

Peterborough Public Library Board Meeting Agenda

October 2, 2018

6:00 p.m.

345 Aylmer Street North

Library Board Room

Pages

1. Call to Order

2. Confirmation of Minutes

2.1 September 11, 2018

1 - 4

3. Disclosure of Pecuniary Interest

4. Consent Agenda - 5.3., 5.4., 5.5.

5. Reports and Communications

5.1 Updates from the Foundation and Friends of the Library
Report PPL18-050

5 - 6

5.2 Library CEO Annual Evaluation Process
Report PPL18-047a

7 - 17

5.3 Memorandum of Understanding Final Update
Report PPL18-053

18 - 19

5.4 Quarterly Budget Update
Report PPL18-052

20 - 24

5.5 Library CEO Report October 2018
Report PPL18-051

25 - 27

6. Other Business

7. Next Meeting - November 13, 2018

8. Adjournment

Peterborough Public Library Board Minutes City of Peterborough

September 11, 2018

Present	Leslie Woolcott, Vice Chair Barb Connor Jayne White Councillor Baldwin Councillor Riel
Regrets	Paul Stern, Chair Mauro DiCarlo Garth Wedlock Dan Moloney
Staff	Natalie Garnett, Deputy Clerk Jennifer Jones, Library CEO

Call to Order

Leslie Woolcott, Vice Chair, called the meeting to order at 6:05 p.m.

Confirmation of Minutes

Moved by Jayne White

That the minutes of the Library Board of Trustees meeting on June 26, 2019 be approved.

Carried

Disclosure of Pecuniary Interest

There were no disclosures of Pecuniary Interest.

Consent Agenda

Moved by Councillor Baldwin

That items 5.2, 5.3, and 5.7 be approved as part of the Consent Agenda.

Carried

Library CEO Report September 2018

Report PPL18-044

Moved by Councillor Baldwin

That the Library Board approve the recommendation in Report PPL18-044 dated September 11, 2018, of the Library CEO as follows:

That Report PPL18-044 be received for information.

Carried

Security Services - update

Report PPL18-045

Moved by Councillor Baldwin

That the Library Board approve Report PPL18-045, dated September 11, 2018 of the Library CEO as follows:

That Report PPL18-045 be received for information.

Carried

2018 Christmas Operating Hours

Report PPL18-049

Moved by Councillor Baldwin

That the Library Board approve the recommendations outlined in Report PPL18-049, dated September 11, 2018 of the Library CEO as follows:

- a) **That the Library hours of operation at the Main branch be adjusted to 10:00 a.m. to 5:00 p.m. for the date of December 27, 2018;**
- b) **That the Main branch close early, at 1:00 p.m. on Monday, December 24, 2018 and Monday, December 31, 2018, in accordance with the CUPE 1833 Collective Agreement; and,**

- c) **That the DelaFosse branch be closed on Tuesday, December 25, 2018 in observance of Christmas Day.**

Carried

Updates from the Foundation and Friends of the Library

Report PPL18-043

Barb Connor advised that the next book sale will be held on October 26 and 27, 2018.

The next meeting of the Library Foundation Board will be September 27, 2018.

Moved by Barb Connor

That the Library Board approve the recommendations outlined in Report PPL18-043, dated September 11, 2018, of the Library CEO as follows:

- a) **That a verbal report to inform the Library Board on the status of the Foundation by Jayne White be received for information; and,**
- b) **That a verbal report to inform the Library Board on the status of the Friends of the Peterborough Public Library by Barb Connor be received for information.**

Carried

Advertising in the Library Policy - Update

Report PPL18-046

Moved by Councillor Riel

That the Library Board approve the recommendations in Report PPL18-046 dated September 11, 2018, of the Library CEO as follows:

- a) **That Report PPL18-046 be received for information; and,**
- b) **That the Advertising Policy be approved.**

Carried

Library CEO Annual Evaluation Process

Report PPL18-047

Jayne White advised that the draft CEO Job Description will be circulated to Board Members following the meeting.

Moved by Councillor Baldwin

That the Library Board receive Report PPL18-047 for information.

