

# **Peterborough Public Library Board Meeting Agenda**

October 8, 2019

6:00 p.m.

345 Aylmer Street North

Library Board Room

## **Pages**

- 1. Call to Order**  
Introduction of Sheldon Laidman, Commissioner of Community Services
- 2. Closed Session**  
239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees.  
Performance Review of CEO
- 3. Confirmation of Minutes**  
3.1 September 10, 2019 1 - 4
- 4. Disclosure of Pecuniary Interest**
- 5. Consent Agenda**  
6.4 6.5 6.6
- 6. Reports and Communications**
  - 6.1 Report PPL19-039 5 - 6  
Updates from the Foundation and Friends of the Library
  - 6.2 Report PPL19-043 7 - 9  
SOLS Library Trustee Council
  - 6.3 Report PPL19-041 10 - 18  
Library Board Evaluation
  - 6.4 Report PPL19-042 19 - 21  
Library Write-offs
  - 6.5 Report PPL19-040 22 - 30  
Q2 and Q3 2019 Budget Review

6.6	Report PPL19-038 Library CEO Report October 2019	31 - 32
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**7. Other Business**

7.1	Correspondence Federation of Ontario Public Libraries - September 3, 2019	33 - 34
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**8. Next Meeting - November 5, 2019**

**9. Adjournment**

## **Peterborough Public Library Board Minutes City of Peterborough**

**September 10, 2019**

Present	Councillor Akapo Amy Bowen Councillor Clarke Barb Connor Leigh McEachran Dan Moloney Gillian Sandeman Leslie Woolcott, Chair
Regrets	Jayne White
Staff	Natalie Garnett, Deputy Clerk Jennifer Jones, Library CEO

### **Call to Order**

The Chair called the meeting to order at 6:00 p.m.

### **Disclosure of Pecuniary Interest**

There were no disclosures of Pecuniary Interest.

### **Presentations**

Community Guest - Curve Lake First Nation

Report PPL19-034

Ann Taylor and Tracey Taylor from Curve Lake First Nation presented a video on Curve Lake.

Moved by Councillor Clarke

**That the Library Board approves the recommendation as outlined in Report PPL19-034 dated September 10, 2019, of the Library CEO as follows:**

**That the report and presentation be received for information.**

Carried

## 2018 Audited Financial Statements

Report PPL19-035

Joanna Park from Baker Tilly, presented the 2018 Audited Financial Statements for the Library.

Moved by Dan Moloney

**That the Library Board approve the recommendation outlined in Report PPL19-035 dated September 10, 2019 of the Library CEO, as follows:**

**That the 2018 audited financial statements and verbal report on the status of the Library accounts by the Auditor be received and approved.**

Carried

**Closed Session**

239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board.

Property Matter

Moved by Barb Connor

**That the Peterborough Public Library Board move into Closed Session at 7:20 p.m. to discuss one item under Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board.**

Carried

Moved by Gillian Sandeman

**That the Peterborough Public Library Board rise from Closed Session at 8:20 p.m.**

Carried

**Confirmation of Minutes**

Moved by Councillor Clarke

**That the minutes of the Peterborough Public Library Board meeting of June 4, 2019 be approved as circulated.**

Carried

**Consent Agenda**

No items were passed as part of the Consent Agenda.

**Reports and Communications**

Library CEO Report September 2019

Report PPL19-031

Moved by Leigh McEachran

**That the Library Board approves the recommendation as outlined in Report PPL19-031 dated September 10, 2019, of the Library CEO as follows:**

**That the report be received for information.**

Carried

Library Policy Review - Food

Report PPL19-036

Moved by Gillian Sandeman

**That the Library Board approve the recommendations as outlined in Report PPL19-036 dated September 10, 2019, of the Library CEO as follows:**

**That the Food Policy report PPL19-036 be approved as amended.**

Carried

Shelter Services Update

Report PPL19-037

The Board expressed their appreciation to library staff for their extra efforts related to the temporary library shelter.

Moved by Councillor Clarke

**That Library staff be thanked for their extra work and support of the temporary shelter; and,**

**That the CEO arrange for a special "coffee break" as a show of appreciation.**

Carried

Moved by Dan Moloney

**That the Library Board approve the recommendation outlined in Report PPL19-037 dated September 10, 2019 of the Library CEO, as follows:**

**That the report be received for information.**

Carried

Updates from the Foundation and Friends of the Library

Report PPL19-032

Ms. Connor advised that the Friends of the Library will be hold a Fall Book Sale on September 27 and 28, 2019.

Moved by Councillor Akapo

**That the Library Board approve the recommendation outlined in Report PPL19-032, dated September 10, 2019, of the Library CEO, as follows:**

**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

### **Other Business**

There were no items of Other Business.

**Next Meeting - October 8, 2019**

### **Adjournment**

Moved by Barb Connor

**That the meeting adjourn at 8:53 p.m.**

Carried

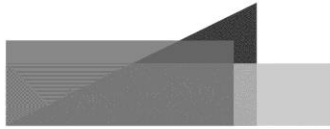
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Natalie Garnett

Deputy Clerk

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Leslie Woolcott, Chair



# Peterborough Public Library

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**To:** Peterborough Public Library Board of Trustees

**From:** Jennifer Jones, Library CEO

**Meeting Date:** October 8, 2019

**Subject:** Report PPL19-039  
Updates from the Foundation and Friends of the Library

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## 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 PPL19-039, dated October 8, 2019, of the Library CEO, as follows:

- a) That the report 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.

## Budget and Financial Implications

There are 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 8, 2019, to provide a verbal update on the current status of the Library Foundation Board.

