

# Peterborough Public Library Board Meeting Agenda

September 1, 2020

5:30 p.m.

City Hall

500 George St N

## Pages

1. **Call to Order**
2. **Closed Session**
3. **Confirmation of Minutes**
  - 3.1 March 10, 2020 1 - 3
4. **Disclosure of Pecuniary Interest**
5. **Consent Agenda**  
Items: 6.3 6.4
6. **Reports and Communications**
  - 6.1 Auditor's Report 4 - 37  
Report PPL20-012
  - 6.2 Updates from the Foundation and Friends of the Library 38 - 39  
Report PPL20-015
  - 6.3 SOLS Library Trustee Council Spring Meeting 40 - 42  
Report PPL20-014
  - 6.4 Library CEO Report September 2020 43 - 52  
Report PPL20-013
7. **Other Business**
8. **Next Meeting - October 6, 2020**
9. **Adjournment**

## **Peterborough Public Library Board Minutes**

### **City of Peterborough**

**March 10, 2020**

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

#### **Call to Order**

The meeting was called to order by the Vice Chair at 5:35 p.m.

#### **Confirmation of Minutes**

Moved by Leigh McEachran

**That the minutes from the Peterborough Public Library Board Meeting on February 11, 2019 be approved.**

Carried

#### **Disclosure of Pecuniary Interest**

There were no disclosures of Pecuniary Interest.

#### **Consent Agenda**

Moved by Councillor Clarke

**That item 5.3 be passed as part of the Consent Agenda.**

Carried

Library Board Evaluation

Report PPL20-011

Moved by Councillor Clarke

**That the Library Board approve the recommendations as outlined in Report PPL20-011 dated March 10, 2020 of the Library CEO as follows:**

- a) That Report PPL20-011 be received for information; and**
- b) That the Board begin their annual evaluation process.**

Carried

Updates from the Foundation and Friends of the Library

Report PPL20-010

Moved by Councillor Clarke

**That the Library Board approve the recommendations outlined in Report PPL20-010, dated March 3, 2020, of the Library CEO, as follows:**

- a) That the report to inform the Library Board on the status of the Foundation be received for information; and**
- b) That the Library Board, upon dissolution of the Foundation, administer the funds in house (Option 1).**

Carried

Library CEO Report March 2020

Report PPL20-009

Moved by Councillor Clarke

**That the Library Board approves the recommendation as outlined in Report PPL20-009 dated March 10, 2020, of the Library CEO as follows:**

**That the report to inform the Library Board on general matters concerning Library operations and service be received for information.**

Carried

## **Other Business**

Discussion was held regarding new cleaning and disinfecting processes at the Library.

Councillor Clarke requested a report on the impact the temporary shelter had on the Library in 2019-2020.

**Next Meeting - April 7, 2020**

**Adjournment**

Moved by Councillor Clarke

**That the meeting adjourn at 6:18 p.m.**

Carried

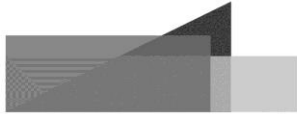
---

Natalie Garnett

Deputy Clerk

---

Dan Moloney, Vice Chair



# Peterborough Public Library

---

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

**From:** Jennifer Jones, Library CEO

**Meeting Date:** September 1, 2020

**Subject:** Report PPL20-012  
Auditor's Report

---

## Purpose

A report to inform the Library Board of the Audited 2019 financial statements.

## Recommendation

That the Library Board approve the recommendation outlined in Report PPL20-012 dated September 1, 2020 of the Library CEO, as follows:

That the Library Board receive the presentation of the Library accounts by the Auditor and approve the financial statement.

## Budget and Financial Implications

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

## Background

A representative from the Library's Auditor will attend the Library Board meeting on September 1, 2020 to provide a verbal report regarding the status of the 2019 Library financial audit (see Appendix A and B).

Submitted by,

Jennifer Jones  
Library CEO

Contact Name:  
Jennifer Jones  
Phone: 705- 745-5382 Ex. 2370  
Fax: 705-745-8958  
E-mail: jjones@peterborough.ca

**Attached:**  
**Appendix A – 2019 Auditor Letter**  
**Appendix B – 2019 Audited Library Financials (Draft)**



September 1, 2020

Members of the Board of Directors  
Peterborough Public Library Board  
345 Aylmer St N  
Peterborough, Ontario  
K9J 3V7

Baker Tilly KDN LLP  
272 Charlotte St.  
Peterborough, ON  
Canada K9J 2V4

T: (705) 742-3418  
F: (705) 742-9775

[www.bakertilly.ca](http://www.bakertilly.ca)

**Re: Audit of the Financial Statements of the Peterborough Public Library Board**

Dear Members of the Board of Directors:

We have been engaged to express an audit opinion on the financial statements of the Peterborough Public Library Board ("the Organization") for the year ended December 31, 2019. We have substantially completed our audit and are pleased to report on the following items.

The purpose of this report is to summarize certain aspects of the audit that we believe to be of interest to the Board of Directors. This report should be read in conjunction with the draft financial statements and our report thereon.

**Auditor Independence**

Canadian Auditing Standards ("CAS") require communications with audit committees, or other appropriate parties responsible for governance, at least annually, regarding all relationships between the Organization and our Firm that, in our professional judgement, may reasonably be thought to bear on our independence.

Through our planning process, we identify any potential independence threats and communicate any concerns we identify. The Organization, management and the Board of Directors have a proactive role in this process, and are responsible for understanding the independence requirements applicable to the Organization and its auditor. You must also bring to our attention any changes in the threshold status of the Organization, any concerns you may have, or any knowledge of situations or relationships between the Organization, management, personnel (acting in an oversight or financial reporting role) and our Firm, its partners/principals and audit team personnel that may reasonably be thought to bear on our independence.

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by the Chartered Professional Accountants of Ontario (registered name of The Institute of Chartered Accountants of Ontario) and applicable legislation, covering such matters as:

- (a) holding a financial interest, either directly or indirectly, in a client;
- (b) holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- (c) personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- (d) economic dependence on a client; and

ASSURANCE • TAX • ADVISORY

*Baker Tilly KDN LLP is a member of Baker Tilly Canada Cooperative, which is a member of the global network of Baker Tilly International Limited. All members of Baker Tilly Canada Cooperative and Baker Tilly International Limited are separate and independent legal entities.*

Peterborough

Courtice

Lindsay

Cobourg

(e) provision of services in addition to the audit engagement.

In accordance with our professional requirements, we advise you that we are not aware of any relationships between the Organization and our Firm that, in our professional judgement, may reasonably be thought to bear on our independence.

Accordingly, we hereby confirm that our audit engagement team, our Firm and the other Baker Tilly Canada offices are independent with respect to the Organization within the meaning of the Code of Professional Conduct Rule 204 of the Chartered Professional Accountants of Ontario (registered name of The Institute of Chartered Accountants of Ontario).

### **Our Responsibilities as Auditor**

As stated in the engagement letter, our responsibility as auditor of your Organization is to express an opinion on whether the financial statements present fairly, in all material respects, the financial position, results of operations and cash flows of the Organization in accordance with Canadian Public Sector Accounting Standards.

An audit is performed to obtain reasonable but not absolute assurance as to whether the financial statements are free of material misstatement. Due to the inherent limitations of an audit, there is an unavoidable risk that some misstatements of the financial statements will not be detected (particularly intentional misstatements concealed through collusion), even though the audit is properly planned and performed.

