



REGIONAL MUNICIPALITY OF WATERLOO LIBRARY COMMITTEE MINUTES

Tuesday, September 25, 2012
12:45 p.m.
Waterloo County Room
150 Frederick Street, Kitchener, Ontario

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

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

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

None declared.

INFORMATION/CORRESPONDENCE

a) Memo: Region of Waterloo Library Periodic Financial Report: January - August, 2012

Lucille Bish, Director, Community Services, advised that current expenditures are 2% (\$50,000) below the projections for this period. She responded to a Committee question about grants, advising that the bulk of the grants is from the provincial government and is prorated across 8 months.

Katherine Seredynska, Manager, Public Services, responded to a Committee question about the operating revenues, stating that the amount is related to program fees and fines. In addition, there was a significant corporate presence during the noted period and the library received corporate donations for the revenue-generating events. She agreed to provide details with a breakdown for fine revenues and program fee revenues at the next meeting.

Received for information

b) Memo: Region of Waterloo Library Operations Updates; June - August, 2012 was received for information.

K. Seredynska summarized the memo and stated that the participation levels in the summer programs surpassed any other year. She highlighted the hosted events, provided an update on library renovation projects and indicated that all library 'wish list' items have been ordered. The Committee members provided updates on the renovation projects taking place in their township branches. L. Bish clarified that the Region funds interior renovation costs only; any structural renovations are covered by the municipality.

K. Bernstein provided updates for the Library Automated System, circulation statistics and computer training. She stated that a Request for Proposal (RFP) for Materials Purchasing has been prepared with submissions expected in October. She summarized the current status of the computer training program and advised that the library has purchased two (2) new website Uniform Resource Locations (URLs); these will refer patrons to the same website content. The Committee inquired about the additional cost to also purchase a dot.com URL and, given the nominal charge, recommended that staff purchase the additional address.

MOVED by R. Deutschmann
SECONDED by L. Armstrong

THAT the Region of Waterloo Library Committee approve the expenditure to purchase an additional URL address to enhance public access to the Region of Waterloo Library website from the approved budget for 2012.

CARRIED

The Committee discussed the provision of the e-training staff during 2012 and the online training manual. K. Bernstein confirmed that the Region of Waterloo Library now has its own manual. The Committee discussed the availability of e-books at the branches and staff agreed to bring back details related to the costs, gaps and issues surrounding e-books.

In response to a Committee question about the process for materials requests, K. Bernstein summarized the online and telephone processes, advising that the branches regularly receive inquiries and are able to accommodate most requests.

c) Memo: Region of Waterloo Library Service Review – Update

L. Bish advised that the telephone survey has been completed and that the analysis is now underway. She provided an overview of the survey process and indicated that respondents were keen to participate. The consultants would like to make a presentation to the Committee and she recommended that members meet on November 6th. The Committee members will review their calendars and follow-up with staff.

Received for information

OTHER BUSINESS

a) 2013 Budget

Rob Horne, Commissioner, Planning, Housing and Community Services, reminded the Committee about the pending deliberations for the 2013 budget. L. Bish stated that a draft budget, including both operating and capital plans, will be prepared for the November 27th meeting. She sought preliminary direction from the Committee, suggesting that the 2013 budget remain status quo until the outcome of the Service Review has been reviewed and next steps determined. The Committee requested that e-book gaps be included in the draft budget.

NEXT MEETING

- 1) November 6, 2012 - Proposed Service Review Presentation – confirmation pending
- 2) November 27, 2012 - Scheduled

ADJOURN

MOVED by L. Armstrong
SECONDED by R. Deutschmann

THAT the meeting adjourn at 1:23 p.m.

CARRIED

COMMITTEE CHAIR, T. Cowan

COMMITTEE CLERK, S. Natolochny