

Peterborough Public Library Board Meeting Agenda

December 8, 2020

5:30 p.m.

Council Chambers, City Hall

500 George Street North

	Pages
1. Call to Order	
2. Closed Session	
Motion to move into Closed Session under Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees.	
2.1. CEO Annual Evaluation	
3. Confirmation of Minutes	
3.1. November 10, 2020	1 - 4
4. Disclosure of Pecuniary Interest	
5. Consent Agenda	
6.3 6.4 6.5 6.6	
6. Reports and Communications	
6.1. Updates from the Foundation and Friends of the Library Report PPL20-024	5 - 6
6.2. Library Board Evaluation - Results Follow-up Report PPL20-028	7 - 8
6.3. Library CEO Report - December 2020 Report PPL20-025	9 - 11
6.4. Policy Sub-committee Update Report PPL20-026	12 - 15
6.5. 2021 Budget Submission Review Report PPL20-027	16 - 30

- 7. **Other Business**
- 8. **Next Meeting - To be determined**
- 9. **Adjournment**

Peterborough Public Library Board Minutes

City of Peterborough

November 10, 2020

Present	Councillor Akapo Amy Bowen Dan Moloney, Chair Gillian Sandeman, Vice Chair Jayne White
Regrets	Councillor Clarke Barb Connor Leigh McEachran
Staff	Kendra Sedgwick, Committee Coordinator Jennifer Jones, Library CEO

Call to Order

The meeting was called to order by the Chair at 5:32 p.m.

Closed Session

Moved by Gillian Sandeman

That Committee move into Closed Session to discuss one item under Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees.

Carried

Moved by Jayne White

That Committee rise from Closed Session at 5:46 p.m.

Carried

Confirmation of Minutes

Moved by Gillian Sandeman

That the minutes of the Library Board meeting on October 6, 2020 be approved.

Carried

Disclosure of Pecuniary Interest

Dan Moloney, Chair declared a professional conflict with Report PPL20-023 - OLA and FOPL Support Letter.

Consent Agenda

No items were passed as part of the Consent Agenda.

Reports and Communications

Updates from the Foundation and Friends of the Library

Report PPL20-021

Moved by Gillian Sandeman

That the Library Board approve the recommendations outlined in Report PPL20-021, dated November 10, 2020, of the Library CEO, as follows:

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

Carried

Library Board Evaluation - Results

Report PPL20-020

Moved by Amy Bowen

That the Library Board approve the recommendations as outlined in Report PPL20-020 dated November 10, 2020 of the Library CEO as follows:

- a) That the Board receive the report for information, and**
- b) That the Board determined which areas to focus on for improvement over the next year and implement changes to achieve measurable success.**

Carried

OLA and FOPL Support Letter

Report PPL20-023

Gillian Sandeman, Vic Chair assumed the Chair.

Due to his previously declared interest, Dan Moloney did not discuss or vote on the matter.

Moved by Jayne White

That the Library Board approve the recommendation outlined in Report PPL20-023, dated November 10, 2020, of the Library CEO, as follows:

That a letter be submitted on behalf of the Peterborough Public Library Board in support of the joint recommendations put forward by OLA and FOPL to MPP Dave Smith (Peterborough – Kawartha).

Carried

Dan Moloney assumed the Chair.

Library CEO Report - November 2020

Report PPL20-022

Moved by Councillor Akapo

That the Library Board approves the recommendation as outlined in Report PPL20-022 dated November 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

OLS - North and SOLS Amalgamation

Jayne White updated Committee on the status of the SOLS and OLS-North Boards Amalgamation.

Next Meeting - December 8, 2020

Adjournment

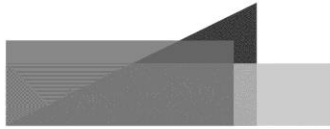
Moved by Councillor Akapo

That this meeting adjourn at 6:38 p.m.

Carried

Kendra Sedgwick, Committee Coordinator

Dan Moloney, Chair



Peterborough Public Library

To: Peterborough Public Library Board of Trustees

From: Jennifer Jones, Library CEO

Meeting Date: December 8, 2020

Subject: Report PPL20-024
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 PPL20-024, dated December 8, 2020, of the Library CEO, as follows:

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

Budget and Financial Implications

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

Background

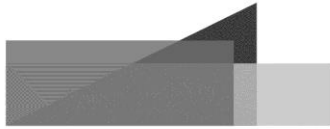
Jayne White, from the Library Foundation Board, will attend the Library Board meeting on December 8, 2020, to provide a verbal update on the current status of the Foundation.

Barb Connor, from the Friends of the Library, will attend the Library Board meeting on December 8, 2020, to provide a verbal update on the current status of the Friends of the Library.

Submitted by,

Jennifer Jones
Library CEO

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Jennifer Jones
Library CEO
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E-Mail: jjones@peterborough.ca



Peterborough Public Library

To: Peterborough Public Library Board of Trustees

From: Jennifer Jones, Library CEO

Meeting Date: December 8, 2020

Subject: Report PPL20-028
Library Board Evaluation – results follow up

Purpose

A report to continue discussions regarding the results from the 2020 self evaluation exercise.

Recommendations

That the Library Board approve the recommendations as outlined in Report PPL20-028 dated December 8, 2020 of the Library CEO as follows:

- a) That the Board receive the report for information; and,
- b) That the Board determine what next steps or goals to pursue in 2021.

Budget and Financial Implications

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

Background

At the November Board meeting discussion was held regarding the self-evaluation results from March 2020. One of the elements discussed was the desire for Library Board members to be more involved in the recruitment process for new Board members.

Board members discussed that the interview process does not necessarily provide information to the potential candidates about the Board's responsibilities or the role Board members play both in the community and in connection with the Library itself. Board members were offered the opportunity to provide feedback on what they would like to see asked at future interviews.

Some potential Library Board Trustee interview questions provided include:

Why are you interested in serving on the Library Board?
How do you feel about our current Library services?
What role do you think the Library plays or should play in our community?
What would you like to see the Library do more of? stop doing? start doing?

More information is needed for Board members with respect to the recruitment process and the role existing Board members can play in it.

