

# Peterborough Public Library Board Meeting Agenda

October 6, 2020

5:30 p.m.

Sutherland Room

	<b>Pages</b>
<b>1. Call to Order</b>	
<b>2. Election of Vice Chair</b>	
<b>3. Confirmation of Minutes</b>	
3.1 September 1, 2020	1 - 3
<b>4. Disclosure of Pecuniary Interest</b>	
<b>5. Consent Agenda</b>	
6.1, 6.2, 6.3	
<b>6. Reports and Communications</b>	
6.1 2020 Budget Status Update Report PPL20-016	4 - 9
6.2 Library Holiday Operating Hours Report PPL20-019	10 - 12
6.3 Library CEO Report October 2020 Report PPL20-018	13 - 16
6.4 Updates from the Foundation and Friends of the Library Report PPL20-017	17 - 18
<b>7. Other Business</b>	
7.1 Committee for Performance Review	
<b>8. Next Meeting - November 10, 2020</b>	
<b>9. Adjournment</b>	

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

**September 1, 2020**

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

### **Call to Order**

The Vice Chair called the meeting to order at 5:35 p.m. in the Sutherland Room, City Hall.

### **Confirmation of Minutes**

Moved by Councillor Clarke

**That the minutes from the Peterborough Public Library Board Meeting on March 10, 2020 be approved.**

Carried

### **Disclosure of Pecuniary Interest**

There were no disclosures of Pecuniary Interest.

### **Consent Agenda**

There were no Consent Agenda Items.

## **Reports and Communications**

Auditor's Report

Report PPL20-012

Joanna Park, Baker Tilly, provided an overview of the Library's audited 2019 financial statements.

Moved by Jayne White

**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.**

Carried

Updates from the Foundation and Friends of the Library

Report PPL20-015

Moved by Councillor Clarke

**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.**

Carried

SOLS Library Trustee Council Spring Meeting

Report PPL20-014

Moved by Councillor Akapo

**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.**

Carried

Library CEO Report September 2020

Report PPL20-013

Moved by Councillor Clarke

**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.**

Carried

### **Other Business**

There were no items of Other Business.

**Next Meeting - October 6, 2020**

### **Adjournment**

Moved by Jayne White

**That this meeting adjourn at 6:45 p.m.**

Carried

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Natalie Garnett  
Deputy Clerk

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Dan Moloney, Vice Chair



# Peterborough Public Library

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**To:** Library Board of Trustees  
**From:** Jennifer Jones, Library CEO  
**Meeting Date:** October 6, 2020  
**Subject:** Report PPL20-016  
2020 Budget Status Update

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## **Purpose**

A report to provide the Peterborough Public Library Board of Trustees a status update for the 2020 Library Operating Budget.

## **Recommendation**

That the Library Board approves the recommendation as outlined in Report PPL20-016 dated October 6, 2020, of the Library CEO as follows:

That the 2020 Budget status update 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 Library operating budget from January 1, 2020 to September 15, 2020 is attached (see Appendix A).

On July 1, 2020 the Library's budget was transferred into the City's new SAP financial management system. As a result, the format of the budget document has changed slightly from previous reports.

There are two notable revenue variances:

- Bank interest is quite a bit higher than predicted, which is of benefit to the library.
- Recoveries consists of grant funding for half of the salary for the Digital Skills for Youth Intern, who's contract ended in February 2020.

There are no revenues for DelaFosse in 2020.

There is a notable loss of revenue in general for 2020. Room rentals were suspended while the library hosted the temporary emergency shelter and the service did not have a chance to gather momentum before the library was temporarily closed. Though we have reopened, the rooms remain unavailable to rent while we are respecting the Covid facility capacity restrictions, cleaning, and quarantine requirements currently in place.

The postponement of the Friends of the Library book sales is a loss of at least \$15,000 in revenue for the library this year, and the dissolution of the Foundation may mean a further loss of donation revenue.