Carried

Library Cafe - Update

Report PPL18-048

Moved by Jayne White

That the Library Board approve the recommendations outlined in Report PPL18-048, dated September 11, 2018, of the Library CEO, as follows:

- a) **That Report PPL18-048 be received for information; and,**
- b) **That an RFP process be followed to retain the services of a cafe vendor.**

Carried

Other Business

There were no items of Other Business.

Adjournment

Moved by Councillor Baldwin

That the meeting adjourn at 6:40 p.m.

Carried

Natalie Garnett

Deputy Clerk

Leslie Woolcott, Vice Chair



To: Peterborough Public Library Board of Trustees

From: Jennifer Jones, Library CEO

Meeting Date: October 2, 2018

Subject: Report PPL18-050
Updates from the Foundation and Friends of the Library

Purpose

A report to inform the Library Board on the status of the Peterborough Public Library Foundation and the Friends of the Peterborough Public Library.

Recommendations

That the Library Board approve the recommendations outlined in Report PPL18-050, dated October 2, 2018, of the Library CEO, as follows:

- a) That a verbal report to inform the Library Board on the status of the Foundation by Jayne White be received for information;
- b) That a verbal report to inform the Library Board on the status of the Friends of the Peterborough Public Library by Barb Connor be received for information; and that.

Budget and Financial Implications

There is no budget or financial implications associated with the recommendations of this report.

Background

Jayne White, from the Library Foundation Board, will attend the Library Board meeting on October 2, 2018, to provide a verbal update on the current status of the Foundation.

Barb Connor, co-chair of the Friends of the Library, will attend the Library Board meeting on October 2, 2018, to provide a verbal update on the current status of the Friends of the Library.

Submitted by,

Jennifer Jones
Library CEO

Contact Name:
Jennifer Jones
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Peterborough Public Library

To: Peterborough Public Library Board of Trustees

From: Jennifer Jones, Library CEO

Meeting Date: October 2, 2018

Subject: Report PPL18-047a
Library CEO Annual Evaluation Process

Purpose

A report to inform the Library Board on the status of the annual evaluation process for the Library CEO.

Recommendations

That the Library Board approve the recommendations outlined in Report PPL18-047a, dated October 2, 2018, of the Library CEO, as follows:

- a) That the report be received for information;
- b) That the process outlined be adopted by the Board; and,
- c) That an appropriate timeline be determined for an annual evaluation.

Budget and Financial Implications

There is no budget or financial implications associated with the recommendations of this report.

Background

A sub-committee of the Board was formed consisting of Board members Dan Moloney, Paul Stern, and Jayne White to discuss the Library CEO annual evaluation process.

The committee examined both the existing job evaluation questions used by the City and the Library CEO job description. Suggested updates were made where necessary, and the following Performance review form was created for use by the Board (see Appendix A) and the City Liaison (see Appendix B) for the annual review process.

As the former liaison to the City, Ken Doherty, Director of Community Services (retired) was consulted and asked to provide feedback.

Previously, the CEO's annual review was conducted in March, to coincide with their hire date.

Submitted by,

Paul Stern
Library Board Chair

Contact Name:

Jennifer Jones

Phone: 705- 745-5382 Ex. 2370

Fax: 705-745-8958

E-mail: jjones@peterborough.ca

Attached:

Appendix A - Performance Review Template

Appendix B - City Liaison Input

Appendix C – Revised CEO job description (draft)

Appendix A - Performance Review Template

Review Information					
Date of this review: [Date] Annual Review Period: [Date] to [Date]					
Appraising Board Members:					
Reason for completing assessment at this time (check one):					
<input type="checkbox"/> Major Project Completed (please identify): _____ <input type="checkbox"/> Ongoing Development/Assessment (Semi Annual)					
Competencies					
	Expectations				
	Below	Meets	Exceeds	Opportunities for Growth	Examples of How
Develops and maintains healthy relationships with others by working collaboratively, problem-solving collectively and practicing informal leadership in order to achieve common goals.					
Provides vision, strategic direction and effective leadership to library staff, board members and the community.					
Develops and implements operational plans based on the library's strategic plan as well as performs ongoing evaluations to gauge the success of the strategic plan.					
Empowers and supports employees to deliver effective, high-quality library services.					
Establishes effective strategies, initiatives and resources to promote a culture of continuous learning and extemporaneous service delivery.					
Pursues creative and innovative approaches to library service while anticipating and adapting to change with a sense of optimism and opportunity.					
Cultivates and promotes a					

health workplace environment.					
Demonstrates professionalism, leadership and decision-making abilities.					
Understands, applies and explains applicable laws in the development of policies and procedures that guide efficient, effective library operations.					