More training opportunities for Board members was also suggested. Many of these training opportunities can be found through the Southern Ontario Service's Governance Hub <https://www2.librarygovernance.ca/gov-hub>.

Advocacy opportunities were also discussed, which resulted in the sending of OLA/FOPL budget submission support letter to our local MPP and the need to gather a list of stakeholders and possible partnerships to be developed.

Submitted by,

Jennifer Jones
Library CEO

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Peterborough Public Library

To: Library Board of Trustees

From: Jennifer Jones, Library CEO

Meeting Date: December 8, 2020

Subject: Report PPL20-025
Library CEO Report December 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 PPL20-025 dated December 8, 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

Public Computers

Initial test parts have arrived however the connector cables are still outstanding at the time of writing this report. Staff continue to be hopeful that the public computer upgrade will be completed as soon as backordered parts arrive and all the pieces come together. Printing services are available with staff assistance for members of the public.

Collections

Staff participated in an online demo for STEM VILLAGE. This tool is a curated database of online education resources for grades 4- 8 to help guide and motivate students to improve their skills in critical STEM (Science, Technology, Engineering, and Math) areas. We are looking at purchasing the tool in the new year to help support both home schooling parents as well as all students in current Ontario curriculum studies. Staff are also looking at ways it might help to supplement future STEM library programs.

Staff are also busy with year-end purchasing and vendor contract renewals for 2021.

One of the challenges we continue to face is explaining the necessary quarantine period for items returned.

Programming

Our Adult Book Club and Cookbook Club email subscribers continue to grow in number, with 135 and 68 current subscribers, respectively. We are moving toward a “Community of Learning” model for these and other programs as many subscribers enjoy hearing from us, but do not necessarily enjoy participating in online meetings. Through the community of learning model, participants can learn from us and each other in a cooperative and supportive forum that meets their needs to be as connected as they are comfortable with. Staff are also going to be creating Facebook groups for future Reading Challenges and Craft-along programs to help support these programs as well as the community of learning model.

The Craft-along program continues to grow; December’s program was full within the first 38 minutes of registration!

Total participants in Adult interactive online events: 53

Total Views of Adult Online videos (Librarians Live at Lunch): 62

200 Children’s Grab & Go Kits were distributed this month.

The Read Aloud Chapter Book Club ended this month. Staff included a poll in the final email, asking participants if they would be interested in joining another Read Aloud Book Club program in 2021.

The Tween Book Club met on November 19. There were 12 participants that joined via Zoom to discuss the book *Fortunately the Milk* by Neil Gaimen. In the last 15 minutes of every meeting, participants are given a chance to make book recommendations for future meetings.

14 leaves were found in the Golden Leaf Contest which ended November 30. One young patron came in with her family to let staff know how thrilled she was to find a leaf in a book. She said she had been wishing she would find one since the contest started,

and that “it inspired her to hide snowflakes in her books over the holidays for her sister to find!”

For the Winter children’s programming session, staff have decided to run all the same programs we ran this fall, as well as a monthly PJ Family Story Time (via Zoom) and an in-person Baby & Me program. Registrations will be kept to a minimum number to ensure social distancing is maintained, and staff have been working with Peterborough Public Health to establish protocols and the proper COVID measures necessary to make the program safe.

General Service

Typical Week took place between November 22 to 28, 2020. The information gathered during this week will be used in the spring as part of our annual statistical reporting to the Ministry.

In the past couple weeks, general circulation has slowed down a bit. Staff are able to stay caught up on quarantine check-in prior to the end of the day. Staff have also been able to stay on top of pulling holds, tidying the hold shelf, and checking the collection for claims returned and missing items.

We are once again participating in the DBIA Holiday passports promotion. Anyone participating in a library transaction (information of circulation) may receive a stamp in their passport. Previously stamps were limited to circulation transactions. Patrons are still only able to receive one stamp per visit.

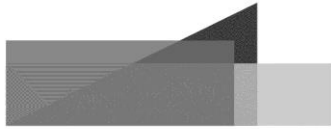
The library introduced online payments in September. To date, we’ve been able to collect over \$1700.

	Nov 2020	Nov 2019
Physical Item Checkouts and renewals	23,602	37,022
New memberships	151	250
Footfall count	9,263	23,891

Submitted by,

Jennifer Jones
Library CEO

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Peterborough Public Library

To: Library Board of Trustees
From: Jennifer Jones, Library CEO
Meeting Date: December 8, 2020
Subject: Report PPL20-026
Policy Sub-Committee - update

Purpose

A report to provide the Library Board with an update on the status of the Policy sub-committee.

Recommendation

That the Library Board approve the recommendation outlined in Report PPL20-026 dated December 8, 2020, of the Library CEO as follows:

That the Library Board's policy sub-committee be reconvened to continue their work updating existing policies.

Budget and Financial Implications

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

Background

The Library Board's policy sub-committee has been on hiatus since March 2020 as a result of the pandemic situation. As Library operations have resumed, it would be beneficial for the policy sub-committee to do so as well.

Prior to its hiatus, the sub-committee was able to establish a review timeline. A three-year review cycle is planned for most operating policies, with the understanding that any policy can be brought to the Board for updating as needs arise. All governance policies will be on a four-year review cycle in line with the term of the Board. A list of the current policies is attached (see Appendix A) indicating those that are operating vs governance.

The sub-committee should also be able to resume their review of the Library Board's by-law and update as needed before bringing it back to the Board for approval.

A consistent numbering system and format for policies is also recommended.

