



City of
Peterborough

To: Peterborough Public Library Board of Trustees

From: Jennifer Zoethout, Library Manager/CEO

Meeting Date: September 29, 2015

Subject: Report PPL15-015
Library Manager/CEO Report for July/August 2015

Purpose

A report to inform the Board on matters relating to library activities during July and August, 2015.

Recommendation

That Peterborough Public Library Board of Trustees approve the recommendation outlined in Report PPL15-015 dated September 29, 2015, of the Library Manager/CEO, as follows:

That the Library Manager/CEO Report for July/August 2015 be received for information.

Budget and Financial Implications

There are no budgetary or financial implications.

Background

Library Activities

Staffing

Peter Doxsee, Circulation Supervisor has retired. His position is currently vacant.

Kacie Gardiner has been hired part-time for the Information desk.

Interviews for the Marketing and Communications position are slated to be completed by end of September. The library received an overwhelming number of resumes for this position.

Sherry-Lynne McMahon, a full-time Clerk, will be leaving as of September 29, 2015.

Technology

The library received its Ontario Libraries Capacity Fund (OLCF) grant for 2015-2016.

The previous year's allocation was used to purchase computers for public use.

The Useful contract for the public access computers, the Xerox copier contract, and the Sirsi-Dynix ILS (Integrated Library System) contract expire at the end of September.

Staff is currently in negotiations with these vendors.

Collections

An inventory of the collection is underway, and is slated for completion mid October 2015. As well, there is a large weeding project undertaken in preparation for the anticipated move to a temporary location. This is contingent on Council approving the proposed renovation of the Main branch.

Staff has been working with students from Fleming College (Project Management Program) on a plan to digitize City Directories and the Peterborough Examiner. The students needed a real life project to organize, and the library has benefited from their input.

Media Coverage

July 21 - Chex TV - "Borrowed books that don't return to Library Shelves"

<http://www.chextv.com/2015/07/21/borrowed-books-that-dont-return-to-library-shelves/>

Building - Main

As of January 2016, the library will be requiring proof of insurance for room bookings. Insurance can be purchased at a nominal cost at the time of reservation.

Over the summer the library facilities staff undertook a few large projects. They did an excellent job, and are to be commended on their work.

- Main branch carpets were cleaned
- Front entrance retaining wall caps, bicycle racks, and some interior railings were painted.
- The vines at the side walkway at the front were cut down to improve visibility.
- Archival materials of library documents were sent to City Records Management to be processed, which cleared a lot of space for storage.
- A new circulation desk has been ordered, and ergonomic monitor arms and keyboards have been installed to counteract the possibility of repetitive sprain injuries.

Programs

July

Type	# of sessions	# of attendees
Technology	9	47
Adult	1	2
Teen	0	0
Children's	13	597

August

Type	# of sessions	# of attendees
Technology	12	69
Adult	0	0
Teen	1	30
Children's	12	625

The summer saw the overwhelming success of the TD Summer Reading Club. Over 200 children and 15 teens registered to report back to staff on what they had been reading. An end of summer party was held with over 221 children attending.

Renovation Update

Staff has been working with the City on the detailed design for the Main branch renovation. The Relocation Committee has been active as well in the anticipated preparations for the move (upon budgetary approval). Numerous possible temporary sites are being considered. If approved, the timeline is as follows:

- December 2015 - City Council decides on approving the Main Library Renovation
- January 2016 - Staff seek a temporary location; renovate to suit
- April/May 2016 - Main library branch moves to temporary location.

Note: some disruption in service may occur.

The Collections Manager has been very busy assisting the architects in the detailed design, and is to be commended on her detailed and relevant contributions.

Miscellaneous

Previous Library Board minutes have been sent to the City's Record Manager to be scanned into the FileNexus system. In future these documents will be available online to the public.

Preparations are underway for the Annual Survey required by the Ministry of Tourism, Culture and Sport. The survey week will be November 2 - 8, 2015. This survey encompasses event statistics that happen in an average week each year. i.e. Number of check-outs, use of materials, and much more are collected.

The Public Library Operating Grant (PLOG) also requires a yearly statistical summary, due in November of each year, which staff is working on.

One patron was banned from the library for DVD theft, and the police contacted. Charges were not laid at this time.

The Social Committee had a bake sale, and has been very active, giving cards, arranging retirement parties, and organizing an outing to a Blue Jays Game. Their efforts have boosted staff morale, and should be recognized for that.

Library Strategic plan

The current Strategic Plan needs updating and work on this is on-going.

Submitted by,

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