OTHER:

Working in a growth orientated and achievement model:

What are you learning as you work towards your objective? What have you done to address challenges and enhance your performance?

What value is there in your programs? How do you identify customer service needs and wants for the Library services and programs? Who will assist you in achieving these goals?

Creating links with your strategic directions:

Identify potential partners and community collaborators who will be affected by the implementation of your strategic goal.

Observation Notes:

Please include any notes that may assist you with providing feedback, support or coaching to the employee or that support your recommendation re: salary benefits. If below expectations have been identified, what are the strategies to improve areas for concern? (e.g. Coaching, Education, other, etc..)

Appraiser's Signature: _____ Date: _____

Appendix B - City Liaison Input

Stakeholder/Liaison Input
Peterborough Public Library – CEO Performance Review

CEO Name:	Date of Review:
Name of Reviewer:	Department:
Position of Reviewer:	Appraisal Period:

1 = Not meeting Expectations

2 = Meets Expectations

3 = Exceeds Expectations

Performance Indicators	Evaluation			
	1	2	3	N/A
Cultivates a positive relationship by working collaboratively with municipal staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cultivates a presence and relationship with Board of Directors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seeks to expand and deepen municipal leaders' awareness and understanding of the Peterborough Public Library.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understands and applies legal standards and requirements for personnel/HR management/union issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understands and employs basic budget and finance concepts and terminology.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contributes to the strategic planning efforts of the municipality and Board of Directors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participates effectively on municipal project teams by demonstrating effective communication and problem-solving skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates professionalism in all interactions with staff and community members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Major Collaborative Projects/Activities:				
City Comments:				
PPL Board Representative Comments				
CEO Comments:				

Appendix C – Revised CEO job description (draft)

Job Title:	CEO, Peterborough Public Library	Effective Date:	July 20, 2018
Department:		Division:	Arts Culture and Heritage
Group:	Non-Union	Job Class	6

Directly Responsible to: Peterborough Public Library Board

Indirectly Responsible to: Manager, Arts Culture & Heritage Division
Commissionaire of Community Services

Main Purpose

Is accountable for the management and direction of the operations of the Peterborough Public Library

Key Responsibilities

1. Serves as Library Chief Executive Officer (C.E.O.) as defined by the Public Libraries Act.
 - Manages, coordinates and monitors all Library facilities, programs and services
 - Provides leadership and direction in the management of Library staffing.
 - Ensures that there is an effective performance review process for all staff.
 - Identifies staffing requirements, and ensures an effective utilization of staffing resources
 - Ensures effective communication and information-sharing within the library
 - Ensures effective recruitment, selection, training, coaching, motivating and disciplining of staff.
 - Coordinates preparation of agendas/board packages, attends all meetings and advises Library Board of progress.
 - Provides monthly reports to the Library Board on fiscal and governance issues.
 - Develops the Library's capital, operating and special project budgets in accordance with established guidelines. Monitors and ensures an effective allocation of resources within the Library.
 - Develops, monitors, and ensures achievement of the Library's strategic and operation plans and goals.
 - Ensures delivery of quality Library programs and services to the community.
 - Identifies, develops and implements Library policies and procedures to meet or exceed provincial standards and professional accreditation guidelines.
 - Monitors government legislation and programs, including but not limited to the Public Libraries Act, to ensure compliance.

