



REGIONAL MUNICIPALITY OF WATERLOO LIBRARY COMMITTEE MINUTES

Tuesday, October 1, 2013
1:43 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.

REPORTS

a) P-LIB-13-005, Results from Region of Waterloo Library Amnesty Week

Lucille Bish, Director, Community Services, introduced the report. Kelly Bernstein, Manager, Information Services, provided an overview of the Amnesty Week held in August.

The Committee inquired about the collection process used by the suggested agency, consequences for non-payment, collection fees and current data for overdue fines and lost books/materials.

K. Bernstein advised that the agency will go back as far as directed; any outstanding files prior to 2004 have been written off and staff is recommending that files going back to 2012 be given to the collection agency. If individuals refuse to pay, the agency will take appropriate credit action. The collection fees are \$15.00 per account but the fee is passed onto the individual during collection. L. Bish referred to the table within the report in providing current data about outstanding files. Any individual with outstanding fines, over a threshold amount, is blocked from use of the library services. Interest is not charged on outstanding fines. The amounts owing are not included in the library budget but amounts collected will be included in revenue. The Committee agreed to start with outstanding files from 2011 and 2012 where \$50.00 or more is owing on the file.

MOVED by R. Deutschmann
SECONDED by L. Armstrong

THAT the Region of Waterloo Library approve the free 90-day trial offered by Unique Management Service to assist in recovering long overdue library items or the associated fines and fees.

CARRIED

b) P-LIB-13-006, Signage for Library Branches

L. Bish provided introductory comments. Katherine Seredynska, Manager, Public Services, summarized the activities to date and the options available, citing \$15,000 as the typical quoted cost for each outdoor sign. She stated that staff are investigating interior screens for projecting messages with library activity updates. In addition, she recommended that way-finding signs be installed for other library locations to increase community awareness.

The Committee discussed the options presented and agreed that exterior signage is more costly than first anticipated and that the earmarked funds be returned to the library capital budget. The Committee expressed interest in having staff further investigate the details and costs for interior display units and way-finding signs. The Townships will continue to seek out community partners for message-sharing on outdoor signs currently in place. Staff were directed to come back to the Committee with additional information about interior signs in 2014.

INFORMATION/CORRESPONDENCE

a) Memo: Region of Waterloo Library Periodic Financial Report: January to August 2013

L. Bish provided a summary of the year-to-date expenditures advising that total expenditures are 5% less than the year-to-date budget. She advised that the department transfers are related to Facilities costs and will be reconciled at the end of the year. The format of the future report will be revised to make variances easier to identify.

Received for information

b) Region of Waterloo Library Operations Highlights: April to September 2013

K. Bernstein and K. Seredynska gave the Committee highlights of library activities during the second and third quarters of 2013.

Received for information

OTHER BUSINESS

a) Proposed Library Committee Meeting Dates for 2014

L. Bish offered proposed meeting dates for 2014: April 1, June 17, September 30 and November 4. The Committee accepted the proposed dates.

b) Council Enquiries and Requests for Information Tracking List

The single item noted will be removed as a result of Committee discussion.

Received for information

c) E-services Promotional Items

Staff distributed a variety of library e-services promotional items to the Committee.

NEXT MEETING – December 3, 2013 (Note change of date)

Staff will send revised electronic invitations for the December 2013 meeting and new invitations for the 2014 meeting dates.

ADJOURN

MOVED by R. Deutschmann
SECONDED by L. Armstrong

THAT the meeting adjourn at 2:12 p.m.

CARRIED

COMMITTEE CHAIR, *T. Cowan*

COMMITTEE CLERK, *S. Natolochny*