



City of
Peterborough

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

From: **Jennifer Zoethout, Library Manager/CEO**

Meeting Date: **June 30, 2015**

Subject: **Report PPL15-012
Library Manager's Report for June 2015**

Purpose

A report to inform the Board on matters relating to library activities, discussion items, and updates from previous meetings.

Recommendation

That the Peterborough Public Library Board approve the recommendation outlined in Report PPL15-012 dated June 30, 2015 of the Library Manager/CEO as follows:

That Report PPL15-012 with respect to the Library Manager's activities be received for information.

Budget and Financial Implications

There are no direct budget and financial implications associated with the approval of this Report.

Background

Library Activities

Staffing

- Christina Sill's retirement party was held June 25 and the Board gifted flowers. Christina was with the library for 30 years.
- A part-time library technician position was posted to fill Brenda Ware's retirement.
- Karen Prowse-Clysdale was the successful candidate for the full-time Library Technician position.
- Kacie Gardner is now employed as a Page. This Page position has been open for some time.
- Jennifer Jones, Head Librarian, passed her 3 month probation.
- Jennifer Zoethout, Library Manager/CEO passed her 6 month probation and is now a permanent employee of the Peterborough Public Library.

Technology

Collections management software called Collection HQ has been purchased.

<http://www.collectionhq.com/>

Collections

An inventory of the collection is slated to commence in July. This will assist staff in updating records of the collection in preparation for the proposed move.

Programs

The children's regular programs have finished until September. The TD Summer Reading Club started on June 19. In June, programs included a 'tour of the universe' from the Peterborough Planetarium, which attracted over 135 people.

Type	# of sessions	# of attendees
Technology	17	91
Adult	5	130
Teen	1	12
Children's	25	634

City Gift Policy

Traditionally the Library Board has given retirement/bereavement gifts and this is the procedure of the Art Gallery and Museum Boards as well. However, according to City of Peterborough staff this is against the City Recognition policy and the Employee Code of Conduct, in principal.

Renovation Update

Council has approved the next step of the renovation project by directing staff to undertake a detailed design of the proposed renovation. On Tuesday, July 7, 2015, the

architects from +VG will be meeting with staff to discuss renovation details, and seek further input.

Financial Update

Please see Appendix 1.

Miscellaneous

Staff attended the Senior's Showcase at the Wellness Centre in June with a display to highlight library services. Staff was pleased to note the positive feedback from the attendees about library services.

A long-standing teen BFF book club member passed away this month. His mother emailed the library from the hospital to let the other book club members know of her son's illness and death. The library connection was a part of this family's life, and it is important to note what a positive impact it had on them.

Reports:

PPL15-011 - Code of Conduct Policy & Procedure.

Submitted by,

Jennifer Zoethout
Library Manager/ CEO

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Appendix 1 - Financial Update – Budget Vs. Actual (June 25, 2015)