The expenses for 2020 have been greatly affected by the COVID pandemic.

- There was an unexpected increase in bank charges.
- Paper and printer toner usage increased dramatically in January to March 2020 over prior years. The Xerox leasing fees also increased with the addition of the folding unit for printing out our "What's Happening guides" in house.
- Contractual Services includes the salary for the Digital Skills for Youth Intern.
- Covid related personal protective equipment (PPE) purchases such as the plexiglass shields for the service desks and additional cleaning supplies have been allocated to the building maintenance budget line.

The known increased expenditures have been accounted for in the 2021 budget request.

Overall, the library operating costs will be under budget in 2020 given the large portion of un-incurred staff expenses.

Submitted by,

Jennifer Jones

Library CEO

Contact Name:

Jennifer Jones

Phone: 705- 745-5382 Ext.2370

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Attachment:

Appendix A – 2020 Budget status update

## Appendix A – 2020 Budget status update

## Main

REVENUES	Year to Date Actual	2020 Budget	Variance \$	Variance %
City Contribution - Allocated	\$1,629,146.95	\$3,098,706.00	\$1,469,559.05	52.58%
Donations	\$220.00	\$15,000.00	\$14,780.00	1.47%
Fines	\$11,294.81	\$60,000.00	\$48,705.19	18.82%
Interest	\$21,213.53	\$3,000.00	-\$18,213.53	707.12%
Library Foundation	\$0.00	\$3,000.00	\$3,000.00	0.00%
Lost Books	\$1,009.20	\$4,000.00	\$2,990.80	25.23%
Lost Cards	\$195.00	\$700.00	\$505.00	27.86%
Membership revenues	\$6,055.69	\$15,000.00	\$8,944.31	40.37%
Microfilm fees (printing)	\$159.60	\$150.00	-\$9.60	106.40%
Program revenue	\$0.00	\$200.00	\$200.00	0.00%
Public Library Operating Grant (PLOG)	\$132,806.00	\$132,806.00	\$0.00	100.00%
Recoveries	\$9,480.20	\$500.00	-\$8,980.20	1896.04%
Room Rentals	\$2,625.25	\$30,000.00	\$27,374.75	8.75%
Sponsorship	\$300.99	\$500.00	\$199.01	60.20%
Transfer from IT reserve	\$21,498.00	\$43,000.00	\$21,502.00	50.00%
Xerox printing/copying revenue	\$2,114.51	\$4,000.00	\$1,885.49	52.86%
	<b>\$1,838,119.73</b>	<b>\$3,410,562.00</b>	<b>\$1,572,442.27</b>	
<b>EXPENSES</b>				
Adult programming	\$1,551.56	\$5,000.00	\$3,448.44	31.03%
Advertising & Publicity	\$1,083.98	\$5,000.00	\$3,916.02	21.68%
Auditor Fees	\$3,714.24	\$4,000.00	\$285.76	92.86%
Bank Charges	\$1,260.81	\$700.00	-\$560.81	180.12%
Board Expenses	\$346.58	\$500.00	\$153.42	69.32%