Submitted by,

Jennifer Jones
Library CEO

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Attachment: Appendix A - List of Current Library Policies

Appendix A - List of Current Library Policies

Policy Type	Policy Name	Date last revised (yyyy-mm-dd)
Governance	Advocacy Policy	2005-04-26
	Board Evaluation	2019-10-08
	By-laws (Amendment of)	1910-10-03
	Committees of the Board	2001-06-04
	Composition of the Board and Terms of Reference (see MOU)	2018-06-25
	Delegations to the Library Board Policy	2012-02-28
	Duties and responsibilities of Individual Board members	2001-06-04
	Intellectual Freedom	2011-05-17
	Meetings of the Board (City's Adopted)	
	Planning Policy	
	Policy Development	2004-06-06
	Sponsorship (City's Adopted)	2017-05-30
	Statement of Authority and Powers of the Board (see MOU)	
Operational	Accessible Customer Service	2010-04-27
	Advertising Policy	2018-09-11
	Art Policy	2018-11-13
	Code of Conduct	2019-05-14
	Food Policy	2019-09-10
	Human Resources /Employment (City's Adopted)	1999-06-22
	Interlibrary Loan Policy	1997-05-27
	Internet and Computer Use Policy	2015-07-01
	Library Card Registration Policy	2017-03-28
	Materials Selection Policy	2017-11-21
	Membership Policy	2017-04-01
	Occupational Health and Safety (City's Adopted)	2009-04-06
	One Card Policy	2013-09-24
	Overdue Policy	2013-09-24
	Partnership Policy	2019-01-09
	Policy Development Policy	2020-02-11
	Privacy Policy (MFIPPA)	2018-12-11
	Purchasing Policy (City's Adopted, by-law)	2009-01-03
	Refund Policy	2018-12-11
	Room Booking Policy	2017-06-27
	Safety, Security and Emergencies (City's Adopted)	
	Scent sensitivity - Striving to be Scent free (City's Adopted)	2018-07-30
	Unattended Children Policy	2019-12-10

Video Surveillance Policy (City's Adopted)	2007-04-17
Volunteer Policy	2005-02-20
Workplace Harassment and Discrimination Policy (City's Adopted)	2013-09-04
Workplace Violence Prevention (City's Adopted)	2013-01-01

Other items

Board/City MOU	2018-06-25
Collective Agreement - Local CUPE 1833	2015-12-31
Mission Statement (Strategic Plan)	2018-06-25
Values Statement (Strategic Plan)	2018-06-25
Vision Statement (Strategic Plan)	2018-06-25



Peterborough Public Library

To: Library Board of Trustees

From: Jennifer Jones, Library CEO

Meeting Date: December 8, 2020

Subject: Report PPL20-027
2021 Budget Submission Review

Purpose

A report to provide the Peterborough Public Library Board of Trustees with a summary of the 2021 Library Budget submission to Council.

Recommendation

That the Library Board approves the recommendation as outlined in Report PPL20-027 dated December 8, 2020, of the Library CEO as follows:

That Report PPL20-027 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's 2021 draft budget was submitted to Council as part of the annual budget process. Council completed their review of the budget submissions on Wednesday November 25, 2020. Final approval of the 2021 budget is to be at the December 14, 2020 Council meeting.

The overall 2021 budget for the City can be found on their website:

<https://www.peterborough.ca/en/doing-business/city-budget.aspx>

The Library's budget is presented to Council as part of the Arts, Culture and Heritage division within Community Services.

The attached appendices were the documents submitted for the Library as part of this overall process. The requested Operating budget overview can be found in Appendix A with a break down found in Appendix B, and Appendix C is the proposed capital budget.

The Library's 2021 budget included minimal adjustments for operating costs. The most notable change to the line items was the consolidation of all library technology related expenses (software licenses and contracts primarily) into one dedicated line item.

Room Rental revenue in 2020 decreased as a result of the Library hosting the temporary emergency overflow shelter, the pandemic related facility closure, and the resulting facility capacity restrictions and collection quarantine measures in place. There was also a loss of revenue associated with out of town memberships, fines, and donations. The Friends were unable to hold their book sales, which represents another significant loss of revenue.

Using Library Reserve funds and Development Charges, a service enhancement in the form of a self-serve Book Kiosk at the Peterborough Sport and Wellness Centre was installed in 2020. This alternative service model pilot project was put on hold due to the pandemic.

Submitted by,

Jennifer Jones
Library CEO

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Jennifer Jones

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Attachment:

Appendix A – 2021 Operating budget overview

Appendix B – 2021 Operating budget breakdown

Appendix C – 2021 Capital budget

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2021 Operating Budget

Form 1

Department: Community Services

Activity Name: Library

Division: Arts, Culture And Heritage

Budget Account #: 60005, 60015, 60035

Statement of Purpose:

The Peterborough Public Library is an agent for positive community transformation through interaction, discovery, and learning.

Highlights:

The Library's 2021 budget includes minimal adjustments for operating costs. The most notable change is the resulting consolidation of all library technology related expenses into one dedicated line item.

A Library Service Review project was started in 2020 with the goal of engaging the community in a conversation about our core services in an effort to understand our community and member needs, and to be able to effectively serve them better.

Room Rental revenue in 2020 decreased as a result of the Library hosting the temporary emergency overflow shelter, the pandemic related facility closure, and the resulting facility capacity restrictions and collection quarantine measures in place.

2020 saw the formal dissolution of the Library Foundation, with invested funds being transferred into the care of the Library Board.

Using Library Reserve funds and Development Charges, a service enhancement in the form of a self-serve Book Kiosk at the Peterborough Sport and Wellness Centre was installed in 2020. This alternative service model pilot project was put on hold due to the pandemic.

2020 also saw the completion of an upgrade to the Library's Public Computers; switching services from a Linux based model to

Windows and improving printing and payment systems.