- Recommends actions on Library matters to Council through the Community Services department. Advises and assists City departments and divisions as required. Serves on appropriate committees as required.
- Ensures a continuous quality improvement process to provide optimal service delivery to customers.
- Encourages and supports revenue-generating and fundraising strategies to enhance the Library's financial performance.
- Promotes the Library to the community and actively participates in community and professional organizations.
- Advocates for the Library through community engagement, networking with relevant professional organizations, and liaising with City departments and staff.
- Acts as a liaison with the Ontario Library Service and the appropriate Provincial Ministries, and other government departments as required.
- Administers the Library Union contract participates in negotiations, and serves on the Library Job Evaluation Committee.
- Ensures and facilitates positive labour relations within the division through the effective, fair and consistent application of applicable Collective Agreements and workplace policies.
- Administers and coordinates capital construction and maintenance of Library facilities and physical plants (Main and DelaFosse Branches).
- Manages tenant relations as needed.
Ensures that Library operations adhere to the City of Peterborough policies and programs. Ensure the effective implementation of City-wide programs within the Library.
- Ensures that the Library operations adhere to the statutes and regulations of the Occupational Health and Safety Act, RSO 1990, and all other relevant employment and labour legislation.
- Keeps current on technical, regulatory, community and management developments relevant to public library service and participates in professional forums that advance public library service.

Working Relationships

Inside the Corporation:

Arts Culture & Heritage Division Manager, Commissionaire of Community Services, Arts Culture & Heritage Advisory Committee, divisional staff, City staff, Mayor and Members of City Council

Outside the Corporation:

Library Board, Friends of the Library, Library Foundation, Library users, contractors, community members, media, volunteers, donors and government agencies, etc.

Scope

Financial:

Authority for purchases/payments in compliance with the City's purchasing by-law and Financial Policy and Procedures Manual. Oversees the preparation of the Library operating and capital (in excess of \$2 million annually), and special projects budgets. Presents budgets for Council approval through Community Services Department. Responsible for researching, recommending, and managing the purchase of major capital assets (e.g. computer systems, building renovations etc.).

Operating:

Authority to make decisions in all areas of Library operations. Works in accordance with framework provided by Library Board and City policies, procedures and collective agreements including the Public Libraries Act, Municipal Act and other applicable legislation. Establishes short, long-term and strategic objectives for the Library. Develops, recommends, implements and monitors compliance to policies and procedures. Provides advice and expertise to City staff, Council members, Directors of Library Board, Library Foundation Board, Friends of the Library on major initiatives.

Personnel:

Directly Supervises Library Services Manager (non-union), Chief Custodian, Access Services Librarian, and Collection Development Librarian; indirectly supervises all staff at the Library for a combined staff complement of greater than 30 FTE.

Education/Experience/Skills Training

Requires an individual who has a Master of Library Science degree or equivalent; must have a minimum of five years supervisory/management experience in a municipal context including three years of administrative experience within a unionized environment; has excellent administrative and communication skills; and an understanding and appreciation of information technology. Requires demonstrated leadership, management and team-building skills to effectively coach, motivate and direct the work of others. Requires excellent planning, forecasting, and financial/budget management skills. Requires the ability to function in a computerized work environment including proficiency using word processing, spreadsheet, and database software packages. Requires knowledge of effective performance management practices; training and development techniques; and of the Collective Bargaining process. Requires the ability to interpret and apply the collective agreement and to achieve positive labour-management relations. Requires well-developed communication, facilitation, negotiation, and public relations skills to build effective relationships within the corporation and throughout the community. Requires the ability to problem-solve beyond conventional methods, champion and manage change, gain the cooperation of others, and build confidence among peers, City Council and the community. Should have a creative/innovative focus on service delivery, a commitment to continuous improvement, respect for the diversity of opinions and perspectives, and be comfortable with a certain level of ambiguity and constantly changing priorities.

Consequence of Error

Errors may result in deterioration in public image, embarrassment to the City, reduced or eliminated service delivery, and loss of funds to the Corporation.

Failure to adhere to the statutes and/or provisions of the various Boards, legislation, and grant agreements could result in loss of grant funds, resulting in significant embarrassment to the City and loss of public confidence in the Corporation. Failure to exercise effective judgement and make sound recommendations could result in misdirected public campaigns, unnecessary loss of funds, and potential legal liabilities such as patron complaints (re: parking, collection). Relates to the reputation in the community.