Our audit includes:

- Assessing the risk that the financial statements may contain material misstatements that, individually or in the aggregate, are material to the financial statements taken as a whole;
- Examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements;
- Assessing the accounting principles used, and their application;
- Assessing the significant estimates made by management;
- Concluding on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern; and
- Evaluating the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

As part of our audit, we will obtain a sufficient understanding of the business and internal control structure of the Organization to plan the audit. This will include management's assessment of:

- The risk that the financial statements may be materially misstated as a result of fraud and error; and
- The internal controls put in place by management to address such risks.

The engagement team undertakes a documented planning process prior to commencement of the audit to identify concerns, addresses independence considerations, assesses the engagement team requirements, and plans the audit work and timing.



An audit does not relieve management or those responsible for governance of their responsibilities for the preparation of the Organization's financial statements.

### **Board of Directors' Responsibilities**

The Board of Directors' role is to act in an objective, independent capacity as a liaison between the auditor and management to ensure the auditor has a facility to consider and discuss governance and audit issues with parties not directly responsible for operations.

The Board of Directors' responsibilities include:

- Being available to assist and provide direction in the audit planning process when and where appropriate;
- Meeting with the auditor as necessary and prior to release and approval of financial statements to review audit, disclosure and compliance issues;
- Where necessary, reviewing matters raised by the auditor with appropriate levels of management, and reporting back to the auditor their findings;
- Making known to the auditor any issues of disclosure, corporate governance, fraud or illegal acts, non-compliance with laws or regulatory requirements that are known to them, where such matters may impact the financial statements or Independent Auditor's Report;
- Providing guidance and direction to the auditor on any additional work the auditor feels should be undertaken in response to issues raised or concerns expressed;
- Making such enquiries as appropriate into the findings of the auditor with respect to corporate governance, management conduct, cooperation, information flow and systems of internal controls; and
- Reviewing the draft financial statements prepared by management, including the presentation, disclosures and supporting notes and schedules, for accuracy, completeness and appropriateness, and recommend the draft financial statements be passed to Council for approval.

### **Audit Approach**

Outlined below are certain aspects of our audit approach which are intended to help you in discharging your oversight responsibilities. Our general approach to the audit of the Peterborough Public Library Board is to assess the risks of material misstatement in the financial statements and then respond by designing audit procedures.

### **Independent Auditor's Report**

We expect that our Independent Auditor's Report will be modified as follows:

The Peterborough Public Library derives revenue from donations and user charges, the completeness of which is not susceptible of satisfactory audit evidence. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the Peterborough Public Library and we were not able to determine whether any adjustments might be necessary to the revenues, annual surplus, assets and accumulated surplus.

Our Independent Auditor's Report will be dated no earlier than the date on which we have obtained sufficient appropriate audit evidence on which to base our audit opinion on the financial statements, including evidence that all the statements and disclosures that comprise the financial statements have been prepared and the Board of Directors has approved the financial statements.

### **Illegal Acts, Fraud, Intentional Misstatements and Errors**

Our auditing procedures, including tests of your accounting records, were limited to those considered necessary in the circumstances and will not necessarily disclose all illegal acts should any exist. Under CAS, we consider the Organization's control environment, governance structure, circumstances encountered during the audit and the potential likelihood of fraud and illegal acts occurring.

These procedures are not designed to test for fraudulent or illegal acts, nor will they necessarily detect such acts or recognize them as such, even if the effect on the financial statements is material. However, should we become aware that an illegal or possibly illegal act or act of fraud may have occurred, other than one considered clearly inconsequential, we will communicate directly to the Board of Directors.

It is management's responsibility to detect and prevent illegal action. If such acts are discovered or the Board of Directors members become aware of circumstances under which the Organization may have been involved in fraudulent, illegal or regulatory non-compliance situations, such circumstances must be disclosed to us.

Testing during our audit did not reveal any illegal, improper or questionable payments or acts, nor any acts committed with the intent to deceive, involving either misappropriation of assets or misrepresentation of assets or misrepresentation of financial information.

### **Related Party Transactions**

During our audit, we conduct various tests and procedures to identify transactions considered to involve related parties. Related parties exist when one party has the ability to exercise, directly or indirectly, control, joint control or significant influence over the other. Two or more parties are related when they are subject to common control, joint control or common significant influence. Related parties also include management, members of Council and their immediate family members and companies with which these individual have an economic interest.

All related party transactions that were identified during the audit have been represented by management to have been disclosed in the notes to financial statements, recorded in accordance with Canadian Public Sector Accounting Standards, and have been reviewed with you.

Management has advised that no other related party transactions have occurred that have not been disclosed to us. The Board of Directors is required to advise us if it is aware of or suspects any other related party transactions have occurred, which have not been disclosed in the financial statements.

### **Significant Accounting Principles and Policies**

Management is responsible for the appropriate selection and application of accounting policies. Our role is to review the appropriateness and application as part of our audit. The significant accounting principles and policies are disclosed in the notes to the financial statements.

The accounting policies adopted may be acceptable policies under Canadian Public Sector Accounting Standards; however, alternative policies may also be acceptable under Canadian Public Sector Accounting Standards. The Organization and the Board of Directors have a responsibility to not adopt extreme or inappropriate interpretations of Canadian Public Sector Accounting Standards that may have inappropriate or misleading results. Alternative policies, if adopted, may produce significant changes in the reported results of the operations, financial position and disclosures of the Organization.

The Board of Directors has a responsibility to review the accounting policies adopted by the Organization, and where alternative policies are available, make determinations as to the most appropriate policies to be adopted in the circumstances. If members of the Board of Directors believe that the adoption or change in accounting policy may produce an inappropriate or misleading result in financial reporting or disclosure, this concern must be discussed with management and us.

There were no new accounting policies adopted or changes to the application of accounting policies of the Organization during the year.

### **Accounting Estimates**

Management is responsible for the accounting estimates included in the financial statements. Estimates and the related judgements and assumptions are based on management's knowledge of the business and past experience about current and future events.

Our responsibility as auditor is to obtain sufficient appropriate evidence to provide reasonable assurance that management's accounting estimates are reasonable within the context of the financial statements as a whole. An audit includes performing appropriate procedures to verify the:

- Calculation of accounting estimates;
- Analyzing of key factors such as underlying management assumptions;
- Materiality of estimates individually and in the aggregate in relation to the financial statements as a whole;
- Estimate's sensitivity to variation and deviation from historical patterns;
- Estimate's consistency with the entity's business plans; and
- Other audit evidence.

### **Risk-based**

Our risk-based approach focuses on obtaining sufficient appropriate audit evidence to reduce the risk of material misstatement in the financial statements to an appropriately low level. This means that we focus our audit work on higher risk areas that have a higher risk of being materially misstated.

### **Materiality**

Materiality is used throughout the audit and in particular when:

- a) Identifying and assessing risk of material misstatement;
- b) Determining the nature, timing and extent of further audit procedures; and
- c) Evaluating the effect of uncorrected misstatements, if any, on the financial statements and in forming an opinion on the auditor's report.

Materiality is defined as:

*Materiality is the term used to describe the significance of financial statement information to decision makers. An item of information; or an aggregate of items, is material if it is probable that its omission or misstatement would influence or change a decision. Materiality is a matter of professional judgement in the particular circumstances.*

We used an overall materiality of \$90,000 and a performance materiality of \$76,500. The overall materiality for last year's audit was \$90,000 and the performance materiality was \$76,500.