Performance Data/Work Program:

Library Usage	2018	2019	2020 (Forecast)
Hours Open	3,415	3,415	2,623
Number of In-person Visits	374,750	332,176	300,000
Circulation (Print Only)	478,078	463,278	450,000
Physical Items in Collection	130,000	190,393	175,000
Collection Value	\$2,500,000	\$2,500,000	\$2,500,000
Members	16,847	13,375	14,000
Reference Inquiries	21,350	30,524	25,000
Programs Offered	236	341	250
Program Attendance	9,867	8,559	7,000
Individual Electronic Periodicals Titles	2,996	6,412	5,500
Electronic Subscriptions Use - views/downloads/streaming	182,300	190,840	180,000
Social Media Visits Individual Sessions	38,103	13,648	15,000
Public Internet Individual Sessions	56,450	53,144	50,000
Wifi Connections Individual Sessions	19,350	38,636	25,000

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CITY OF PETERBOROUGH
2021 Operating Budget

Description	2020 Approved	2020 Preliminary Actual	2021 Recommended	Variances 2020 - 2021 Budget	
				Over (Under) 2020 Budget %	Over (Under) 2020 Budget \$
Library					
Expenditures					
Personnel	2,420,937	2,244,485	2,434,129	0.5%	13,192
Contractual	196,934	183,934	213,563	8.4%	16,629
Materials, Supplies	72,800	59,800	51,950	-28.6%	-20,850
Repairs, Maintenance	53,911	53,911	62,791	16.5%	8,880
Fees	23,880	23,530	29,247	22.5%	5,367
Inter-departmental Charges	58,000	60,000	122,500	111.2%	64,500
New Equipment	3,500	3,500	3,500	0.0%	0
Travelling, Training	19,000	19,000	19,000	0.0%	0
Contributions to Reserves	435,100	435,100	396,021	-9.0%	-39,079
	3,284,062	3,083,260	3,332,701	1.5%	48,639
Revenues					
Ontario grants	132,806	132,806	132,806	0.0%	0
Fees, Service Charges, Donations	133,050	31,965	127,600	-4.1%	-5,450
Investment Income	3,000	3,000	1,000	-66.7%	-2,000
Contribution from Reserve	43,000	43,000	0	-100.0%	-43,000
	311,856	210,771	261,406	-16.2%	-50,450
NET REQUIREMENT	2,972,206	2,872,489	3,071,295	3.3%	99,089

CITY OF PETERBOROUGH

2021 Operating Budget

				2020	Variances 2020 - 2021 Budget	
Description		2020 Approved	Preliminary Actual	2021 Recommended	Over (Under) 2020 Budget %	Over (Under) 2020 Budget \$
Library						
Main Library						
Expenditures						
60005 560005	Salaries - Full time	1,295,354	1,224,738	1,318,291	1.8%	22,937
60005 560025	Salaries - Part time	624,146	518,310	608,640	-2.5%	-15,506
60005 560295	Employee Benefit O/H	438,067	438,067	443,169	1.2%	5,101
	Personnel	<u>2,357,567</u>	<u>2,181,115</u>	<u>2,370,100</u>	<u>0.5%</u>	<u>12,533</u>
60005 568000	Utilities	76,125	76,125	91,974	20.8%	15,849
60005 568005	Heat	17,077	17,077	15,395	-9.8%	-1,682
60005 568015	Telephone	11,367	11,367	10,000	-12.0%	-1,367
60005 568140	Postage	2,000	2,000	2,000	0.0%	0
60005 568945	Contractual Services	65,500	52,500	66,810	2.0%	1,310
60005 570055	Snow Removal	0		4,579	0.0%	4,579
60005 570085	Courier Service	5,489	5,489	5,489	0.0%	0
60005 570095	Advertising & Publicity	5,000	5,000	3,000	-40.0%	-2,000
	Contractual	<u>182,558</u>	<u>169,558</u>	<u>199,247</u>	<u>9.1%</u>	<u>16,689</u>

CITY OF PETERBOROUGH

2021 Operating Budget

		2020 Approved	2020 Preliminary Actual	2021 Recommended	Variances 2020 - 2021 Budget	
Description					Over (Under) 2020 Budget %	Over (Under) 2020 Budget \$
Library						
Main Library						
Expenditures						
60005 568145	Photocopies	17,000	17,000	19,950	17.4%	2,950
60005 568155	Office Supplies	5,000	5,000	4,000	-20.0%	-1,000
60005 568190	Technical Supplies	10,000	10,000	10,000	0.0%	0
60005 568195	Circulation Supplies	3,000	3,000	3,000	0.0%	0
60005 568200	Reference Supplies	1,000	1,000	0	-100.0%	-1,000
60005 568440	Miscellaneous	500	0	0	-100.0%	-500
60005 568650	Children's Programs	14,000	14,000	7,000	-50.0%	-7,000
60005 568780	Library Foundation	18,000	5,000	5,200	-71.1%	-12,800
60005 568785	Bookbinding - Adult	300	300	300	0.0%	0
60005 568790	Microfilm	3,000	3,000	500	-83.3%	-2,500
60005 568845	Volunteer Recognition	500	500	500	0.0%	0
60005 570245	Board Expenses	500	1,000	1,500	200.0%	1,000
	Materials, Supplies	<u>72,800</u>	<u>59,800</u>	<u>51,950</u>	<u>-28.6%</u>	<u>-20,850</u>
60005 568280	Rep & Maint Buildings	20,000	20,000	30,000	50.0%	10,000
60005 568335	Preventative Maint-Buildings	<u>19,474</u>	<u>19,474</u>	<u>18,318</u>	<u>-5.9%</u>	<u>-1,156</u>
	Repairs, Maintenance	<u>39,474</u>	<u>39,474</u>	<u>48,318</u>	<u>22.4%</u>	<u>8,844</u>
60005 568025	Property Taxes	2,000	2,500	2,550	27.5%	550
60005 568040	Insurance	16,680	15,680	18,897	13.3%	2,217
60005 570015	Audit fees	4,000	4,150	4,300	7.5%	300
60005 574500	Bank Charges	700	700	3,000	328.6%	2,300
	Fees	<u>23,380</u>	<u>23,030</u>	<u>28,747</u>	<u>23.0%</u>	<u>5,367</u>
60005 790055	Data Processing internal	<u>58,000</u>	<u>60,000</u>	<u>122,500</u>	<u>111.2%</u>	<u>64,500</u>
	Inter-departmental Charges	<u>58,000</u>	<u>60,000</u>	<u>122,500</u>	<u>111.2%</u>	<u>64,500</u>
60005 568405	Office Equipment	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>	<u>0.0%</u>	<u>0</u>
	New Equipment	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>	<u>0.0%</u>	<u>0</u>

