your feedback, comments and suggestions
10/3/2013	PA	The staff at this library couldn't be more efficient -- you are lucky to have them!!!
7/4/2013	PA	I so now enjoy that you can use all libraries in Wellington County. Taking out or returning is so much easier now, and we use the libraries more because it is so convenient. Very pleased with staff at Palmerston Library. They are very helpful and personable.
6/28/2013	PA	When I have items brought in, I am often given other suggestions from the staff in Palmerston. Everyone is so well read!
6/25/2013	PA	Barb at the Palmerston branch is wonderful. She is very polite, helpfull and knowledgeable. The Palmerston, Harriston and Arthur, Mt. Forest branches are all about the same distance from our home, but we prefer going to Palmerston because Barb is so helpfull.
6/25/2013	PA	Helpful Staff. Knowledgeable Pleasant personality
Question: 2		What are you most satisfied with (staff)?
11/2/2013	PA	They ask about what you are reading and take a interest. Some of them even know what I like to read and recommend a book. Another library that is close by, does not know me and I believe they do not live in the area and I feel like I am not in a small town library but a larger centre.
6/28/2013	PA	They remember me every time :) They've always been amazing at helping me find what I'm looking for,or making some great suggestions.
Question: 2		What are you least satisfied with (staff)?
11/2/2013	PA	In Palmerston, they are excellent so no dissatisfaction.
6/28/2013	PA	Never!
Question: 1		Any other comments or suggestions (staff)?
6/28/2013	PA	Thank you for all of your great help & hard work :)
Question: 0		Comments

Date	Branch	Comment
Question:	4	We appreciate your feedback, comments and suggestions
10/31/2013	PA	Would be nice to have the library updated & redecorated. - put the upstairs area to better use -sm coffee shop maybe
9/26/2013	PA	re: renovations of Palm library - would like to see space/spaces for community meetings, art gallery, studio work space or even historical displays - small kitchenette for making coffee or to facilitate projects for clubs
9/12/2013	PA	These comments relate to the renovations and referbishing of the Palmerston Library. Firstly the project should proceed in this coming year A.S.A.P. Next we would like to see the redevelopment plans very soon. The library requires an elevator and other access features. The heritage archetetural nature of the library must be maintained. The atmosphere and beauty of the exterior and interior must be enhanced. The upstairs should be developed for live theatre and concert hall. This facility has the best accoustics of any hall in Wellington County.
9/3/2013	PA	- could use more computers - or if you bring your own laptop to be able to print from it
Question:	1	What are you most satisfied with (facilities)?
6/28/2013	PA	It's a super little building & full of heritage!
Question:	1	What are you least satisfied with (facilities)?
6/28/2013	PA	I do wish the drop box was covered over. I never leave DVD's in the open box, I wait until the library is open & I can hand it in person.
Question:	1	Any other comments or suggestions (facilities)?
6/28/2013	PA	Using the Theater space up stairs as a possible art gallery or art studio. It has great light, great atmosphere etc. I would love to have art history, or local history lectures in the space. The murals should be digitized to save them. I don't think they could be removed from the walls. To increase funds I would auction off some of the seating - but not all!

Date	Branch	Comment
Question: 2		We appreciate your feedback, comments and suggestions
9/3/2013	PA	- could use more computers - or if you bring your own laptop to be able to print from it
4/26/2013	PA	More computer kiosks would be nice as the 2 are often occupied during evening hours.

Date	Branch	Comment
Question:	2	We appreciate your feedback, comments and suggestions
10/31/2013	PA	RE services fall short questions: the cost of a colour copy in Palmerston is \$1.00 - excessive . In the Listowel library the cost is only .40. Why not get a Xerox colour copier (separate from the computer) to copy colour prints for .40?
9/3/2013	PA	- could use more computers - or if you bring your own laptop to be able to print from it

Date	Branch	Comment
Question:	2	We appreciate your feedback, comments and suggestions
6/25/2013	PA	I understand that resources can be borrowed from other libraries. I was wondering if the home base for resources be changed as some people browse for items to borrow eg take 20 DVD etc or books etc and place in a display/table to see if circulation increases?? in another library.
6/5/2013	PA	I would like it if they could have a separate section for all the Christian books (fiction). I mainly read them. I can't always remember an author or title so it would be easier if all Christian fiction would be kept all together. They have this in Harriston and Drayton and I would appreciate it if you could do this in Palmerston as well. Thank you. P.S. I know a lot of people who would also appreciate this.

Date	Branch	Comment
Question: 1		We appreciate your feedback, comments and suggestions
3/27/2013	PA	I have appreciated in the past when there was a section of Christian Books that were labeled as such. If this would not be possible, then it would be great if the books could have a label with a rating to warn of offensive language, etc. The book I am reading from the library now (Riding Lesson by Sara Gruen) is enjoyable, but I resent the offensive language in it. When the books had a label of Christian book, I could read them knowing that the language and content would not be offensive.
Question: 1		What are you least satisfied with (services)?
11/2/2013	PA	Hours and variety of books

Date	Branch	Comment
Question: 1		We appreciate your feedback, comments and suggestions
4/9/2013	PA	When borrowing media & movies, I find that one week is not enough time. Please extend the borrowing time. Thanks.
Question: 1		What are you most satisfied with (policies/procedures)?
6/28/2013	PA	I really don't mind paying fines, I have enough time to bring the items back, so if I incur fines it's my fault.
Question: 1		What are you least satisfied with (policies/procedures)?
6/28/2013	PA	NA
Question: 1		Any other comments or suggestions (policies/procedures)?
6/28/2013	PA	More access to other library collections, Some items aren't in our system and we just aren't allowed to get them. No fault of my library; just other policies. Maybe use a type of credit rating when using other library collections - if the borrower is very good, they'd receive a high score & have greater access. The reverse would be true of bad borrowers :)

Date	Branch	Comment
Question: 1		We appreciate your feedback, comments and suggestions
4/4/2013	PA	The Library is one of the best uses of my tax dollars. To make it more accessible have it open hours eg evenings.
Question: 1		What are you least satisfied with (services)?
11/2/2013	PA	Hours and variety of books

Date	Branch	Comment
Question:	1	We appreciate your feedback, comments and suggestions
10/11/2013	PA	I love the library and the services provided. The services and staff members are a vital part of our community. The partnership with the 2 schools in town is very positive and something I would like to see build and grow.

Date	Branch	Comment
Question:	2	We appreciate your feedback, comments and suggestions
10/11/2013	PA	I love the library and the services provided. The services and staff members are a vital part of our community. The partnership with the 2 schools in town is very positive and something I would like to see build and grow.
9/3/2013	PA	Access to the counties entire collection combined with the courier system is awesome.
Question:	2	What are you most satisfied with (services)?
11/2/2013	PA	Convenience
6/28/2013	PA	I can have any item listed in the catalogue brought in & have it waiting for me in Palmerston. I use the website search for catalogue items very often. I also like to attend various classes and seminars - most recently on using ebooks & audio books.
Question:	2	What are you least satisfied with (services)?
11/2/2013	PA	Hours and variety of books
6/28/2013	PA	NA
Question:	1	What are you most satisfied with (policies/procedures)?
11/2/2013	PA	They always renew our books and give us a call to let us know what they have done. They go out of their way for us.

APPENDIX 'E'



Eight Guiding Principles in the Conservation of Built Heritage Properties

The following guiding principles are ministry statements in the conservation of built heritage properties and are based on international charters which have been established over the century. These principles provide the basis for all decisions concerning good practice in heritage conservation around the world. Principles explain the "why" of every conservation activity and apply to all heritage properties and their surroundings.

1. RESPECT FOR DOCUMENTARY EVIDENCE:

Do not base restoration on conjecture.

Conservation work should be based on historic documentation such as historic photographs, drawings and physical evidence.

2. RESPECT FOR THE ORIGINAL LOCATION:

Do not move buildings unless there is no other means to save them.

Site is an integral component of a building or structure. Change in site diminishes cultural heritage value considerably.

3. RESPECT FOR HISTORIC MATERIAL:

Repair/conservé - rather than replace building materials and finishes, except where absolutely necessary.

Minimal intervention maintains the heritage content of the built resource.

4. RESPECT FOR ORIGINAL FABRIC:

Repair with like materials.

Repair to return the resource to its prior condition, without altering its integrity.

5. RESPECT FOR THE BUILDING'S HISTORY:

Do not restore to one period at the expense of another period.

Do not destroy later additions to a building or structure solely to restore to a single time period.

6. REVERSIBILITY:

Alterations should be able to be returned to original conditions. This conserves earlier building design and technique.

e.g. When a new door opening is put into a stone wall, the original stones are numbered, removed and stored, allowing for future restoration.

7. LEGIBILITY:

New work should be distinguishable from old.

Buildings or structures should be recognized as products of their own time, and new additions should not blur the distinction between old and new.

8. MAINTENANCE:

With continuous care, future restoration will not be necessary.

With regular upkeep, major conservation projects and their high costs can be avoided.

For more information, please call the Ministry of Culture at (416) 212-0644 or Toll Free at 1-866-454-0049 or refer to the website at www.culture.gov.on.ca.

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COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Information, Heritage and Seniors Committee
From: Murray McCabe, Chief Librarian
Date: Tuesday, September 02, 2014
Subject: **Report from Chief Librarian September 2014**

Background:

To provide the Library Board with a brief overview of events and activities from across the library system.

Updates:

Branch news: Library staff at all 14 libraries provided a terrific Summer Reading Programme and witnessed solid participation by area children and teens. The number of books read was up over that of last summer and our programmes enjoyed higher attendance. Librarian Sukhjit Rull coordinated the summer programme and will provide a more detailed overview of the summer's events in her report. Sukhjit is scheduled to be interviewed in August by Centre Wellington's "The Grand" radio and will be highlighting our summer success while talking about upcoming library initiatives.