### **Audit Procedures**

The objective of the tests of controls is to evaluate whether certain controls operated effectively. The objective of the tests of details is to detect material misstatements in the account balances and transaction streams. Substantive analytical procedures are used to identify differences between recorded amounts and predictable expectations in larger volumes of transactions over time.

In response to our risk assessment and based on our understanding of internal controls, we adopted a combined approach for the audit.

### **Evaluation of Internal Controls**

Audits include a review and evaluation of the system of internal controls to assist in determining the level of reliance that may or should be placed on the system in assessing the nature and extent of audit procedures to be undertaken.

There are no significant internal control matters that we wish to bring to your attention.

### **Written Representations Requested From Management**

As part of our audit, we request that management prepare a letter to us to re-affirm various representations that they have provided to us and we have relied upon. A copy of this letter is attached for your convenience.

### **Significant Misstatements**

In the course of our audit, we have not found any material misstatements or unadjusted items that, in aggregate, exceed materiality thresholds established for the audit, nor have we found significant misstatements that would likely cause future financial statements to be materially misstated.

### **Uncorrected Misstatements**

In the course of our audit, we have not identified any uncorrected financial statement misstatements.

### **Significant Unusual Transactions**

We are not aware of any significant transactions entered into by the Organization that you should be informed about.

### **Disagreements with Management**

We are required to communicate any disagreements with management, whether or not resolved, about matters that are individually or in aggregate significant to the Organization's financial statements or auditor's report. Disagreements may arise over:

- Selection or application of accounting principles;
- Assumptions and related judgements for accounting estimates;
- Financial statement disclosures;

- Scope of the audit: or
- Wording of the auditor's report.

In the course of our audit, we did not have any significant disagreements with management, nor were we under any significant time pressures or poor working conditions. We are not aware of any cause for concern as to management's attitude, competence or credibility with respect to matters affecting the financial statements.

#### **Difficulties Encountered During the Audit**

We encountered no significant difficulties during our audit that should be brought to the attention of the Board of Directors.

#### **Management Letter**

During our audit, we did not note any significant issues on internal controls to report to management.

#### **Conclusion**

We wish to express our appreciation for the co-operation we received during the audit from the Organization's management.

Should any member of the Board of Directors wish to discuss or review any matter addressed in this letter or any other matters related to financial reporting, please do not hesitate to contact us at any time.

Yours truly,

***Baker Tilly KDN LLP***

per: Joanna Park, CPA, CA  
Partner

## Schedule of Uncorrected Misstatements

Description of Misstatement	Proposed Adjustments Dr (Cr)				
	Statement of Income		Balance Sheet		
	Identified Misstatements	Likely Aggregate Misstatements	Assets	Liabilities	Opening Equity
a) Totals		-	-	-	-
b) Misstatements corrected by management		-	-	-	-
c) Likely aggregate misstatements net of corrections (a - b)		-	-	-	-
d) Effect of unadjusted misstatements from previous year's errors		-	-	-	-
e) Aggregate likely misstatements (c + d)		-	-	-	-
f) Final overall materiality		90,000	90,000	90,000	90,000
g) Amount remaining for further possible misstatement (f - e)		90,000	90,000	90,000	90,000

Peterborough Public Library Board  
 345 Aylmer St N  
 Peterborough, Ontario  
 K9J 3V7

September 1, 2020

Baker Tilly KDN LLP  
 272 Charlotte St.  
 Peterborough, Ontario  
 K9J 2V4  
 Canada  
 Attention: Joanna Park, CPA, CA

Dear Madam:

This representation letter is provided in connection with your audit of the financial statements of Peterborough Public Library Board for the year ended December 31, 2019 for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with Canadian Public Sector Accounting Standards.

We confirm that:

**Financial statements**

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated May 1, 2020 for the preparation of the financial statements in accordance with Canadian Public Sector Accounting Standards; in particular, the financial statements are fairly presented in accordance therewith.
2. We have assessed that the organization is able to continue as a going concern and the financial statements have been prepared on a going concern basis.
3. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
4. Related-party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Canadian Public Sector Accounting Standards.
5. All events subsequent to the date of the financial statements and for which Canadian Public Sector Accounting Standards require adjustment or disclosure have been adjusted or disclosed.
6. Unrecorded adjustments at year end are trivial in amount and nature, therefore the effects of unrecorded adjustments are, both individually and in the aggregate, immaterial to the financial statements.
7. The accounting policies selected and the application thereof is appropriate, including those for complex areas of accounting and areas involving management's judgement and estimates, for example, revenue recognition, fair value measurements, transfers of receivables, hedging relationships and consolidation of variable interest entities.
8. We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities reflected in the financial statements.

9. We are aware of the environmental laws and regulations that impact on our organization and we are in compliance. There are no known environmental liabilities that have not been accrued for or disclosed in the financial statements.
10. The nature of all material measurement uncertainties has been appropriately disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.
11. We have informed you of all outstanding and possible claims, whether or not they have been discussed with legal counsel.
12. There are no derivative or off-balance sheet financial instruments held at year end.
13. We have made the appropriate determination, accounting and disclosure in the financial statements of the costs, assets and obligations associated with employee future benefits.
14. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.
15. The organization has satisfactory title to all assets, and there are no liens or encumbrances on the organization's assets.

#### **Information provided**

16. We have provided you with:
  - Access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
  - Additional information that you have requested from us for the purpose of the audit; and
  - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
17. All transactions have been recorded in the accounting records and are reflected in the financial statements.
18. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
19. We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
  - Management;
  - Employees who have significant roles in internal control; or
  - Others where the fraud could have a material effect on the financial statements.
20. We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators or others.
21. We have disclosed to you, and the organization has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debts.
22. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.



23. We have disclosed to you the identity of the entity's related parties and all the related-party relationships and transactions of which we are aware.
24. The minute books of the organization are a complete record of all meetings and resolutions of the organization throughout the year and to the present date.

Yours very truly,

---

Jennifer Jones

---

Darren Hancock

10  
11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

**PETERBOROUGH PUBLIC LIBRARY BOARD**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2019**

*Draft August 19, 2020*

**PETERBOROUGH PUBLIC LIBRARY BOARD**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2019**

**TABLE OF CONTENTS**

	Page Number
<b>INDEPENDENT AUDITOR'S REPORT</b>	
<b>FINANCIAL STATEMENTS</b>	
Statement of Financial Position	1
Statement of Operations and Accumulated Surplus	2
Statement of Change in Net Financial Assets	3
Statement of Cash Flows	4
Notes to the Financial Statements	5 - 11
Schedule of Tangible Capital Assets	12
<b>TRUST FUNDS</b>	
Independent Auditor's Report	13
Statement of Financial Position	15
Statement of Continuity	15
Notes to the Financial Statements	16

## **INDEPENDENT AUDITOR'S REPORT**

### **To the Board of Directors of the Peterborough Public Library Board**

#### *Qualified Opinion*

We have audited the financial statements of the Peterborough Public Library Board (the Board), which comprise the statement of financial position as at December 31, 2019, the statements of operations and accumulated surplus, change in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Board as at December 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

#### *Basis for Qualified Opinion*

In common with many library boards, the Board derives revenue from user charges and donations, the completeness of which is not susceptible of satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the Board and we were not able to determine whether any adjustments might be necessary to revenue, annual surplus (deficit), assets and accumulated surplus.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Board in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

#### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Board's financial reporting process.

*Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants  
Licensed Public Accountants

Peterborough, Ontario  
September 1, 2020

# **PETERBOROUGH PUBLIC LIBRARY BOARD**

## **STATEMENT OF FINANCIAL POSITION** **At December 31, 2019**

	2019	2018
	\$	\$
<b>FINANCIAL ASSETS</b>		
Cash	1,873,172	2,117,207
Accounts receivable	9,999	42,184
<b>TOTAL FINANCIAL ASSETS</b>	<b>1,883,171</b>	<b>2,159,391</b>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	163,462	524,869
Employee future benefits (note 2)	175,200	186,300
Payable to City of Peterborough (note 9)	458,763	55,115
<b>TOTAL LIABILITIES</b>	<b>797,425</b>	<b>766,284</b>
<b>NET FINANCIAL ASSETS</b>	<b>1,085,746</b>	<b>1,393,107</b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (note 3)	2,589,644	2,699,388
Prepaid expenses	57,177	61,087
<b>TOTAL NON-FINANCIAL ASSETS</b>	<b>2,646,821</b>	<b>2,760,475</b>
<b>ACCUMULATED SURPLUS (note 6)</b>	<b>3,732,567</b>	<b>4,153,582</b>

*The accompanying notes are an integral part of these financial statements*

# **PETERBOROUGH PUBLIC LIBRARY BOARD**

## **STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS**

**For the Year Ended December 31, 2019**

	Budget 2019 \$ (Unaudited)	Actual 2019 \$	Actual 2018 \$
<b>REVENUES</b>			
Grants			
City of Peterborough (note 9)	2,998,798	2,746,289	3,019,386
Province of Ontario	132,806	132,806	143,708
User charges (note 7)	116,200	128,273	112,083
Interest	1,000	58,431	51,012
Donations	10,000	37,810	88,941
Peterborough Public Library Foundation capital donation	-	-	25,000
Debt and accrued interest forgiven	-	-	10,383,475
<b>TOTAL REVENUES</b>	<b>3,258,804</b>	<b>3,103,609</b>	<b>13,823,605</b>
<b>EXPENSES</b>			
Salaries and wages	2,379,975	2,333,807	2,176,375
Processing materials and supplies	70,572	112,430	45,629
Support services	164,194	95,226	87,276
Property	169,164	239,700	857,783
Amortization	488,608	743,461	642,234
Loss on disposal of tangible capital assets	-	-	9,959,323
<b>TOTAL EXPENSES</b>	<b>3,272,513</b>	<b>3,524,624</b>	<b>13,768,620</b>
<b>ANNUAL SURPLUS/(DEFICIT)</b>	<b>(13,709)</b>	<b>(421,015)</b>	<b>54,985</b>
<b>ACCUMULATED SURPLUS - beginning of year</b>		<b>4,153,582</b>	<b>4,098,597</b>
<b>ACCUMULATED SURPLUS - end of year</b>		<b>3,732,567</b>	<b>4,153,582</b>

*The accompanying notes are an integral part of these financial statements*



# **PETERBOROUGH PUBLIC LIBRARY BOARD**

## **STATEMENT OF CHANGE IN NET FINANCIAL ASSETS For the Year Ended December 31, 2019**

	Budget 2019 \$ (Unaudited)	Actual 2019 \$	Actual 2018 \$
<b>ANNUAL SURPLUS/(DEFICIT)</b>	(13,709)	(421,015)	54,985
Amortization of tangible capital assets	488,608	743,461	642,234
Purchase of tangible capital assets	(487,500)	(633,717)	(1,129,350)
Loss on disposal of tangible capital assets	-	-	9,959,323
Change in prepaid expenses	-	3,910	72,147
<b>CHANGE IN NET FINANCIAL ASSETS/(NET DEBT)</b>	(12,601)	(307,361)	9,599,339
<b>NET FINANCIAL ASSETS/(NET DEBT)</b>			
- beginning of year	1,393,107	1,393,107	(8,206,232)
<b>NET FINANCIAL ASSETS - end of year</b>	<b>1,380,506</b>	<b>1,085,746</b>	<b>1,393,107</b>

*The accompanying notes are an integral part of these financial statements*

**PETERBOROUGH PUBLIC LIBRARY BOARD****STATEMENT OF CASH FLOWS**  
**For the Year Ended December 31, 2019**

	2019 \$	2018 \$
<b>CASH PROVIDED BY (USED IN)</b>		
<b>OPERATING ACTIVITIES</b>		
Annual surplus/(deficit)	(421,015)	54,985
Items not involving cash		
Amortization of tangible capital assets	743,461	642,234
Loss on disposal of tangible capital assets	-	9,959,323
Debt forgiven	-	(10,335,225)
Change in employee future benefits	(11,100)	5,867
Change in non-cash assets and liabilities		
Accounts receivable	32,185	555,486
Prepaid expenses	3,910	72,147
Accounts payable and accrued liabilities	(361,407)	(1,686,255)
Deferred revenue	-	(10,902)
Payable to City of Peterborough	403,648	55,115
Net change in cash from operating activities	389,682	(687,225)
<b>CAPITAL ACTIVITIES</b>		
Purchase of tangible capital assets	(633,717)	(1,129,350)
<b>FINANCING ACTIVITIES</b>		
Proceeds of debenture issue	-	2,044,000
<b>NET CHANGE IN CASH</b>	<b>(244,035)</b>	<b>227,425</b>
<b>CASH - beginning of year</b>	<b>2,117,207</b>	<b>1,889,782</b>
<b>CASH - end of year</b>	<b>1,873,172</b>	<b>2,117,207</b>

*The accompanying notes are an integral part of these financial statements*

## PETERBOROUGH PUBLIC LIBRARY BOARD

### NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2019

#### NATURE OF ORGANIZATION

The Peterborough Public Library Board is a local board of the Corporation of the City of Peterborough. The Board provides library service to the residents of the City of Peterborough and surrounding areas.

#### 1. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants. Significant aspects of the accounting policies are as follows:

##### (a) Reporting Entity

These financial statements reflect the assets, liabilities, revenues and expenses and accumulated surplus of the reporting entity.

##### (b) Recognition of Revenues and Expenses

Revenues and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues in the period in which the transactions or events occurred that give rise to the revenue; expenses are recognized in the period the goods or services are acquired and a legal liability is incurred or transfers are due.

##### Government Funding

Government funding is recognized in the financial statements as revenues in the period in which events giving rise to the transfers occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

##### Other revenue

User charges are recognized as revenue in the year the goods and services are provided.

Interest income is recorded when earned.

Donations are recognized as revenue as received.

All other revenue is recorded when earned.

##### (c) Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, if any, of tangible capital assets is amortized on a straight-line basis, over the expected useful life of the asset, as follows:

Books and other materials	7 years
Furniture, fixtures and equipment	4 to 15 years

Tangible capital assets categorized as assets under construction are not amortized until they are put into service.

## PETERBOROUGH PUBLIC LIBRARY BOARD

### NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2019

---

#### 1. SIGNIFICANT ACCOUNTING POLICIES, continued

##### (d) Use of Estimates

Certain items recognized in the financial statements are subject to measurement uncertainty. The recognized amounts of such items are based on the organization's best information and judgment. By their nature, these estimates are subject to measurement uncertainty and the effect on the financial statements of changes in such estimates in future periods could be significant. The Board's significant estimates include:

- The amounts recorded for amortization and opening costs of tangible capital assets are based on estimates of useful life, residual values and valuation rates; and
- The values of employee future benefits depend on certain actuarial and economic assumptions.