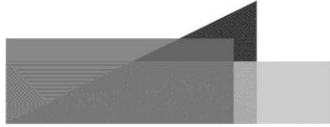


Book binding - Adult	\$0.00	\$100.00	\$100.00	0.00%
Book binding - Children's	\$0.00	\$200.00	\$200.00	0.00%
Business Travel	\$474.31	\$2,000.00	\$1,525.69	23.72%
Children's programming	\$1,717.83	\$6,000.00	\$4,282.17	28.63%
Circulation Supplies	\$265.89	\$3,000.00	\$2,734.11	8.86%
Conferences & Conventions	\$1,325.30	\$3,000.00	\$1,674.70	44.18%
Contractual Services / Security Services	\$66,652.80	\$65,500.00	-\$1,152.80	101.76%
Courier Service	\$1,521.89	\$5,489.00	\$3,967.11	27.73%
Emergency Shelter Costs	\$14.63	\$0.01	-\$14.62	
Garbage Tax	\$0.00	\$2,000.00	\$2,000.00	0.00%
Heat	\$6,419.61	\$17,077.00	\$10,657.39	37.59%
Hospitality	\$0.00	\$500.00	\$500.00	0.00%
Information Tech/Tech Networking	\$17,335.89	\$58,000.00	\$40,664.11	29.89%
Insurance	\$15,714.00	\$16,680.00	\$966.00	94.21%
Library Friends/FOL spending	\$5,795.02	\$18,000.00	\$12,204.98	32.19%
Light & Water / Electricity	\$34,556.62	\$76,125.00	\$41,568.38	45.39%
Meeting Room/AV support	\$1,059.89	\$5,000.00	\$3,940.11	21.20%
Membership/Subscriptions	\$460.21	\$4,000.00	\$3,539.79	11.51%
Microfilm	\$0.00	\$3,000.00	\$3,000.00	0.00%
Office Equipment	\$2,866.22	\$3,500.00	\$633.78	81.89%
Office Supplies	\$1,467.09	\$5,000.00	\$3,532.91	29.34%
Outreach /Special Events	\$0.00	\$2,000.00	\$2,000.00	0.00%
Paper/photocopying/Xerox Lease	\$20,947.92	\$17,000.00	-\$3,947.92	123.22%
Postage	\$426.52	\$2,000.00	\$1,573.48	21.33%
Preventative Maintenance	\$20,442.81	\$20,000.00	-\$442.81	102.21%
R&M - Buildings (City contractors)	\$23,892.25	\$19,474.00	-\$4,418.25	122.69%
Reference Supplies	\$867.44	\$500.00	-\$367.44	173.49%
Staff Training	\$1,702.52	\$10,000.00	\$8,297.48	17.03%
Technical Services Supplies	\$1,737.48	\$10,000.00	\$8,262.52	17.37%
Telephone	\$5,868.51	\$11,367.00	\$5,498.49	51.63%
Transfer to Collections Acquisition	\$180,552.00	\$361,100.00	\$180,548.00	50.00%

Transfer to System upgrade/IT	\$21,498.00	\$43,000.00	\$21,502.00	50.00%
Volunteer Recognition	\$66.98	\$500.00	\$433.02	13.40%
YA Programs	\$0.00	\$1,000.00	\$1,000.00	0.00%
Salaries - Part Time	\$166,372.85	\$624,146.00	\$457,773.15	26.66%
Salaries -Full Time	\$697,128.60	\$1,295,354.00	\$598,225.40	53.82%
Stat holiday pay	\$518.33	\$0.00	-\$518.33	
Employee Benefits	\$239,687.24	\$438,067.00	\$198,379.76	54.71%
	<b>\$1,548,172.73</b>	<b>\$3,164,879.01</b>	<b>\$1,617,565.19</b>	

### DelaFosse

Expenses	Year to Date Actual	2020 Budget	Variance \$	Variance %
Building Maintenance and Repair	\$2,803.66	\$14,437.00	\$11,633.34	19.42%
Courier Service	\$1,182.23	\$5,489.00	\$4,306.77	21.54%
Garbage Tax	\$0.00	\$500.00	\$500.00	0.00%
Heat	\$1,885.00	\$5,030.00	\$3,145.00	37.48%
Light & Water/Electricity	\$1,919.98	\$3,857.00	\$1,937.02	49.78%
Transfer to Collections Acquisition	\$15,498.00	\$31,000.00	\$15,502.00	49.99%
Salaries - Part time	\$11,422.28	\$57,609.00	\$46,186.72	19.83%
Employee Benefits	\$0.00	\$5,761.00	\$5,761.00	0.00%
	<b>\$34,711.15</b>	<b>\$123,683.00</b>	<b>\$88,971.85</b>	



# Peterborough Public Library

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

**From:** Jennifer Jones, Library CEO

**Meeting Date:** October 6, 2020

**Subject:** Report PPL20-019  
Library Holiday Operating Hours

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## Purpose

A report to request a temporary change to the library operating hours during the period between December 24, 2020 and January 2, 2021.

