

**PETERBOROUGH PUBLIC LIBRARY  
MEETING OF THE BOARD OF TRUSTEES**

Tuesday, October 23, 2012 – 7:00 to 9:00 p.m.  
MAIN LIBRARY

**AGENDA**

**Our community's connection to a world of resources to inform, inspire & enlighten.**

- |   | <u>Time Commitment</u> |
|---|------------------------|
| 1 Call to Order & Welcome:                                  | 5 min.                 |
| 2 Declaration of Pecuniary Interest:                        |                        |
| 3 Approval of Agenda:                                       |                        |
| 4 Minutes of September 25, 2012:<br>4.1 Approval of Minutes |                        |
| 5 Decision & Discussion Items:                              | 60 min.                |
| 5.1 Humidity Study – Report from Accent Building Sciences   |                        |
| 5.2 Annual Survey   |                        |
| 6 Information Items & Correspondence:                       | 20 min.                |
| 6.1 Reports   |                        |
| Library Manager – Becky Rogers                              |                        |
| Head Librarian – Betty-Kay Murray                           |                        |
| Foundation – Jim Apostle                                    |                        |
| Friends of the Library – Nan Sidler                         |                        |
| Arts, Culture & Heritage – Dwayne Collins                   |                        |
| 6.2 Information & Correspondence                            | 5 min.                 |
| Card from T. Avlonitis                                      |                        |
| Email from Chief Rodd                                       |                        |
| 7 New & Unfinished Business:                                |                        |
| 8 Adjournment:  |                        |

Date of Next Meeting: November 27, 2012 at 7:00pm in the Main Library Boardroom

**PETERBOROUGH PUBLIC LIBRARY  
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
TUESDAY, SEPTEMBER 25, 2012  
MAIN BRANCH**

**Our community's connection to a world of resources to inform,  
inspire & enlighten.**

**PRESENT:** Councillor Bob Hall (Chair)  
Jim Apostle  
Nan Sidler  
Mauro DiCarlo  
Dwayne Collins

**STAFF:** Becky Rogers  
Betty-Kay Murray  
Carolyn Jobbitt

**REGRETS:** Councillor Keith Riel  
Teresa Kerr  
Paul Stern

**1. Call to Order & Welcome**

The meeting was called to order at 5:35 pm.

**2. Declaration of Pecuniary Interest**

None declared.

**3. Approval of Agenda**

**Motion 12-09-01: Moved by Mauro DiCarlo, seconded by Nan Sidler  
That the agenda, as amended, be approved. Carried**

4. Minutes of June 27, 2012 and July 4, 2012

**Motion 12-09-02: Moved by Nan Sidler, seconded by Jim Apostle  
That the minutes of the meeting held on June 27, 2012 and July 4, 2012, be approved. Carried.**

5 Decision & Discussion Items

5.1 Functional Analysis & Feasibility Study Focus Group

This item was moved to the end of the agenda, at which time the consultant, Michael Lundholm, will attend the meeting to provide the Board with an up date on the Functional Analysis & Feasibility Study.

5.2 Reserve Funds

Staff provided a report as set out in Motion 12-06-05 (passed at the June 27, 2012 meeting) outlining proposed expenditures from Reserve Funds.

i) Peterborough EATS Point-of-Sale (POS) Training Initiative

Peterborough EATS would like to purchase a digital POS cash register system to bring their facilities up to standards with current industry equipment in order to make the training offered by Peterborough EATS at the Library representative of current market practices. Staff provided a business case and letters of support, as well as rationale for granting approval of the expenditure to the Board. While Staff recognize that larger companies train their own staff, smaller companies look for this skill in their prospective new employees when hiring.

Funding to be taken from Fund for Innovation Reserve.

**Motion 12-09-03: Moved by Mauro Dicarlo, seconded by Jim Apostle  
That the Library staff be authorized to purchase a Point of Sale (POS) cash register to provide training opportunities as a regular library service. Carried.**

ii) Peterborough Examiner Microfilm

Staff would like to replace the collection of historical local newspapers on microfilm. Over the past 10 years the existing collection has deteriorated from heavy use. Staff provided rationale for granting approval of the expenditure to the Board. In response to questions from the Board, staff advised as follows:

- The Library does not have the rights to digitalize and the digital version of the newspaper is no longer available.
- It is highly unlikely that there will be any opportunity in the future for digitalization.
- The Museum does not have a paper copy of this material.

Funds to be taken from Materials Acquisition Reserve

**Motion 12-09-04: Moved by Nan Sidler, seconded by Dwayne Collins  
That the Library staff be authorized to purchase replacement Peterborough Examiner microfilm. Carried.**

iii) Digitization of the Peterborough City Directories

Staff would like to have the Peterborough City directories digitized making its use available electronically. These directories are currently in very delicate conditions and cannot be easily replaced. Staff provided rationale for granting approval of the expenditure to the Board. The cost of completing this task would depend on whether the Board wants the work completed in-house or out-sourced. In order to determine the most cost effective manner to have this digitalization completed, the Board requested staff to provide a business case study to use as a comparison. The Board is hopeful that if a book scanner was purchased the Museum and Art Gallery would also have a need for its use. Accordingly, the Board recommends approval of the digitization in principle, but would like to have an up to date quote provided before it determines whether to purchase equipment to complete digitization in-house or if it would be more cost effective to out-source the digitization.

Funds to be taken from Peterborough Collection Reserve

**Motion 12-09-05: Moved by Jim Apostle, seconded by Dwayne Collins  
That the Board approve the expenditure to have the City Directories digitalized, subject to review of all options regarding digitization being completed either in-house or out-sourced. Carried.**

iv) Library Services Centre Automatic Release Plan for the Refurbishment of Main Adult and Children Non-Fiction Collections

Staff would like to have the adult and children's non-fiction collections refurbished after they undergo this year's large weeding to cull the worn, unused and/or out-of date materials. In order to do this they would like to have an automatic release plan with the Library Services Centre for one year. This is a very effective way to refresh the

collection professionally and efficiently, saving a great deal of staff time. Staff provided rationale for granting approval of the expenditure to the Board. Staff confirm that there were sufficient funds to complete this expenditure in the budget, as well as funds that were available from the Friends of the Library.

Funds to be taken from Materials Acquisition Reserve

**Motion 12-09-06: Moved by Nan Sidler, seconded by Jim Apostle  
That the Library enter into an automatic release plan with the Library Services Centre to refurbish the adult and children non-fiction collection. Carried.**

v) SMART Board 885ix Interactive Whiteboard System

Staff would like to purchase an interactive whiteboard system with the SMART UX60 ultra-short-throw projector, an extended control panel and modular pen tray, on a height-adjustable cart to ensure that it is AODA compliant. It would be used for training purposes in the lab, auditorium and boardroom by staff and room renters. Staff provided rationale for granting approval of the expenditure to the Board. The Board agreed that having this equipment might make the Library's facilities more attractive to proposed future renters. Staff confirmed that they are in the process of obtaining quotes and would report back to the Board with a quote for a SMART Board (885ix), as well as the children's version of this product.

