



City of  
**Peterborough**

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

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

**Meeting Date:** January 26, 2016

**Subject:** Report PPL16-004  
Library Manager's Report for December 2015/January 2016

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## **Purpose**

A report to inform the Board on matters relating to library activities.

## **Recommendation**

That the Peterborough Public Library Board of Trustees approve the recommendation outlined in Report PPL16-004, dated January 26, 2016 of the Library Manager/CEO as follows:

That the Library Manager/CEO's report for December 2015/ January 2016 be received for information.

## **Budget and Financial Implications**

There are no direct budget and financial implications resulting from the approval of this Report.

## Background

### Staffing

The Assistant Clerical Supervisor position was awarded to full-time staff member, Adam Coones. The Employee Engagement Survey has been handed out, and is due back on February 1, 2016. Contract negotiations with CUPE 1833 have been completed.

### Training

Staff are learning to use the Collection HQ software, a collection evaluation tool.

### Building

The Peterborough Eats Cafe moved out of the library at the beginning of January. Staff Parking signs were put up at the De La Fosse Branch.

An inventory of all moveable items in the building has been started in preparation for the renovations.

### Collections

The periodical collection has been evaluated, weeded, and some titles offered to other libraries. Work has begun on enhancing the collection to accommodate potential new Canadians. A professional collection has been created to further staff education and development. The Collection Inventory has been completed. The Government Documents and Reference collections continue to be weeded.

### Programs

December 2015

Type	# of sessions	# of attendees
Technology	6	38
Adult	2	65
Teen	1	13
Children’s	7	229
Total	16	345

Library staff are supporting the *Music of your life* program which provides iPods to seniors as a part of a joint initiative between the Trent University Nursing Program, VON, Kawartha Regional Memory Clinic, Peterborough Council on Aging, Peterborough Rotary Club and others. This project is aimed at seniors with dementia and their caregivers. Listening to familiar music can keep seniors calm, engaged, and reduces anxious and disruptive behaviours. The Library is participating by providing the iPod kits, assisting in training the nursing home staff on their use, and tracking the collection.

### Library Renovation

The Library renovation of the Main Branch has reached the detailed design phase. Council approved the renovation as a 2016-17 Capital Project (Capital Budget reference 6-4.02) in December 2015. Staff have been busy preparing for the move to the

temporary location, of which details are being finalized by the City.

As a result of Report CSD16-001, dated January 11, 2016, Council also approved Peterborough Square as the temporary site for the Library during construction.

**Technical Services**

A new and clever procedure for DVD processing has been created by Technical Services staff to reduce repetitive strain injury for the Circulation staff. They have been commended by the Workplace Safety and Prevention Services staff, which took pictures of the innovative idea and sent it to their members via Twitter.

**Marketing**

The Marketing and Communications Officer is working on a marketing and communications strategy for the move to the temporary location and Library renovation for both the public and Library staff. Also in the works are revamped promotional materials, including an Annual Report.

Submitted by,

Jennifer Zoethout  
Library Manager/ CEO

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