## Recommendations

That the Library Board approve the recommendations outlined in Report PPL20-019, dated October 6, 2020, of the Library CEO, as follows:

- a) That the hours of operation at the Main branch be adjusted to 10:00 a.m. to 5:00 p.m. for the dates of December 29 and December 30, 2020;
- b) That the Main branch close early, at 1:00 p.m. on Thursday December 24, 2020 and Thursday December 31, 2020, in accordance with the CUPE 1833 collective agreement; and
- c) That the DelaFosse branch remain closed between December 24, 2020 and January 2, 2021.

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## Budget and Financial Implications

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

## Background

The Library traditionally adjusts its operating hours during the last week of December between the Christmas and New Year's holidays to accommodate the reduced amount of traffic seen in the library in the evening hours during this time by closing at 5:00 p.m.

The Library will observe the statutory holiday closure as follows:

- Christmas Day on Friday, December 25, 2020
- Boxing Day on Saturday, December 26, 2020
- New Year's Day on Friday, January 1, 2021.

The CUPE 1833 Collective agreement, Article 16.01 (see Appendix A) lists the recognized paid holidays and states that there shall be an additional half day on the last working day prior to Christmas and New Years as a paid holiday. On these dates - December 24, 2020 and December 31, 2020 - the library would be open to the public from 10:00 a.m. - 1:00 p.m.

It is also recommended that the DelaFosse remain closed for the holiday period and staff are reallocated to work at the Main library.

Should the library still be operating under temporary COVID operating hours at this time, the Main branch will remain closed to the public on Sunday, December 27, 2020 and Monday, December 28, 2020.

Submitted by,

Jennifer Jones  
Library CEO

Contact Name:  
Jennifer Jones  
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Fax: 705-745-8958  
E-Mail: jjones@peterborough.ca

Attachement :  
Appendix A – CUPE 1833 Collective agreement, Article 16.01

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**Appendix A – CUPE 1833 Collective agreement, Article 16.01**

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January 1, 2016 - December 31, 2019

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**Article 16 - Holidays**

## 16.01 Holidays - Full-Time Employees

(a) The Employer recognizes the following as paid holidays:

New Year's Day	Peter Robinson Day (Civic Holiday)
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Boxing Day
Canada Day	Christmas Day

In addition to the above any other day proclaimed as a holiday by the Federal, Provincial or Municipal Government. There shall be an additional one-half (½) day, (3.5 hours, 4 hours for Custodian and Caretaker) paid holiday to be taken the last working day prior to Christmas, and one-half day (3.5 hours, 4 hours for Custodian and Caretaker), paid holiday to be taken the last working day prior to New Years.



# Peterborough Public Library

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**To:** Library Board of Trustees

**From:** Jennifer Jones, Library CEO

**Meeting Date:** October 6, 2020

**Subject:** Report PPL20-018  
Library CEO Report October 2020

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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 PPL20-018 dated October 6, 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

The library reopened to the public on August 25, 2020 following our temporary shut down due to COVID-19. Some of the procedures we have in place at the public service desks to ensure the safety of staff and the public include:

- Staff wear masks and face shields while working at the service desks.
- Patrons are encouraged to stand a full 6 feet back from staff at the desks. Floor stickers have been installed as indicator markers.
- When social distancing is not possible, patrons are encouraged to approach, while staying on the other side of the plexiglass barrier.
- Staff wipe down the service desk with disinfectant in between each patron.
- Staff are trying to touch patron's items (i.e.: library cards, devices, identification documents) as little as possible. When absolutely necessary, they wash/sanitize their hands afterwards.
- Staff wash/sanitize their hands after handling money.
- Staff wipe down their work station with disinfectant when they are finished their shift.