Funds to be taken from the Fund for Innovation Reserve

**Motion 12-09-07: Moved by Dwayne Collins, seconded by Nan Sidler  
That the Board approve the purchase of the SMART Board 885iv Interactive Whiteboard System, subject to Staff providing the Board with a fee quote prior to acquisition. Carried.**

The Board requested that Staff provide a summary of funds that will remain in the reserve account once the above-noted expenditures have been purchased.

5.3 Humidity Study – preliminary findings

Staff advised that they have received a verbal report from the Consultant as follows:

- No large vacuum areas under the floor and the columns are stable;
- Cracks in the floor are allowing the entry of the humidity;
- Water proofing was not properly completed at the time of construction of the Library; and

- Damp proofing is not functioning and is flaking off the foundation.

The Consultant will provide a written report, but verbalized that they will be recommending that the Library select one of the following five solutions:

- i) do nothing;
- ii) sand and fill the cracks, but the humidity will still exist;
- iii) dig down along the foundation and replace the waterproofing;
- iv) raise the floors; or
- v) increase the floor thickness by 6 inches.

The Consultant also noted that:

- loose material from the ceiling is being drawn into the vents;
- the building was not constructed with a view to adding a second storey to the existing structure; and
- the water table has not shifted as a result of the 2004 flood.

**Motion 12-09-08: Moved by Nan Sidler, seconded by Dwayne Collins  
That the verbal Humidity Study report from Staff be received. Carried.**

#### 5.4 Professional Development Day Recommendation

In accordance with the Board's recommendation in 2010 to have an annual Staff Professional Development Day, the Library will be closed on Friday, November 2, 2012 to accommodate the annual professional development day for staff. The focus this year will be on communication.

The Board advised that it would be acceptable to use the Fund for Innovation Reserve to cover the cost of the professional development day for refreshments, resources and retaining a presenter for staff.

**Motion 12-09-09: Moved by Mauro Dicarlo, seconded by Jim Apostle  
That the Library be closed on Friday, November 2, 2012, to accommodate a staff professional development day. Carried**

**Motion 12-09-10: Moved by Nan Sidler, seconded by Jim Collins  
That the Board authorizes senior staff to use the Innovation Reserve fund to provide further professional development activities outside of the budget.  
Carried**

## 6 Information Items & Correspondence

### 6.1 Reports

#### 6.1.1 Library Manager

Nothing further to report at this time. The preparation for the space study is underway and the information session held was very useful and helpful for all staff and for Mr. Lundholm.

The Library needs to be known as a place to meet, a place to do things and a place to get information from. The Library needs to grow and move with the times.

Staff is looking forward to the upcoming focus groups and the information that will be obtained from these session.

**Motion 12-09-11: Moved by Dwayne Collins, seconded by Mauro Dicarlo  
That the report from the Library Manager be received. Carried.**

#### 6.1.2 Head Librarian

The dedication of the Library Auditorium is set for Tuesday, October 30, 2012 from 7:00 pm to 8:30 pm and the theme is "heart felt thanks to our friends". Staff member, Karen Clysdale, is working on this event on behalf of the Library.

In response to the Board's inquiry, staff advised the request for one extra employee at the Library which was added to the 2013 budget is still in the 2013 budget following the CAO's review. The next review will be by Council during budget review, which is held in December, 2012.

Staff advised that, in accordance with the Board's Motion 12-06-07 (passed at the June 27, 2012 meeting), staff have applied \$25,000 funds from Material Acquisition fund towards the purchase of downloadable materials.

**Motion 12-09-12: Moved by Jim Apostle, seconded by Mauro Dicarlo  
That the report from the Head Librarian be received. Carried.**

#### 6.1.3 Foundation

The Foundation Staff, together with City Staff, have prepared mock-ups for a website and will be reviewing it at the next meeting.

**Motion 12-09-13: Moved by Nan Sidler, seconded by Paul Stern  
That the report from the Foundation be received. Carried.**

#### 6.1.4. Friends of the Library

The Friends of the Library have raised \$25,000 since January, 2012. They have given \$14,800 to the Library and have retained \$8,000 for shelving. This shelving is to be designed and constructed by a group of students at Fleming College.

The mini-book sales in the Library's lobby so far this year have resulted in revenue of \$2,300.

November's mini-sale theme is history and December's mini-sale theme is Christmas. The Giant Book sale will be held on October 19<sup>th</sup> (12:00 noon to 7:00 pm) and October 20<sup>th</sup> (10:00 am to 3:00 pm).

**Motion 12-09-14: Moved by Dwayne Collins, seconded by Jim Apostle  
That the report from the Friends of the Library be received. Carried.**

#### 6.1.5 Arts, Culture & Heritage

Two items were addressed at the last ACHAC meeting as follows:

1. Approval to restructure the Committee in accordance with the Municipal Cultural Plan. There will be a total of 9 members on this newly formed Committee.
2. ACHAC completed its comments on the Site Plan for the proposed new Shoppers Drug Mart and the Louis Street lot.

In response to questions from the Board, staff advised that ACHAC did comment on a planning matter in order to provide some insight to keeping that area around the Library attractive to encourage the public to come downtown. In that the proposed Shoppers Drug Mart plan is, in ACHAC opinion, not in-keeping with the Municipal Cultural Plan, the Committee felt they should go on record with their concerns.

**Motion 12-09-15: Moved by Nan Sidler, seconded by Jim Apostle  
That the Arts, Culture and Heritage report be received. Carried.**

#### 6.2 Information and Correspondence

None



**7. New and Unfinished Business**

NONE

*Meeting recessed at 7:10 pm for 10 minutes to permit Michael Lundholm, the consultant retained to complete the Functional Analysis and Feasibility Study to attend the meeting. At this time, Carolyn Jobbitt left the meeting.*

Minutes to this point of the meeting prepared by: C. Jobbitt

*Meeting resumed at 7:20 pm.*

The remainder of the meeting was to permit Lundholm and Associates to conduct a focus group with the Board.

**8. Adjournment**

Next meeting will be held on Tuesday, October 23, 2012, at 7:00 pm at the Peterborough Public Library.

