



REGIONAL MUNICIPALITY OF WATERLOO LIBRARY COMMITTEE MINUTES

Tuesday, November 27, 2012
1:25 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, K. Seredynska* and L. Smith

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

None declared.

REPORTS

a) P-LIB-12-003, Region of Waterloo Library: Expanding eBook Collection in 2013

Lucille Bish, Director, Community Services, responded to Committee questions regarding patrons' difficulties with downloading eBooks, eBook usage and the fees charged by publishing houses. She stated that the challenges surrounding the downloadability of eBooks include the variety, capability and compatibility of reader devices with the Region of Waterloo Library (RWL) system; user training; availability of eBooks; the parameters of the software provider; and, the growing demand for access to eBooks.

She advised the Committee that staff are committed to enhancing user training and online instructions and continue to work on the functionality aspects. In addition, staff will be making other recommendations for software improvements. She provided details about the cost of eBooks and the lending restrictions. The Committee expressed concern for committing additional funds for eBooks when the RWL software may not be satisfying user needs, but appreciated staff seeking to expand the collection and enhance the program in response to the eBook trending.

This report was further discussed by the Committee at a later point in the meeting.

b) P-LIB-12-004, Region of Waterloo: 2013 Preliminary Budget

L. Bish gave an overview of the Program Summary Report, indicating that the variance in 2012 is due to staff gapping and unspent funds which had been allocated for the computer literacy training. She stated that the proposed 2013 net levy would be \$2,235,120 with a 2.05% increase over last year but a decreased household impact, given the assessment growth of approximately 3%.

In response to Committee questions about the Library Capital Reserve Fund, Larry Smith, Financial Analyst, stated that the projected capital reserve at the end of 2012 will be \$177,000, assuming all funds in the Capital budget are allocated. He estimated that the Reserve Fund would be at approximately \$200,000 if all funds were not expended. L. Bish clarified that materials expenses are allocated to the Operating Budget. She stated that staff recommends that the 2011 surplus be reinvested in the Reserve Fund.

The Committee discussed the allocation of \$45,000 in the Capital Budget for external signage at library branches and inquired what the status was of this initiative. L. Bish indicated that this initiative has not moved forward but that staff could give it priority in 2013 if directed by the Committee. The Committee expressed concern that funds have been allocated for this purpose and continue to accrue in the Capital Budget without any actions being taken.

* K. Seredynska and K. Bernstein joined the meeting at 1:46 p.m.

Katherine Seredynska, Manager, Public Services, provided the Committee with the reasons for the delay in the exterior signage program, including the need to research appropriate and cost-effective signs, maintenance and compliance with municipal sign by-laws. The Committee requested that this matter be undertaken in 2013 and considered several options for the style of the signage, including digital, mobile and electronic LED. The Committee directed staff to acquire contractor quotes for all branch signs for both digital and mobile formats and report back mid-2013 with the proposals and estimates.

L. Bish summarized the potential additions to the 2013 Operating Budget, recognizing that the Library Service Review analysis is not yet completed. She summarized the need for increased branch hours, specifically at the Wellesley branch, and stated that staff is recommending that, in anticipation of the final service study recommendation, an increase of 6 service hours (12 staff hours) per week be added to the budget for the Wellesley branch but not be immediately or permanently implemented until the Library Service Review is complete.

In response to a Committee suggestion that more than 6 hours be added to address the needs of children's programming at the Wellesley branch and that the Reserve Fund be accessed so that the appropriate increase could occur prior to the completion of the Service Review, L. Bish stated that the surplus is not sustainable and is expected to disappear in 2013. The addition of branch hours would become part of the annual Operating Budget and would require an increase in the base budget to accommodate.

Staff outlined the potential challenges to increase the hours at other branches and the pressures to rationalize hours across the board at all branches; L. Bish reiterated the staff recommendation to approve the budget capacity for increased hours in Wellesley.

L. Bish summarized the balance of the 2013 proposed budget additions.

a) P-LIB-12-003, Region of Waterloo Library: Expanding eBook Collection in 2013 (continued)

Kelly Bernstein, Information Services Manager, distributed information about the print and eBook circulation and expenditures to Committee members. She summarized the challenges involved and highlighted the trends.

Received for information

b) P-LIB-12-004, Region of Waterloo: 2013 Preliminary Budget (continued)

The Committee discussed the staff proposal for using paid advertising campaign in community newspapers in 2013. The Committee agreed that other means can be used to improve communication and directed that the proposed allocation for advertising not go forward and that the \$5000 be added to the provisional amount for other initiatives.

MOVED by R. Kelterborn
SECONDED by L. Armstrong

THAT the Library Committee approved the following with regard to the Region of Waterloo Library Budget, as contained in Report P-LIB-12-004, dated November 27, 2012:

- a) the 2013 Library Operating Budget with a net levy of \$2,296,695;
- b) the 2013 Library Capital Budget;
- c) the 2014-2022 Library Capital forecast;
- c) the distribution of the 2011 Library Operating Surplus;

AND THAT the matter be referred to the Budget Committee

CARRIED

The Committee reiterated its desire that consistency be the focus when establishing library branch hours.

c) P-LIB-12-005, P2012-46 Acceptance of Proposal for Library Services

L. Bish provided an overview of the proposal and stated that the agreement will be in force for three years, with two optional one-year renewals.

MOVED by L. Armstrong
SECONDED by R. Deutschmann

THAT the Regional Municipality of Waterloo accept the proposal of Library Services Centre for Library Services (acquisition, cataloging and processing of library materials) for the Region of Waterloo Library (RWL), as described in Report P-LIB-12-005 dated November 27, 2012.

CARRIED

INFORMATION/CORRESPONDENCE

a) Memo: Region of Waterloo Operations Update: September–December, 2012

Received for information

b) Federation of Ontario Public Libraries (FOPL) letter – November 1, 2012

L. Bish advised that staff are not recommending full membership since the RWL is an Associate member through the Administrators of Rural-Urban Libraries of Ontario (ARUPLO) group; the Committee agreed with staff's recommendation.

Received for information

OTHER BUSINESS

The November 6th meeting minutes were discussed and direction was given for revisions; the minutes will be revised and attached to the December 5th Council agenda for approval.

L. Bish said she doesn't anticipate the need for a January meeting. A report on the Service Review will be brought forward at the April 2013 meeting.

The Committee agreed to the proposed meeting dates for 2013, as follows:

- April 9, 2013
- May 28, 2013
- September 10, 2013
- November 12, 2013

NEXT MEETING – April 9, 2013

ADJOURN

MOVED by R. Kelterborn

SECONDED by L. Armstrong

THAT the meeting adjourn at 2:44 p.m.

CARRIED

COMMITTEE CHAIR, *T. Cowan*

COMMITTEE CLERK, *S. Natolochny*