



Regional Municipality of Waterloo

Library Committee

Minutes

Wednesday, December 16, 2015

10:30 a.m.

Room 217

150 Frederick Street, Kitchener

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

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

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

None declared.

Reports

PDL-LIB-15-10, Region of Waterloo Library Preliminary 2016 Budget

Lucille Bish, Director, Cultural Services, provided an overview of the report, noting that the Committee’s recommendation for the 2016 Regional budget will go forward to the January 13, 2016 Budget Committee.

She highlighted the preliminary 2016 operating budget including staffing costs and advised that with Committee’s approval, the variance will be transferred to the Library Capital Reserves. She stated that the proposed increase for the base operating budget will be 3.4% over 2015, with a net tax impact of 1.4%.

R. Horne, Commissioner, Planning, Development and Legislative Services, responded to questions about assessment growth for the townships.

L. Bish summarized the new initiatives completed in 2015, adding that staff are hoping to reschedule the library branch tour in the new year.

Kelly Bernstein, Acting Manager, Public Services, provided an overview of the proposed 2016 capital program and the expenditures.

L. Bish advised that staff have met with township staff regarding maintenance and facility improvements and are investigating options to improve accessibility at some branches. She added that a review is required of the library headquarters to accommodate the new position and reorganization; any potential costs are not included in the 2016 budget but a report will come back to the Committee at the appropriate time. She stated that in addition to the items noted in the report, any updates related to the proposed new shared use branch in Breslau will come forward for discussion at Committee. She advised that annual materials acquisition expenditures are partially funded through the Regional Development Charges (RDCs) but RDC collections has been below forecast and, as a result, staff are proposing that the difference be temporarily funded through the Library Capital Reserve Fund.

L. Bish summarized the budget issue requests, including staffing, funding for electronic databases and funding of print and electronic materials. Heather Woodley, Acting Manager Information Services, summarized the variety of databases available to library users. Provincial direct funding for a group of electronic databases for all Ontario public libraries ended in 2015. To mitigate, RWL will use a 2015-2016 grant, continue to participate in consortia purchases, and reduce the number of databases offered to the public. Despite these measures, there would be a shortfall of \$11,000 in the 2016 budget.

L. Bish noted that there have been increases in the circulation of children's books and adult express reads, that materials costs continue to increase, and that staff recommends an increase to the materials budget to maintain purchasing levels. K. Bernstein responded to a Committee question related to the proposed amount, stating that the intention is to build up the operating budget so there is less dependence on RDCs. There was a general discussion about the need for cost increases to deal with cost increases related to E-books, and foreign exchange costs.

R. Horne commented on the challenges with purchasing licences for e-books and the restricted use per licence. At the suggestion of a Committee member, the Committee discussed the impact of reducing the amount proposed for print and electronic materials to \$10,000 per year. K. Bernstein responded to questions about the cost of e-books and the efforts to lobby publishers to provide reasonably priced products.

Moved by J. Nowak

Seconded by S. Shantz

That Library Committee approve the following with regard to the Region of Waterloo Library Budget as described in Report PDL-LIB-15-10, dated December 16, 2015:

- a) The 2016 Library Operating Budget with a net levy of \$2,613,777 (2.82%);
- b) The 2016 Library Capital Budget;
- c) The 2016-2025 Library Capital Forecast;

And That the matter is referred to Budget Committee.

Carried

R. Horne commented on the issues of e-media and RDC revenue, suggesting that the funding for materials can be revisited each year. He cautioned the Committee against being too reliant on reserves since they are not that sizable and he noted that future budgets will be significantly impacted if the new Breslau library proceeds.

L. Bish responded to Committee questions regarding circulation and costs per capita for some comparable rural multi-branch library systems and she noted that the cost per capita for RWL is \$39.46.

Information/Correspondence

Region of Waterloo Library Operations Update: October to December 2015 – Verbal Update was deferred to a future meeting.

Other Business

Revised Date for Library Committee Tour

L. Bish advised that Library staff will follow-up with the mayors' staff to arrange for a tour early in the new year.

Next Meeting – March 22, 2016

Adjourn

Moved by S. Foxton

Seconded by J. Nowak

That the meeting adjourn at 11:17 a.m.

Carried

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Committee Chair, L. Armstrong

Committee Clerk, S. Natolochny