<p><b>Motion 12-09-16: Moved by Mauro DiCarlo That the meeting be adjourned at 9:45 p.m. Carried.</b></p>
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## Library Manager's Activities from September 26, 2012 to October 23, 2012

### Meetings

- Ken Doherty – Sept 26, Oct 12, Oct 15, Oct 18
- Art Gallery Peterborough
  - AGP facilitation meeting – Oct 1, Oct 5, Oct 13
  - AGP Board meeting – Oct 18
- Arts Culture & Heritage Advisory Committee
  - ACHAC Agenda – Sept 27, Oct 18
  - ACHAC Meeting – Oct 11
- Arts Culture & Heritage Division Managers – Oct 15
- Auditor – Oct 17
- Community Opportunity Innovation Network
  - COIN Executive Director – Sept 28, Oct 17
- Cultural Planner Meetings
  - MCP Priority Setting – Sept 28, Oct 4, Oct 12
  - Cultural Calendar – Oct 17
  - Cultural Mapping – Oct 18
- Electric City Culture Council – Oct 4, Oct 12
- Heritage Preservation Office
  - Meetings – Oct 3, Oct 4,
- Immigration & Peterborough Partnership Council on Immigrant Integration
  - ESL Steering Committee – Oct 10
  - Executive Committee – Oct 15
  - Portal Grant – Oct 5, Oct 15,
  - Resource Development Management Committee – Oct 19
- Peterborough Museum & Archives – Oct 1, Oct 3,
- Policy
  - Filming Policy – Oct 9, Oct 11, Oct 15, Oct 22
  - Social Media – Sept 17
- Space Study
  - Arts, Culture and Heritage managers focus group – September 25
  - Foundation and Friends of the Library focus group – September 26
  - Program partners focus group – September 26
  - Meeting with Consultants for planning the next phase – September 27
  - Community focus group meeting – Sept 27
  - Phone conference with S. Jensen about online survey – October 5

Head Librarian's Report to Board  
Activities September 25 to October 23, 2012

Meetings

- Policy/Procedures
  - City Social Media Policy/Procedure Review – October 16
- Space Study
  - Arts, Culture and Heritage managers focus group – September 25
  - Supervisors focus group – September 26
  - Foundation and Friends of the Library focus group – September 26
  - Regular renters of library space focus group – September 26
  - Program partners focus group – September 26
  - Public meeting – September 27
  - Consultants, B. Rogers for planning – September 27
  - Phone conference with S. Jensen about online survey – October 5
- Other
  - Foundation – September 26
  - Peterborough Small Libraries Committee (SOLS) – October 1
  - Arts, Culture and Heritage Division – to meet new city Cultural Planner – October 15

Other Activities

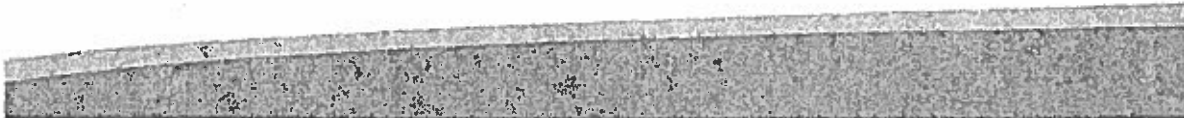
- SirsiDynix presentation of acquisitions module – September 27
- Submitted the Public Library Annual Survey – September 28
- Planning for Library Professional Development Day on November 2
- Planning for Supervisory Skills Workshop to take place on November 20
- Vacation – October 8-12

Respectfully Submitted  
Betty-Kay Murray



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User Name: Murraybk (DSA43092775) Peterborough

Submission Period: Annual Public Library Statistics 2011 Organization: Peterborough (L0268)

Submission Period List Data Collection Menu

ANNUAL SURVEY OF PUBLIC LIBRARIES - GENERAL INFORMATION

A. General Information

A1.0 Identification

B. Financial Information

A1.1 Legal Name:

L0268 - Peterborough

C. Library System Holdings

A1.2 Period for which this survey applies:

Calendar Year

D. Library System Staffing

A1.3 Ontario Library Service (OLS) Region:

Southern Ontario Library Service

E. Library System Facilities

A1.4 Type of Library Service:

Public or Union Library

F/G. Library System Activities

A1.5 Mailing Address:

345 Aylmer Street North

H. Partnerships and Initiatives

A1.6 City/ Town:

Peterborough

I. Certification

A1.7 Province:

Ontario

A1.8 Postal Code:

K9H3V7

A1.9 Street Address (if different from mailing address):

A1.10 City/Town:

Peterborough

A1.11 Province:

A1.12 Postal Code:

K9H3V7

A1.13 Web Site Address:

www.peterborough.library.on.ca

A1.14 No. of Active Library Cardholders

26429

A2.0 Current Library CEO, Municipal Clerk, Local Services Board Chair, or person with signing or operational authority for the First Nation Public Library

A2.1 First Name:

Becky

A2.2 Last Name:

Rogers

A2.3 Telephone Number:

705-745-5382

A2.4 Fax Number:

705-745-8958

A2.5 Email Address:

brogers@peterborough.ca

A3.0 Contact Person for information on this survey (if person named above is not contact person)

A3.1 First Name:

Betty Kay

A3.2 Last Name:

Murray

A3.3 Telephone Number:

(705)-745-5382 x 2370

A3.4 Fax Number:

(705)-745-8958

A3.5 Email Address:

Bmurray@peterborough.ca

Comments:

Empty text box for comments

Next

Save





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Administration    Data Collection    Queries, Reports and Extracts    Help    Exit

User Name: Murraybk (DSAH3092775)    Peterborough    Submission Period: Annual Public Library Statistics 2011    Organization: Peterborough (L0268)

Save successful

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ANNUAL SURVEY OF PUBLIC LIBRARIES – FINANCIAL INFORMATION		
<b>A. General Information</b>	<b>B1.0 Net Balance brought forward from previous year</b>	
<b>B. Financial Information</b>	B1.1 <input checked="" type="radio"/> Surplus <input type="radio"/> Deficit <input type="radio"/> Nil	167266
<b>C. Library System Holdings</b>	<b>B2.0 Operating Revenues</b>	
<b>D. Library System Staffing</b>	B2.1 Provincial Operating Funding. Does not include project revenue.	
<b>E. Library System Facilities</b>	B2.1.1 Public Library Operating Grant (PLOG)	123224
<b>F/G. Library System Activities</b>	B2.1.2 Pay Equity Grant	9582
<b>H. Partnerships and Initiatives</b>	B2.1.3 First Nation Salary Supplement Grant	
<b>I. Certification</b>	B2.1.4 Total Provincial Operating Funding	132806
	B2.2 Local Operating Funding (e.g. Municipal library operating funding)	2217057
	B2.3 Contract Revenue (funds from other municipalities, LSBs or First Nation Bands that contract for library services). Specify name of contracting organization and amount received from each. (Does not apply to contracting municipalities)	
	B2.4 Project Grants	
	Please select from the drop down list below:	
	Year-end capacity building funding	1868
	Other Project Grant	
	<b>B2.4.1 Total Project Grants</b>	1868
	B2.5 Donations (monies donated by outside bodies, e.g. Friends groups, trust funds etc.)	60318
	B2.6 Self Generated Revenue (e.g. fines, fees, sales/fundraising, room rentals, cafe revenue, etc.)	122060
	B2.7 Debt Services and Reserve Fund Revenues	18035
	B2.8 Other (Specify any other source of funds not included above and indicate the amount received from each funding source listed, e.g. Connectivity)	
	Interest	6387
	<b>B2.9 Total Operating Revenues</b>	2558531
	<b>B3.0 Capital Revenues (funds for land, building construction/renovation or furniture or new automation systems)</b>	
	B3.1 Provincial	
	B3.2 Federal	
	B3.3 Local	
	B3.4 Other (specify any other source of funds not included above and indicate the amount received from each funding source listed, report each funding source on a separate line)	
	<b>B3.5 Total Capital Revenues</b>	0
	<b>B4.0 Operating Expenditures</b>	
	<b>B4.1 Materials Expenditures</b>	
	B4.1.1 General (Include all physical items that are not electronic, e.g. books, periodicals, videotapes, etc.)	232629
	B4.1.2 Electronic (e.g. electronic subscriptions and other databases, downloadable media, gaming software, Playaway, DVDs, and e-resources)	156927
	B4.2 Staffing (Total funds spent on all staff, including benefits.)	1662300
	B4.3 Staff Training (Total funds spent on staff training, including travel and accommodation)	5379
	B4.4 Facilities/Utilities (Costs related to library facility operation, e.g. insurance, rent, lighting, maintenance, etc.)	126454
	<b>B4.5 Telecommunication costs</b>	
	B4.5.1 Telephone and Fax	10308
	B4.5.2 Dedicated Internet Connectivity Costs (e.g. wireless, ISDN, dedicated lines.)	14141

B4.6 Computer Services (Total spent on computer equipment and related expenses, e.g. computer maintenance contracts, etc., new automated systems, etc.)