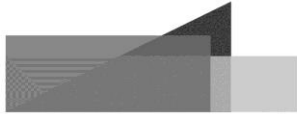
Barb Connor, co-chair of the Friends of the Library, will attend the Library Board meeting on October 8, 2019, to provide a verbal update on the current status of the Friends of the Library.

Submitted by,

Jennifer Jones  
Library CEO

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# Peterborough Public Library

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**To:** Peterborough Public Library Board of Trustees

**From:** Jennifer Jones, Library CEO

**Meeting Date:** October 8, 2019

**Subject:** Report PPL19-043  
SOLS Library Trustee Council

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## Purpose

A report to inform the Library Board of the need for a representative on the SOLS (Southern Ontario Library Service) Trustee Council.

## Recommendation

That the Library Board approve the recommendation outlined in Report PPL19-043 dated October 8, 2019 of the Library CEO, as follows:

That a Board member be nominated to the SOLS Trustee Council.

## Budget and Financial Implications

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

## Background

The Library CEO was contacted in August regarding the need for a Board member to represent the Peterborough Public Library on the SOLS Library Trustee Council.

From the SOLS website, SOLS Trustee Councils are:

(<https://www.sols.org/index.php/trustee-council-meetings>)

- An important communication link between SOLS and library boards about SOLS services
- A forum for trustees to network, share information and hear how other boards deal with similar issues
- An opportunity for trustee support and a venue for carrying forward training suggestions
- A pool of trustees from which to elect members to the SOLS board.

The purpose of the SOLS Trustee Councils is to provide:

(<https://www.sols.org/index.php/trustee-councils-terms-of-reference>)

- A communication link between SOLS and boards about SOLS services.
- A forum for sharing information and an opportunity to hear how other boards deal with similar issues.
- Suggestions and support for trustee training.
- A pool of trustees from which to elect members to the SOLS board.

## Structure and Membership

Trustee Councils meet twice a year in eight locations. Each public library board is requested to appoint a representative to its area Council. The representative may not be an employee of the board and must meet the qualifications to be a library board trustee set out in Section 10 of the **Public Libraries Act**. In addition to the appointed representatives, other trustees are welcome and encouraged to attend.

While the Library CEO and/or staff members may occasionally attend Trustee Council meetings, Trustee Councils are networking meetings for library board members. Any information shared at Trustee Council meetings that would be relevant to CEOs or staff will have already been provided at staff-focused networking or association meetings.

## Agendas and Reports

Agendas are posted online, and members are alerted by email that the agenda has been posted. The agenda includes: SOLS Update, OLBA Update, FOPL update and Roundtable, and Issue Discussion.

**Elections to the SOLS Board**

Once every four years, each Trustee Council elects one representative to sit on the SOLS Board. These representatives serve a four-year term.

**Voting**

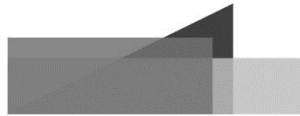
Trustee Councils require no quorum and no formal motions during the meetings. Voting is limited to the election of the Trustee Council Chair and Vice-Chair and to elections of members to the SOLS Board. Only designated representatives in attendance at their own area Council are eligible to participate in elections to the SOLS Board.

The Peterborough Public Library Board is part of Trustee Council 5 – Oshawa Area. The next meeting is set for Saturday, November 9, 2019 from 10 a.m. to 1 p.m. in the Oshawa Public Library - McLaughlin Branch (65 Bagot Street).

Submitted by,

Jennifer Jones  
Library CEO

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# Peterborough Public Library

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**To:** Library Board of Trustees

**From:** Jennifer Jones, Library CEO

**Meeting Date:** October 8, 2019

**Subject:** Report PPL19-041  
Library Board Evaluation

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## Purpose

A report to provide the Library Board with a copy of the documents needed to begin their Evaluation.

## Recommendation

That the Library Board approve the recommendation as outlined in Report PPL19-041 dated October 8, 2019, of the Library CEO as follows:

That the Board begin the Library Board Evaluation process.

## Budget and Financial Implications

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

## Background

One of the Board goals established at the June 4, 2019 meeting was to perform a self-evaluation of the Board. The policy sub-committee have examined the evaluation forms used by other libraries and have provided documents (Appendix B) for Board use.

A procedure should also be implemented to ensure ongoing evaluation. See Appendix A for a proposed procedure from the Policy sub-committee.

Submitted by,

Jennifer Jones  
Library CEO

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**Attached:**

Appendix A – Board evaluation procedure (proposed)  
Appendix B – Library Board Evaluation Forms

## Appendix A – Board evaluation procedure

### Library Board self-evaluation procedure

In co-operation with the CEO, the Board will establish a set of measurable standards by which the function and process of the Board performance can be evaluated.

Under the leadership of the Chair, on a bi-annual basis, the Board will conduct a self-evaluation.

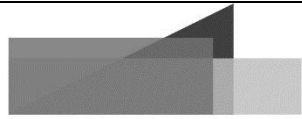
- a. The Board will evaluate itself in the areas outlined by the **Public Library Act** under Powers and Duties of the Board.
- b. The Chair will distribute a report to the Board outlining the results of the self-evaluation.
- c. The Board will formulate a work plan that will highlight specific goals and objectives for improvement of identified areas.

### Template Procedures

- In years 2 and 4 of the Board's term, at the February meeting, the Board will review the template of possible survey questions that may be used to evaluate the Board's performance in the coming two-year period.
- Categories to be evaluated should be limited to between three and five and reflect the collective focus of the Board over the coming two-year period.
- At that time the Board should also evaluate its performance as a base line measure against which to compare future performance.

### Evaluation Procedures

- On a bi-annual basis the Board will evaluate its performance for a period from April to March.
- At the April meeting the Board will distribute the selected questions to evaluate the Board's performance over the past year.
- Results will be tabulated and shared with the Board at the May meeting.
- The same questions should be used for two consecutive years for comparison purposes.
- A work plan should be developed to address any areas that the Board has identified as requiring attention.