The lack of due diligence in the area of Occupational Health & Safety and/or Workplace Harassment Prevention could result in corporate fines and personal criminal charges.

Physical/Mental/Visual Demands

The incumbent must be capable of performing the physical demands associated with the position. These include: operating a computer (daily) and lifting heavy objects (occasionally) including books and display items. Visual and auditory attention to detail is necessary to review reports.

Working Conditions

Exposed to dirt/dust (occasionally). Required to travel out-of-town quarterly; overnight travel occasionally required. Required to travel locally (daily). The incumbent must be able to handle uncertainty and ambiguity given the numerous deadlines, conflicting demands and pressures associated with a management position.

The incumbent must be able to mediate and/or resolve grievances and employee relation issues, as well as be able to interpret and anticipate the intention/relevance/impact, act upon and enforce application legislation, codes, and statutes. Must be able to represent the division in an informed, credible manner to the Library Board, Council and to the general public. Communicating and defending professional recommendations in a public forum may lead to considerable mental stress.

Regularly exposed to the risks and challenges of operating a public space including: respecting and enforcing the rights of all visitors; dealing with physical hygiene and environmental cleanliness issues; dealing with abuse of the facility, equipment and/or books; dealing with difficult individuals, personality conflicts among visitors, occasional criminal activity and contentious or emotionally charged situations where the best course of action is often not clear.

Certain operating conditions of this position result in increased mental stress including: the responsibility for the direct/indirect supervision of a large staff within 1 collective bargaining unit; managing and overseeing the separate operations of business units in

two separate locations across the Community; and managing in an off-site location with no direct or immediate access to senior staff or colleagues.

Confidentiality

Works with personnel information of employees supervised, and confidential City legal/financial information (e.g. agreements and contracts) presented to the Library Board and Council (Library Board – governing authority). Members are appointed by the City.

Approval

Date

Division Head, Human Resources



**Peterborough
Public Library**

To: Peterborough Public Library Board of Trustees

From: Jennifer Jones, Library CEO

Meeting Date: October 2, 2018

Subject: Report PPL18-053
Memorandum of Understanding Final Update

Purpose

A report to inform the Library Board of the status of the Library Board/City of Peterborough Memorandum of Understanding (MOU).

Recommendation

That the Library Board approve the recommendation outlined in Report PPL18-053 October 2, 2018, of the Library CEO, as follows:

That the report of the Library CEO be received for information.

Budget and Financial Implications

There is no budget or financial implication resulting from the approval of the recommendation of this report.

Background

The MOU agreement between the City of Peterborough and the Peterborough Public Library Board was presented to City Council at the May 28, 2018 General Committee meeting for approval.

The last element of the MOU was to complete the property transfer between the Library Board and City of Peterborough. This process was completed on August 16, 2018 and the Ministry has been informed.

Submitted by,

Jennifer Jones
Library CEO

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Peterborough Public Library

To: Peterborough Public Library Board of Trustees

From: Jennifer Jones, Library CEO

Meeting Date: October 2, 2018

Subject: Report PPL18-052
Quarterly Budget Update

Purpose

A report to inform the Library Board of the status of the 2018 Library budget.

Recommendations

That the Library Board approve the recommendations outlined in Report PPL18-052 dated October 2, 2018, of the Library CEO, as follows:

- a) That the report on the status of the second quarter of the 2018 Library budget be received for information; and,
- b) That future budget reporting to the Board be on a bi-annual basis.

Budget and Financial Implications

There is no budget or financial implication resulting from the approval of the recommendation of this report.

Background

A summary report of the second quarter of the 2018 Library budget is attached (see Appendix A).

The auditors completed their work in August and a final Audit report has been produced. There are notes in the completed Auditor's report that reflect the transfer of property from the Library Board to the City. These notes are necessary as there is an effect on the debentured amount listed under the Library Board's Assets in 2017 that will not be there in 2018 as the property has been transferred to the City.

