



City of
Peterborough

To: Peterborough Public Library Board of Trustees

From: Jennifer Zoethout, Library Manager/CEO

Meeting Date: May 26, 2015

Subject: Report PPL15-012
Circulation Desk - Reserve Fund Request

Purpose

A report to advise the Peterborough Public Library Board of matters concerning the use of reserve funds.

Recommendation

That the Peterborough Public Library Board approve the recommendation outlined in Report PPL15-012 dated May 26, 2015 of the Library Manager/CEO as follows:

That the Peterborough Public Library Board approve the use of reserve funds to purchase an ergonomic circulation desk as approved by the City of Peterborough's Human Resources Department in concert with the Library Manager/CEO.

Budget and Financial Implications

It is anticipated that the cost of a new circulation desk will be approximately \$15,000 - \$20,000.

Background

In December of 2014, the Library Manager/CEO observed that the current Circulation Desk is not suitable for its function. Staff was approached for their opinion, and they concurred with the unsuitability of the desk.

By January of 2015, a number of employees who worked at the desk were showing signs of repetitive strain injury. One employee was put on temporary modified work duty in the administration office. This employee is still on a partially modified work plan, and now another employee is also on a permanent modified work plan in the administration office. Numerous complaints from staff about the desk have been noted.

The City of Peterborough sent two ergonomic experts to assess the desk and mitigate the concerns and their full report is forthcoming. In short, they have advised that a new desk that is ergonomic should be purchased. They will make the recommendations in concert with the Library Manager/CEO.

Aside from an ergonomic standpoint, the desk is in poor shape, and needs to be replaced because of structural concerns. Despite the best efforts of staff to patch it back together, it continues to deteriorate.

A few modular desks designs are being considered at this time. These desks are portable, and will travel with the library to the temporary site, when the Library renovation project is approved by Council. The desk will also be re-used at the newly renovated branch.

This request is in anticipation of the final report from the City's experts.

Submitted by,

Jennifer Zoethout
Library Manager/ CEO

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