**Peterborough  
Public Library**

# **Board Self-Evaluation Questionnaire**

**Name:** \_\_\_\_\_

(Optional)

**For period from** \_\_\_\_\_ **to** \_\_\_\_\_

## Board Self Evaluation Questionnaire

Questions should be answered by all Board members. When completed individually, the results of Sections **A**, **B** and **C** should be compiled, shared and discussed by the whole Board to determine an average group answer to each question and an overall section rating. Section **D** should be answered by Board members alone but not shared with the group. Sections **A**, **B** and **C** should also be completed by the **Secretary**. This questionnaire also includes Section **E**, which provides feedback to the **Chair of the Board**.

*Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5)*

### **A. How well has the Board done its job?**

1. Our organization operates with a strategic plan or a set of measurable goals and priorities.	1	2	3	4	5
2. The Board's regular meeting agenda items reflect our strategic plan or priorities.	1	2	3	4	5
3. The Board has created or reviewed, in this period, some key governance job descriptions (eg. Board Chair, Directors and Committees.	1	2	3	4	5
4. The Board gives direction to staff on how to achieve the goals by setting, referring to, or revising policies.	1	2	3	4	5
5. The Board has identified and reviewed the organization's relationship with each of its key stakeholders.	1	2	3	4	5
6. The Board has ensured that the organization's accomplishments and challenges have been communicated to key stakeholders.	1	2	3	4	5
7. The Board has ensured that stakeholders have received reports on how our organization has used its financial and human resources.	1	2	3	4	5
8. _____	1	2	3	4	5

**My overall rating (add together the total of the numbers circled):**

☐ Excellent (30-24)    ☐ Satisfactory (23-19)    ☐ Poor (18- 6)



**B. How well has the Board conducted itself?**

Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5)

1. As Board members we are aware of what is expected of us.	1	2	3	4	5
2. The agenda of Board meetings are well planned so that we are able to get through all necessary Board business.	1	2	3	4	5
3. It seems like most Board members come to meetings prepared.	1	2	3	4	5
4. We receive written reports to the Board in advance of our meetings.	1	2	3	4	5
5. All Board members participate in important Board discussions.	1	2	3	4	5
6. We do a good job encouraging and dealing with different points of view.	1	2	3	4	5
7. We all support the decisions we make.	1	2	3	4	5
8. The Board assesses its composition and strengths in advance of recruiting new Board members.	1	2	3	4	5
9. The Board assumes much of the responsibility for director recruitment and orientation.	1	2	3	4	5
10. Board members have some interaction with external stakeholders at Board meetings (eg. as guests) or between meetings.	1	2	3	4	5
11. Our Board meetings are always interesting.	1	2	3	4	5
12. Our Board meetings are frequently fun.	1	2	3	4	5

*My overall rating: (add together the total of the numbers circled)*

☐ Excellent (60-50)    ☐ Satisfactory (49-35)    ☐ Poor (34-12)

### C. Board's relationship with Executive Director

Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5)

1. There is a clear understanding on most matters where the Board's role ends and the Executive Director's begins.	1	2	3	4	5
2. There is good two-way communication between the Board and the Executive Director.	1	2	3	4	5
3. The Board trusts the judgement of the Executive Director.	1	2	3	4	5
4. The Board provides direction to the Executive Director by setting and reviewing policies.	1	2	3	4	5
5. The Board has discussed and communicated the kinds of information and level of detail it requires from the Executive Director.	1	2	3	4	5
6. The Board has developed formal criteria and a process for evaluating the Executive Director.	1	2	3	4	5
7. The Board, or a Committee of the Board, has formally evaluated the Executive Director within the past 12 months.	1	2	3	4	5
8. The Board evaluates the Executive Director primarily on the accomplishment of the organization's strategic goals and priorities and adherence to policy.	1	2	3	4	5
9. The Board provides feedback and shows its appreciation to the Executive Director on a regular basis.	1	2	3	4	5
10. The Board ensures that the Executive Director is able to take advantage of professional development opportunities.	1	2	3	4	5
11. _____	1	2	3	4	5

My overall rating: (add together the total of the numbers circled)

☐ Excellent (40+)      ☐ Satisfactory (28-39)      ☐ Poor (11-27)

**D. My performance as an individual Board Member (Not to be shared)**

Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5)

1. I am aware of what is expected of me as a Board Member.	1	2	3	4	5
2. I have a good record of meeting attendance.	1	2	3	4	5
3. I read the minutes, reports and other material in advance of our Board meetings.	1	2	3	4	5
4. I am familiar with what is in the organization's by-laws and governing policies.	1	2	3	4	5
5. I frequently encourage other board Members to express their opinions at Board meetings.	1	2	3	4	5
6. I am encouraged by other Board Members to express my opinions at Board meetings.	1	2	3	4	5
7. I am a good listener at Board meetings.	1	2	3	4	5
8. I follow through on things I have said I would do.	1	2	3	4	5
9. I maintain the confidentiality of all Board decisions.	1	2	3	4	5
10. When I have a different opinion than the majority, I raise it.	1	2	3	4	5
11. I support Board decisions once they are made even if I do not agree with them.	1	2	3	4	5
12. I promote the work of our organization in the community whenever I have a chance to do so.	1	2	3	4	5
13. I stay informed about issues relevant to our mission and bring information to the attention of the Board.	1	2	3	4	5

My overall rating: (add together the total of the numbers circled)

☐ Excellent (40+)      ☐ Satisfactory (28-39)      ☐ Poor (11-27)