##### (e) Non-financial Assets

Tangible capital and other non-financial assets are accounted for as assets by the Board because they can be used to provide services in future periods. These assets do not normally provide resources to discharge the liabilities of the Board unless they are sold.

##### (f) Reserves

Certain amounts, as approved by the Board, are set aside in reserves for future operating and capital purposes. Transfers to and/or from reserves are an adjustment to the respective fund when approved.

##### (g) Trust Funds

Trust funds and their related operations administered by the Board are not included in these financial statements but are reported on separately on the Trust Funds Statement of Continuity and Statement of Financial Position.

##### (h) Inter-Entity Transactions

The Library is a Board of the City of Peterborough and is consolidated with the City's financial statements.

Allocated costs and recovery of costs are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

Unallocated costs are measured at the carrying amount, which is the amount recorded in the records of the Board.

## PETERBOROUGH PUBLIC LIBRARY BOARD

### NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2019

#### 2. EMPLOYEE FUTURE BENEFITS

The Board provides certain employee benefits which will require payment in future periods. An actuarial valuation of these liabilities has been performed and the amounts are recorded in the Statement of Financial Position.

The following table sets out the results for the plans as at December 31, 2019:

	2019 \$	2018 \$
Accrued benefit obligation, beginning of year	155,300	162,597
Actuarial (gain)/loss	(11,700)	(200)
Current cost	3,500	3,403
Interest cost	5,500	5,700
Benefit payments	(14,600)	(16,200)
Accrued benefit obligation, end of year	138,000	155,300
Unamortized actuarial gain	37,200	31,000
Accrued benefit liability, end of year	175,200	186,300

The actuarial valuations of the plans were based upon a number of assumptions about future events, which reflect management's best estimate. The following represents the more significant actuarial assumptions made:

	Employee Future Benefits %
Extended Health Care (EHC) trend rate	
-Initial	5.82%
	(2018 - 5.94%)
-Ultimate	4%
	(2018 - 4%)
-Year ultimate reached	2038
Expected level of salary increases	3%
	(2018 - 3%)
Interest discount rate	3.60%
	(2018 - 3.60%)

#### Retirement Benefits

Full-time employees of the Board are provided with Health Care and Dental Benefits. Certain benefits are also provided in early retirement if the retiree is eligible to receive an OMERS pension. The benefits cease on the retiree's 65th birthday.

## PETERBOROUGH PUBLIC LIBRARY BOARD

### NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2019

#### 2. EMPLOYEE FUTURE BENEFITS, continued

##### Life Insurance

Full-time employees of the Board are provided with Life Insurance of two times their salary while they are active employees. The coverage terminates at retirement. However, the member is provided with the option to continue the Life Insurance at a reduced amount until death and the member pays the required premium.

#### 3. TANGIBLE CAPITAL ASSETS

The net book value of the Board's tangible capital assets are:

	2019	2018
	\$	\$
General		
Books and other materials	1,786,689	1,710,046
Furniture, fixtures and equipment	802,955	989,342
	2,589,644	2,699,388

For additional information, see the Schedule of Tangible Capital Assets.

During the year there were no write-downs of assets (2018 - \$Nil) and no interest capitalized (2018 - \$Nil).

#### 4. PENSION AGREEMENTS

Certain employees of the Board are eligible members of the Ontario Municipal Employees Retirement System (OMERS), a multi-employer pension plan.

The Actuarial Opinion contained in the 2019 Annual Report disclosed total actuarial liabilities of \$107,687 million in respect of benefits accrued for service with actuarial assets of \$104,290 million indicating an actuarial deficit of \$3,397 million. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Board does not recognize any share of the OMERS pension surplus or deficit.

The Board's required contributions to OMERS in 2019 were \$97,140 (2018 - \$95,549).

#### 5. TRUST FUNDS

Trust funds administered by the Board amounting to \$20,346 (2018 - \$20,349) have not been included in the Statement of Financial Position nor have their operations been included in the Statement of Operations and Accumulated Surplus. As such balances are held in trust by the Board for the benefit of others, they are not presented as part of the organization's financial position or operations.

# **PETERBOROUGH PUBLIC LIBRARY BOARD**

## **NOTES TO THE FINANCIAL STATEMENTS** **For the Year Ended December 31, 2019**

### **6. ACCUMULATED SURPLUS**

Accumulated surplus consists of the following:

	2019	2018
	\$	\$
<b>Surplus/(Deficit)</b>		
Unfunded employee future benefits	(175,200)	(186,300)
<b>Invested In Capital Assets</b>		
Tangible capital assets - net book value	2,589,644	2,699,388
Unexpended/(unfunded) capital	-	252,509
	2,589,644	2,951,897
<b>Surplus</b>	2,414,444	2,765,597
<b>Reserves</b>		
Library system	425,385	499,754
Friends of library	7,110	7,822
Innovation	32,163	31,464
Building maintenance	124,350	121,653
Materials acquisition	69,468	138,911
Peterborough collection	42,357	42,357
Healthy families	4,794	4,794
ESL program	2,885	2,885
Contingency	437,184	374,036
Library friends	56,525	47,971
Other donations	115,902	116,338
<b>Total Reserves</b>	1,318,123	1,387,985
	3,732,567	4,153,582

## PETERBOROUGH PUBLIC LIBRARY BOARD

### NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended December 31, 2019

#### 7. USER CHARGES

User charges are comprised of:

	Budget 2019 \$ (Unaudited)	Actual 2019 \$	Actual 2018 \$
Fines	64,200	59,093	62,796
Other	3,650	12,959	7,817
Memberships	10,000	20,202	17,855
Photocopier charges	3,000	8,486	5,340
Equipment and facility rentals	34,800	27,152	16,210
Microfilm fees	650	325	505
Internet charges	200	56	-
Program revenue	200	-	1,560
	116,700	128,273	112,083

#### 8. BUDGET FIGURES

The budget, approved by the Board, for 2019 is reflected on the Statement of Operations and Accumulated Surplus and the Statement of Change in Net Financial Assets. The budget established for capital investment in tangible capital assets are on a project-oriented basis, the costs of which may be carried out over one or more years and, therefore, may not be comparable with current year's actual amounts. Budget figures have been reclassified for the purposes of these financial statements to comply with PSA reporting requirements. Budget figures are not subject to audit.

#### 9. INTER-ENTITY TRANSACTIONS

During the year, the Board entered into transactions with the City of Peterborough.

As part of the budgeting process, the City approves a contribution to the Board which is identified on the Statement of Operations and Accumulated Surplus.

In addition, the following services are provided to the Board by the City at no cost:

- Accounting and administrative services
- Rental of buildings

All balances with the City of Peterborough have been identified on the Statement of Financial Position. Due from (to) balances are unsecured, without interest and have no terms of repayment.