Fergus Branch:

While the general contractor TRP and their sub-trades continue to construct the new building, library staff and the architects have recently selected shelving and furniture. Assistant Chief Librarian, Chanda Gilpin and Fergus Branch Supervisor, Rebecca Hine have implemented the process of tagging the branch collection with new (RFID) Radio Frequency Identification tags. The tags provide both security and inventory control for the new branch and will allow patrons to check-out their own materials if they choose. This technology is now in place in many library systems and provides staff more time to help patrons including students to find needed information resources.

Palmerston Branch:

At this writing, the County and Grinham Architects have just recently toured a number of pre-qualified general contractors through the library in preparation for receiving bids on the renovation project. The outcome of that process should be known very shortly. Grinham Architects will deliver a report to the Board in September regarding the comments received from the public on the forthcoming renovation. The report will be presented for information purposes, taking the Board and staff to a point where decisions will need to be made about how the required additional library space can best be achieved.

With thoughts of the a newly renovated library in mind, Belinda Wick-Graham, Minto's Business and Economic Development Manager has asked the library to consider becoming a partner in the future purchase of an electronic sign. The sign is to be located on Main Street and will be used to advertise community events. The request is somewhat similar to a sign installed at the Puslinch Library back in 2011 that saw the library have a permanent home on the sign with the ability to post electronic messages as needed.

Rockwood Branch:

The 1300 s.q. ft. addition to the branch has come a long way since the board last met in June with a completion date tentatively set for the end of September. The block exterior of the addition mirrors the existing building and the staff and public are looking forward to having the room opened for use. My thanks to Branch Supervisor Neil Arsenault and the Township of Guelph/Eramosa Director of Parks and Recreation Robin Milne for working closely during the project to minimize the impact on library patrons. Staff will be planning an official opening day event in the next few weeks.

Staffing:

The library system has 12 staff that will be recognized for their long service to the community and the County this September. Five of these staff will be recognized for 10 years of service, one for 15 years, two for 20 years, one for 25 years, and three staff that retired this year. The library has a great team of dedicated staff that love their work. This is reflected on a regular basis by the positive comments staff receive from library patrons through letters of appreciation and notes delivered in our customer satisfaction survey.

Ms. Horrock's has resigned from her role as library trustee, effective immediately. Ms. Horrock's extends her thanks to the County for the experience but notes that new career commitments require her to leave the board at this time. I have thanked Ms. Horrocks for her service on behalf of the board and library staff.

Conferences:

I had the privilege of attending the Ontario Library Associations, "Annual Institute on the Library as Place" in London, Ontario with Councillor Innes in July. The event featured a number of guest speakers including Paul Sapounzi of VG+ Architects. The speakers talked about various building projects and the important role libraries play in a community. The conference focused primarily on public and academic libraries, to a lesser extent school libraries. Discussion and some debate thrashed out how libraries are changing to meet community needs and how many are creating makerspaces for patrons to experiment with various new technologies including 3D printers. The term makerspace is now widely used in the library world to mean a meeting space that can accommodate a wide variety of activities that allow patrons to explore various technologies and crafts.

My attendance at the Association of Municipalities of Ontario conference provided me with an opportunity to talk briefly with Ontario's new minister of Tourism, Culture, and Sport, Michael Coteau. The Ministry is currently surveying public libraries about their needs in the area of programming and technology. The results of the survey will presumably direct the roll out of a promised \$10 million

grant for public libraries that will span three years. During my conversation with the Minister, I was pleased to hear him say that public libraries play a critical role as a community hub, a theme that was certainly present at the Ontario Library Association's Library as Place Conference.

Children's and Youth Expo – invitation to present

I am pleased to report that Wellington County Library has been invited to provide a poster session at by the Ontario Library Association for their new Child and Youth Expo scheduled to take place this November in Toronto. The event is intended for library staff that work directly with children and teens. Penny Presswood of the Fergus branch will attend with another staff member to showcase the programming she provides to children enrolled in the special education classes at Victoria Terrace Public School and Hopewell Home in Fergus. Penny has provided this programme for the past eight years and has developed a thorough understanding of the expectations of the children and the teachers when it comes to providing a programme suited to their needs. Ms. Presswood visits the two institutions once a month during the school year and typically sees 10 to 15 children during each visit.

Recommendation:

That the Chief Librarian's report for June through August 2014 be received for information.

Respectfully submitted,
Murray McCabe

Chief Librarian



COMMITTEE REPORT

To: Chair and Members of the Information, Heritage and Seniors Committee
From: Sukhjit Rull, Information Services Librarian
Date: Wednesday, September 10, 2014
Subject: **Summer Reading Club 2014**

Purpose: To provide the Board with a summary of the 2014 Summer Reading Club activities at Wellington County Library.

Background:

It was a busy summer at Wellington County Library. Children will be arriving in the classroom with their imagination and their reading skills all warmed up from their fantastic adventures in the 2014 TD Summer Reading Club. Our theme for the summer was Eureka!

This year the summer reading club attracted 2349 across Wellington County Library who read 46,650 books in July and August. That is an increase of 1650 books from the summer of the 2013 read this summer! The library also had 362 teens participate in our Teen Reading Challenge reading a total of 543,715 pages, 2002 books read and 3119 minutes of audiobook listening time.

The library also saw an increase this year in programme attendance. Overall, we had a 6.8% increase in programme attendance compared to 2013. We had a number of fantastic performers visit our branches over the course of the summer. There were two magicians, a musician, science workshops and a face painter. Almost all of our special performers had a full list of registrants that were excited to enjoy the show. We also had an increase in number of programmes this summer offered by Wellington County Staff.

Moreover, we offered three sessions of weeklong animation camps with participants ranging from grade 5 to 12. The camp taught participants about the basics of stop motion animation and how to put together their own movie. This year we also plan on converting all the video clips onto a DVD and have them catalogued into the system for patrons to check out.

The Library also was able to hire seven summer students that worked at the following branches: Aboyne, Arthur, Drayton, Elora, Harriston, Mount Forest and Rockwood. In addition to helping out during the Summer Reading Club, the summer students also ran the animation camps during the month of August. The presence of the students allowed those branches to offer more programmes and to increase the number of participants for each programme.



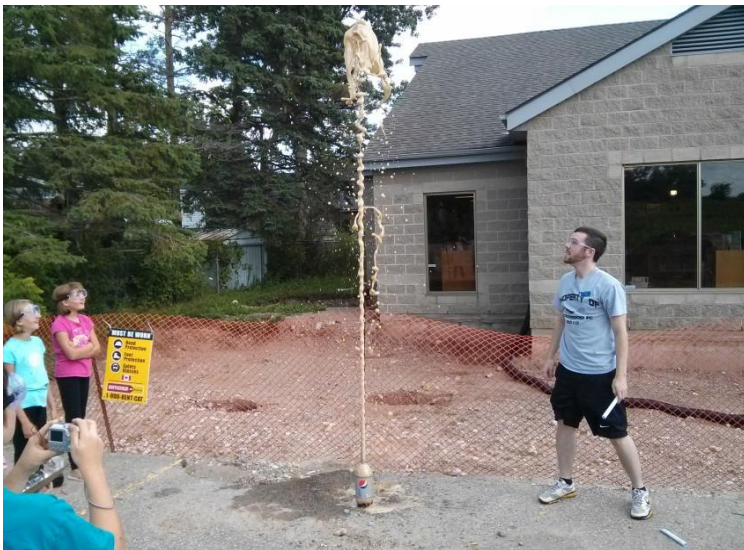
Musician Andrew Queen performs to a full crowd at the Hillsburgh Branch



Paint Me a Picture Programme at Aboyne Branch



Owen Anderson the magician at the Elora Branch



Boom Goes the Library outside Rockwood Branch

Recommendation:

That the report on the 2014 Summer Reading Club activities at Wellington County Library be received for information.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Sukhjit Rull', written in a cursive style.

Sukhjit Rull
Information Services Librarian

Wellington County Library

JUNE– AUGUST 2014

Use Statistics

Prepared for: Wellington County Library Board

Meeting Date: Sept 10, 2014

Prepared by: Chanda Gilpin, Assistant Chief Librarian

Date: Sept 3, 2014



Use Statistics

	2014			2013		
System wide circulation:	June	July	August	June	July	August
Print, cds, dvds, magazines and audiobooks:	77,565	106,199	87,155	78,573	110,378	92,562
eBooks borrowed:	5,041	4,607	4,506	3,043	3,420	3,430
Inter-library loan, material loaned:	338	437	302	219	395	397
Public computer usage within the libraries:	5,538	5,740	5,151	4,623	5,349	5,150
Programme attendance:	4,895	5,543	2,758	5,221	4,936	2,206
Database usage	7,775	9,177	8,064	8,884	6,914	7,708
Public wireless users:	3,599	3,658	3,011	3,457	3,380	3,193

Circulation Statistics

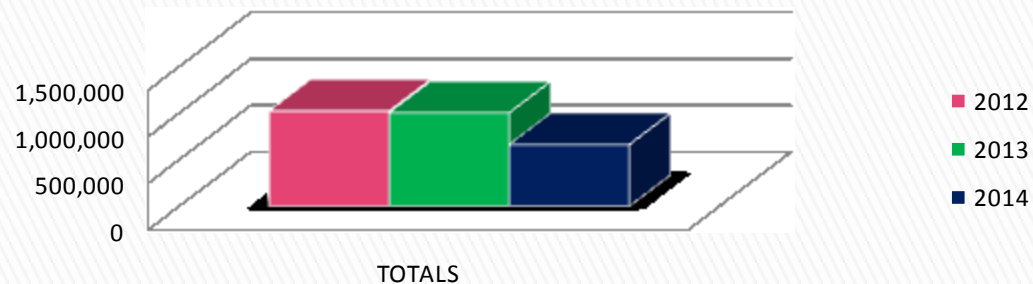
*Circulation of Material – Traditional Formats

		JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC	TOTALS
ABOYNE	2012	11,215	11,405	12,283	10,976	10,132	11,626	13,819	13,053	10,872	12,152	12,324	10,184	140,041
	2013	12,232	11,460	13,023	12,133	11,571	12,535	16,665	14,355	11,838	11,831	11,807	9,425	148,875
	2014	12,479	10,993	14,565	11,264	12,268	12,391	16,870	13,469					104,299
ARTHUR	2012	5,093	4,790	5,450	4,704	4,888	5,032	6,774	4,837	4,350	4,600	4,723	3,766	59,007
	2013	4,965	3,996	4,722	4,529	4,542	4,913	6,924	5,380	4,737	5,162	4,567	3,414	57,851
	2014	4,587	4,321	4,716	4,768	4,506	4,762	6,459	5,209					39,328
CLIFFORD	2012	1,693	1,510	1,472	1,459	1,583	1,819	2,048	1,842	1,746	1,493	1,606	1,143	19,414
	2013	1,543	1,367	1,538	1,357	1,490	1,557	2,045	1,624	1,184	1,576	1,254	1,177	17,712
	2014	1,372	1,264	1,623	1,264	1,392	1,534	2,056	1,544					12,049
DRAYTON	2012	12,320	11,291	10,937	10,190	9,668	10,391	14,934	12,304	9,889	11,984	10,286	9,228	133,422
	2013	11,088	10,128	10,136	10,306	8,582	9,903	14,501	10,694	9,753	10,431	10,174	8,704	124,400
	2014	9,908	9,502	10,947	9,314	8,648	9,901	13,317	10,716					82,253
ELORA	2012	5,526	5,536	5,806	5,002	5,237	5,496	6,897	6,445	5,940	6,106	5,786	5,652	69,429
	2013	5,961	5,162	5,718	5,789	5,513	4,902	7,933	6,589	5,727	5,698	5,659	4,704	69,355
	2014	5,520	4,759	5,988	5,791	5,498	4,790	6,699	6,056					45,101
ERIN	2012	4,593	5,031	5,695	4,757	4,502	4,824	6,076	5,959	4,817	5,473	5,236	4,608	61,571
	2013	5,075	4,167	4,880	4,702	4,691	4,409	6,772	5,889	5,135	4,979	4,579	3,735	59,013
	2014	4,214	3,793	4,766	4,285	4,198	4,226	6,107	4,765					36,354
FERGUS	2012	12,362	12,127	12,301	10,893	11,437	11,232	13,940	14,062	11,250	12,311	11,834	10,247	143,996
	2013	12,383	11,474	11,738	10,773	10,713	8,125	11,894	11,284	9,744	10,691	10,339	9,275	128,433
	2014	10,052	9,000	10,803	11,077	10,023	8,008	13,506	11,435					83,904
HARRISTON	2012	2,948	2,828	3,063	2,433	2,362	2,345	6,023	5,739	4,768	4,948	4,556	3,972	45,985
	2013	4,794	4,264	4,625	4,353	4,126	4,184	6,310	5,535	4,543	4,980	4,385	2,790	54,889
	2014	3,879	4,026	4,652	4,062	3,825	4,154	5,633	4,585					34,816
HILLSBURGH	2012	3,397	3,167	3,519	3,042	3,251	3,293	4,614	4,102	3,255	3,324	3,385	3,025	41,374
	2013	3,588	3,212	3,465	3,627	3,110	3,378	4,662	3,837	3,287	3,893	3,647	2,954	42,660
	2014	3,547	2,845	3,440	3,632	3,147	3,370	4,271	3,524					27,776
MARDEN	2012	4,600	4,282	4,702	4,033	4,146	3,942	4,764	4,452	4,289	4,918	4,084	3,936	52,148
	2013	4,661	3,848	4,038	4,658	3,960	4,002	5,278	4,227	4,013	3,866	3,865	3,240	49,656
	2014	3,887	3,267	4,276	3,843	3,502	3,905	5,040	4,634					32,354
MT FOREST	2012	7,180	7,092	7,529	6,949	7,282	7,571	8,885	8,611	6,790	7,177	7,325	6,494	88,885
	2013	7,566	7,008	7,674	7,820	7,011	7,284	9,789	8,694	7,904	8,652	7,754	6,919	94,075
	2014	7,392	7,539	8,416	7,486	7,476	7,246	10,308	8,180					64,043
PALMERSTON	2012	2,518	2,503	2,458	2,249	2,588	2,380	3,250	3,109	2,767	2,593	2,604	2,177	31,196
	2013	2,804	2,530	2,496	2,822	2,738	2,430	3,190	2,684	2,293	2,635	2,304	2,272	31,198
	2014	2,100	1,944	2,239	2,410	2,188	2,403	3,270	2,707					19,261
PUSLINCH	2012	4,417	4,511	4,489	3,890	4,122	3,889	4,795	4,414	3,720	4,232	4,270	3,674	50,423
	2013	3,924	3,595	3,886	3,827	3,902	3,910	4,501	4,032	3,088	3,763	3,177	2,738	44,343
	2014	3,234	2,777	3,269	3,343	3,317	3,878	3,905	3,140					26,863
ROCKWOOD	2012	7,273	6,892	7,557	6,563	6,847	7,292	9,420	8,456	6,639	7,508	6,855	5,516	86,818
	2013	7,068	6,145	6,935	6,478	6,248	7,041	9,914	7,738	6,649	6,924	6,073	5,017	82,230
	2014	5,942	5,473	6,930	6,867	6,236	6,997	8,758	7,191					54,394
TOTALS	2012	85,135	82,965	87,261	77,140	78,045	81,132	106,239	97,385	81,092	88,819	84,874	73,622	1,023,709
	2013	87,652	78,356	84,874	83,174	78,197	78,573	110,378	92,562	79,895	85,081	79,584	66,364	1,004,690
	2014	78,113	71,503	86,630	79,406	76,224	77,565	106,199	87,155	0	0	0	0	662,795

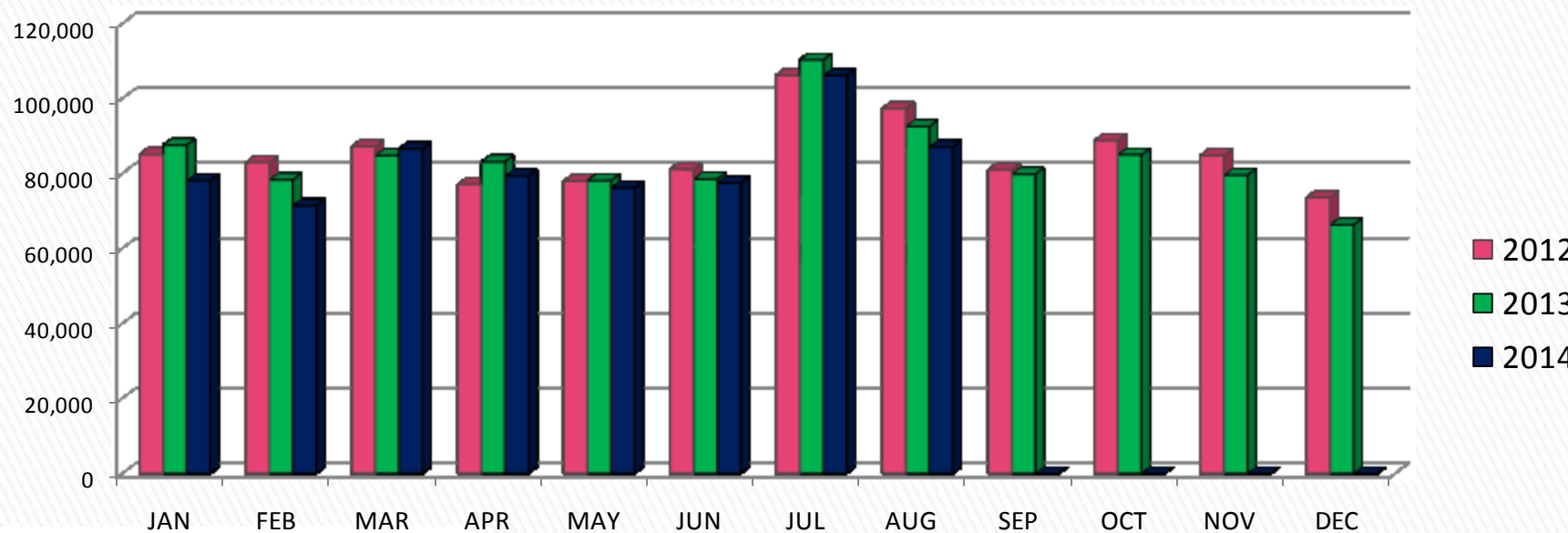
Annual Change	-11%	-9%	2%	-5%	-3%	-1%	-4%	-6%						79	-4%
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Circulation Activity