B4.7 Debt Charges and Transfers to Reserve Funds

B4.8 Funds returned to government sources

B4.9 Contract payments made to library board for library services (Specify the library board(s) and amount given to each board; report each payment on a separate line)

B4.10 Other (specify all other expenditures not reported above and indicate the amount spent for each expenditure listed; report each item on a separate line)

Advertising and Promotion	<input type="text" value="2631"/>	X
Amortization	<input type="text" value="420651"/>	X
Auditor	<input type="text" value="4452"/>	X
Bank Charges	<input type="text" value="462"/>	X
Board Expenses	<input type="text" value="227"/>	X
Bookbinding	<input type="text" value="150"/>	X
Collection acquisition related expenses	<input type="text" value="47417"/>	X
Courier	<input type="text" value="2526"/>	X
Gardening	<input type="text" value="448"/>	X
Office Supplies	<input type="text" value="20147"/>	X
Postage	<input type="text" value="2771"/>	X
Programs	<input type="text" value="21925"/>	X
Volunteer Recognition	<input type="text" value="379"/>	X
<input type="text"/>	<input type="text"/>	X

B5.0 Total Operating Expenditures

B6.0 Total Capital expenditures (funds expended on land, building construction/renovation or furniture)

Comments:





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Public Libraries Administration    Add/Update Library

User Name: Murraybk (DSAH3092775)    Peterborough

Submission Period: Annual Public Library Statistics 2011    Organization: Peterborough (L0268)  
Add/Update Library Population and Household Information

[Submission Period List](#)    [Data Collection Menu](#)

ANNUAL SURVEY OF PUBLIC LIBRARIES - LIBRARY SYSTEM HOLDINGS				
<b>A. General Information</b>		<b>Note:</b> Titles Held must be less than or equal to Volumes Held for each language's column CD and DVD Titles must be less than or equal to CD and DVD Copies for each language's column Titles of E-resources must be less than or equal to Copies of E-resources		
<b>B. Financial Information</b>				
<b>C. Library System Holdings</b>				
<b>D. Library System Staffing</b>				
<b>E. Library System Facilities</b>				
<b>F/G. Library System Activities</b>				
<b>H. Partnerships and Initiatives</b>				
<b>I. Certification</b>				
<b>C1.0 Reference</b>				
C1.1 Titles Held		English	French	Other
		5092	31	0
C1.2 Volumes Held		9797	47	0
<b>C1.3 Electronic Resources</b>				
C1.3.1 No. of Databases		23	4	3
C1.3.2 No. of CD and DVD Titles		0	0	0
C1.3.3 No. of copies of CD and DVDs		0	0	0
C1.4 Special Collections - original format		0	0	0
C1.5 Special Collections - digital format		0	0	0
<b>C2.0 Circulating</b>				
C2.1 Titles Held		English	French	Other
		105372	1595	0
C2.2 Volumes Held		129498	1706	0
<b>C2.3 Electronic Resources</b>				
C2.3.1 No. of CD and DVD Titles		13466	0	0
C2.3.2 No. of copies of CD and DVDs		17077	0	0
C2.3.3 No. of Titles of E-resources, including E-books		18472	43	93
C2.3.4 No. of Copies of E-resources, including E-books		18079	43	93
C2.4 Special Collections - original format		0	0	0
C2.5 Special Collections - digital format		0	0	0
<b>C3.0 Periodicals</b>				
C3.1 Titles Held		English	French	Other
		295	2	0
<b>C3.2 Electronic Resources</b>				
C3.2.1 No. of Database Subscriptions		22	1	0
C3.2.2 No. of CD and DVD Titles		0	0	0
C3.2.3 No. of copies of CD and DVDs		0	0	0
C3.2.4 No. of individual electronic periodicals titles		32076	127	0
<b>Comments:</b>				
Peterborough Collection is captured in the regular holdings of the library. Last year's data for section C2.3 included all e-books that were viewable online and not downloadable in their entirety. This year's data only includes e-resources that are downloadable in				
<a href="#">← Previous</a> <a href="#">Next →</a> <a href="#">Save</a>				



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User Name: Murraybk (DSAH3092775) Peterborough

Submission Period: Annual Public Library Statistics 2011 Organization: Peterborough (L0268)

Submission Period List Data Collection Menu

ANNUAL SURVEY OF PUBLIC LIBRARIES – LIBRARY SYSTEM STAFFING		
<b>A. General Information</b>	D1.0 How many hours per week in your library constitute a full time position (must be at least 32.5 hours)?	<input type="text" value="35.00"/>
<b>B. Financial Information</b>	D1.1 Full Time Staff (i.e staff working 35+ hrs per week or full time equivalent e.g. 32.5)	
<b>C. Library System Holdings</b>	<b>Job Class</b>	<b>No. of People</b>
<b>D. Library System Staffing</b>	Librarians	<input type="text" value="6"/>
<b>E. Library System Facilities</b>	Library Technicians	<input type="text" value="4"/>
<b>F/G. Library System Activities</b>	EXCEL Graduates	<input type="text"/>
<b>H. Partnerships and Initiatives</b>	Other Staff	<input type="text" value="7"/>
<b>I. Certification</b>	Volunteers	<input type="text"/>
	D1.2 Part Time Staff (i.e staff working less than 35 hours or full time equivalent (e.g. 32.5))	
	<b>Job Class</b>	<b>No. of People</b>   <b>Total hours worked per week for each job class</b>
	Librarians	<input type="text"/>
	Library Technicians	<input type="text" value="8"/>   <input type="text" value="87.84"/>
	EXCEL Graduates	<input type="text"/>
	Other Staff	<input type="text" value="32"/>   <input type="text" value="425.55"/>
	Volunteers	<input type="text" value="80"/>   <input type="text" value="107.50"/>
<b>Comments:</b>		
The library manager works full-time, but also oversees the Culture and Heritage Division for the city, so is paid 75% by the library. This has been the case for some years, but has not been captured accurately in the survey		
<input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Save"/>		



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MINISTRY OF TOURISM, CULTURE AND SPORT

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Administration    Data Collection    Queries, Reports and Extracts    Help    Exit