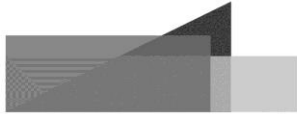
### E. Feedback to the Chair of the Board

Circle the response that **best** reflects your opinion. The rating scale for each statement is: Strongly Disagree (1); Disagree (2); Maybe or Not Sure (3); Agree (4); Strongly Agree (5)

1. The Chair is well prepared for Board meetings.	1	2	3	4	5
2. The Chair helps the Board stick to the agenda.	1	2	3	4	5
3. The Chair tries hard to ensure that every Board Member has an opportunity to be heard.	1	2	3	4	5
4. The Chair is skilled at managing different points of view.	1	2	3	4	5
5. The Chair demonstrates versatility in facilitating Board discussions.	1	2	3	4	5
6. The Chair knows how to be direct with an individual Board Member when their behaviour needs to change.	1	2	3	4	5
7. The Chair helps the Board work well together.	1	2	3	4	5
8. The Chair demonstrates good listening skills.	1	2	3	4	5
9. The Board supports the Chair.	1	2	3	4	5
10. The Chair is effective in delegating responsibility amongst Board Members.	1	2	3	4	5
11. The Chair ensures the Board is aware of his/her organizational activities outside of our Board meetings.	1	2	3	4	5
12. _____	1	2	3	4	5

My overall rating: (add together the total of the numbers circled)

☐ Excellent (40+)    ☐ Satisfactory (28-39)    ☐ Poor (11-27)



## Peterborough Public Library

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**To:** Peterborough Public Library Board of Trustees

**From:** Jennifer Jones, Library CEO

**Meeting Date:** October 8, 2019

**Subject:** Report PPL19-042  
Library Write-offs

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### Purpose

A report to inform the Library Board of the status of Library write-off accounts.

### Recommendation

That the Library Board approve the recommendation outlined in Report PPL19-042 dated October 8, 2019 of the Library CEO, as follows:

That the Board approve the write-off amount of \$6,347.79.

### Budget and Financial Implications

If approved, there would be lost revenue of \$6,347.79. These funds have not been outstanding since 2015 and are unlikely to be recoverable.

### Background

On January 30, 2015, 58 Library patron accounts were sent to the City's Financial Services department. These accounts all owed fines and fees in excess of \$50 and

were long overdue for payment (one year or more). As Library staff had been unsuccessful in securing repayment, the City was asked to assist with the follow-up. This ultimately resulted in the accounts being sent to an external 3<sup>rd</sup> party collection agency.

From the original 58 accounts \$15,054.33 was owed, plus \$1,957.04 in collection agency fees, for a total of \$17,011.37.

As of January 30, 2019, 22 accounts remain outstanding despite continued efforts by Library staff, the City, and the collection agency. The remaining balance owing is \$5,581.07, plus \$912.76 in collection agency fees, for a total of \$6,347.79

Any continued attempts to recuperate these fines outweigh the benefit of doing so. Per our procedures (Appendix A), the Library Board is asked to approve the write-off amount.

Submitted by,

Jennifer Jones  
Library CEO

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Attachments  
Appendix A – Library Write-off procedure (excerpt)

**Appendix A – Library Write-Off procedure (excerpt)**

An account will be identified as non-collectable if it has been listed with a 3rd party collection agency for a minimum of 9 consecutive months without any payment activity, or it has been determined that the administrative cost to the Corporation to collect the debt exceeds the value of the debt.

The (Senior Collections Clerk) SCC will prepare a recommendation, twice annually, for the Library Manager indicating the accounts deemed uncollectable. This report will give a detailed outline of the collection activity and a breakdown of the operating accounts affected by the write off.

If the Library Manager approves the write off, the Library Manager will seek approval from the Library Board.

If the Library Board approves the write off, the SCC will provide the information to the Library Manager to complete the write off.

The operating account information will be tracked in the Collection Database. If the original account number is no longer valid, the Library will need to provide an alternate number.

The account may still be listed with the 3rd party collection agency and if payment is received the account information will be re-instated in the Library Receivables.



# Peterborough Public Library

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**To:** Library Board of Trustees  
**From:** Jennifer Jones, Library CEO  
**Meeting Date:** October 8, 2019  
**Subject:** Report PPL19-040  
Q2 & Q3 2019 Budget Review

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## Purpose

A report to provide the Peterborough Public Library Board of Trustees the Q2 and Q3 Budget update.

## Recommendation

That the Library Board approve the recommendation as outlined in Report PPL19-040 dated October 8, 2019, of the Library CEO as follows:

That the “Q2 & Q3 Budget Review” 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

A summary report of the second and third quarter of the 2019 Library budget is attached (Appendix A).

The current balances of the Library reserves accounts are attached (Appendix B).



As discussed at the September meeting with the Auditor, the Library currently has two endowments – The Nichol's Endowment and the Morrow Trust. These totaled \$20,349 in 2018.

The balances of these are provided in the financial statements for the Library each year. The endowments earn a small amount of revenue in the form of interest each year and that interest is transferred to the Library each year as a donation.