Wellington County Library Total Circulation of Materials by Year



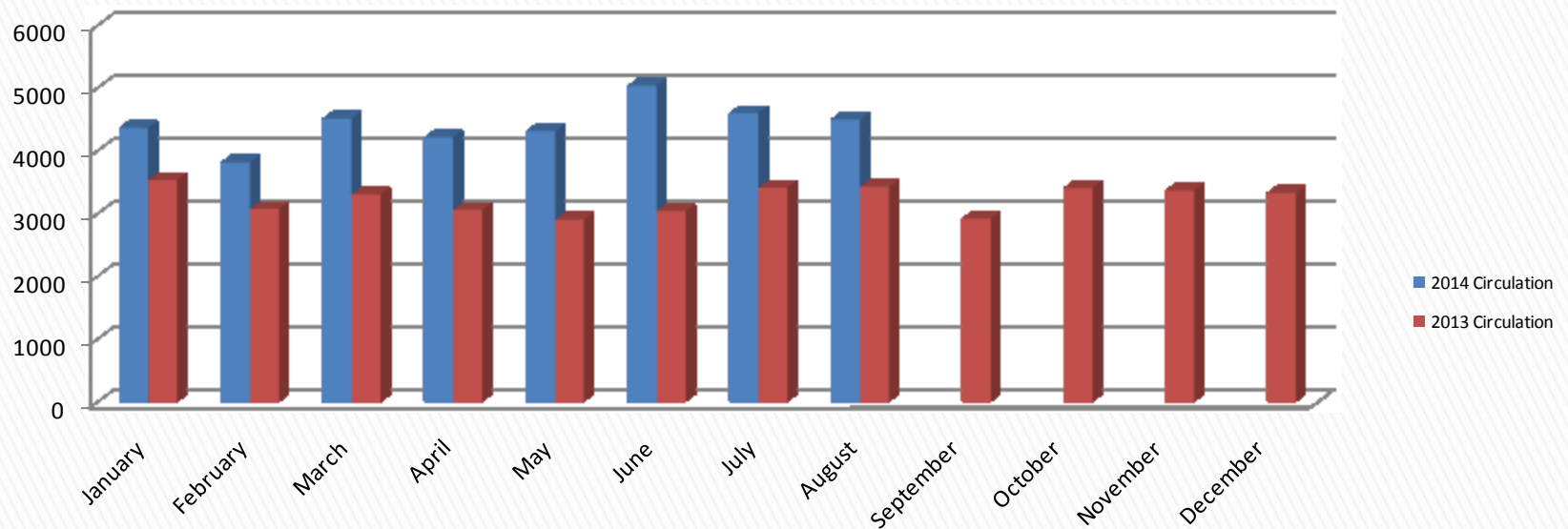
Circulation
Count



Monthly Circulation by Year

eBook Circulation Activity

eBook Circulation by Month*



***includes eBooks, eAudiobooks, eVideo and eMusic circulation from OverDrive.**

Website Statistics

June – August 2014

Top Pages Visited

Library Home Page	20,587
Online Resources	5,202
eBooks and More	4,371
Borrowing	3,915
Branch Locations	1,181
Loans and Renewals	547

Our website was accessed in a variety of ways including 3,996 visits from tablets and 3,760 from Mobile Devices.

Mobile devices include Apple iPad, Apple iPhone, Google Nexus 4, Blackberry Playbook, Blackberry 9900 Dakota, and Samsung Galaxy Tab 3

Visits to Library Website

# of total visits	24,237
# of pages viewed	51,393

Location of people accessing our website:

Canada, U.S., U.K., India, Turkey, Germany and Tanzania.

The majority of visitors were within Ontario:

Fergus, Clifford, Guelph, Orangeville, Halton Hills, Kitchener, Waterloo and Toronto.

Of the visitors 67% were returning and 33% were new visitors to our website.

Programming Report

June 2014

BRANCH	TOTALNUMBER OF PROGRAMMES OFFERED	ATTENDEES			
		CHILDREN/ TEENS	PARENTS/ CAREGIVERS	ADULTS	
ABOYNE	17	211	53	39	
ARTHUR	13	87	37	48	
CLIFFORD	10	131	19	7	
DRAYTON	19	751	37	9	
ELORA	7	100	18	15	
ERIN	11	316	24	14	
FERGUS	8	105	57	13	
HARRISTON	20	196	33	124	
HILLSBURGH	10	252	20	57	
MARDEN	13	269	23	35	
MT FOREST	18	891	24	29	
PALMERSTON	22	256	68	16	
PUSLINCH	6	231	20	6	
ROCKWOOD	8	216	23	15	
TOTALS	182	4012	456	427	4895
					Total Participants

June 2013

BRANCH	TOTAL NUMBER OF PROGRAMMES OFFERED	ATTENDEES			
		CHILDREN/ TEENS	PARENTS/ CAREGIVERS	ADULTS	
ABOYNE	8	274	78	6	
ARTHUR	14	157	86	30	
CLIFFORD	10	210	29	3	
DRAYTON	12	82	55	0	
ELORA	7	84	30	16	
ERIN	12	518	41	18	
FERGUS	6	35	11	26	
HARRISTON	17	263	76	41	
HILLSBURGH	14	461	120	40	
MARDEN	12	487	43	16	
MT FOREST	10	789	0	30	
PALMERSTON	14	512	74	19	
PUSLINCH	8	249	50	3	
ROCKWOOD	10	118	12	29	
TOTALS	154	4239	705	277	5221
					Total Participants

Programming Report

July 2014

BRANCH	TOTAL NUMBER OF PROGRAMMES OFFERED	ATTENDEES			
		CHILDREN/TEENS	PARENTS/CAREGIVERS	ADULTS	
ABOYNE	29	451	198	18	
ARTHUR	39	561	100	42	
CLIFFORD	19	123	20	5	
DRAYTON	24	306	74	9	
ELORA	15	229	113	15	
ERIN	14	401	96	2	
FERGUS	26	223	101	30	
HARRISTON	25	424	47	34	
HILLSBURGH	20	128	45	43	
MARDEN	17	190	62	33	
MT FOREST	30	597	66	83	
PALMERSTON	16	136	51	13	
PUSLINCH	16	143	48	4	
ROCKWOOD	16	219	44	16	
TOTALS	306	4131	1065	347	5543
					Total Participants

July 2013

BRANCH	TOTAL NUMBER OF PROGRAMMES OFFERED	ATTENDEES			
		CHILDREN/TEENS	PARENTS/CAREGIVERS	ADULTS	
ABOYNE	19	255	118	28	
ARTHUR	21	319	123	17	
CLIFFORD	16	111	24	3	
DRAYTON	27	403	94	0	
ELORA	13	171	67	26	
ERIN	17	289	65	19	
FERGUS	21	139	76	28	
HARRISTON	36	511	59	30	
HILLSBURGH	15	166	46	17	
MARDEN	10	147	47	10	
MT FOREST	26	459	56	35	
PALMERSTON	11	134	41	9	
PUSLINCH	13	158	92	0	
ROCKWOOD	28	405	121	18	
TOTALS	273	3667	1029	240	4936
					Total Participants

Programming Report

August 2014

BRANCH	TOTAL NUMBER OF PROGRAMMES OFFERED	ATTENDEES			
		CHILDREN/TEENS	PARENTS/CAREGIVERS	ADULTS	
ABOYNE	13	174	76	5	
ARTHUR	21	266	195	48	
CLIFFORD	7	25	1	2	
DRAYTON	8	96	17	0	
ELORA	5	72	33	21	
ERIN	7	103	22	2	
FERGUS	14	102	43	32	
HARRISTON	30	286	36	30	
HILLSBURGH	13	99	39	39	
MARDEN	13	151	10	35	
MT FOREST	21	292	42	33	
PALMERSTON	9	59	24	7	
PUSLINCH	9	93	31	15	
ROCKWOOD	10	76	15	11	
TOTALS	180	1894	584	280	2758
					Total Participants

August 2013

BRANCH	TOTAL NUMBER OF PROGRAMMES OFFERED	ATTENDEES			
		CHILDREN/TEENS	PARENTS/CAREGIVERS	ADULTS	
ABOYNE	19	243	84	42	
ARTHUR	7	98	0	61	
CLIFFORD	5	14	0	6	
DRAYTON	9	137	16	0	
ELORA	4	44	13	18	
ERIN	7	75	17	13	
FERGUS	9	47	15	28	
HARRISTON	32	257	62	29	
HILLSBURGH	9	146	30	38	
MARDEN	4	112	5	18	
MT FOREST	17	225	32	30	
PALMERSTON	4	36	9	0	
PUSLINCH	8	56	27	12	
ROCKWOOD	10	73	26	12	
TOTALS	144	1563	336	307	2206
					Total Participants

Building stories

From recording studios to a rooftop terrace, the new Halifax Central Library reflects the community's desires

BY ERICA BUTLER

Halifax librarian Alison Ambi demonstrates how she can control her laptop using leaves and twigs via Makey Makey, a microcontroller that acts like a remote keyboard when plugged into a computer. “Unfortunately, I didn’t have time to go grocery shopping,” says Ambi. Otherwise, she would be attaching strawberries to her laptop instead.

Ambi’s office is tucked away in the reference section of downtown Halifax’s Spring Garden Road Memorial Library. For the past year she’s been part of Halifax Public Libraries’ emerging technologies department, experimenting with a host of gadgets, from robotics kits to 3D printers to conductive Playdough (adorably dubbed Squishy Circuits).

While construction workers across the street assemble the structure that will become Halifax’s new central library, Ambi and her colleagues have been preparing for what will happen inside the new \$55-million, five-level, 108,000-square-foot building, slated to open this fall.