CITY OF PETERBOROUGH

2021 Operating Budget

		2020 Approved	2020 Preliminary Actual	2021 Recommended	Variances 2020 - 2021 Budget	
Description					Over (Under) 2020 Budget %	Over (Under) 2020 Budget \$
Library						
Main Library						
Expenditures						
60005 568895	Business Travel	2,000	2,000	2,000	0.0%	0
60005 568900	Membership/Subscriptions	4,000	4,000	4,000	0.0%	0
60005 568905	Staff training	10,000	10,000	10,000	0.0%	0
60005 568930	Conf & Conventions	3,000	3,000	3,000	0.0%	0
	Travelling, Training	<u>19,000</u>	<u>19,000</u>	<u>19,000</u>	<u>0.0%</u>	<u>0</u>
60005 771001	Transfer to Reserves	43,000	43,000	0	-100.0%	-43,000
60005 771003	Transfer to Reserves	361,100	361,100	364,711	1.0%	3,611
	Contributions to Reserves	<u>404,100</u>	<u>404,100</u>	<u>364,711</u>	<u>-9.7%</u>	<u>-39,389</u>
		3,160,379	2,959,577	3,208,073	1.5%	47,694
Revenues						
60005 410000	Provincial grant	132,806	132,806	132,806	0.0%	0
	Ontario grants	<u>132,806</u>	<u>132,806</u>	<u>132,806</u>	<u>0.0%</u>	<u>0</u>
60005 440220	Recoveries	500	100	500	0.0%	0
60005 440500	Donation	15,000	100	10,200	-32.0%	-4,800
60005 440918	Library Foundation	3,000	3,000	0	-100.0%	-3,000
60005 450055	Xerox fees	4,000	3,000	5,000	25.0%	1,000
60005 450065	One time sponsorship	500	350	550	10.0%	50
60005 450085	Membership revenue	15,000	7,000	15,000	0.0%	0
60005 450140	Fines	60,000	12,000	60,000	0.0%	0
60005 450230	Program Revenue	200	5	500	150.0%	300
60005 450320	Facility Rentals	30,000	5,000	30,000	0.0%	0
60005 450595	Lost books	4,000	1,000	5,000	25.0%	1,000
60005 450600	Lost cards	700	250	700	0.0%	0
60005 450605	Microfilm fees	<u>150</u>	<u>160</u>	<u>150</u>	<u>0.0%</u>	<u>0</u>
	Fees, Service Charges, Donations	<u>133,050</u>	<u>31,965</u>	<u>127,600</u>	<u>-4.1%</u>	<u>-5,450</u>

CITY OF PETERBOROUGH

2021 Operating Budget

Description		2020 Approved	2020 Preliminary Actual	2021 Recommended	Variances 2020 - 2021 Budget	
					Over (Under)	Over (Under)
					2020 Budget %	2020 Budget \$
Library						
Main Library						
Revenues						
60005 440000	Interest Earned	3,000	3,000	1,000	-66.7%	-2,000
	Investment Income	3,000	3,000	1,000	-66.7%	-2,000
60005 486003	Tsf frm Library Surplus D.Reserve	43,000	43,000	0	-100.0%	-43,000
	Contribution from Reserve	43,000	43,000	0	-100.0%	-43,000
		311,856	210,771	261,406	-16.2%	-50,450
NET REQUIREMENT		2,848,523	2,748,806	2,946,667	3.4%	98,144

CITY OF PETERBOROUGH

2021 Operating Budget

				2020		2021	Variances 2020 - 2021 Budget	
		Description		2020 Approved	Preliminary Actual	Recommended	Over (Under) 2020 Budget %	Over (Under) 2020 Budget \$
Library								
DelaFosse								
Expenditures								
60015 560025	Salaries - Part time			57,609	57,609	58,208	1.0%	599
60015 560295	Employee Benefit O/H			5,761	5,761	5,821	1.0%	60
	Personnel			<u>63,370</u>	<u>63,370</u>	<u>64,028</u>	<u>1.0%</u>	<u>659</u>
60015 568000	Utilities			3,857	3,857	4,623	19.9%	766
60015 568005	Heat			5,030	5,030	4,204	-16.4%	-826
60015 570085	Courier Service			5,489	5,489	5,489	0.0%	0
	Contractual			<u>14,376</u>	<u>14,376</u>	<u>14,316</u>	<u>-0.4%</u>	<u>-60</u>
60015 568280	Rep & Maint Buildings			10,000	10,000	10,000	0.0%	0
60015 568335	Preventative Maint-Buildings			4,437	4,437	4,473	0.8%	36
	Repairs, Maintenance			<u>14,437</u>	<u>14,437</u>	<u>14,473</u>	<u>0.2%</u>	<u>36</u>
60015 568025	Property Taxes			500	500	500	0.0%	0
	Fees			<u>500</u>	<u>500</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
60015 786003	Tsf to Library Surplus D.Reserve			31,000	31,000	31,310	1.0%	310
	Contributions to Reserves			<u>31,000</u>	<u>31,000</u>	<u>31,310</u>	<u>1.0%</u>	<u>310</u>
				<u>123,683</u>	<u>123,683</u>	<u>124,627</u>	<u>0.8%</u>	<u>945</u>
Revenues								
				<u>123,683</u>	<u>123,683</u>	<u>124,627</u>	<u>0.8%</u>	<u>945</u>
NET REQUIREMENT				<u>123,683</u>	<u>123,683</u>	<u>124,627</u>	<u>0.8%</u>	<u>945</u>

CITY OF PETERBOROUGH

2021 Operating Budget

Description	2020 Approved	2020 Preliminary Actual	2021 Recommended	Variances 2020 - 2021 Budget	
				Over (Under) 2020 Budget %	Over (Under) 2020 Budget \$
Library Amortization					
NET REQUIREMENT	<u>0</u>		<u>0</u>	<u>0.0%</u>	<u>0</u>
TOTAL NET REQUIREMENT	<u>2,972,206</u>	<u>2,872,489</u>	<u>3,071,295</u>		

2021 - 2030 Capital Budget Justification Tangible Capital Assets

Department: Community Services

Budget Reference #: 6-2.01

Division: Library - Library

Project Name & Description

Collections Acquisitions

Commitments Made

Collection development is an annual on-going activity. Funding comes from the City contribution to the Library's operation budget, but transferred to a TCA reserve account.