User Name: Murraybk (DSA43092775) Peterborough

Submission Period: Annual Public Library Statistics 2011    Organization: Peterborough (L0268)

[Submission Period List](#)    [Data Collection Menu](#)

ANNUAL SURVEY OF PUBLIC LIBRARIES - LIBRARY SYSTEM FACILITIES		
<b>A. General Information</b>	<b>E1.0 Public Access Workstations</b>	<b>No.</b>
<b>B. Financial Information</b>	<b>E1.1 Total No. of Public Access Workstations available in your library</b>	<input type="text" value="87"/>
<b>C. Library System Holdings</b>	Of the total number given above, state how many:	
<b>D. Library System Staffing</b>	<b>E1.1.1 Provide Internet access</b>	<input type="text" value="73"/>
<b>E. Library System Facilities</b>	<b>E1.1.2 Provide OPAC access</b>	<input type="text" value="14"/>
<b>F/G. Library System Activities</b>	<b>E1.1.3 Provide CD ROM access</b>	<input type="text"/>
<b>H. Partnerships and Initiatives</b>	<b>E1.1.4 Total number of lending laptops and netbooks</b>	<input type="text"/>
<b>I. Certification</b>	<b>E2.0 Library Automation and Connectivity</b>	
	<b>E2.1 Does your library have an automated catalogue system?</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
	<b>E2.2 (if above is "Yes", please specify system used)</b>	
	<input type="text" value="SirsiDynix Symphony 3.4.0.0.3006"/>	
	<b>E2.3 Does your library provide wireless Internet connection?</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
	<b>E3.0 Facilities and Hours of Operation</b>	<b>No. of Service Points</b> <b>Total Weekly hours of operation for all service points</b>
	<b>E3.1 Main Library</b>	<input type="text" value="1"/> <input type="text" value="57 00"/>
	<b>E3.2 Branches open 12 hours per week or more</b>	<input type="text" value="1"/> <input type="text" value="15 00"/>
	<b>E3.3 Branches open less than 12 hours per week</b>	<input type="text"/> <input type="text"/>
	<b>E3.4 Bookmobile stop locations</b>	<input type="text"/> <input type="text"/>
	<b>E3.5 Deposit Stations (refer to criteria)</b>	<input type="text"/> <input type="text"/>
	<b>E3.6 No. of Bookmobiles owned by your library board</b>	<input type="text"/>
<b>Comments:</b>		
<input type="text"/>		
<input type="button" value="← Previous"/> <input type="button" value="⇒ Next"/> <input type="button" value="Save"/>		





MINISTRY OF TOURISM, CULTURE AND SPORT

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Administration Data Collection Queries, Reports and Extracts Help Exit

User Name: Murraybk (DSAH3092775) Peterborough

Submission Period: Annual Public Library Statistics 2011 Organization: Peterborough (L0268)

Submission Period List Data Collection Menu

ANNUAL SURVEY OF PUBLIC LIBRARIES - LIBRARY SYSTEM ACTIVITIES		
<b>A. General Information</b>	<b>F1.0 Total Annual Circulation (Actual Annual Direct Circulation)</b>	655471
<b>B. Financial Information</b>	<b>F2.0 Annual Programs</b>	<b>Totals</b>
<b>C. Library System Holdings</b>	<b>F2.1 No. of programs held annually</b>	324
<b>D. Library System Staffing</b>	<b>F2.2 Annual program attendance</b>	10497
<b>E. Library System Facilities</b>	<b>F2.3 Program types. Please list all that apply</b>	<b>Number of programs   Number of attendees</b>
<b>F/G. Library System Activities</b>	Early literacy and Early learning	108   5249
<b>H. Partnerships and Initiatives</b>	Other Children's programming	63   1735
<b>I. Certification</b>	Summer Reading	17   904
	Homework help	
	Class instruction at a library or school	16   466
	Teen programming	13   99
	Newcomer focus	17   705
	Careers, job help / skills	
	Business Development	
	Community Development	
	Technology, social media and computer literacy	6   131
	Genealogy, local history, Doors Open	2   75
	Adult learning (not covered elsewhere)	3   190
	Seniors programming	8   80
	Culture Days, poetry and story readings, art shows	24   223
	First Nation Public Library Week	
	First Nation Communities Reads	
	Ontario Public Library Week / Canadian Library Month	3   56
	<b>F3.0 Annual Inter-Library Loan Activity "(ILLO)"</b>	<b>Totals</b>
	<b>F3.1 Requests Made and Items Borrowed</b>	
	F3.1.1 No. of requests made to other libraries	2127
	F3.1.2 No. of items being borrowed	2072
	<b>F3.2 Requests Received and Items Lent</b>	
	F3.2.1 No. of requests received from other libraries	5181
	F3.2.2 No. of items lent	1836
	<b>G1.0 Typical Week Data</b>	<b>Totals</b>
	<b>G1.1 Circulation</b>	
	G1.1.1 All circulation except E-books, downloadable audio books, music and video	12899
	G1.1.2 All circulation for E-books, downloadable audio books, music and video	381
	G1.1.3 Total circulation of all library materials	
	<b>G1.2 In Library Materials Use</b>	
	G1.2.1 Total In Library Materials Use	1303
	<b>G1.3 Electronic Information Resources, and Wireless Use</b>	
	G1.3.1 No. of people using library workstations	793
	G1.3.2 No. of times electronic databases are accessed by library users	3335
	G1.3.3 No. of people using public library wireless connection	173
	<b>G1.4 Reference</b>	
	G1.4.1 No. of standard reference transactions	355
	G1.4.2 No. of electronic reference transactions	11

G1.4.3	No. of Reader's Advisory transactions	21
G1.4.4	No. of Information Communication Technology, software and social media support requests	183
G1.4.5	Average staff time in minutes per Information Communication Technology, software and social media support request:	4
<b>G1.5 Library Visits</b>		
G1.5.1	No. of visits to the library made in person	7905
G1.5.2	No. of electronic visits to the library	7833

Comments:

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MINISTRY OF TOURISM, CULTURE AND SPORT

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Administration Data Collection Queries, Reports and Extracts Help Exit

User Name: Murraybk (DSA3092775) Peterborough Submission Period: Annual Public Library Statistics 2011 Organization: Peterborough (L0268)

Save successful

Submission Period List Data Collection Menu

ANNUAL SURVEY OF PUBLIC LIBRARIES – PARTNERSHIPS AND INITIATIVES

A. General Information

B. Financial Information

C. Library System Holdings

D. Library System Staffing

E. Library System Facilities

F/G. Library System Activities

H. Partnerships and Initiatives

I. Certification

H1.1 Consortia and Co-operative Purchasing

H1.1.1 Please select from the drop down list below, types of consortia your library participates in on a regular basis. Name the purchasing consortia in the field next to selected type.