Submitted by,

Jennifer Jones  
Library CEO

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Attachment:

Appendix A – Q2 & Q3 Budget Update

Appendix B – 2019 Library Reserves

# 24 LIBRARY OPERATIONS

Appendix A

Page# 1

From January 1, 2019 to December 31, 2019

2019 ACTUALS

<u>ACCT#</u>	<u>TITLE</u>	<u>2019 BUDGET</u>	<u>QTR 1</u>	<u>QTR 2</u>	<u>QTR 3</u>	<u>QTR 4</u>	<u>TOTAL YEAR</u>	<u>%</u>
<b>Main</b>								
601 9615212	LIBMN Revenue-Ont Grant	<b>(132,806.00)</b>		(757.05)			<b>(757.05)</b>	0.57%
601 9615282	LIBMN Membership revenue	<b>(10,000.00)</b>	(5,361.09)	(4,521.30)	(3,175.00)		<b>(13,057.39)</b>	130.57%
601 9615326	LIBMN Fines	<b>(60,000.00)</b>	(15,218.55)	(13,069.65)	(10,944.74)		<b>(39,232.94)</b>	65.39%
601 9615328	LIBMN Room rentals	<b>(30,000.00)</b>	(5,046.09)	(5,666.50)	(3,373.10)		<b>(14,085.69)</b>	46.95%
601 9615330	LIBMN Xerox fees	<b>(3,000.00)</b>	(1,562.00)	(1,968.24)	(1,484.90)		<b>(5,015.14)</b>	167.17%
601 9615332	LIBMN Lost books	<b>(3,500.00)</b>	(705.63)	(899.48)	(517.85)		<b>(2,122.96)</b>	60.66%
601 9615334	LIBMN Lost cards	<b>(700.00)</b>	(223.00)	(177.00)	(138.00)		<b>(538.00)</b>	76.86%
601 9615335	LIBMN Technical Services	<b>(500.00)</b>						
601 9615336	LIBMN Microfilm fees	<b>(150.00)</b>	(68.68)	(164.60)	(30.00)		<b>(263.28)</b>	175.52%
601 9615340	LIBMN Program revenue	<b>(200.00)</b>						
601 9615341	LIBMN Internet printing	<b>(200.00)</b>	(56.00)				<b>(56.00)</b>	28.00%
601 9615343	LIBMN Sponsorship	<b>(350.00)</b>		(154.80)	(195.16)		<b>(349.96)</b>	99.99%
601 9615344	LIBMN Recoveries	<b>(300.00)</b>	(140.03)	(6,173.17)	(3,969.71)		<b>(10,282.91)</b>	3427.64%
601 9615346	LIBMN Donations	<b>(10,000.00)</b>	(2,355.00)	(15,000.00)			<b>(17,355.00)</b>	173.55%
601 9615466	LIBMN Library Foundation	<b>(3,000.00)</b>	(260.00)		(100.00)		<b>(360.00)</b>	12.00%
601 9615485	LIBMN PerfectMind Withdrawal F		(41.02)	(43.88)			<b>(84.90)</b>	
601 9615642	LIBMN Interest	<b>(1,000.00)</b>	(12,172.63)	(12,824.65)	(11,103.04)		<b>(36,100.32)</b>	3610.03%
601 9615665	LIBMN Tsf frm Data Processing	<b>(26,972.00)</b>						
601 9615670	LIBMN City Contribution	<b>(2,912,798.00)</b>	(814,199.00)	(728,199.00)	(728,199.00)		<b>(2,270,597.00)</b>	77.95%
	Total Revenues	<b><u>(3,195,476.00)</u></b>	<b><u>(857,408.72)</u></b>	<b><u>(789,619.32)</u></b>	<b><u>(763,230.50)</u></b>	<b><u>0.00</u></b>	<b><u>(2,410,258.54)</u></b>	<b><u>75.43%</u></b>
601 9616005	LIBMN Salaries - Full time	<b>1,276,564.00</b>	250,538.93	324,795.99	275,558.63	45,160.55	<b>896,054.10</b>	70.19%
601 9616025	LIBMN Salaries - Part time	<b>610,329.00</b>	181,599.05	188,762.55	166,998.53		<b>537,360.13</b>	88.04%
601 9616075	LIBMN Employee Benefit O/H	<b>431,237.00</b>	79,209.91	111,925.24	97,945.56	13,096.56	<b>302,177.27</b>	70.07%
601 9616405	LIBMN Telephone	<b>14,000.00</b>	2,245.20	2,277.95	1,770.66		<b>6,293.81</b>	44.96%
601 9616410	LIBMN Adv & Publicity	<b>5,000.00</b>	2,206.45	(256.66)	950.67		<b>2,900.46</b>	58.01%
601 9616417	LIBMN Board Expenses	<b>800.00</b>	246.87	172.76			<b>419.63</b>	52.45%
601 9616420	LIBMN Light & Water	<b>69,184.00</b>	12,651.69	10,910.13	26,915.85	7,116.44	<b>57,594.11</b>	83.25%
601 9616425	LIBMN Heat	<b>13,034.00</b>	3,891.01	6,273.65	448.53		<b>10,613.19</b>	81.43%

# 25 LIBRARY OPERATIONS

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From January 1, 2019 to December 31, 2019