Effects on Future Operating Budgets

The library maintains a zero-growth practice for the physical collection. For every item purchased, an equivalent one is withdrawn.

Collection growth and expansion is managed through the purchase of electronic resources and the downloadable collection. Circulation statistics have shown an increase and demonstrate a growing use of the electronic collection, particularly e-audiobooks and streaming services.

Increasing item costs, exchange rates and licencing for digital formats makes meeting demands challenging.

Project Detail, Justification & Reference Map

Libraries and their collections are ever changing. Libraries continue to offer print materials, but have modified collection practices to include digital and e-resources. As new formats are introduced, the Library has broadened its collection to include large print, e-books, downloadable audio books, CD-books, and MP3 formats to meet the needs of the Peterborough community. Large Print, DVDs, and audiobooks continue to be high demand items in the collection.

The Library must continuously renew the contents of the collection as items become dated, worn, are lost, or simply lose their appeal. Beyond acquiring all the desired formats, the Library must also meet the challenge of providing appropriate and accessible shelving for them.

The Province has subsidized, to a small degree, certain electronic subscriptions, when funding permits.

Accessibility Considerations

The Library acquires materials in a variety of formats, such as print, audio, and digital (when available) to meet varying accessibility needs.

28
Tangible Capital Assets
Ten Year Capital Budget Estimates
 2021-2030 & Subsequent Years
 (\$000)

		Project Total	Approved Pre-2021	REQUESTED					2026 to 2030	2031 to 2045	
				2021	2022	2023	2024	2025			
Department	Community Services										
Division	Library - Library										
Project Description	2021 Collection Acquisitions										
Project #	6-2.01										
Expenditures											
Contractual Services	5,263.6			481.0	490.6	500.4	510.4	520.6	2,760.5		
Total Direct Revenue	5,263.6			481.0	490.6	500.4	510.4	520.6	2,760.5		
Net Requirements	5,263.6			481.0	490.6	500.4	510.4	520.6	2,760.5		
To Be Financed From:											
Development Charges											
DC - Library	849.6			85.0	85.0	85.0	85.0	85.0	424.8		
Total Development Charges	849.6			85.0	85.0	85.0	85.0	85.0	424.8		
Reserves											
Tsf frm Materials Acquisition Deserve	4,414.0			396.0	405.6	415.5	425.5	435.7	2,335.8		
Total Reserves	4,414.0			396.0	405.6	415.5	425.5	435.7	2,335.8		

2021 - 2030 Capital Budget Justification Tangible Capital Assets

Department: Community Services

Budget Reference #: 6-2.02

Division: Library - Library

Project Name & Description

Library Book Kiosk - pilot project

Commitments Made

Machine was funded out of the Library reserves. Possible sponsorship opportunity.

Effects on Future Operating Budgets

Development charges will be used to fund ongoing collection maintenance (new items) for the kiosks.

The funds budgeted for 2021 and 2022 are to be used to expand the service by adding an additional 2 kiosks (one per year) at different locations (as yet to be determined) within the City.

Software maintenance costs will be included with ongoing Library technology maintenance plan.

Project Detail, Justification & Reference Map

Initial funds (combination of Library reserves and Development Charges) were used to purchase a Book Kiosk machine in 2020 located at the Peterborough Sport and Wellness Centre (PSWC). This machine will act as an additional library service point and provide a test model for additional co-operative services at City facilities and community locations.

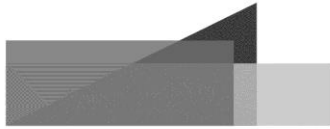
The Kiosk provides library members the opportunity to borrow materials from a self-serve kiosk with their library card while at the PSWC. Materials may include audiobooks to listen to while you exercise, print materials to read while you wait for your children or sibling to finish their swimming lessons, etc. Selections available would be modified as needed to suit the interests of those borrowing from that location.

Accessibility Considerations

The Library acquires materials in a variety of formats, such as print, audio, and digital (when available) to meet varying accessibility needs.

30
Tangible Capital Assets
Ten Year Capital Budget Estimates
 2021-2030 & Subsequent Years
 (\$000)

		Project Total	Approved Pre-2021	REQUESTED					2026 to 2030	2031 to 2045
				2021	2022	2023	2024	2025		
Department	Community Services									
Division	Library - Library									
Project Description	Book Kiosk									
Project #	6-2.02									
Expenditures										
Contractual Services		314.3	50.0	50.0	50.2	52.3			111.8	
Net Requirements		<u>314.3</u>	<u>50.0</u>	<u>50.0</u>	<u>50.2</u>	<u>52.3</u>			<u>111.8</u>	
To Be Financed From:										
Development Charges										
DC - Library		243.0	40.5	40.5	40.5	42.4			79.2	
Total Development Charges		<u>243.0</u>	<u>40.5</u>	<u>40.5</u>	<u>40.5</u>	<u>42.4</u>			<u>79.2</u>	
Reserves										
Tsf frm Library Surplus D.Reserve		71.3	9.5	9.5	9.7	9.9			32.7	
Total Reserves		<u>71.3</u>	<u>9.5</u>	<u>9.5</u>	<u>9.7</u>	<u>9.9</u>			<u>32.7</u>	



Peterborough Public Library

To: Peterborough Public Library Board of Trustees

From: Jennifer Jones, Library CEO

Meeting Date: December 8, 2020

Subject: Report PPL20-029
OLS Amalgamation

Purpose

A report to inform the Library Board on the status of the Ontario Library Services Amalgamation.

Recommendation

That the Library Board approve the recommendation outlined in Report PPL20-029, dated December 8, 2020, of the Library CEO, as follows:

That Report PPL20-029 be received for information.

Budget and Financial Implications

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

Background

In February 2020, Library CEO's were informed that the Southern Ontario Library Services (SOLS) and Ontario Library Services North (OLS-North) boards had struck a Joint Amalgamation Committee. Its primary responsibility was to conduct an in-depth exploration and discussion on amalgamation of the two organizations. Since February, the committee has completed the due diligence review to identify any barriers or concerns with regards to a merger.

