



Regional Municipality of Waterloo

Library Committee

Minutes

Wednesday, December 14, 2016

11:04 a.m.

Room 216

150 Frederick Street, Kitchener

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

Also present: K. Bernstein, L. Bish, C. Pfeiffer and R. Regier

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

None declared.

Reports

PDL-LIB-16-16, 2017 Region of Waterloo Library Budget Report

Lucille Bish, Director, Cultural Services, provided an overview of the Committee discussion at the last meeting. She summarized the details related to the proposed 2017 capital and operating budget issue requests.

K. Bernstein responded to a Committee question related to the staffing coordination of the outreach programs.

L. Bish responded to a Committee question about the impact if the Committee delayed the Library headquarters expansion by one year. She stated that it is critical to accommodate library staff and she provided an overview of the current capacity deficits. She outlined the process for the design review noting that the bulk of construction would

occur in 2018. She referenced the impact on issuing debentures in 2019 rather than in 2018.

The Committee discussed the estimated cost for the expansion and the challenges and merits of the timing of construction.

Rod Regier, Commissioner, Planning, Development and Legislative Services, stated that the expansion costs won't be known until the design has been developed. He noted that the capital reserve fund can cover approximately 50% of the preliminary estimated cost. He suggested that staff could proceed with the detailed design process, finalize the budget and then the Committee could review the proposal and make any decisions about how to proceed. He added that if the debenture issue is delayed until 2018, a decision will still need to be made no later than mid-2017.

L. Bish stated the need to get the detailed costing is what the recommendation is all about and that was approved in principle at the last Committee meeting; the issue today is getting the finances in order by building up the reserves over time. She added that issuing debentures is the most efficient manner for limiting the impact on the library operating budget; if a debenture is not issued in 2017, the Committee could still agree to contributing \$15,000 to the reserve fund.

The Committee agreed with the process recommended by staff.

In response to Committee concerns about the tax impact in the townships, R. Regier stated that in the City of Kitchener, the Kitchener Public Library (KPL) comes out as the top valued service; the library has become an essential part of the community. He added that he's excited about enhancing the programs at the Regional libraries.

Staff responded to Committee questions regarding capital costs proposed for the Ayr branch and the expenditure related to the Puddicombe estate.

Moved by J. Nowak

Seconded by S. Shantz

That the Library Committee approve the following with regard to the Region of Waterloo Library Budget, as described in Report PDL-LIB-16-16, dated December 6, 2016:

- a) The 2017 Library Operating Budget with a net levy of \$2,758,753 (4.3%);
- b) The 2017 Library Capital Budget, as amended, to include \$44,000 to replace Early Literacy Stations (to be funded from the Library Capital Reserve)
- c) The 2018-2026 Library Capital Forecast, as amended, to change the funding source for the Library HQ Addition/Renovation (project 20024) from 100% debentures to a combination of Library Capital Reserve, debentures, and growth related (RDC) debentures;

And That the matter be referred to Budget Committee for consideration.

Carried

Other Business

R. Regier advised the Committee members that he would like to arrange tours of the library branches and have the opportunity to meet with Township library stakeholders. The Committee agreed and R. Regier suggested that his staff will send out electronic invitations.

Next Meeting – April 4, 2017

Adjourn

Moved by S. Foxton

Seconded by S. Shantz

That the meeting adjourn at 11:27 a.m.

Carried

Committee Chair, L. Armstrong

Committee Clerk, S. Natolochny