		2019 ACTUALS						
<u>ACCT#</u>	<u>TITLE</u>	<u>2019 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 9616430	LIBMN Postage	<b>2,000.00</b>	247.08	184.43	11.08		<b>442.59</b>	22.13%
601 9616440	LIBMN Information Technology	<b>52,972.00</b>	14,456.00	10,660.83	2,763.19		<b>27,880.02</b>	52.63%
601 9616442	LIBMN Hospitality	<b>500.00</b>	99.20	68.39			<b>167.59</b>	33.52%
601 9616510	LIBMN Courier Service	<b>5,381.00</b>	166.50	499.50	672.64		<b>1,338.64</b>	24.88%
601 9616520	LIBMN FOL Friends of library	<b>71,632.00</b>	3,302.89	1,671.18	401.68		<b>5,375.75</b>	7.50%
601 9616921	LIBMN Tents in the Park				15.24		<b>15.24</b>	
601 9617005	LIBMN Office Supplies	<b>5,000.00</b>	1,933.91	803.23	1,706.92		<b>4,444.06</b>	88.88%
601 9617047	LIBMN Special Events-Children	<b>6,000.00</b>	2,022.80	1,184.06	1,578.66		<b>4,785.52</b>	79.76%
601 9617048	LIBMN Adult programs	<b>5,500.00</b>	498.08	1,598.82	386.62		<b>2,483.52</b>	45.15%
601 9617050	LIBMN Photocopies	<b>15,000.00</b>	3,963.81	4,722.05	4,299.38		<b>12,985.24</b>	86.57%
601 9617071	LIBMN Library Foundation		8,596.80	3,223.53	19,785.65		<b>31,605.98</b>	
601 9617075	LIBMN Bookbinding - Adult	<b>200.00</b>	12.83				<b>12.83</b>	6.42%
601 9617076	LIBMN Bookbinding - Children	<b>100.00</b>						
601 9617077	LIBMN Technical Supplies	<b>10,000.00</b>	821.77	780.82	649.47		<b>2,252.06</b>	22.52%
601 9617078	LIBMN Circulation Supplies	<b>3,000.00</b>	(99.10)	39.79	2,309.95		<b>2,250.64</b>	75.02%
601 9617079	LIBMN Reference Supplies	<b>600.00</b>	301.80	113.83	44.05		<b>459.68</b>	76.61%
601 9617080	LIBMN Meeting Rm Support	<b>700.00</b>		50.63	35.31		<b>85.94</b>	12.28%
601 9617081	LIBMN Microfilm	<b>3,000.00</b>						
601 9617218	LIBMN Volunteer Recognition	<b>500.00</b>		128.32			<b>128.32</b>	25.66%
601 9617315	LIBMN Rep & Maint-Buildings	<b>20,000.00</b>	11,487.44	17,816.48	9,027.20		<b>38,331.12</b>	191.66%
601 9617317	LIBMN PM-Buildings	<b>19,477.00</b>	8,229.47	13,545.51	15,070.78		<b>36,845.76</b>	189.18%
601 9617505	LIBMN Insurance	<b>15,695.00</b>	3,241.80	10,704.26	336.96		<b>14,283.02</b>	91.00%
601 9617510	LIBMN Garbage Tax	<b>2,000.00</b>						
601 9617540	LIBMN Bank Charges	<b>500.00</b>	719.58	711.53	507.43		<b>1,938.54</b>	387.71%
601 9617555	LIBMN Audit fees	<b>3,500.00</b>						
601 9617705	LIBMN Tsf to Mat Acq Reserve	<b>374,300.00</b>	93,576.00	93,576.00	93,576.00		<b>280,728.00</b>	75.00%
601 9617706	LIBMN Tsf to Sys. Upgrde/Kllic	<b>11,071.00</b>	2,769.00	2,769.00	2,769.00		<b>8,307.00</b>	75.03%
601 9617715	LIBMN Transfer to Capital fund		86,000.00				<b>86,000.00</b>	
601 9618005	LIBMN Office Equipment	<b>3,500.00</b>	509.57	484.21	423.88		<b>1,417.66</b>	40.50%
601 9618205	LIBMN Business Travel	<b>2,000.00</b>	1,163.99	445.66	325.00		<b>1,934.65</b>	96.73%
601 9618215	LIBMN Membership/Subscriptions	<b>5,000.00</b>	319.45	463.77	337.70		<b>1,120.92</b>	22.42%

## LIBRARY OPERATIONS

From January 1, 2019 to December 31, 2019

Page# 3

		2019 ACTUALS						
<u>ACCT#</u>	<u>TITLE</u>	<u>2019 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 9618220	LIBMN Staff training	<b>10,000.00</b>	694.27	2,464.48	644.46		<b>3,803.21</b>	38.03%
601 9618225	LIBMN Conf & Conventions	<b>3,000.00</b>	697.06	113.89			<b>810.95</b>	27.03%
	Total Expenses	<b><u>3,072,276.00</u></b>	<b><u>778,321.11</u></b>	<b><u>813,685.81</u></b>	<b><u>728,266.68</u></b>	<b><u>65,373.55</u></b>	<b><u>2,385,647.15</u></b>	<b><u>77.65%</u></b>

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From January 1, 2019 to December 31, 2019

		2019 ACTUALS						
<u>ACCT#</u>	<u>TITLE</u>	<u>2019 BUDGET</u>	<u>QTR 1</u>	<u>QTR 2</u>	<u>QTR 3</u>	<u>QTR 4</u>	<u>TOTAL YEAR</u>	<u>%</u>
<b>Delafosse</b>								
601 9635328	LIBDL Room rentals	<b>(4,800.00)</b>	(3,000.00)	(3,000.00)	(3,000.00)	(3,000.00)	<b>(12,000.00)</b>	250.00%
	Total Revenues	<b>(4,800.00)</b>	(3,000.00)	(3,000.00)	(3,000.00)	(3,000.00)	<b>(12,000.00)</b>	250.00%
601 9636025	LIBDL Salaries - Part time	<b>56,223.00</b>	12,985.93	12,555.73	13,608.13		<b>39,149.79</b>	69.63%
601 9636075	LIBDL Employee Benefit O/H	<b>5,622.00</b>						
601 9636420	LIBDL Light & Water	<b>4,286.00</b>	596.05	987.48	1,527.97		<b>3,111.50</b>	72.60%
601 9636425	LIBDL Heat	<b>5,672.00</b>	1,153.43	1,003.23	318.99		<b>2,475.65</b>	43.65%
601 9636510	LIBDL Courier	<b>5,381.00</b>	166.50	499.50	672.68		<b>1,338.68</b>	24.88%
601 9637315	LIBDL Rep & Maint-Buildings	<b>15,000.00</b>	492.22	970.24	227.31		<b>1,689.77</b>	11.27%
601 9637317	LIBDL PM-Buildings	<b>4,316.00</b>	314.78	867.87	455.18		<b>1,637.83</b>	37.95%
601 9637510	LIBDL Garbage Tax	<b>500.00</b>		2,142.30			<b>2,142.30</b>	428.46%
601 9637705	LIBDL Transfer to Reserve	<b>31,000.00</b>	7,749.00	7,749.00	7,749.00		<b>23,247.00</b>	74.99%
	Total Expenses	<b>128,000.00</b>	23,457.91	26,775.35	24,559.26	0.00	<b>74,792.52</b>	58.43%