A final report from the Joint Amalgamation Committee was submitted to the OLS – North and SOLS Boards at special meetings held on May 28th and 29th, respectively. In both cases, the boards accepted the recommendation of the Committee to proceed with the merger and to establish a Joint Transition Committee to negotiate the Amalgamation Agreement. This Committee is comprised of the Chairs, Vice Chairs and CEOs of OLS – North and SOLS. Once completed, the Amalgamation Agreement was presented to each board for final approval in the fall of 2020. The goal is to have the new amalgamated organization up and running by April 1st, 2021 to coincide with the new fiscal year.

Throughout this process both organizations - SOLS and OLS - North, remain dedicated to providing the best service possible to Ontario's Public Libraries.

As both SOLS and OLS-North continue to work toward the April 1, 2021 amalgamation date, further information was provided to Libraries in November 2020 regarding the governance of the amalgamated corporation - the Ontario Library Service.

The SOLS and OLS-North Boards will continue to govern their respective corporation until March 31, 2021. On April 1, 2021, the Interim Board, made up of representatives from both the SOLS and OLS-North Boards, will begin to govern the Ontario Library Service. At the OLS June 2021 AGM, the first Election of the OLS Board will take place. The OLS elected Board will govern from June 2021 to June 2024.

The Ontario Library Service Board:

- Is composed of 13 people: 9 elected representatives and 4 Ministerial Appointees. Representatives will be elected from their corresponding Board Assembly.
- A full term for the Board is four years, beginning at least one full year after Ontario municipal elections.

Board Assemblies:

- 9 Board Assemblies, based on population served, will represent Ontario public libraries (see Appendix A).
- All public libraries in Ontario will be invited to appoint an official board representative to their respective Board Assembly.

- Board Assemblies will meet virtually three times per year. Representatives from public libraries will come together at these Assemblies for Board training, networking opportunities and to provide feedback to the OLS on services and needs.
- At the 2021 Spring Assembly meetings, each of the 9 Assemblies will be responsible for electing a candidate to serve as a member of the OLS Board.

The inaugural Board Assembly meetings will be held in the Spring of 2021. It is at this Spring meeting that the elections for the OLS Board representatives will take place. Further information will be provided in the coming months.

Submitted by,

Jennifer Jones
Library CEO

Contact Name:

Jennifer Jones

Library CEO

Phone: 705- 745-5382 Ext.2370

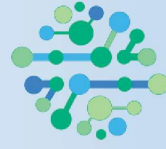
Fax : 705-745-8958

E-Mail: jjones@peterborough.ca

Attachment:

Appendix A - OLS Amalgamation presentation

Ontario Library Service: Focus Group



SOLS | SBOS

Southern Ontario Library Service

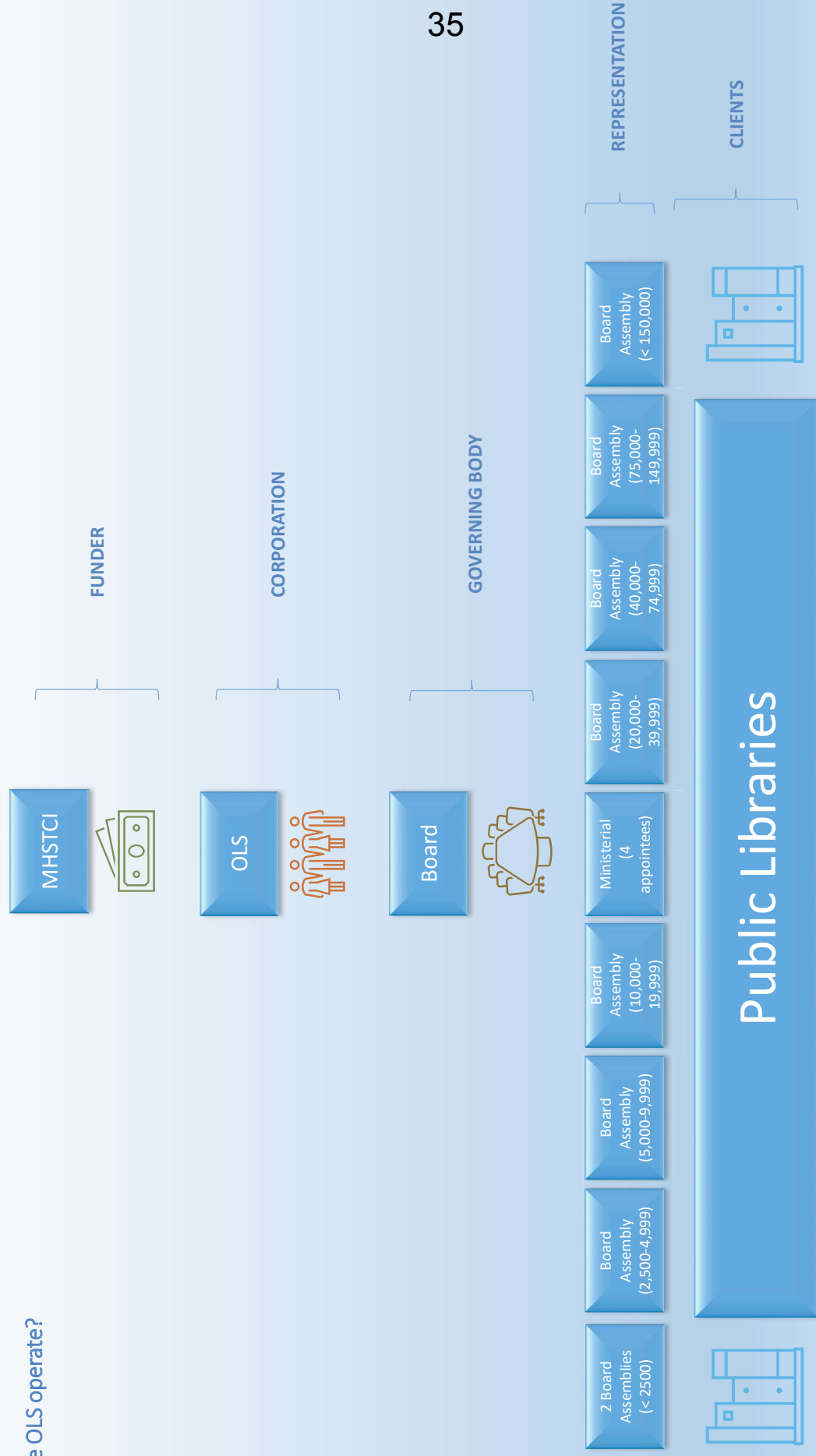
Service des bibliothèques de l'Ontario-Sud