In mid-September, we received new information from the Reopening Archives, Libraries, and Museums (REALM) Project suggesting that the COVID-19 virus can live on books for up to 6 days. More information can be found on their COVID-19 Information hub: <https://www.webjunction.org/explore-topics/COVID-19-research-project.html>

As a result of their study, we have extended our quarantine period for library items to 7 days. Fines accrued on patron accounts during the quarantine period are removed upon check-in.

Overall, our patrons seem to be very pleased that we are open, though we have found that the library isn't as busy as it has been in the past. This is understandable as we are not offering any in-person programming, limiting time in the facility to respect the capacity limitations, and are not currently able to offer public computer use.

From September 1 to 26, we checked out 15,634 physical items to 3,467 patrons. This averages out 781 items checked out to 173 patrons per day.

While the comparison is not ideal given the pandemic circumstances, in 2019 our average daily circulation was 1,269 physical items with 912 daily visits to the facility.

### Public Computers

The project to upgrade the computers to a Windows based system continues to present challenges, but we are hopeful to have it resolved soon. It was necessary to order new thin client hardware for the workstations which has not yet arrived at the time of writing this report.

Printing services are available with staff assistance for members of the public.

### **Visiting Library Services**

The service was reinstated mid-September. Prior to their first delivery, staff met with each volunteer to review health and safety measures and to show them the new process for picking up and returning library materials. For the month of September, we had 7 volunteers pickup and/or deliver to 45 patrons at retirement homes or private homes.

### **Marketing and Communication**

Our first “What We’re Reading” e-mail newsletter went out to 1157 subscribers on September 15, 2020. This is a curated list of staff recommended books on a themed topic each month, starting with some “Hidden Gems” in our collection.

### **Programming**

September programming was purposely delayed until the end of the month in order to provide staff time to plan and create a fall lineup of programs. It also gave them a much-deserved break after a full summer of programming in a new format, using new tools and techniques, and adapting to the uncertainties that came with our current pandemic realities.

The Adult Book Club enjoyed an author visit from Peterborough resident, Alison Wearing, at their meeting in August where they discussed her recent memoir, *Moments of “Glad Grace”*.

We have a full roster of exciting fall programs including interactive sessions (on Zoom), online trivia quizzes, takeaway crafts, and Librarians Live @ Lunch on Facebook every Friday. A new Read Aloud Book Club for children is being introduced, as well as a Writing Circle and a Cookbook Club. We are also starting up a Teen Reviewers group for youth where they can earn volunteer hours for participating in our monthly discussion and contributing reviews for a variety of media platforms.

The programmers also received a nice little thank-you from one of our holiday trivia participants:

“Our family (consisting of 2 parents and 3 adult children) have really enjoyed the holiday trivia quizzes. Would be interested in doing virtual holiday quizzes on all holidays during a year. Hope you continue them.”

(And yes, we’ve decided to continue having monthly Trivia throughout the fall.)

Submitted by,



Jennifer Jones  
Library CEO

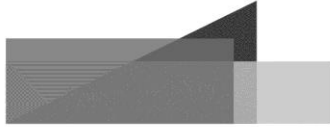
Contact Name:

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 6, 2020

**Subject:** Report PPL20-017  
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 PPL20-017, dated October 6, 2020, of the Library CEO, as follows:

- a) That the report to inform the Library Board on the status of the Friends of the Peterborough Public Library be received for information;
- b) That the report to inform the Library Board on the status of the Peterborough Public Library Foundation be received for information; and
- c) That a plan for the use of the funds transferred from the Peterborough Public Library Foundation be determined.

## **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. 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 ready to accept them.

To work through some of the stock from the postponed Spring book sale, the Friends have begun a regular restocking of the lobby sale shelves. Many of the items that would have been available at their book sales can now be found on the lobby shelves under the pay what you can sale format.

### **Foundation**

The Foundation Board of Directors continues to work through the process of officially disbanding.

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

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