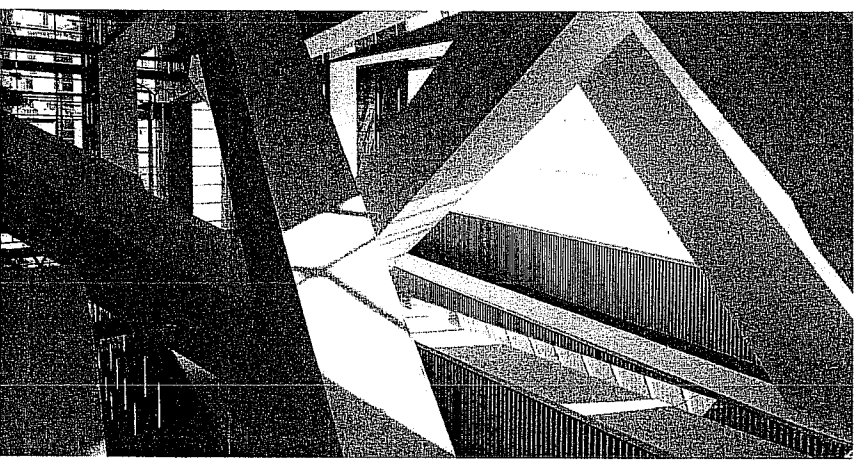
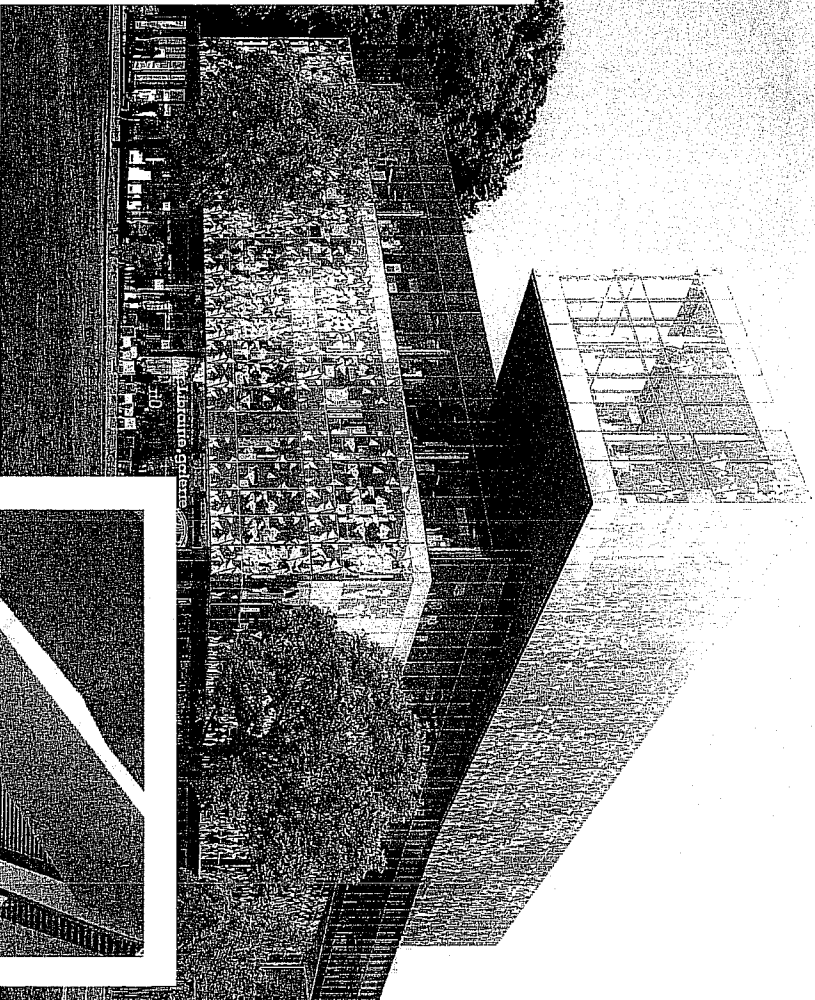
From 2008 to ’10, before breaking ground, HPL hosted five well-attended public consultations. “The teens very vocally said they wanted a workshop-like space,” says Ambi. And so, on the second floor of the new library, there will

be a makerspace (dubbed the “Creative Lab”) for exploring everything from traditional crafts to electronics. There will also be two fully equipped recording studios, another public request that made it into the design.

These spaces represent a new dimension in what contemporary libraries are expected to provide. It’s not just about finding and appreciating a wealth of cultural resources anymore: it’s also about making and creating your own. Ultimately, Ambi says, libraries are still focused on learning. “For years libraries have been helping people learn how to use Microsoft Word and search the Internet,” she says. “Then we moved into ebooks and tablets. Later today I’m teaching someone how to use Skype. I see this as a progression from that.”

She adds, “The concept of how you learn is broadening. There’s more of a focus on learning by doing, tinkering, taking things apart.”

The boardroom of the Alderney Gate Library branch in Dartmouth looks onto a somewhat forlorn rooftop patio attached to HPL’s administrative offices. The new building will also feature a rooftop terrace, but according to Halifax Central Library director



Rain shines

Halifax’s wet climate will support a green roof to absorb solar energy and reduce urban heat. As part of the building’s environmental strategy, rainwater will be harvested for use in flush fixtures.



“The uniqueness of the building is driven by what people wanted,” says Halifax Central Library director Bruce Gorman

Bruce Gorman, the best spaces will be reserved for the public, another demand from the extensive consultation process.

“We put in exactly the things the community said they wanted,” he says. “For us, definitely, that was a leap. It was a new way of doing things.”

The choice of architects for the project also represents a new way of working. In 2010, Danish firm Schmidt Hammer Lassen Architects was awarded the \$45 million contract via an international competition, collaborating with local partners Fowler Bauld & Mitchell.

The architectural team conceived a striking stack-of-books design, which was flagged by CNN as one of 10 “eye-popping new buildings that you’ll see in 2014.” Gorman thinks the open-concept glass building will become a Halifax icon, but what he’s really excited about is what will happen inside.

“We’re about third spaces,” says Gorman, describing a place outside of home and work, where you can go and “make it the space that you want.”

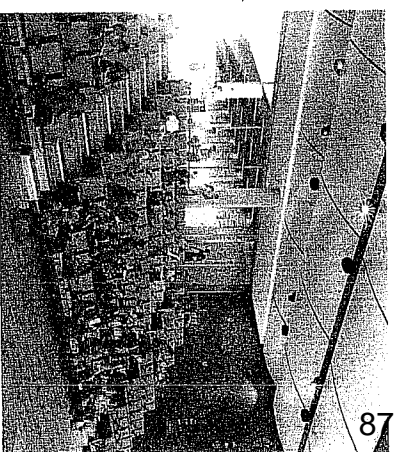
With plenty of multi-functional areas located throughout the building, the highlight is the fifth floor, featuring the rooftop terrace,

a café, and the Halifax Living Room, a soft-seating lounge overlooking bustling Spring Garden Road.

This is the role of the modern library, says Gorman. Out in the world, “there’s less and less public space – social-equality space where you can make the space your own and no one is ever going to ask you to leave,” he says. The new central branch will offer “a real new value proposition for what libraries are in communities.”

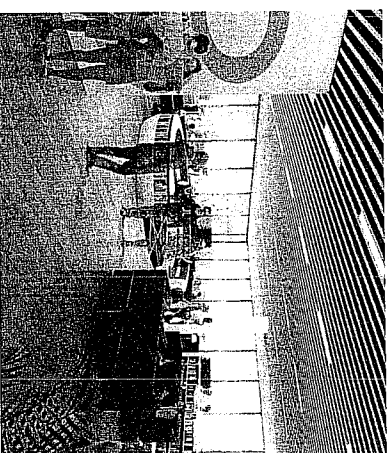
Of course, libraries are still about books. The HPL collection will expand by 40 per cent and be equipped with radio-frequency I.D. chips to make checkouts and materials handling more efficient. Housing the collection will be an interesting proposition in a glass building, however. There won’t be rows of shelves near the glass walls. Instead, books will be housed in what Gorman calls “collection furniture” located throughout the library.

“The uniqueness of the building is driven by what people wanted in the building, and we gave them what they wanted,” says Gorman. Patrons will be able to find or create the space they want, even if that means heading up to the roof to watch the harbour. “The sunsets up there will be remarkable,” he says. ☐



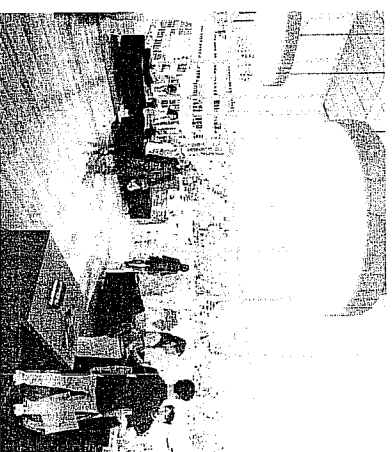
The main event

A 250-seat performance space is the first of its kind inside a Nova Scotia library. In the first year alone, an estimated 450,000 people are expected to attend readings, film screenings, lectures, and other cultural programs.



Indigenous inclusion

A First Nations circle, designed in consultation with the local Mi’kmaq community, features the spiritual symbol of an eight-point star opening to the east. The area will house an aboriginal literature collection, art, and artifacts.



Point of view

A fifth-floor cantilever jutting out over the building’s entrance will provide the Halifax Living Room with views of Citadel Hill and the Halifax Harbour.



The Great Courses: Learning at Home

Begin your lifelong learning journey from the comfort of your couch! With your Wellington County Library card, you can now access some of the world's best college and university level courses for free, from "The Great Courses". Each kit comes with a booklet and a set of DVDs containing a lecture series delivered by experts.

Available courses include:

- Heroes and Legends: The Most Influential Characters of Literature
- Great Minds of the Medieval World
- A Brief History of the World
- Lost Worlds of South America
- The Joy of Mathematics

Search in the library catalogue for "Great Courses" or ask staff for more details today!



Ontario Library Week: October 20 - 25

October is a special month for libraries! Keep an eye out for special events during Ontario Public Library Week, October 20 – October 25.

Updates and News

A big thank you to our seven summer students who helped make our Summer Reading Club a success! We wish them all the best in their future endeavors.

We are pleased to announce that Shannon Lindsay has accepted the position of Assistant Branch Supervisor at the Puslinch and Rockwood Branches. Shannon is currently working at the Arthur Branch.

We say goodbye to Mary Nerger, Amy Arsenio, John Goff, and Olivia Hindley and wish them the best of luck.