**PETERBOROUGH PUBLIC LIBRARY BOARD****NOTES TO THE FINANCIAL STATEMENTS**  
**For the Year Ended December 31, 2019**

---

**10. SUBSEQUENT EVENTS**

On March 11, 2020, the World Health Organization categorized COVID-19 as a pandemic. The potential economic effects within the Board's environment and in the global markets, possible disruption in supply chains, and measures being introduced at various levels of government to curtail the spread of the virus (such as travel restrictions, closures of non-essential municipal and private operations, imposition of quarantines and social distancing) could have a material impact on the Board's operations. The extent of the impact of this outbreak and related containment measures on the Board's operations cannot be reliably estimated at this time.

Draft August 19, 2020

**PETERBOROUGH PUBLIC LIBRARY BOARD**

**SCHEDULE OF TANGIBLE CAPITAL ASSETS**  
**For the Year Ended December 31, 2019**

	General		Totals
	Books and other materials	Furniture, fixtures and equipment	
	\$	\$	\$
<b>COST</b>			
Balance, beginning of year	3,684,750	1,406,997	5,091,747
Add: additions during the year	575,077	58,640	633,717
Less: disposals during the year	395,233	-	395,233
Balance, end of year	3,864,594	1,465,637	5,330,231
<b>ACCUMULATED AMORTIZATION</b>			
Balance, beginning of year	1,974,704	417,655	2,392,359
Add: additions during the year	498,434	245,027	743,461
Less: disposals during the year	395,233	-	395,233
Balance, end of year	2,077,905	662,682	2,740,587
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<b>1,786,689</b>	<b>802,955</b>	<b>2,589,644</b>

## **INDEPENDENT AUDITOR'S REPORT**

### **To the Board of Directors of the Peterborough Public Library Board**

#### *Opinion*

We have audited the financial statements of the Trust Funds of the Peterborough Public Library Board (the Trust Funds), which comprise the statement of financial position as at December 31, 2019, the statement of continuity for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Trust Funds as at December 31, 2019, and the continuity of the Trust Funds for the year then ended in accordance with Canadian Public Sector Accounting Standards.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Trust Funds in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Trust Funds' ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Trust Funds or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Trust Funds' financial reporting process.

*Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Trust Funds' internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Trust Funds' ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Trust Funds to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants  
Licensed Public Accountants

Peterborough, Ontario  
September 1, 2020

# **PETERBOROUGH PUBLIC LIBRARY BOARD**

## **TRUST FUNDS STATEMENT OF FINANCIAL POSITION At December 31, 2019**

	Nichols Endowment \$	Morrow Trust \$	2019 Total \$	2018 Total \$
<b>FINANCIAL ASSETS</b>				
Cash	15,601	5,200	20,801	20,729
<b>LIABILITIES AND FUND BALANCES</b>				
<b>LIABILITIES</b>				
Due to Peterborough Public Library	341	114	455	380
<b>FUND BALANCES</b>	15,260	5,086	20,346	20,349
	15,601	5,200	20,801	20,729

## **TRUST FUNDS STATEMENT OF CONTINUITY For the Year Ended December 31, 2019**

	Nichols Endowment \$	Morrow Trust \$	2019 Total \$	2018 Total \$
<b>BALANCES - beginning of year</b>	15,262	5,087	20,349	20,353
<b>RECEIPTS</b>				
Interest earned	339	113	452	376
<b>EXPENSES</b>				
Transfer to current operations	341	114	455	380
<b>BALANCES - end of year</b>	15,260	5,086	20,346	20,349

*The accompanying notes are an integral part of these financial statements*

**PETERBOROUGH PUBLIC LIBRARY BOARD****TRUST FUNDS****NOTES TO THE FINANCIAL STATEMENTS****For the Year Ended December 31, 2019**

---

**1. SIGNIFICANT ACCOUNTING POLICIES**

These financial statements have been prepared in accordance with the standards in the Chartered Professional Accountants Canada Public Sector Accounting (PSA) Handbook. Significant aspects of the accounting policies are as follows:

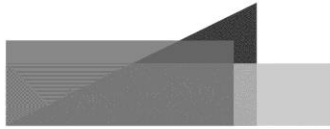
(a) Basis of Accounting

- Revenue and expenses are reported on the accrual basis of accounting which recognizes revenues as they become available and measurable; expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(b) Use of Estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions. These estimates and assumptions affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the period and are based on management's best information and judgment. Actual results could differ from these estimates.

---



# Peterborough Public Library

---

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

**From:** Jennifer Jones, Library CEO

**Meeting Date:** September 1, 2020

**Subject:** Report PPL20-015  
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 PPL20-015, dated September 1, 2020, of the Library CEO, as follows:

- a) That the verbal report to inform the Library Board on the status of the Friends of the Peterborough Public Library be received for information;
- b) That the verbal report to inform the Library Board on the status of the Foundation be received for information;
- c) That the Peterborough Public Library Board be named as the new account holder for all funds transferred from the Peterborough Public Library Foundation; and
- d) That the signing authorities for the new bank account be the same as for the primary bank account, which consists of the Board Chair, Vice-chair, Treasurer, and Library CEO.

## Budget and Financial Implications

There is a financial implication associated with the recommendations of this report. The Board will need to decide on the use and care of the funds transferred from the Foundation to the Library once it has dissolved.

## Background

### Friends

Due to the COVID-19 library closure, the Friends of the Library have not yet resumed their volunteer work at the library. The Book Sale they had planned for April 2020 was postponed and will be rescheduled once it is safe to do so.

All donations are currently suspended, and we are asking members of the public to hang on to the items they wish to donate until the Friends are back and ready to accept them.

### Foundation

The Foundation Board of Directors continues to work through the process of officially disbanding. The Library CEO has received an official copy of the Dissolution Resolution.

The Foundation treasurer has reached out to their financial institution and is working through the process of transferring the accounts into the Library Board's name. It has been requested that the Library Board pass two motions, noted above as c) and d).

At the March 3, 2020 meeting, the Board approved the option of managing the funds received from the Foundation in house. Passing motions c) and d) will allow for this.

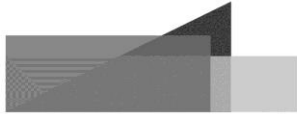
Further discussion is needed to provide direction and guidance on the use of the transferred funds and any restrictions that remain in place from the initial donation which should be respected.

Submitted by,

Jennifer Jones  
Library CEO

Contact Name:  
Jennifer Jones  
Library CEO  
Phone: 705- 745-5382 Ext.2370  
Fax : 705-745-8958  
E-Mail: [jjones@peterborough.ca](mailto:jjones@peterborough.ca)





## **Peterborough Public Library**

---

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

**From:** Jennifer Jones, Library CEO

**Meeting Date:** September 1, 2020

**Subject:** Report PPL20-014  
SOLS Library Trustee Council Spring Meeting

---

### **Purpose**

A report to inform the Library Board of the information shared at the spring Trustee Council meeting.

### **Recommendation**

That the Library Board approve the recommendation outlined in Report PPL20-014 dated September 1, 2020 of the Library CEO, as follows:

That the summary report submitted by Jayne White, SOLS Trustee Councillor for the Peterborough Public Library, 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 SOLS Trustee's Council held their Spring meeting on April 18, 2020 virtually rather than in person. Jayne White attended as the nominated representative from the Peterborough Public Library Board.

The meeting was recorded and can be accessed through [SOLS LearnHQ](#) along with the presentation slides.

The Agenda covered:

### Library and Board Operations in the Context of the COVID-19 Pandemic

- The Legislative Framework
- The Municipal-Board Relationship
- Public Library Services and Staffing
- Virtual Board Meetings

The meeting documents and resources have been posted in the Boards & Trustees section of the SOLS website:

- [Presentation slides](#)
- [OLBA Update](#)
- [FOPL Update](#)
- [Q & A: Answers](#) to the questions that were posed during the webinar.