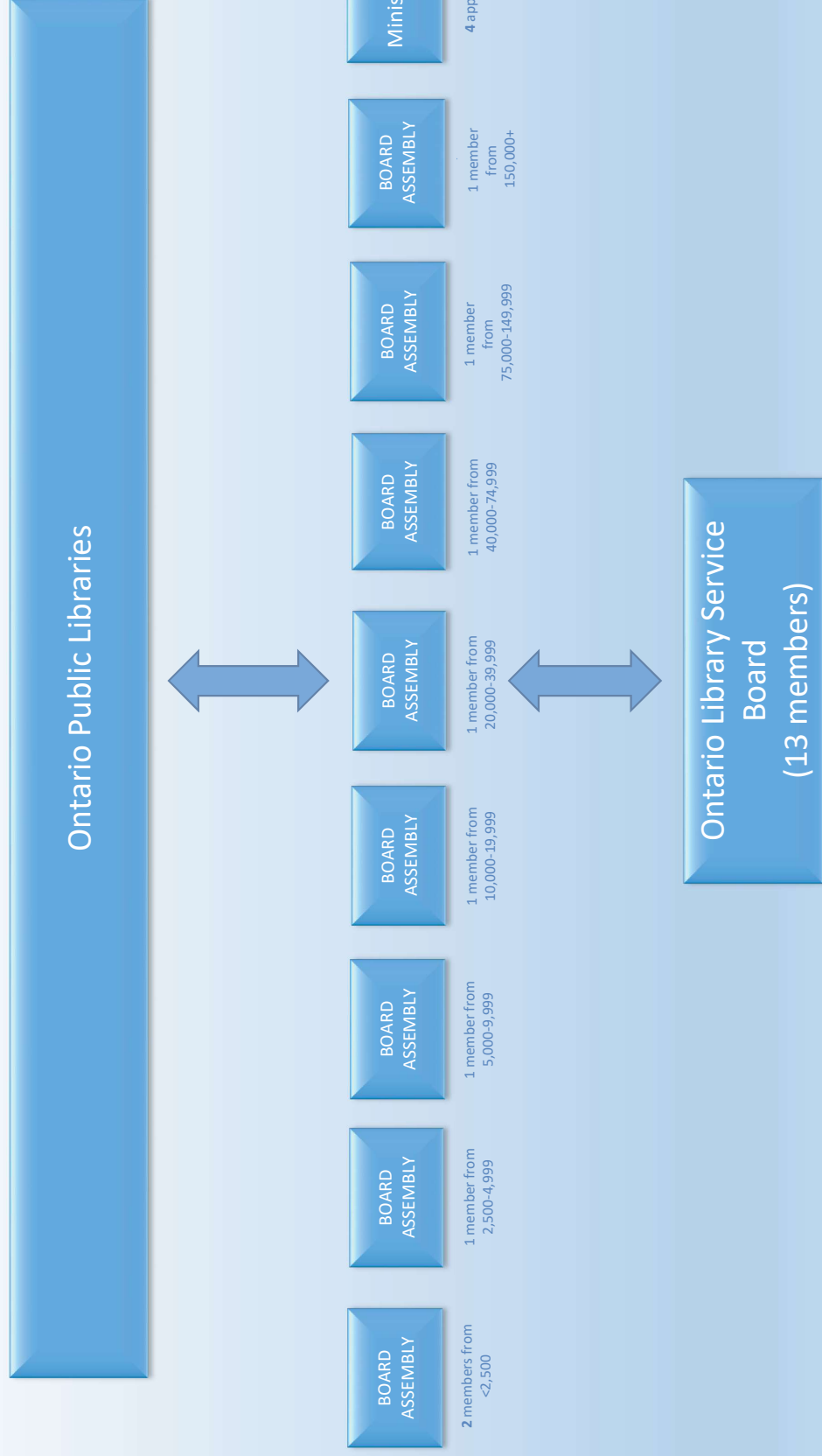
Ontario Library Service – North

Service des bibliothèques de l'Ontario – Nord

How does the OLS operate?



OLS GOVERNANCE STRUCTURE



Client Input Survey Results

What you're saying about SOLS and OLS-North services and programs

Top Five Services and Programs

- 01 Interlibrary Loan/VDX (including postage rebate)
- 02 Guidance and Advice
- 03 Training and Professional Development
- 04 E-Resources
- 05 Professional Resources

Training services

of libraries serving population of over 20,000 residents ranked training services as very important or important

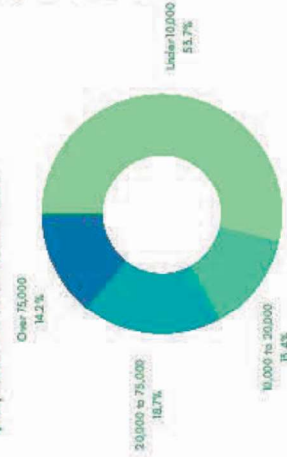
100%

Interlibrary Loan

of libraries serving populations of 1000 to 75,000 residents ranked ILL as very important or important

100%

44% of Ontario's public libraries responded to the survey. The respondent breakdown by resident population served was:



Guidance & Advice

of all libraries ranked guidance and advice services as very important or important

93%

Joint Automatic Server Initiative

of JASI members ranked this service as very important or important

100%



SOLS | SBOS

Southern Ontario Library Service
Service des bibliothèques de l'Ontario-Sud



Ontario Library Service - North
Service des bibliothèques de l'Ontario - Nord

Ontario Library Service
Organizational Chart
DRAFT