Types of Consortia	Name Purchasing Consortia	
Municipal and Local government	City of Peterborough	X
E-books	SOLS/Overdrive	X
Other Types of Consortia	E-Resources	X
Other Types of Consortia	SOLS Tier 1 and 2	X
Other Types of Consortia	CELPLO	X
Other Types of Consortia		

H1.2 Friends of the Library and Foundations

H1.2.1 Is your library associated with a Friends or Foundation organization or other charitable group?  Yes  No

H1.2.2 If Yes, provide number of Friends or Foundations organizations your public library works with

H1.3 Social Media

H1.3.1 Does your library make use of and participate in social media?  Yes  No

H1.3.2 If Yes, select all that apply from the drop down list below:

Facebook	X
Other Social Media	

H1.4 Cultural Partnerships and activities

H1.4.1 Do you have any active cultural partnerships?  Yes  No

H1.4.2 If Yes, how many?

H1.4.3 If Yes, select partners from the drop down list below:

Community museums	X	
Municipal cultural planning partnerships	X	
Heritage Organizations	X	
Other Cultural Partners	Peterborough Storytellers	X
Other Cultural Partners	New Canadians Centre & Parent-Child Mother Goose ESL program	X
Other Cultural Partners	Community Calendar	X
Other Cultural Partners		

H1.4.4 Please give examples of your activities in the field below (e.g. art gallery, museum or other institution as part of mandate or building etc).

Museum has a vault for photograph storage in the Library, Library Manager oversaw the development of the Municipal Cultural Plan, Ontario Genealogical Society Branch has

H1.5 Education Sector Partnerships

H1.5.1 Do you have any Education Sector Partnerships?  Yes  No

H1.5.2 If Yes, how many?

H1.5.3 If Yes, select partners from the drop down list below:

Early Childhood Organizations	X
School boards, including local schools and local education authorities	X
Distance Education	X
Other Education Sector Partners: Frontier College	X
Other Education Sector Partners: New Canadians Centre Language Lab	X
Other Education Sector Partners: School Settlement Worker from New Canadians Centre at library in summer	X
Other Education Sector Partners: COIN TekDesk Computer Lab classes	X
Other Education Sector Partners: Healthy Families Collection, Website and Workshops	X
Other Education Sector Partners:	

H1.6 Significant achievements

H1.6.1 Please list any special achievements for your library in the past Survey year in the field below (e.g. updated library integrated system implemented, networking, new programs provided, fundraising initiatives, new library building opened, renovation completed, new partnership created, municipal cultural plan completed, other achievements that has a positive impact on the community your library serves, etc).

Municipal Cultural Plan completed

H1.7 Government Services

H1.7.1 Does your library participate in federal, provincial or municipal government service partnerships?  Yes  No

H1.7.2 If Yes, please select any government service partnership that you participate in, from the drop down list below:

Other government Service Partnerships: MIO (Municipal Immigration Information Online)	X
Other government Service Partnerships:	

H1.8 Capital Projects

H1.8.1 Does your library currently have any approved capital project plans scheduled for completion in the next two years?  Yes  No

H1.8.2 Please outline your projects in the field below. Provide year the project is planned for.

Capital Project	Year commencing	Square footage (if applicable)	Total Project Cost

Comments:

Previous Next Save



This annual report is filed by the undersigned pursuant to the *Public Libraries Act*, R.S.O. 1990, C.P. 44 for the fiscal year:

Fiscal Year, April 1 to March 31 *or* October 1 to September 30 \_\_\_\_\_  
(years)

Calendar Year, January 1 to December 31 \_\_\_\_\_  
(year)

Legal Name of Public Library, Municipality, Local Services Board or First Nations Band:  
\_\_\_\_\_

**The Public Library Board, Municipality, Local Services Board or First Nations Band during the reporting period herewith, accepts the above report, certifies its essential accuracy and transmits it to the Ministry of Tourism and Culture in accordance with the above statute and consents to the release of the information contained in the report pursuant to subsection 17(3) of the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, chapter F.31, as amended.**

Print Name of Chief Executive Officer  
and Chair Person or Authorized Official  
Bob Hall

Second signature if locally required:  
Print Name of Chief Executive Officer  
and Chair Person or Authorized Official  
Becky Rogers

Signature of Chief Executive Officer  
and Chair Person or Authorized Official  
[Signature]

Signature of Chief Executive Officer  
and Chair Person or Authorized Official  
[Signature]

Date Oct. 23, 2012

Date Oct. 23, 2012

Please ensure that you retain a copy of the survey that you e-filed and a signed copy of the certification in your records for audit purposes, as the e-filed survey is not a signed document.  
Print this certification, complete and have it signed and attach it to your e-filed survey. Do not return this acknowledgement and certification to the Ministry.

Peterborough Public Library  
Activity Report  
October, 2012

### Information Services

#### Adult Programs & Promotion

- Ongoing programs including Scrabble Night, Kniterary Night, Pizza & Pages Teen Book Club, and BFF--Books, Friends and Families Book Club (formerly PCBC), Adult Book Discussion Group, Peterborough Storytellers
- Fall special programs that have begun include:
  - Monthly Matinees film series (afternoons)
  - Anti-poverty documentaries (supported by TVO) and partnering with local anti-poverty groups
  - Computers & social networking for seniors (3 sets of 3 sessions each)
  - Ereader information sessions (monthly)
  - NaNoWriMo – National Novel Writing Month. 7 planned events (4 write-in afternoons, 1 information/writing evening with Orm Mitchell (Oct. 15), 1 Launch event on Nov. 1, and 1 celebration event on Dec. 1)
- Ontario Library Week. Oct. 14 -20. Theme: Libraries Connect
  - We are emphasizing the role that libraries play in connecting with all members of our community, regardless of income. Organized several events above to coincide with this week. Also arranged Food for Fines with Kawartha Foodshare, promoted and coordinated this with circulation staff.
- Finished program brochure, MagicInfo presentations, and posters for lobby and distribution. Ongoing updating of these promotional items.
- All events input into Community Calendar.
- Wrote column for Peterborough Examiner on behalf of Laura Murray
- Delivery of BFF Club (record 18 participants!)
- Tours—one tour to New Canadians (3)
- Outreach—spoke to group of about 20 at St. John's Anglican Church about collections and equipment for low-vision patrons

#### Information Services

- *Website Improvements:* have completed most of suggested improvements and changes on website. Need to still add more local photos, but difficult given need to track photo release forms with photos. Worked with IT to make more complex menu changes, and to create a search form to choose between searching the website or searching the catalogue. Waiting for technical information from our catalogue vendor to complete.
- Staff training—arranged for training/review of NextReads for 2 Information Staff
- Arranged with custodian to block air vent above microfilm readers where it is extremely cold in the summer. Seems to be a good improvement for summer months.
- Trouble-shooting for community calendar with users. Also with IT, as administrator emails from the calendar were being blocked by the city and not reported in FuseMail.
- Public Internet
  - Investigated two public internet patrons abusing privileges.
  - Reported internet problems with popular websites to Useful. Response: need to wait for new hardware for upgrade to Firefox. Patrons are becoming very impatient with this issue, understandably. New hardware not expected until the first week of December.
  - Also reported weekend shutdown time errors to Useful – 3 times. Issue is still not resolved.