On the SOLS website the Governance Hub posted new documents as follows:

New documents have been added to the [Governance HUB](#) to support your work as a board member during this time:

- [9 Tips for Board Decision Making During COVID-19](#)
- [Public Library Board Meetings and Remote Participation](#)

There are also two new professional Resources to assist Library staff during the closure

- [COVID-19: Resources for Public Libraries](#)
- [Programming, Staffing and Well-Being During the COVID-19 Pandemic](#)

In addition to the above, reports were received from the Ontario Library Board Association (OLBA) and The Federation of Ontario Public Libraries (FOBL), which can be accessed through SOLS LearnHQ

Submitted by,  
Jayne White  
Library Board Member  
Foundation representative  
SOLS Trustee Council member

The next SOLS Trustee Council meeting will be held in November, likely also via Zoom meeting.

Contact Name:

Jennifer Jones

Library CEO

Phone: 705- 745-5382 Ext.2370

Fax : 705-745-8958

E-Mail: [jjones@peterborough.ca](mailto:jjones@peterborough.ca)



# Peterborough Public Library

---

**To:** Library Board of Trustees

**From:** Jennifer Jones, Library CEO

**Meeting Date:** September 1, 2020

**Subject:** Report PPL20-013  
Library CEO Report September 2020

---

## 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 PPL20-013 dated September 1, 2020, of the Library CEO as follows:

That the report to inform the Library Board on general matters concerning Library operations and service 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

As a result of the Covid-19 pandemic, the Peterborough Public Library (PPL) closed its doors to the public at 5 p.m. on March 13, 2020. All part-time staff were temporarily laid off effective the next day. Full-time staff were able to continue working in the facility until April 3, 2020 when they were either temporarily laid off or transferred to a work from home (WFH) status. Very few positions at PPL can be accommodated in a WFH set up and only eight full-time staff were able to continue working during the closure. Much of

the work is dependant on access to the facility, the library materials within it, and providing customer service to the community.

WFH staff were able to enhance and augment our digital collection (eBooks, eAudiobooks, digital magazines and online databases) and provide usage support over the phone and through email during the closure. Staff experimented with new online ways to offer programs digitally.

When Peterborough was moved into Stage 2, the covid restrictions still in place for Libraries to open involved no touching of library materials by the public which was a major complication. Given the open concept nature of the facility, and the difficulty in enforcing this limitation, PPL remained closed to the public but started offering an alternative service model – Curbside Pickup.

On May 27, temporarily laid off full-time staff were recalled to work in the facility, along with a few part-time staff in order to offer the new Curbside Pickup service starting June 3, 2020. The three day per week low contact service has been steadily busy and community members have expressed both their appreciation and happiness at having access to physical library materials again. (See Appendix A for some statistical highlights of the curbside service.)

The Stage 3 Provincial announcement removed certain restrictions and added a limit of 50 people plus staff in the facility.

Unfortunately, there was a challenge with the timing of the Stage 3 announcement as it coincided with a previously planned public computer upgrade. We wanted to take advantage of the facility being closed to complete the upgrade to cause the least amount of disruption possible. As a high demand service and a primary reason for many coming to the library, this computer upgrade should be completed before the facility is reopened. (Additional complications with the computer upgrade were encountered that could not be resolved before the opening date and will likely take a few more weeks to be fixed.)

In person visits were delayed in order to accommodate the timeline for the computer upgrade. Curbside Pickup service was expanded to five days a week starting July 28th as a result of this extra delay and high demand for the service. Curbside pickup services ended on August 22, 2020 as the Library reopened its doors to the public on Tuesday August 25, 2020.

The DelaFosse branch library will remain closed at this time as we are unable to properly staff both facilities and ensure health and safety protocols and COVID precautionary measures are in place at both locations.

The hours of operation at the Main branch will be temporarily reduced from seven to five days a week with altered operating hours:

Sunday – Closed  
Monday – Closed  
Tuesday – 10-8 p.m.  
Wednesday – 10-5 p.m.  
Thursday – 10-8 p.m.  
Friday – 10-5 p.m.  
Saturday – 10-5 p.m.

### **Safety Measures**

- Social distancing measures have been already implemented with the staff in the building for curbside pickup.
- Frequent handwashing is encouraged.
- As of August 1, 2020, face coverings/masks are to be worn by all staff in public spaces, while working at a service desk, and when social distancing in staff areas is not possible.
- Public seating and tables have been moved further apart, with additional chairs temporarily removed as a social distancing reminder aid.
- Plexiglass shields have been purchased for the customer service points and will be mounted to the service desks.
- Face shields have been purchased for front line staff (to be worn in addition to their masks) when 2-meter distancing is not possible to maintain.
- Additional hand sanitizer stations have been installed throughout the building.
- “Please wait here” and “Stop the spread” floor stickers have arrived and are being installed.
- Social distancing signage will be posted at the entrance and throughout the facility.
- Library users will be asked to self-screen/self-assess before entry and to sanitize their hands as they enter the facility.

### **Cleaning**

- Increased cleaning protocols have been implemented and will be reviewed and revised as needed.
- The washrooms are cleaned twice daily with a third cleaning after hours.
- Additional cleaning is to be done after hours of the washrooms and high traffic/high touch areas. This includes door handles, stair railings, elevator buttons, service counter tops, shared workstations, individual workstations, and more.
- Staff are responsible for cleaning their own workstations as per City guidelines.
- Public spaces are cleaned by onsite custodial staff scheduled during operating hours.

- Library equipment, such as the self-checkout machines and photocopier, will also be cleaned twice daily.

### **Facility Capacity Limitations**

- Security services have been recalled in order to manage capacity limits.
- There will be a one in/one out model in place once the 50-person limit is reached.
- The facility will only be accessible via the main entrance on Aylmer Street N.
- Community members will be encouraged to keep their visit to the necessities.
- Loitering will be discouraged to ensure that everyone has an opportunity to use the facility.

### **Room Rentals**

Room rentals will remain suspended until facility capacity limits have been lifted and we can ensure proper cleaning can be maintained between rentals/usage.

### **Library Collection and Services**

- Patrons may browse all areas of the collection freely. Aisles cannot be made one way due to the shelving layout of the collection (items go down one side and up the other alphabetically). Aisles can be exited or entered at either end.
- Checkout can be done with a staff person at the service desk or using the self-checkout machines. These have been programmed to be low contact with minimal screen touching required.
- Fines, Fees and printing charges may still be paid in cash, though debit and credit are preferred. Staff will be expected to wash hands and sanitize after a cash transaction.
- A quarantine period of 3 days/72 hours for all borrowed and returned library material was implemented as part of the Curbside Pickup service and will remain in place.
- Material used in library that patrons do not wish to borrow should be placed on marked trolleys for a 3-day quarantine.
- The toys from the children's area, Maker Boxes, Board Games, and colouring supplies have all been temporarily removed from public use.
- The Digital collection (eBooks, eAudiobooks, and databases, etc.) will continue to be available.
  - The use of the cloudLibrary service continues to be strong despite the availability of Curbside Pickup. The demand for titles peaked in May at 9,750 downloads – dropping 7.8% in June but then increased by 8.04% in July. There have been slight increases over the summer in the number of audiobook and magazine downloads through the RBdigital platform.
  - The use of the Hoopla platform averages 1,788 downloads per month (since March). The number of downloads peaked in April at 1,994 but as more new users joined, the number of downloads dropped in July due to

budget caps. This is a challenging service to maintain as any increase in users means that budget allocations need to increase.