“Subsequent to year end, both the library board and the City of Peterborough council approved the transfer of ownership of certain Tangible Capital Assets of the library to the City of Peterborough. These assets included a portion of the Main Library lands (not presently in the City's ownership), the lands of the Delafosse Branch and both library buildings. This transfer will be reflected in the 2018 financial statements.”

There is a delay in the reporting using the existing financial software and processes. This delay should be rectified with the introduction of new financial software and resulting procedures in 2019 or 2020. It is difficult to provide accurate and timely quarterly budget updates at this time, and it would be better to report to the Board on a bi-annual basis until the new software is implemented.

Submitted by,

Jennifer Jones
Library CEO

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Attachment:
Appendix A – Q2 Budget Update

LIBRARY OPERATIONS

From January 1, 2018 to April 30, 2018

<u>ACCT#</u>	<u>TITLE</u>	<u>2018 BUDGET</u>	<u>QTR 1</u>	<u>QTR 2</u>	<u>QTR 3</u>	<u>QTR 4</u>	<u>TOTAL YEAR</u>	<u>%</u>
Main								
601 9615212	LIBMN Revenue-Ont Grant	(132,806.00)						
601 9615282	LIBMN Membership revenue	(10,000.00)	(6,089.50)	(890.00)			(6,979.50)	69.80%
601 9615326	LIBMN Fines	(60,000.00)	(13,047.97)	(5,170.81)			(18,218.78)	30.36%
601 9615328	LIBMN Room rentals	(30,000.00)	(1,291.00)	(1,324.00)			(2,615.00)	8.72%
601 9615330	LIBMN Xerox fees	(2,000.00)	(745.19)	(393.41)			(1,138.60)	56.93%
601 9615332	LIBMN Lost books	(3,000.00)	(1,019.12)	(477.16)			(1,496.28)	49.88%
601 9615334	LIBMN Lost cards	(500.00)	(217.00)	(66.00)			(283.00)	56.60%
601 9615336	LIBMN Microfilm fees	(150.00)	(0.87)	(49.88)			(50.75)	33.83%
601 9615340	LIBMN Program revenue	(500.00)	(285.00)	(100.00)			(385.00)	77.00%
601 9615341	LIBMN Internet printing	(200.00)						
601 9615343	LIBMN Sponsorship		(152.67)				(152.67)	
601 9615344	LIBMN Recoveries	(500.00)	(7,941.35)	(5,463.69)			(13,405.04)	2681.01%
601 9615346	LIBMN Donations	(450.00)		(5,209.10)			(5,209.10)	1157.58%
601 9615642	LIBMN Interest			(2,766.64)			(2,766.64)	
601 9615665	LIBMN Tsf frm Res - Techno	(26,972.00)	(6,744.00)	(2,248.00)			(8,992.00)	33.34%
601 9615669	LIBMN Tsf frm FOL Res	(13,000.00)	(3,249.00)	(1,083.00)			(4,332.00)	33.32%
601 9615670	LIBMN City Contribution	(2,878,646.00)	(758,294.00)	(224,098.00)			(982,392.00)	34.13%
	Total Revenues	(3,158,724.00)	(799,076.67)	(249,339.69)	0.00	0.00	(1,048,416.36)	33.19%
<hr/>								
601 9616005	LIBMN Salaries - Full time	1,246,886.00	275,626.27	63,816.42			339,442.69	27.22%
601 9616025	LIBMN Salaries - Part time	598,641.00	122,450.17	41,001.99			163,452.16	27.30%
601 9616075	LIBMN Employee Benefit O/H	421,461.00	96,303.60	29,901.39			126,204.99	29.94%
601 9616405	LIBMN Telephone	14,000.00	3,060.66	1,129.60			4,190.26	29.93%
601 9616410	LIBMN Adv & Publicity	5,000.00	996.51	(17.70)			978.81	19.58%
601 9616417	LIBMN Board Expenses	800.00	15.36	153.12			168.48	21.06%
601 9616420	LIBMN Light & Water	20,400.00	16,315.89				16,315.89	79.98%
601 9616425	LIBMN Heat	10,240.00	7,990.90	(626.71)			7,364.19	71.92%
601 9616430	LIBMN Postage	2,000.00	66.14				66.14	3.31%
601 9616440	LIBMN Technology	52,972.00	6,276.65	3,215.27			9,491.92	17.92%
601 9616442	LIBMN Hospitality	500.00	157.15	114.47			271.62	54.32%
601 9616510	LIBMN Courier Service	5,328.00	164.85	164.85			329.70	6.19%
601 9616520	LIBMN FOL Friends of library	13,000.00	1,279.00				1,279.00	9.84%
601 9617005	LIBMN Office Supplies	5,000.00	2,513.23	911.75			3,424.98	68.50%