“ Books are the ever burning lamps of accumulated wisdom. ”

Wellington County Library
552 Wellington Rd 18, RR 1, Fergus ON N1M2W3
519.846.0918 • www.wellington.ca/Library



ALTERNATE FORMATS AVAILABLE UPON REQUEST.



the next Chapter

Wellington County Library Newsletter

September 2014

Talk Like a Pirate Day is Here!

Avast, me hearties! Talk Like a Pirate Day is upon us once again and Wellington County Library has a treasure hunt for you. Ask at any branch for your Treasure Map and begin a journey around the electronic seas. Bring your completed Treasure Map to library staff for a crack at the treasure chest, and an opportunity to win a Pirates of the Caribbean DVD box set. This contest is open to all ages and all stages, families and solo sailors, and everyone in between.

Wellington County Library subscribes to many quality online databases that can help you find a newspaper



article from months ago, discover the next best book you've ever read, or finish that last-minute project. Or perhaps you're about to take a trip and need to know how to say "Where's the privy, ye scurvy dog?" This Treasure Hunt will take you to some of the riches

of information available to you for free. Be sure to have your library card and PIN number handy to prove your credentials as a true blue Wellington County Library patron with pirattitude.

Stop by NoveList to practice finding your next favourite read. Navigate your way to World Book Online InfoFinder, one of the most respected encyclopaedias in the world. Discover the wealth of information hidden in the Canadian Periodical Index. End your tour with Mango Languages, where you can learn to tell a landlubber from



a sea dog in over 60 languages, or just in Pirate, if you so choose. Treasure abounds, if you just know where and how to look for it!

Pick up your Treasure Map anytime starting September 1 and be sure to return it by the end of Talk Like a Pirate Day on Friday, September 19!

What's Inside:

TV Inspired Reads	Page 2
September Programme Highlights	Page 3
Learning at Home	Page 4
Updates and News	Page 4

All branches of Wellington County Library will be closed on Monday, September 1 for Labour Day.



TV Inspired Reads

It's that time of year when new TV series will start to appear! **Check out these books and authors that have inspired shows in recent years.** Check your local branch for availability.

- Outlander: A Novel** - by Diana Gabaldon (adult fiction)
- A Game of Thrones** - by George R. R. Martin (adult fiction)
- Gossip Girl** - by Cecily Von Ziegesar (young adult fiction)
- Pretty Little Liars** - by Sara Shepard (young adult fiction)
- Darkly Dreaming Dexter: A Novel** - by Jeffry P. Lindsay (adult fiction)
- Except the Dying: A Murdoch Mystery** - by Maureen Jennings (adult fiction)
- The No.1 Ladies Detective Agency** - by Alexander MacCall Smith (adult fiction)
- Déja Dead** - by Kathy Reichs (adult fiction)
- Rizzoli and Isles: Last to Die** - by Tess Gerritsen (adult fiction)

Homework Help

The Canadian Points of View database presents multiple sides of current Canadian issues, offering articles for high school age students. Each topic features a basic summary, historical description, current overview, bibliography, and definitions. Students can review both sides of an issue (called Point and Counterpoint), and use the Guide to Critical Analysis when comparing the two.

- Some topics include:
- euthanasia
 - weight and obesity
 - domestic violence
 - media bias
 - social networking sites



This database is a great source for students who need research materials to complete school work.

The Traitor's Wife

By: Kathleen Kent
Reviewer: Valerie Denton – Aboyne Branch
Adult Fiction



Considered by her father to be nearly a spinster, 19 year old Martha Allen is sent to work as a servant in her cousin's home near Andover, Massachusetts. During her months of cooking, cleaning, gardening and helping to care for the children, Martha is drawn to Thomas, an indentured labourer working for her cousin's husband. She finds herself growing more and more curious about the tall, quiet Welshman, especially after she learns that he was once a soldier of Oliver Cromwell's army in England. That same army was responsible for overthrowing and executing King Charles I.

As their relationship grows, so does a rumour of danger coming from overseas. King Charles II has vowed revenge for his father's death and has sent a group of men across the ocean to hunt down the executioner. Thomas' history is revealed, Martha's place in her cousin's house is challenged and the shadow of approaching assassins grows ever nearer.

Set in Colonial America, Kathleen Kent's description of life in the New World in the 1600s is beautiful, disturbing and accurate. Martha's story and the story of Thomas' life in England, as told to Martha, will captivate. A character that is determined to be unlikeable, this strong-willed woman will work her way into your heart.

Content comes from resources such as political magazines, newspapers, reference books and more. Debate clubs and teams can use the wide variety of topics and arguments for their meetings and to broaden student viewpoints.

Students can track and access their research by creating a personal account where searches, topics, articles, etc. can be saved. Students will gain experience researching at the level expected of them if they choose to pursue post-secondary education.

To get started please visit www.wellington.ca/Library and go to our online resources section.

September Programme Highlights

Culture Days

Don't forget to visit the library branches during Culture Days, September 26, 27 and 28!

Culture Days is committed to reaching the goal of having all Canadians declaring they love culture. Culture Days raises the awareness, accessibility, participation and engagement of Canadians in the arts and cultural life of their communities. Aboyne, Fergus and Elora will also be stamping passports that will be provided from the Centre Wellington Group.

Here is a list of some events that the library branches will be offering:

PUSLINCH BRANCH
Friday, September 26 • 10:30 am

Join us at the Puslinch Branch for a Tea and Talk with Beth Dyer from the Wellington County Museum. The topic of discussion will be the culture and history of Guelph - Puslinch.

ELORA BRANCH
Friday, September 26 • 3:00 pm

Join us at the Elora Branch for a Tea and Talk with Beth Dyer from the Wellington County Museum. The topic of discussion will be the culture and history of Centre Wellington. Don't forget to get your Centre Wellington Culture Days passport stamped for this activity!



ABOYNE BRANCH
Saturday, September 27 • 10:15 am
Join us at the Aboyne Branch for an author visit with Renna Bruce! She will be hosting a story time from her Jazlyn J series that relates to culture. Don't forget to get your Centre Wellington Culture Days passport stamped for this activity! Please register for this event.

DRAYTON BRANCH
Saturday, September 27 • 10:30 am
Join us at the Drayton Branch for a Tea and Talk with Beth Dyer from the Wellington County Museum. The topic of discussion will be the culture and history of Drayton.



DOORS OPEN WELLINGTON NORTH
Mount Forest and Arthur Branches
Saturday, September 27 • 10:00 am - 4:00 pm
Join us for refreshments and Ancestry demonstrations! This year's theme commemorates the centennial anniversary of the First World War by examining its influences on modern society.



August 21, 2014

Wellington County Public Library
552 Wellington Rd. 18, RR1
Fergus, ON

Dear Councillor Mark MacKenzie, Chair Wellington County Public Library Board and Murray McCabe, CEO Wellington County Public Library:

I am writing you this letter on behalf of the board of the Ottawa Public Library to seek your assistance on a matter that impacts us all greatly.

All public libraries are feeling the impacts of the restrictive practices of publishers in making e-content available to public libraries. We are finding that these practices are having a detrimental impact on our collections budgets and will jeopardize our ability to provide equitable access to comprehensive and accessible collections going forward.

At the Ottawa Public Library demand for access to content in electronic formats continues to grow exponentially. OPL customers borrowed close to 600,000 eBooks in 2013, an increase of 560% from 2010. These formats not only provide choice to our customers to read in alternative formats, but also provide accessible formats for persons with disabilities who cannot utilize print based materials.

Restrictive practices employed by publishers vary but include unreasonably high eBook prices, caps on number of uses, time limits and the refusal of some publishers to make their e-content available are impacting our ability to fulfill our core mandate. The introduction of these models is negatively impacting our purchasing power; for example, in Ottawa a 78% increase in the eBook budget from 2012 to 2013 translated in only a 30% increase in the amount of titles for the same time period. Both Ottawa and Toronto Public Libraries are willing to pay appropriate institutional rates for e-content on reasonable terms, but the usage caps and inflated prices for libraries for some of these publishers is excessive. To illustrate this point, when consumers are charged \$9.99 for J.K. Rowling's *The Casual Vacancy* as an e-book, the Library has to pay \$115.11; customers purchasing Margaret Atwood's *MaddAddam* pay \$15.99 while the Library pays \$85.00.

We recognize publishing in Canada and around the world is undergoing great change, and that the publishing industry plays an important role in the development and expression of the Canadian identity and literary culture. It must also be recognized and acknowledged that public libraries also play an important role and are integral to the ecosystem of reading and learning. Imposing unreasonably high prices, other special conditions or not making e-content available for lending at public libraries does not support nor contribute to a healthy publishing industry.

In 2014 the Ottawa Public Library board passed a motion requesting that Federal, Provincial governments and the Competition Bureau of Canada investigate these restrictive processes and evaluate whether a legislative or regulatory remedy could be brought into force to help mitigate this problem. Sample letters sent on behalf of OPL which were adapted from the Toronto Public Library campaign are attached to this letter.

The OPL Board is requesting your assistance. We are asking that you pass a similar motion at your local board and participate in the letter writing campaign to ensure that the Ministries and the Competition Bureau understand that this is an important issue impacting all libraries and not just the Ottawa Public Library. This will be an important step to start off a campaign which we hope will extend to a national strategy through the joint efforts of other libraries through the CLA.

We thank you in advance for your participation in this effort. If additional information is required or there are any follow up questions, please feel free to contact myself Jan Harder, Chair Ottawa Public Library Board at jan.harder@ottawa.ca or 613-580-2473 or the Chief Executive Officer, Danielle McDonald at danielle.mcdonald@bibliooottawalibrary.ca or 613-580-2424.