- The usage of Acorn TV is averaging 1,763 episodes viewed per month – there was a drop in use in June and July which is likely related to a decrease in the amount of social media publicity for it.
- Since we acquired Creative Bug in June, there have been 62 patrons signed up and using the service. Use of the program is expected to grow. Creative Bug offers online video arts and crafts workshops and techniques – e.g. paint, knit, crochet, sew, screen print, and more!
- Ancestry Library Edition is still accessible from home and will be until at least the end of September.

### **Collection Maintenance**

The change in borrowing habits during the library closure and the use of Curbside Pickup necessitated a physical shift in the collection. Staff have been flexing their muscles (literally!) to move the books on the shelves; reappportioning, repositioning, and shifting as needed to make sure everything fits. Some weeding has also taken place to remove damaged material and outdated items with incorrect information. It has been a larger undertaking than we expected at the start, but a satisfying one to finish. The collection is looking refreshed and there is now room for all the new items that are slowly starting to arrive from the publishers.

### **Public Computers**

- The total number of available public computers has been reduced from 20 to 7 to ensure that social distancing is maintained by computer users.
- Cleaning wipes have been provided near the computer stations for patron use for additional peripheral cleaning (keyboard and mice) if they so choose.
- The public computers will have a 30-minute time limit.
- Printing services will be available.

### **Visiting Library Services**

Staff are hopeful to reinstate the delivery service to homebound library patrons before the end of September. It is a much-missed service with the deliveries made by volunteers.

The volunteers have been contacted and we are working with those interested and able to return. We will need to engage more volunteers in order to achieve the level of service that existed prior to the suspension of service. Until this occurs, the number of deliveries will need to be reduced (from a 3-week cycle to a 6-week cycle only).

Deliveries were generally low contact prior to Covid and should continue to be so. A courtesy PPE kit will also be provided to the volunteers consisting of a reusable mask



and hand sanitizer. Instructions on proper PPE use will also be provided to each volunteer.

### **Library Software Updates**

The closure also provided us the opportunity to update our online catalogue and CloudLibrary App. Some of the new features include:

- Mobile responsiveness increased for catalogue searches
- The ability to see both online and print options available for a title in one record
- Author names in checkout history
- In My Account we've added some additional fields to see your personal information and the option to sign up for SMS (text) messaging notifications
- Cloud Library App users are now able to see the print items they have checked out as well as their digital CloudLibrary items
- Patrons can renew their physical items right in the CloudLibrary App or use the My Book Bag element as a check list to help them remember which physical items to return.

### **Programming**

The library will continue to offer all programs digitally until the end of the year. Where possible and appropriate, physical enhancements (e.g.: Curbside Crafts) will be available in limited quantities.

Facility capacity limitations and social distancing guidelines will determine the next evolution of in-person programming.

The programming staff have been flexible and creative in their programming efforts. They have introduced several new initiatives including monthly trivia offerings, “I Spy Peterborough”, and “Storefront Stories” while finding alternative ways to deliver those core programs such as Story Time and our Book Clubs. There has been an incredible amount of learning by the programmers to understand the new tools, how to create videos, and the digital platforms available to share those videos. Lots of work has gone into both the video creation and the trial and error of finding out what works for our community.

Staff are in the process of wrapping up summer programing and planning a variety of fall offerings.

### **Café**

The café will remain closed during the initial reopening phase. There are new health and safety protocols that would need to be implemented as a result of COVID and arrangements will need to be made with the vendor.

---

## **Marketing and Communication Statistics**

In July, 22.49% of our website traffic came from 25-34 years old. After that, the highest demographic of website viewers is 65+.

We continue to see a higher number of people accessing our site from a computer as opposed to a cell phone or tablet.

Our top 10 pages from July 1 - August 19

1. Website home page
2. Catalogue home page
3. Catalogue My Account
4. Curbside Pickup
5. Membership
6. Books and Audiobooks
7. Hours and Location
8. My lists
9. Movies TV Music
10. Contact us

### **Facebook**

Demographics: Women between the ages of 35–44 have a higher potential to see your content and visit our Page. We do have a high number of visitors age 25-34 as well.

Facebook remains to be a place to create a community so posts where we ask questions and have fun are still among our highest engagement

### **Twitter**

Demographics: 43% male, 57% female age 25-34 (35 – 44 are the next highest category)

### **Instagram**

Demographics: 77% female age 25-34 (35-44 are the next biggest age group of followers)

## **Library Service Review**

The Service Review data has been collected, but the analysis will need to be re-examined with a COVID lens. This will be brought back to the Library Board at a future meeting for discussion.

---

**Kiosk**

The NovelBranch kiosk machine has been installed at the Peterborough Sport & Wellness Centre (PSWC) location. The original launch date was to be during March Break 2020 but was postponed. The new requirement for a three-day library item quarantine for items has created a bit of a challenge in the regular use of the kiosk, but staff have been working on possible alternatives.

**Positives**

A nice little thank-you from one of the members of the Adult Book Club:

“Thanks for the good news [Newsletter announcing library reopening]. Thanks also for getting us books during the shut down. Enjoyed the Zoom Book Club - both in the p.m. & evening. You've all been working hard & we appreciate your efforts. “

From the Public Services Supervisor:

“It was a challenge, trying to manage all of the prep related to offering curbside pickup as well as the check-in, shelving of books and the actual physical demands of offering curbside during pickup hours – with only 6 staff. I have been so incredibly proud of our ability to adapt to new situations, work together and overcome obstacles. The staff who have made this service possible are truly remarkable.”

“98% of the feedback I have received from the public has been incredibly positive. Most people are very grateful to have access to library materials once more and remark at the efficiency of our curbside pickup. Most patrons express gratitude to us for offering this service and leave curbside pickup satisfied with their experience.”

“Quite a few patrons have expressed disappointment that curbside pickup will not be continued once we reopen. We had so much positive feedback over the course of the summer, from happy, grateful library users. A lot of people have expressed excitement about the library reopening at long last.”

Submitted by,

Jennifer Jones  
Library CEO

Contact Name:

Jennifer Jones

Library CEO

Phone: 705- 745-5382 Ext.2370

Fax : 705-745-8958

E-Mail: [jjones@peterborough.ca](mailto:jjones@peterborough.ca)

**Attachments :**

**Appendix A – Curbside Pickup Highlights**

---

**Appendix A – Curbside Pickup Highlights**

(For the period from June 3 to August 15, 2020)

- Curbside pickup service began June 3, 2020 operating 12 hours a week.
- Ability to place Holds on library materials for pickup opened on May 28, 2020. 877 holds placed that one day.
- We continued to average over 350 holds placed per day.
- From June 3 to August 15 we served 4711 community members during our curbside pickup time slots. With many of those repeat customers!
- We have checked out over 13,195 items through Curbside Pickup.
- Average curbside pickup is less than 90 seconds per interaction.
- Our single busiest day saw 205 people pass through Curbside Pickup on June 22, 2020 to checkout 603 items.
- New membership requests totaled 422 for the period of March to June. We had 13,375 active members at the end of 2019 – and are already at 13,685 for 2020.