LIBRARY OPERATIONS

From January 1, 2018 to April 30, 2018

<u>ACCT#</u>	<u>TITLE</u>	<u>2018 BUDGET</u>	<u>QTR 1</u>	<u>QTR 2</u>	<u>QTR 3</u>	<u>QTR 4</u>	<u>TOTAL YEAR</u>	<u>%</u>
601 9617047	LIBMN Special Events-Children	6,000.00	2,470.81	33.58			2,504.39	41.74%
601 9617048	LIBMN Adult programs	4,500.00	980.97	195.58			1,176.55	26.15%
601 9617050	LIBMN Photocopies	15,000.00	4,626.94	1,746.79			6,373.73	42.49%
601 9617071	LIBMN Library Foundation		9,998.39	11,108.40			21,106.79	
601 9617075	LIBMN Bookbinding - Adult	100.00	181.15				181.15	181.15%
601 9617076	LIBMN Bookbinding - Children	100.00						
601 9617077	LIBMN Technical Supplies	10,000.00	1,366.36	535.62			1,901.98	19.02%
601 9617078	LIBMN Circulation Supplies	3,000.00						
601 9617079	LIBMN Reference Supplies	600.00	469.79	45.77			515.56	85.93%
601 9617080	LIBMN Meeting Rm Support	500.00	25.43	17.11			42.54	8.51%
601 9617081	LIBMN Microfilm	3,000.00	3,119.96				3,119.96	104.00%
601 9617218	LIBMN Volunteer Recognition	800.00		108.06			108.06	13.51%
601 9617315	LIBMN Rep & Maint-Buildings	15,000.00	16,246.79	3,414.06			19,660.85	131.07%
601 9617317	LIBMN PM-Buildings	11,229.00	1,015.20	1,389.59			2,404.79	21.42%
601 9617483	Debt charges - library		216,933.00				216,933.00	
601 9617505	LIBMN Insurance	12,132.00	3,033.00	1,011.00			4,044.00	33.33%
601 9617510	LIBMN Garbage Tax	2,000.00						
601 9617540	LIBMN Bank Charges	500.00	328.80	221.57			550.37	110.07%
601 9617555	LIBMN Audit fees	3,500.00	894.00	298.00			1,192.00	34.06%
601 9617705	LIBMN Tsf to Mat Acq Reserve	374,300.00	93,576.00	31,192.00			124,768.00	33.33%
601 9617706	LIBMN Tsf to Sys. Upgrde/Techno	69,703.00	17,427.00	5,809.00			23,236.00	33.34%
601 9617715	LIBMN Transfer to Capital fund	86,000.00	86,000.00				86,000.00	100.00%
601 9618005	LIBMN Office Equipment	3,000.00	1,061.84				1,061.84	35.39%
601 9618205	LIBMN Business Travel	2,000.00	135.37				135.37	6.77%
601 9618215	LIBMN Membership/Subscriptions	5,000.00	208.06	198.43			406.49	8.13%
601 9618220	LIBMN Staff training	10,000.00	265.92	135.08			401.00	4.01%
601 9618225	LIBMN Conf & Conventions	3,000.00	540.23				540.23	18.01%
	Total Expenses	3,037,192.00	994,121.39	197,224.09	0.00	0.00	1,191,345.48	39.23%