Sincerely,



Jan Harder
Chair Ottawa Public Library Board



Danielle McDonald
CEO Ottawa Public Library

Attach (3)

July 10, 2014

Mr. Michael Coteau
Minister of Tourism, Culture & Sport
Hearst Block
Bay Street
Toronto, Ontario
M7A 2E1

Dear Mr. Coteau,

I want to take the time to congratulate you on your new position of Minister of Tourism, Culture & Sport for the Government of Ontario and to take the time to provide you with information on a serious issue for Ontario's public libraries.

I am writing to you on behalf of the Ottawa Public Library (OPL) about some publishers' restrictive practices in making e-content available to public libraries. These practices are having a detrimental impact on our collections budgets and will jeopardize our ability to provide equitable access to comprehensive and accessible collections going forward.

The Ottawa Public Library, Canada's largest bilingual library, is committed to equitable and accessible public library service that provides universal access to a broad range of human knowledge, information and ideas in all its forms, including electronic formats. Demand for access to content in electronic formats continues to grow. OPL customers borrowed close to 600,000 eBooks in 2013, an increase of 560% from 2010. These formats provide choice to our customers to read in alternative formats, but also provide accessible formats for persons with disabilities who cannot utilize print based materials.

Restrictive practices employed by publishers vary but include unreasonably high eBook prices, caps on number of uses, time limits and the refusal of some publishers to make their e-content available. The introduction of these models is negatively impacting our purchasing power; for example, a 78% increase in the eBook budget from 2012 to 2013 translated in only a 30% increase in the amount of titles for the same time period. The Ottawa Public Library is willing to pay appropriate institutional rates for e-content on reasonable terms, but the usage caps and inflated prices for libraries for some of these publishers is excessive. To illustrate this point, when consumers are charged \$9.99 for J.K. Rowling's *The Casual Vacancy* as an e-book, the Library has to pay \$115.11; customers purchasing Margaret Atwood's *MaddAddam* pay \$15.99 while the Library pays \$85.00.

OPL recognizes publishing in Canada and around the world is undergoing great change, and that the publishing industry plays an important role in the development and expression of the Canadian identity and literary culture. It must also be recognized and acknowledged that public libraries also play an important role and are integral to the ecosystem of reading and learning.

Imposing unreasonably high prices, other special conditions or not making e-content available for lending at public libraries does not support nor contribute to a healthy publishing industry.

The Ottawa Public Library Board has endorsed the important role of public libraries in making content available to all Canadians and encourages publishers to make eBooks and eMagazines available to public libraries on fair and reasonable terms. At its May 12, 2014 Library Board meeting, the Ottawa Public Library Board passed the following motion:

WHEREAS the Ottawa Public Library is committed to providing equitable access to information and services regardless of format and customer demand for eBooks and eMagazines is increasing; and

WHEREAS Ottawa Public Library staff are working together with publishers to find mutually beneficial solutions so that public library customers have access to the wide range of eBooks and eMagazines they have available to them in a physical printed copy; and

WHEREAS the specialized market terms for libraries provided by some publishers for the purchase of eBooks and eMagazines restrict the Ottawa Public Library's ability to purchase these materials for public use, resulting in an inequity of access to electronic content, significant constraints on the Ottawa Public Library budget, and an undermining of the Ottawa Public Library's ability to fulfill its role;

THEREFORE BE IT RESOLVED that the Ottawa Public Library Board:

- 1. request that the Department of Canadian Heritage and the Ontario Ministry of Tourism, Culture and Sport investigate publishers' restrictive practices in making eBooks and eMagazines available to public libraries, including the higher prices charged to public libraries; and*
- 2. request staff bring the issues faced by libraries in obtaining access to eBooks and eMagazines to the attention of the Competition Bureau of Canada.*

We are asking for your assistance in helping us to investigate what legislative remedies exist to assist with this problem. We have provided background material in the form of a chart on this important issue, and have attached it to this letter. If additional information is required or there are any follow up questions, please feel free to contact the Chief Executive Officer, Danielle McDonald at danielle.mcdonald@bibliooottawalibrary.ca or 613-580-2424 X32189.

Sincerely,



Danielle McDonald
CEO Ottawa Public Library

cc. Jan Harder, Chair, Ottawa Public Library Board

Attach: Overview of Canadian Public Library Access to E-Content

Attachment

Overview of Canadian Public Library Access to E-Content

Publisher	Terms	Prices	Notes
Random House Canada	One copy per use; no cap or time limit on use	\$85 for new hard covers \$30-\$60 for paperbacks	<p>In February 2011, it is announced that Random House Canada and a number of independent Canadian publishers are making their content available.</p> <p>In March 2012, Random House (U.S.) announced 300% price increase for e-books available to public libraries.</p>
HarperCollins Canada	One copy per use; 26 use cap per copy	\$25 (approx.) for new hard covers \$4-\$16 (approx.) for paperbacks	<p>HarperCollins (U.S.) announced in March 2011 the introduction of a 26 use cap per copy.</p> <p>In December 2012, HarperCollins Canada content became available to public libraries.</p>

Publisher	Terms	Prices	Notes
Hachette Group	One copy per use; no cap or time limit on use	\$80-\$90 for new hard covers \$10-\$40 for paperbacks	In October 2012, Hachette announced 100-200% price increase for its backlist e-books available to public libraries. Hachette made over 5,000 current and back-list titles available to libraries in May 2013.
Macmillan	One copy per use; 52 use cap per copy or 24 months, whichever comes first One year embargo on making current content available	\$40 for most content – hard cover, paperbacks & e-book original shorts	Macmillan announced in January 2013 it is starting to make its backlist e-books available; more content became available as the year progressed.
Penguin Penguin Canada	One copy per use; re-purchase copies after one year	\$23 (approx.) for new hard covers \$8-\$16 (approx.) for paperbacks	In December 2013, U.S. content from Penguin became available; In April 2014, Penguin Canada content became available.
Simon & Schuster Canada	Pilot projects with a few libraries are underway; not widely available to public libraries.	Prices are not confirmed at this time.	Content is available for pilot through the BiblioDigital and 3M platform.

Publisher	Terms	Prices	Notes
Independent Canadian Publishers	One copy per use; no cap or time limit on use	\$16-\$25 for new hard covers \$8-\$15 for paperbacks	These publishers have willingly worked with libraries to make content available and to find mutually beneficial solutions.
Rogers Publishing Group	Withdrew access to Rogers' e-magazines for public libraries via Zinio (a platform for loaning e-magazines) in Fall 2013 when Rogers launched its own digital subscription service <i>Next Issue Canada</i> .	Subscriptions comparable to consumer prices; platform fee for Zinio: \$40,000	Zinio offers libraries unlimited simultaneous access to e-magazines just as it does in its consumer model. With Rogers' withdrawal from Zinio, many Canadian e-magazines are no longer available while access continues for e-magazines from the U.S. and the U.K.
Magazine Canada	Withdrew access to Rogers' e-magazines for public libraries via Zinio in spring 2014.	Subscriptions comparable to consumer prices	Zinio offers to libraries unlimited simultaneous access to e-magazines just as it does in its consumer model. With Rogers and Magazine Canada withdrawal from Zinio, many Canadian e-magazines are no longer available while access continues for e-magazines from the U.S. and the U.K.
Scholastic	One copy per use ; re-purchase copies after 24 months.	\$6-\$20	Content available for loan through OverDrive

Publisher	Terms	Prices	Notes
Société de gestion de l'Association nationale des éditeurs de livres (SOGANEL)	Has recently made available its content to libraries outside of Québec.	Same as price charged to individual consumers	

June 2014

July 10, 2014

Ms. Shelley Glover
Canadian Minister of Heritage
Room 532-N Centre Block House of Commons
Ottawa, Ontario,
K1A 0A6

Dear Ms. Glover,

I am writing to you on behalf of the Ottawa Public Library (OPL) about some publishers' restrictive practices in making e-content available to public libraries. These practices are having a detrimental impact on our collections budgets and will jeopardize our ability to provide equitable access to comprehensive and accessible collections going forward.

The Ottawa Public Library, Canada's largest bilingual library, is committed to equitable and accessible public library service that provides universal access to a broad range of human knowledge, information and ideas in all its forms, including electronic formats. Demand for access to content in electronic formats continues to grow. OPL customers borrowed close to 600,000 eBooks in 2013, an increase of 560% from 2010. These formats provide choice to our customers to read in alternative formats, but also provide accessible formats for persons with disabilities who cannot utilize print based materials.

Restrictive practices employed by publishers vary but include unreasonably high eBook prices, caps on number of uses, time limits and the refusal of some publishers to make their e-content available. The introduction of these models is negatively impacting our purchasing power; for example, a 78% increase in the eBook budget from 2012 to 2013 translated in only a 30% increase in the amount of titles for the same time period. The Ottawa Public Library is willing to pay appropriate institutional rates for e-content on reasonable terms, but the usage caps and inflated prices for libraries for some of these publishers is excessive. To illustrate this point, when consumers are charged \$9.99 for J.K. Rowling's *The Casual Vacancy* as an e-book, the Library has to pay \$115.11; customers purchasing Margaret Atwood's *MaddAddam* pay \$15.99 while the Library pays \$85.00.

OPL recognizes publishing in Canada and around the world is undergoing great change, and that the publishing industry plays an important role in the development and expression of the Canadian identity and literary culture. It must also be recognized and acknowledged that public libraries also play an important role and are integral to the ecosystem of reading and learning.

Imposing unreasonably high prices, other special conditions or not making e-content available for lending at public libraries does not support nor contribute to a healthy publishing industry.