## Meetings

- Attended presentation by Wendy Newman, Sept. 15
- Meeting with feasibility study consultants, Sept. 26
- Meeting with management to discuss policy for partnership programs, Sept. 25
- Attended English Language Learners committee meeting on behalf of K. Clysdale, Oct. 11

## Circulation Department

- Organized a two day food for fines, can't say the status on that because we are on our second day. The first day, there were about 30 items in the drum.
- The Sunday 2013 sign up sheets are ready to circulate for both departments.
- Several meetings with systems librarian to plan for the system upgrade and to deal with the few glitches after the upgrade.

## Systems & Technical Services

### Systems /computers

- ILS upgrade from 4.1.0 to 4.1.2 and upgrade to Enterprise to resolve searching and display bugs has been completed. A review of the new features and discussion of what to turn on with various departments will follow.
- Work on creating new codes to accommodate the new electronic resources being added is ongoing.
- Further investigations on alternatives for serials and acquisitions within the ILS are being conducted with the Collections librarian.

### Tech services

- 2674 records loaded.
- Work on updating and maintaining authority and bibliographic database continues

## Collection Development

- Adult book discussion on 09/25
- Management of library's NextReads newsletter service
- Administration of library's database index, EBSCO A to Z
- Meeting with the Friends of the Library 09/25
- Meeting with the Healthy Families committee 09/27
- Started the implementation process for the library's latest downloadable service called OneClickDigital from Recorded Books; this service will in some respects excel the OverDrive service in that it will provide simultaneous patron access.
- Compiled collection data for the purposes of valuation by a firm contracted by the City to conduct an insurance appraisal.
- Continued review and selection of new, retrospective and replacement titles for the collection. Purchased titles based on patron holds' reports from ILS as well as OverDrive e-books/e-audiobooks console.
- Continued review and selection of titles suggested by patrons. Responded to queries by the public about collection matters.
- Review and payment of vendor invoices.
- Periodic technical support in person and by phone for patrons with difficulties accessing the library's e-books.
- Weeded the leased books' collection to make room for new titles.
- Trained library staff (Karen Clysdale) on how to use one of the online vendor sites for ordering replacement materials.



## **Maintenance**

### **Main Library**

- Took out the old portion of the Audio visual dept. desk in the coffee shop office area and Home Depot. came in and constructed a proper wall (still to be completed by Home Depot).
- Resealed around the HVAC (air unit) over childrens department. It was leading due to the membrane shrinking from drying out over time.
- Worked with Cole Engineering on the humidity study and the air handling units.
- Had a company come and clean all the windows (inside & out) at the main library & branch before winter sets in.
- Helped with the fall book sale with the friends of the library.
- Replaced a light along the north side of the library's walkway.
- Hired a carpet cleaning company that steam cleaned the lower hallway, board room, administration office, staff room & auditorium.
- Cleaning up outside and preparing for winter.
- Reorganized basement maintenance room for more space.

### **DelaFosse Branch**

- the outside south wall of the De La Fosse Library has been power washed, primed & painted by Town & Country Contracting and was painted an off white color and turned out very nice.
- had work done on the De La Fosse boiler as preventative maintenance and replaced an original heat rad blower motor

## **Children's Department**

- Fall programs - all registered programs are full and going really well
- Collection Development - ordering, replacing and weeding J materials
- Preparing for the Friends Recognition event - crafts to complete with various program groups, help with compiling and displaying materials, etc.
- Summer programs wrap-up - statistics submitted to TD, thank-you's sent out community businesses who made donations to the reading clubs, compiling parent survey results
- Preparing for the 2013 Family Literacy Day
- Continued website work and general publicity

## **Special Projects Activity Report:**

- Collections Development Support:
  - in the process of reviewing DVDs that are Lost or On Trace, and replacing items as appropriate
  - relieving Laura Gardner of Information Desk duties when possible
- ESL Steering Committee: PPL hosted the October meeting
- Friends of the Library Evening of Recognition Projects:
  - Dedication Panel: panel is in the final stages of design
  - Invitations: designed, printed, mailed and in process of receiving RSVPs
  - Catering: will be provided by Peterborough EATS
  - Auditorium Sign: to be arranged through Signarama
  - Event Decorations and Favours: to be put together by various staff members and some program participants
  - Agenda for Event: will include special presentations made by the Library Board, the Mayor and Library Staff; Board Member who will act as Master of Ceremonies needs to be determined
  - Promotion: was included in monthly Examiner column and Fall Program Brochures; Press Release is in the process of being written; still to be posted on PPL website and Facebook page; will contact local media to see if they will cover the event

**LIBRARY OPERATIONS**

From January 1, 2012 to October 31, 2012

<u>ACCT#</u>	<u>TITLE</u>	<u>YTD ACTUAL</u>	<u>YTD COMMITMENTS</u>	<u>ACTUAL WITH COMMITMENTS</u>	<u>2012 BUDGET</u>	<u>YTD VARIANCE</u>
<b>Main</b>						
601 9615212	LIBMN Revenue-Ont Grant				(132,806.00)	(132,806.00)
601 9615216	LIBMN Grant SOLS					
601 9615256	LIBMN Restaurant rent					
601 9615282	LIBMN Membership revenue	(7,039.32)		(7,039.32)	(10,000.00)	(2,960.68)
601 9615326	LIBMN Fines	(45,284.22)		(45,284.22)	(68,000.00)	(22,715.78)
601 9615328	LIBMN Room rentals	(23,591.08)		(23,591.08)	(35,000.00)	(11,408.92)
601 9615330	LIBMN Xerox fees	(775.81)		(775.81)	(1,500.00)	(724.19)
601 9615331	LIBMN Computer Lab					
601 9615332	LIBMN Lost books	(2,623.02)		(2,623.02)	(3,800.00)	(1,176.98)
601 9615334	LIBMN Lost cards	(751.51)		(751.51)	(900.00)	(148.49)
601 9615335	LIBMN Technical Services					
601 9615336	LIBMN Microfilm fees	(431.55)		(431.55)	(500.00)	(68.45)
601 9615340	LIBMN Program revenue	(180.00)		(180.00)	(500.00)	(320.00)
601 9615341	LIBMN Internet printing	(76.25)		(76.25)	(100.00)	(23.75)
601 9615344	LIBMN Recoveries				(100.00)	(100.00)
601 9615417	LIBMN Nevada revenue					
601 9615466	LIBMN Library Foundation					
601 9615652	LIBMN Sale of Publications					
601 9615664	LIBMN Tsf frm Martha's FOL Res					
601 9615665	LIBMN Tsf frm Data Processing					
601 9615669	LIBMN Tsf frm FOL Res					
601 9615670	LIBMN City Contribution	(1,803,308.00)		(1,803,308.00)	(2,389,040.00)	(585,732.00)
601 9615702	LIBMN Unclassified revenue					
601 9615712	LIBMN Surplus	(79,603.80)		(79,603.80)		79,603.80
	<b>Total Revenues</b>	<u>(1,963,664.56)</u>	<u>0.00</u>	<u>(1,963,664.56)</u>	<u>(2,642,246.00)</u>	<u>(678,581.44)</u>
601 9616005	LIBMN Salaries - Full time	666,947.97		666,947.97	943,601.00	276,653.03
601 9616015	LIBMN Salaries - Overtime	382.54		382.54		(382.54)