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**LIBRARY RESERVES**

Appendix B

From January 1, 2019 to December 31, 2019

<u>ACCT#</u>	<u>TITLE</u>	<u>YTD ACTUAL</u>	<u>ACTUAL WITH COMMITMENTS</u>
<b>Library IT Reserve</b>			
603 3154715	Balance Forward	(586,570.84)	(586,570.84)
603 3155642	Interest Earned	(16,916.75)	(16,916.75)
603 3155662	Revenue from Revenue fund	(78,010.00)	(78,010.00)
603 3155666	Revenue from Capital fund		
603 3157710	Transfer to Revenue fund	26,972.00	26,972.00
603 3157715	Transfer to Capital fund	140,911.96	140,911.96
603 3157720	Transfer to Capital Levy Res		
		<u>(513,613.63)</u>	<u>(513,613.63)</u>
<b>Martha's F.O.L. Fund (Gardens)</b>			
603 3204715	Balance Forward	(7,822.19)	(7,822.19)
603 3205662	Revenue from Revenue fund		
603 3205666	Revenue from Capital fund		
603 3207710	Transfer to Revenue fund		
603 3207715	Transfer to Capital fund		
		<u>(7,822.19)</u>	<u>(7,822.19)</u>
<b>Fund for Innovation</b>			
603 3254715	Balance Forward	(30,895.40)	(30,895.40)
603 3255642	Interest Earned	(916.25)	(916.25)
603 3255652	Sale of publications, equip		
603 3255662	Revenue from Revenue fund		
603 3255666	Revenue from Capital fund		
603 3255668	Revenue from Other Reserves		
603 3255692	Sale of Land		
603 3257710	Transfer to Revenue fund		
603 3257715	Transfer to Capital fund		
603 3257720	Transfer to Other Reserves		
		<u>(31,811.65)</u>	<u>(31,811.65)</u>

**Building Mtce. Reserve**

603 3304715	Balance Forward	(119,452.23)	(119,452.23)
603 3305642	Interest Earned	(3,543.25)	(3,543.25)
603 3305662	Revenue from Revenue fund		
603 3305666	Revenue from Capital fund		
603 3307710	Transfer to Revenue fund		
603 3307715	Transfer to Capital fund		
		<u>(122,995.48)</u>	<u>(122,995.48)</u>

**Materials Acquisition**

603 3354715	Balance Forward	(89,149.36)	(89,149.36)
603 3355662	Revenue from Revenue fund	(709,275.00)	(709,275.00)
603 3355666	Revenue from Capital fund		
603 3357710	Transfer to Revenue fund		
603 3357715	Transfer to Capital fund		
		355,538.64	355,538.64
		<u>(442,885.72)</u>	<u>(442,885.72)</u>

**Peterborough Collection (Digitization of Newspapers)**

603 3404715	Balance Forward	(42,357.00)	(42,357.00)
603 3405662	Revenue from Revenue fund		
603 3405666	Revenue from Capital fund		
603 3407710	Transfer to Revenue fund		
603 3407715	Transfer to Capital fund		
		<u>(42,357.00)</u>	<u>(42,357.00)</u>

**Healthy Families**

603 3454715	Balance Forward	(4,793.62)	(4,793.62)
603 3455662	Revenue from Revenue fund		
603 3455666	Revenue from Capital fund		
603 3457710	Transfer to Revenue fund		
603 3457715	Transfer to Capital fund		
		<u>(4,793.62)</u>	<u>(4,793.62)</u>

603 3504715	Balance Forward		
		(2,884.58)	(2,884.58)
603 3505662	Revenue from Revenue fund		
603 3505666	Revenue from Capital fund		
603 3507710	Transfer to Revenue fund		
603 3507715	Transfer to Capital fund		
		<u>(2,884.58)</u>	<u>(2,884.58)</u>

**Library Surplus Reserve**

603 3554715	Balance Forward		
		(321,607.93)	(321,607.93)
603 3555662	Revenue from Revenue fund		
		(144,538.73)	(144,538.73)
603 3555666	Revenue from Capital fund		
603 3557710	Transfer to Revenue fund		
603 3557715	Transfer to Capital fund		
		92,110.97	92,110.97
		<u>(374,035.69)</u>	<u>(374,035.69)</u>

**Library Friends Reserve (transfer to Operating as spent)**

603 3604715	Balance Forward		
		(22,716.58)	(22,716.58)
603 3605662	Revenue from Revenue fund		
603 3605666	Revenue from Capital fund		
		(30,000.00)	(30,000.00)
603 3607710	Transfer to Revenue fund		
		4,745.17	4,745.17
603 3607715	Transfer to Capital fund		
		<u>(47,971.41)</u>	<u>(47,971.41)</u>

**Library Other Donations Reserv**

603 3654715	Balance Forward		
		(116,156.02)	(116,156.02)
603 3655662	Revenue from Revenue fund		
603 3655666	Revenue from Capital fund		
		(182.45)	(182.45)
603 3657710	Transfer to Revenue fund		
603 3657715	Transfer to Capital fund		
		<u>(116,338.47)</u>	<u>(116,338.47)</u>





# Peterborough Public Library

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**To:** Library Board of Trustees

**From:** Jennifer Jones, Library CEO

**Meeting Date:** October 8, 2019

**Subject:** Report PPL19-038  
Library CEO Report October 2019

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## Purpose

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

## Recommendation

That the Library Board approves the recommendation as outlined in Report PPL19-038 dated October 8, 2019, of the Library CEO as follows:

That the “Library CEO Report October 2019”, 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

### Programming

October is Canadian Libraries Month. All month long, libraries and library partners across Canada will be raising awareness of the valuable role libraries play in our lives.