The Ottawa Public Library Board has endorsed the important role of public libraries in making content available to all Canadians and encourages publishers to make eBooks and eMagazines available to public libraries on fair and reasonable terms. At its May 12, 2014 Library Board meeting, the Ottawa Public Library Board passed the following motion:

WHEREAS the Ottawa Public Library is committed to providing equitable access to information and services regardless of format and customer demand for eBooks and eMagazines is increasing; and

WHEREAS Ottawa Public Library staff are working together with publishers to find mutually beneficial solutions so that public library customers have access to the wide range of eBooks and eMagazines they have available to them in a physical printed copy; and

WHEREAS the specialized market terms for libraries provided by some publishers for the purchase of eBooks and eMagazines restrict the Ottawa Public Library's ability to purchase these materials for public use, resulting in an inequity of access to electronic content, significant constraints on the Ottawa Public Library budget, and an undermining of the Ottawa Public Library's ability to fulfill its role;

THEREFORE BE IT RESOLVED that the Ottawa Public Library Board:

- 1. request that the Department of Canadian Heritage and the Ontario Ministry of Tourism, Culture and Sport investigate publishers' restrictive practices in making eBooks and eMagazines available to public libraries, including the higher prices charged to public libraries; and*
- 2. request staff bring the issues faced by libraries in obtaining access to eBooks and eMagazines to the attention of the Competition Bureau of Canada.*

We are asking for your assistance in helping us to investigate what legislative remedies exist to assist with this problem. We have provided background material in the form of a chart on this important issue, and have attached it to this letter. If additional information is required or there are any follow up questions, please feel free to contact the Chief Executive Officer, Danielle McDonald at danielle.mcdonald@bibliooottawalibrary.ca or 613-580-2424 X32189.

Sincerely,



Danielle McDonald
CEO Ottawa Public Library

cc. Jan Harder, Chair, Ottawa Public Library Board

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Attachment

Overview of Canadian Public Library Access to E-Content

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HarperCollins Canada	One copy per use; 26 use cap per copy	<p>\$25 (approx.) for new hard covers</p> <p>\$4-\$16 (approx.) for paperbacks</p>	<p>HarperCollins (U.S.) announced in March 2011 the introduction of a 26 use cap per copy.</p> <p>In December 2012, HarperCollins Canada content became available to public libraries.</p>

Publisher	Terms	Prices	Notes
Hachette Group	One copy per use; no cap or time limit on use	\$80-\$90 for new hard covers \$10-\$40 for paperbacks	In October 2012, Hachette announced 100-200% price increase for its backlist e-books available to public libraries. Hachette made over 5,000 current and back-list titles available to libraries in May 2013.
Macmillan	One copy per use; 52 use cap per copy or 24 months, whichever comes first One year embargo on making current content available	\$40 for most content – hard cover, paperbacks & e-book original shorts	Macmillan announced in January 2013 it is starting to make its backlist e-books available; more content became available as the year progressed.
Penguin Penguin Canada	One copy per use; re-purchase copies after one year	\$23 (approx.) for new hard covers \$8-\$16 (approx.) for paperbacks	In December 2013, U.S. content from Penguin became available; In April 2014, Penguin Canada content became available.
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Société de gestion de l'Association nationale des éditeurs de livres (SOGANEL)	Has recently made available its content to libraries outside of Québec.	Same as price charged to individual consumers	

June 2014

July 10, 2014

Mr. John Pecman
Commissioner of Competition
Industry Canada
Competition Bureau Canada
50 Victoria Street
Gatineau, Quebec K1A 0C9

Dear Mr. Pecman,

I am writing to you on behalf of the Ottawa Public Library (OPL) about some publishers' restrictive practices in making e-content available to public libraries. These practices are having a detrimental impact on our collections budgets and will jeopardize our ability to provide equitable access to comprehensive and accessible collections going forward.

The Ottawa Public Library is committed to equitable and accessible public library service that provides universal access to a broad range of human knowledge, information and ideas in all its forms, including electronic formats. Demand for access to content in electronic formats continues to grow. OPL customers borrowed close to 600,000 eBooks in 2013, an increase of 560% from 2010. These formats provide choice to our customers to read in alternative formats, but also provide accessible formats for persons with disabilities who cannot utilize print based materials.

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We have been following with interest the Competition Bureau's recent announcement that eBook prices for consumers are part of an ongoing investigation, and that a Consent Agreement has been entered into with some publishers, and believe that the scope needs to be broadened to include the prices provided to Canadian public libraries.

OPL recognizes publishing in Canada and around the world is undergoing great change, and that the publishing industry plays an important role in the development and expression of the

Canadian identity and literary culture. It must also be recognized and acknowledged that public libraries also play an important role and are integral to the ecosystem of reading and learning. Imposing unreasonably high prices, other special conditions or not making e-content available for lending at public libraries does not support nor contribute to a healthy publishing industry.

The Ottawa Public Library Board has endorsed the important role of public libraries in making content available to all Canadians and encourages publishers to make eBooks and eMagazines available to public libraries on fair and reasonable terms. At its May 12, 2014 Library Board meeting, the Ottawa Public Library Board passed the following motion:

WHEREAS the Ottawa Public Library is committed to providing equitable access to information and services regardless of format and customer demand for eBooks and eMagazines is increasing; and

WHEREAS Ottawa Public Library staff are working together with publishers to find mutually beneficial solutions so that public library customers have access to the wide range of eBooks and eMagazines they have available to them in a physical printed copy; and

WHEREAS the specialized market terms for libraries provided by some publishers for the purchase of eBooks and eMagazines restrict the Ottawa Public Library's ability to purchase these materials for public use, resulting in an inequity of access to electronic content, significant constraints on the Ottawa Public Library budget, and an undermining of the Ottawa Public Library's ability to fulfill its role;

THEREFORE BE IT RESOLVED that the Ottawa Public Library Board:

- 1. request that the Department of Canadian Heritage and the Ontario Ministry of Tourism, Culture and Sport investigate publishers' restrictive practices in making eBooks and eMagazines available to public libraries, including the higher prices charged to public libraries; and*
- 2. request staff bring the issues faced by libraries in obtaining access to eBooks and eMagazines to the attention of the Competition Bureau of Canada.*

We have provided background material in the form of a chart on this important issue, and have attached it to this letter. If additional information is required or there are any follow up questions, please feel free to contact the Chief Executive Officer, Danielle McDonald at danielle.mcdonald@bibliottawalibrary.ca or 613-580-2424 X32189.

Sincerely,



Danielle McDonald
CEO Ottawa Public Library

cc. Jan Harder, Chair, Ottawa Public Library Board

Attach: Overview of Canadian Public Library Access to E-Content

Attachment

Overview of Canadian Public Library Access to E-Content

Publisher	Terms	Prices	Notes
Random House Canada	One copy per use; no cap or time limit on use	<p>\$85 for new hard covers</p> <p>\$30-\$60 for paperbacks</p>	<p>In February 2011, it is announced that Random House Canada and a number of independent Canadian publishers are making their content available.</p> <p>In March 2012, Random House (U.S.) announced 300% price increase for e-books available to public libraries.</p>
HarperCollins Canada	One copy per use; 26 use cap per copy	<p>\$25 (approx.) for new hard covers</p> <p>\$4-\$16 (approx.) for paperbacks</p>	<p>HarperCollins (U.S.) announced in March 2011 the introduction of a 26 use cap per copy.</p> <p>In December 2012, HarperCollins Canada content became available to public libraries.</p>

Publisher	Terms	Prices	Notes
Hachette Group	One copy per use; no cap or time limit on use	\$80-\$90 for new hard covers \$10-\$40 for paperbacks	In October 2012, Hachette announced 100-200% price increase for its backlist e-books available to public libraries. Hachette made over 5,000 current and back-list titles available to libraries in May 2013.
Macmillan	One copy per use; 52 use cap per copy or 24 months, whichever comes first One year embargo on making current content available	\$40 for most content – hard cover, paperbacks & e-book original shorts	Macmillan announced in January 2013 it is starting to make its backlist e-books available; more content became available as the year progressed.
Penguin Penguin Canada	One copy per use; re-purchase copies after one year	\$23 (approx.) for new hard covers \$8-\$16 (approx.) for paperbacks	In December 2013, U.S. content from Penguin became available; In April 2014, Penguin Canada content became available.
Simon & Schuster Canada	Pilot projects with a few libraries are underway; not widely available to public libraries.	Prices are not confirmed at this time.	Content is available for pilot through the BiblioDigital and 3M platform.

Publisher	Terms	Prices	Notes
Independent Canadian Publishers	One copy per use; no cap or time limit on use	\$16-\$25 for new hard covers \$8-\$15 for paperbacks	These publishers have willingly worked with libraries to make content available and to find mutually beneficial solutions.
Rogers Publishing Group	Withdrew access to Rogers' e-magazines for public libraries via Zinio (a platform for loaning e-magazines) in Fall 2013 when Rogers launched its own digital subscription service <i>Next Issue Canada</i> .	Subscriptions comparable to consumer prices; platform fee for Zinio: \$40,000	Zinio offers libraries unlimited simultaneous access to e-magazines just as it does in its consumer model. With Rogers' withdrawal from Zinio, many Canadian e-magazines are no longer available while access continues for e-magazines from the U.S. and the U.K.
Magazine Canada	Withdrew access to Rogers' e-magazines for public libraries via Zinio in spring 2014.	Subscriptions comparable to consumer prices	Zinio offers to libraries unlimited simultaneous access to e-magazines just as it does in its consumer model. With Rogers and Magazine Canada withdrawal from Zinio, many Canadian e-magazines are no longer available while access continues for e-magazines from the U.S. and the U.K.
Scholastic	One copy per use ; re-purchase copies after 24 months.	\$6-\$20	Content available for loan through OverDrive

Publisher	Terms	Prices	Notes
Société de gestion de l'Association nationale des éditeurs de livres (SOGANEL)	Has recently made available its content to libraries outside of Québec.	Same as price charged to individual consumers	

June 2014