



Regional Municipality of Waterloo

Library Committee

Minutes

Tuesday, February 3, 2015

2:25 p.m.

Room 217

150 Frederick Street, Kitchener

Present were: L. Armstrong, S. Foxton, J. Nowak, and S. Shantz

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

Declarations of Pecuniary Interest under “The Municipal Conflict of Interest Act”

None declared.

Reports

a) PDL-LIB-15-02, 2014 Region of Waterloo Library Comparative Statistics

Kelly Bernstein, Manager, Information Services, introduced the report. She explained that program attendance and electronic visits increased in 2014, while overall circulation decreased slightly. K. Bernstein noted that the cost per capita for the library is one of the lowest for rural libraries in Ontario.

Received for information.

b) PDL-LIB-15-03, Region of Waterloo Library: Preliminary 2015 Budget

Lucille Bish, Director, Cultural Services, provided an overview of the report and explained the process for approving the budget. She noted that the base budget is a 1.54% increase over last year, however due to growth in the townships this would represent a net decrease to the property tax levy of 0.29%

*R. Horne entered the meeting at 2:30 p.m.

L. Bish explained that staff are proposing to create a staff position to implement increased programming. They are also recommending increasing the staff hours for library technical support. Staff presented three alternatives for funding the programming position using various amounts of funds from the Thomas Taylor bequest. The Committee discussed the [alternatives](#) and agreed to fund the staff position through the property tax levy without using any money from the Taylor bequest.

L. Bish reviewed some of the budget decisions that the Committee will need to address in the future including costs related to the creation of the new branch in Breslau.

Moved by J. Nowak

Seconded by S. Foxton

That Library Committee approve the following with regard to the Region of Waterloo Library Budget as described in Report P-LIB-15-03, dated February 3, 2015:

- a) the 2015 Library Operating Budget with a net levy of \$ 2,493,121 (2.63%); including \$76,000 for initiatives to be fully funded through contributions to operating from the Taylor Bequest (\$60,000) and the Ontario Library Capacity Fund (\$16,000);
- b) the 2015 Library Capital Budget;
- c) the 2016 - 2024 Library Capital Forecast;

And that the matter be referred to Budget Committee.

Carried

J. Nowak requested that staff provide the Committee members with a memo outlining the budget recommendation to share with their respective councils.

Information/Correspondence

- a) Media Release, January 27, 2015, Shared-Use Project in Breslau

L. Bish noted that the media release clearly states that the project remains subject to final approval.

Received for information

Other Business

Next Meeting – May 5, 2015

Adjourn

Moved by J. Nowak

Carried

Committee Chair, L. Armstrong

Committee Clerk, T. Brubacher

**Waterloo Regional Library
2015 - 2018 Draft Budget Plan**

Option 3 Fully fund over 2 years with bequest funding in year 1

	<u>2015</u>	<u>2015%</u>	<u>2016</u>	<u>2016%</u>	<u>2017</u>	<u>2017%</u>	<u>2018</u>	<u>2018%</u>
Operating								
Base adjustment (after assessment)	36,785	-0.29%	74,314	1.98%	79,003	1.98%	81,373	1.98%
Issues:								
<u>Priority</u>								
1 Supervisor Library programs (salary + benefits)	34,000	1.40%	66,000	2.64%	0	0.00%		
2 Increase Technical support	16,000	0.66%	16,000	0.64%				
3 Increase provision for Library reserve	5,000	0.20%						
	<u>55,000</u>	<u>2.26%</u>	<u>82,000</u>	<u>3.28%</u>	<u>0</u>	<u>0.00%</u>	<u>0</u>	<u>0.00%</u>
Total Increase in Net Levy:	<u>91,785</u>	<u>1.97%</u>	<u>156,314</u>	<u>5.26%</u>	<u>79,003</u>	<u>1.98%</u>	<u>81,373</u>	<u>1.98%</u>
Revised Net Levy:	2,477,121		2,633,435		2,712,438		2,793,811	
Increase in FTE	1.30							
Assumption:								
Township Assessment Growth	1.0184		1.01		1.01		1.01	
Increased Cost per Household	\$1.43							
Total Cost per Household	\$74.18							