



REGIONAL MUNICIPALITY OF WATERLOO LIBRARY COMMITTEE MINUTES

Tuesday, December 6, 2011
4:15 p.m.
Waterloo County Room
150 Frederick Street, Kitchener, Ontario

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

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

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

None declared

REPORTS

a) P-LIB-11-005, Region of Waterloo Library Material Acquisition and Processing – Extension of Contract

Lucille Bish, Director, Community Services, summarized the report and advised that an extension of the current contract is being recommended since there will be changes in the following year and an extension will cover until those changes have been finalized. She responded to Committee inquiries about the tendering process and timelines, and the anticipated changes.

MOVED by L. Armstrong
SECONED by R. Kelterborn

THAT the Regional Municipality of Waterloo approve a one-year extension of the existing contract with Library Services Centre for the acquisition, cataloguing and processing of materials ordered by the Region of Waterloo Library, as described in Report P-LIB-11-005, dated December 6, 2011.

CARRIED

b) P-LIB-11-006, Region of Waterloo Library Comparison of Facilities, Programs and Services

L. Bish stated that the analysis provides insight about Region of Waterloo Library (RWL) programs in comparison to other library systems within the Region and with similar-sized library systems outside of the Region. She advised that there are plans to address the program areas that require enhancement during 2012. She responded to Committee questions regarding the 'Children – other Context' area.

Received for information

c) P-LIB-11-007, Region of Waterloo Library: Proposed 2012 Budget

L. Bish summarized report details regarding the 2012 Program Summary and the Proposed Use of 2010 Surplus and responded to a Committee inquiry about the under spending of salaries. Larry Smith, Financial Analyst, responded to a Committee question about the number and types of reserve funds where the surplus might be allocated.

Chair Cowan stated that while touring the library branches, he gained insight from staff about their operational needs and he suggested that using the surplus for branch upgrades would have a significant impact on services provided to patrons. There was general agreement from the Committee, that staff survey the library supervisors and bring a report back to the Committee at a future date.

Rob Horne, Commissioner, Planning, Housing and Community Services, suggested that the surplus funds could be drawn from the Library Capital Reserve to address the upgrades.

The Committee discussed the proposed increase to the library base budget and advised that they were interested in a budget increase beyond inflation to address the branch needs for upgrades and materials. L. Bish suggested that some of the upgrades may be noted as new initiatives in the staff report; she provided an overview of each of the six proposed new initiatives.

The Committee discussed the proposal for a consulting study of library services, staffing needs, and patron needs, including the cost, the use of alternative resources, such as co-op and university graduate students, for conducting the study, and the anticipated return on investment. Katherine Seredynska, Manager, Public Services, and Kae Elgie, Manager, Information Services, provided feedback on the scope of the proposed consultation, the limitations to working with co-op students.

R. Horne suggested that staff explore the Committee suggestions for the consulting initiative and he assured the members that funds would not be committed without Committee approval.

During the discussion about the Reservation Software for Public Computers, L. Bish and K. Elgie provided a detailed explanation of the program and advised that the secured system is used by a number of municipalities and results in more efficient use of staff.

In response to Committee discussion about increasing the budget to include an additional \$30,000 for special initiatives, such as upgrades of materials, programs and services, R. Horne advised that the RWL has evolved towards financial sustainability with funded reserves. He noted that an increase of \$30,000 could increase the household levy from the proposed .58% to approximately 1.16% and permit special initiatives of interest to Committee members to be undertaken.

MOVED by R. Deutschmann
SECONDED by L. Armstrong

THAT the Library Committee approve an additional new budget issue in the amount of \$30,000 for special initiatives in 2012 related to the Region of Waterloo Library operations.

CARRIED

The Committee agreed that the approved new budget spending amount will be incorporated into the 2012 overall budget and requested that staff prepare a report with details about proposed activities to be considered by the Committee for special initiative funding in 2012 for a future meeting.

MOVED by R. Deutschmann
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-11-007, dated December 6, 2011:

- a) the 2012 Library Operating Budget with a net levy of \$2,190,207;
- b) the 2012 Library Capital Budget;
- c) the 2013-2021 Library Capital Forecast;
- d) the distribution of the 2010 Library Operating Surplus;

AND THAT the matter be referred to the Budget Committee.

CARRIED

INFORMATION/CORRESPONDENCE

- a) Memo: Region of Waterloo Library Operations Highlights - September to November, 2011

Received for information

- b) Memo: Proposed Meeting Dates in 2012

There was general agreement of the proposed meeting dates and it was agreed that a meeting in January 2012 will not be required. Meeting invitations will be sent to the Committee members by staff in the Regional Clerk's office.

Received for information

- c) Correspondence: 2011 Public Library Service Awards (PLSA) Jury Participation, Ministry of Tourism and Culture

Received for information

- d) Correspondence: Membership Renewal, Federation of Ontario Public Libraries

Received for information

OTHER BUSINESS

- a) Tour of Region of Waterloo Libraries

Chair Cowan shared his experiences during his recent tours of the various library branches.

NEXT MEETING - March 20, 2012

ADJOURN

MOVED by R. Deutschmann
SECONDED by R. Kelterborn

THAT the meeting adjourn at 5:12 p.m.

CARRIED

COMMITTEE CHAIR, *T. Cowan*

COMMITTEE CLERK, *S. Natolochny*