We have a full month of programs and events. We'll be offering some special programming including a Human Library event on October 26<sup>th</sup> and Meet People in your Neighbourhood on October 8<sup>th</sup>, 15<sup>th</sup> and 22<sup>nd</sup>.

The Library's fall What's Happening Guide provides all the information you need for programs offered September-December 2019.

And you can check out the [Events Calendar](#) on the Library website for up to date information about library programs and events.

### **Food for Fines**

The library ran "Food for Fines" in September. A total of \$1,111.75 was forgiven in late and overdue fines for patrons.

### **Café Update**

The Library has found a provider to deliver café services and has been moving towards setting up and establishing those services. The legal documents have been completed, furniture and fixtures have arrived, and we are waiting on plumbing hookup to proceed. There have been a few challenges with this, but we are working through them. The final step will be a public health inspection before café services are launched--hopefully in late October or early November.

The same vendor will be providing services at the Peterborough Sport and Wellness Centre and once the health inspection is complete, that premise will be ready to operate.

### **Staffing Update**

After 32 years, our Clerical Supervisor, Moira Graham, has retired. Her last day was September 27, 2019. She will be missed, and we wish her well as she sets off on her new adventure.

Submitted by,

Jennifer Jones  
Library CEO

Contact Name:  
Jennifer Jones  
Library CEO

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## ONE VOICE FOR ONTARIO PUBLIC LIBRARIES

Sept. 3, 2019

Peterborough Public Library  
345 Aylmer Street North  
Peterborough, ON  
K9H 3V7

Dear Potential FOPL Member:

**This letter is to ask for your support and membership as an investment in the collective success of public libraries in Ontario. We need you as members and participants in FOPL!**

NOW, more than ever before, is the time to support collaborative efforts in the Ontario public library community. **Why?** As a former OLA president once said, "If you're not at the table, then you're the dessert." This provincial government's agenda makes it even more critical that we educate, advocate and influence for our sector. ***This encompasses many threats to library funding and operational success - funding for our agencies SOLS and OLS-North, the impacts of municipal downloading by the provincial government, influencing the new Bill 108 regulations for development charge / community benefit charge regime as they affect public libraries, restoring full ILL funding, addressing the issues of broadband, digital infrastructure, digital content, the 2020 provincial budget, and more in the context of our province's vital public libraries and our communities and users.*** We all derive great benefit from this funding both individually and collectively and so do our communities!

I have served Ontario's public libraries as the Executive Director of FOPL for over 6 years supporting our board's leadership on issues important to you. In Fall 2019 we updated our strategic plan. For the past six years we *have* been at the table! Your fees fund our work with a professional lobbying firm and we now have many government relations professionals working on our file at Queen's Park. We have attended the AMO conference and AMCTO, ROMA, NOMA, and OSUM to communicate our value message to municipalities. **The 2020 provincial Budget is – again – critical to our sector.**

We invest our members' fees in building support for strong influencing activities for our sector's impact – especially on education, economic development and employment. We also focus on how efficient and effective our sector is despite 22 years of funding freezes. We have our library impact measurements in order; we have a large collection of modern public library impact studies; we have supported several qualitative studies through the Ontario Library

Capacity Fund; we have a public library attitudes and opinion poll; we have a powerful OpenMediaDesk social media marketing campaign, ongoing impact measurement strategies, and a successful tagline ("A Visit Will Get You Thinking"); we've built strong collaborative relationships between FOPL and OLA, SOLS, OLS-North, and CULC; we've submitted a number of briefs to Cabinet and the Premier on the Ontario Budget, Culture Strategy, Community Hubs, Municipal Review, and more; FOPL has invested in Library Board training and advocacy training; so, **we're more ready than we have ever been! None of this would happen without the support of our members!**

We will strive to speak with *one voice* and with power. Public Libraries are too important to our communities to do otherwise. ***We need you as members. We need your support.*** We need your trust and confidence that we can make a difference to enhance the success of our institutions and the province's residents and communities that we care so deeply about.

Please join as a collaborative investment in research and lobbying for our public library sector's interests and those of your board and public library communities in Ontario. We know that we're delivering value for money and making a difference. We need your voice on side! We know that the more libraries we represent, the stronger our important voice will be with the key audiences who influence our success, funding, and role in society.

This government presents its own challenges. Be part of the solution and education that brings government support. (As part of your FOPL membership all of your staff are members of CFLA too.)

It's easy to join – just send me an e-mail or contact me ([admin@fopl.ca](mailto:admin@fopl.ca)). If I can be helpful in any way, please don't hesitate to call.

Sincerely,

*Stephen*

Stephen Abram, MLS  
Executive Director, Federation of Ontario Public Libraries  
[sabram@fopl.ca](mailto:sabram@fopl.ca)  
[stephen.abram@gmail.com](mailto:stephen.abram@gmail.com)  
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FOPL: 416-395-0746

*The Federation of Ontario Public Libraries is a non-profit with a mandate to benefit Ontario public libraries through advocacy, research, and marketing.*

*La Fédération des bibliothèques publiques de l'Ontario est un organisme à but non-lucratif. Elle a comme mandat, de répondre aux besoins de toutes les bibliothèques, en concentrant leurs efforts dans la recherche, en marketing et en agissant comme plaidoyer.*