LIBRARY²⁴ OPERATIONS

From January 1, 2018 to April 30, 2018

<u>ACCT#</u>	<u>TITLE</u>	<u>2018 BUDGET</u>	<u>QTR 1</u>	<u>QTR 2</u>	<u>QTR 3</u>	<u>QTR 4</u>	<u>TOTAL YEAR</u>	<u>%</u>
Delafosse								
601 9635328	LIBDL Room rentals	(4,800.00)	(1,200.00)	(400.00)			(1,600.00)	33.33%
	Total Revenues	(4,800.00)	(1,200.00)	(400.00)	0.00	0.00	(1,600.00)	33.33%
601 9636025	LIBDL Salaries - Part time	55,148.00	13,889.11	3,820.87			17,709.98	32.11%
601 9636075	LIBDL Employee Benefit O/H	5,515.00						
601 9636420	LIBDL Light & Water	5,668.00	724.72	315.74			1,040.46	18.36%
601 9636425	LIBDL Heat	4,088.00	1,244.19	604.26			1,848.45	45.22%
601 9636510	LIBDL Courier	5,328.00	164.85	164.85			329.70	6.19%
601 9637315	LIBDL Rep & Maint-Buildings	15,000.00	172.84	1,272.00			1,444.84	9.63%
601 9637317	LIBDL PM-Buildings	4,085.00	434.38	550.07			984.45	24.10%
601 9637510	LIBDL Garbage Tax	500.00						
601 9637705	LIBDL Transfer to Rsv – Mat Acq	31,000.00	7,749.00	2,583.00			10,332.00	33.33%
	Total Expenses	126,332.00	24,379.09	9,310.79	0.00	0.00	33,689.88	26.67%



Peterborough Public Library

To: Library Board of Trustees

From: Jennifer Jones, Library CEO

Meeting Date: October 2, 2018

Subject: Report PPL18-051
Library CEO Report October 2018

Purpose

A report to inform the Library Board of Trustees on general matters concerning Library operations and services.

Recommendation

That the Library Board approve the recommendation in Report PPL18-051 dated October 2, 2018, of the Library CEO as follows:

That the report be received for information.

Budget and Financial Implications

There are no budget or financial implications resulting from the approval of the recommendation of this report.

Background

Training

The library will be closed on Thursday, October 18, 2018 for a staff development day. All staff are expected to be in attendance and we will have two primary training sessions: Bridges out of Poverty and Customer Service training.

Library Commons

Work is ongoing on the property next to the Library – the “Library Commons”. The completion date is unknown at this point, however we are hopeful that it will be sometime this fall. It is also unknown at this time whether the public art piece will be installed this year or early next year (much is weather dependant).

New website

Staff have been busy with preparations for the new website. A community focus group session was held on September 13, 2018 to get feedback on the overall layout of the website. It was a great success and very informative for staff. There is a lot more work yet to be done, but we are getting very excited for the final product.

Programs & Statistics

Registrations have begun for fall programs. A Chess Club for children ages 6 and up in partnership with Peterborough Chess Club was confirmed for the Fall. It will be run by Michael Hickson who was a guest facilitator for us this summer (which was extremely well attended). This will be a registered program, but one session at the very end will be open to anyone who would like to play.

In September:

- 3 Drop In Storytimes with 102 participants
- 1 Grandparents Storytime with 21 participants
- 1 PJ Storytime with 30 participants
- 1 Kawartha Wildlife Centre Workshop with 23 participants

Artsweek

Artsweek took place September 21st to 30th. The Library was host to 2 events, including showcasing the kick off of “Imaginarium”.

- Imaginarium - a large-scale video projection mapping work by filmmaker and media artist Lester Alfonso that transforms the front windows of the new Peterborough Public Library with light and imagination. Imaginarium invites passersby into new worlds and adventures, like those provided by the books on library shelves.
<https://vimeo.com/291284439>
<http://www.lesteralfonso.com/2018/09/18/imaginarium/>
- Between the Water and the Sky – a live performance featuring Unity Indigenous vocal ensemble, Peterborough Symphony Orchestra String Quartet, and dancers/choreographers Beany John and Jade Willoughby.
September 27, 2018 from 5:45pm-6:00pm.

Submitted by,

Jennifer Jones
Library CEO

Contact Name:

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