## LIBRARY OPERATIONS

From January 1, 2012 to October 31, 2012

ACCT#	TITLE	YTD ACTUAL	YTD COMMITMENTS	ACTUAL WITH COMMITMENTS	2012 BUDGET	YTD VARIANCE
601 9616025	LIBMN Salaries - Part time	400,307.19		400,307.19	441,265.00	40,957.81
601 9616030	LIBMN Wages - Part time					
601 9616040	LIBMN Salaries (alternative)					
601 9616075	LIBMN Employee Benefit O/H	229,980.24		229,980.24	308,335.00	78,354.76
601 9616079	LIBMN Employee Future Ben					
601 9616405	LIBMN Telephone	6,785.80		6,785.80	11,000.00	4,214.20
601 9616410	LIBMN Adv & Publicity	2,578.64		2,578.64	2,000.00	(578.64)
601 9616417	LIBMN Board Expenses	252.49		252.49	1,000.00	747.51
601 9616420	LIBMN Light & Water	33,734.24		33,734.24	54,000.00	20,265.76
601 9616422	LIBMN Vestar Energy Conservat	5,600.00		5,600.00	6,717.00	1,117.00
601 9616425	LIBMN Heat	3,755.37		3,755.37	13,000.00	9,244.63
601 9616430	LIBMN Postage	1,813.59		1,813.59	3,300.00	1,486.41
601 9616440	LIBMN Information Technology	17,378.56	2,020.04	19,398.60	30,000.00	10,601.40
601 9616442	LIBMN Hospitality				350.00	350.00
601 9616486	LIBMN Computer Lab					
601 9616510	LIBMN Courier Service	1,748.51		1,748.51	2,800.00	1,051.49
601 9616520	LIBMN FOL Friends of library	18,313.52		18,313.52		(18,313.52)
601 9616522	LIBMN Martha's FOL	443.40		443.40		(443.40)
601 9617005	LIBMN Office Supplies	3,354.07		3,354.07	5,000.00	1,645.93
601 9617047	LIBMN Special Events-Children	7,151.85		7,151.85	1,250.00	(5,901.85)
601 9617048	LIBMN Adult programs	1,950.09		1,950.09	1,250.00	(700.09)
601 9617050	LIBMN Photocopies	3,342.13		3,342.13	7,000.00	3,657.87
601 9617071	LIBMN Library Foundation					
601 9617075	LIBMN Bookbinding - Adult				200.00	200.00
601 9617076	LIBMN Bookbinding - Children				200.00	200.00
601 9617077	LIBMN Technical Supplies	6,965.11		6,965.11	10,000.00	3,034.89
601 9617078	LIBMN Circulation Supplies	2,106.07		2,106.07	3,500.00	1,393.93
601 9617079	LIBMN Reference Supplies	1,120.40		1,120.40	1,000.00	(120.40)
601 9617080	LIBMN Meeting Rm Support	42.06		42.06	500.00	457.94

**LIBRARY OPERATIONS**

From January 1, 2012 to October 31, 2012

ACCT#	TITLE	YTD ACTUAL	YTD COMMITMENTS	ACTUAL WITH COMMITMENTS	2012 BUDGET	YTD VARIANCE
601 9617081	LIBMN Microfilm	2,026.04		2,026.04	5,000.00	2,973.96
601 9617218	LIBMN Volunteer Recognition	512.60		512.60	1,000.00	487.40
601 9617315	LIBMN Rep & Maint-Buildings	17,965.68		17,965.68	35,000.00	17,034.32
601 9617317	LIBMN PM-Buildings	3,103.75		3,103.75		(3,103.75)
601 9617505	LIBMN Insurance				10,898.00	10,898.00
601 9617510	LIBMN Garbage Tax				3,500.00	3,500.00
601 9617540	LIBMN Bank Charges	345.66		345.66	500.00	154.34
601 9617555	LIBMN Audit fees	2,367.00		2,367.00	3,152.00	785.00
601 9617570	LIBMN Collection Fees				100.00	100.00
601 9617705	LIBMN Tsf to Mat Acq Reserve	269,802.00		269,802.00	359,741.00	89,939.00
601 9617706	LIBMN Tsf to Sys. Upgrde/Kilic	52,281.00		52,281.00	69,703.00	17,422.00
601 9617707	LIBMN Tsf to Surplus Res.	79,603.80		79,603.80		(79,603.80)
601 9617715	LIBMN Transfer to Capital fund	203,700.00		203,700.00	203,700.00	
601 9618005	LIBMN Office Equipment	469.10		469.10	2,000.00	1,530.90
601 9618205	LIBMN Business Travel	861.39		861.39	1,700.00	838.61
601 9618215	LIBMN Membership/Subscriptions	3,190.16		3,190.16	3,250.00	59.84
601 9618220	LIBMN Staff training	1,123.10		1,123.10	2,000.00	876.90
601 9618225	LIBMN Conf & Conventions					
	<b>Total Expenses</b>	<u>2,053,405.12</u>	<u>2,020.04</u>	<u>2,055,425.16</u>	<u>2,548,512.00</u>	<u>493,086.84</u>

**LIBRARY OPERATIONS**

From January 1, 2012 to October 31, 2012

<u>ACCT#</u>	<u>TITLE</u>	<u>YTD ACTUAL</u>	<u>YTD COMMITMENTS</u>	<u>ACTUAL WITH COMMITMENTS</u>	<u>2012 BUDGET</u>	<u>YTD VARIANCE</u>
<b>Delafosse</b>						
601 9635328	LIBDL Room rentals	(3,229.38)		(3,229.38)	(4,800.00)	(1,570.62)
	Total Revenues	<u>(3,229.38)</u>	<u>0.00</u>	<u>(3,229.38)</u>	<u>(4,800.00)</u>	<u>(1,570.62)</u>
601 9636025	LIBDL Salaries - Part time	31,398.51		31,398.51	45,087.00	13,688.49
601 9636030	LIBDL Wages - Part time					
601 9636040	LIBDL Salaries (alternative)					
601 9636075	LIBDL Employee Benefit O/H				4,509.00	4,509.00
601 9636405	LIBDL Telephone					
601 9636420	LIBDL Light & Water	5,468.04		5,468.04	4,868.00	(600.04)
601 9636425	LIBDL Heat	1,973.54		1,973.54	4,500.00	2,526.46
601 9637050	LIBDL Photocopies					
601 9637315	LIBDL Rep & Maint-Buildings	5,001.27		5,001.27	10,000.00	4,998.73
601 9637317	LIBDL PM-Buildings	1,298.46		1,298.46		(1,298.46)
601 9637510	LIBDL Garbage Tax				550.00	550.00
601 9637705	LIBDL Transfer to Reserve	21,762.00		21,762.00	29,020.00	7,258.00
601 9637715	LIBDL Transfer to Capital fund					
	Total Expenses	<u>66,901.82</u>	<u>0.00</u>	<u>66,901.82</u>	<u>98,534.00</u>	<u>31,632.18</u>