



City of  
**Peterborough**

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

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

**Meeting Date:** **May 26, 2015**

**Subject:** **Report PPL15-008  
Library Manager's Report for May 2015**

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## **Purpose**

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

## **Recommendation**

That the Peterborough Public Library Board approve the recommendation outlined in Report PPL15-008 dated May 26, 2015 of the Library Manager/CEO as follows:

That Report PPL15-008 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

- A temporary Library Technician has been selected for a book weeding project, and started May 19.
- Brenda Ware's retirement party was held May 14, the Board gifted flowers.

#### Technology

There was an issue with email hold notices from April 30 - May 6, and people were not notified their holds were in. Staff pulled together and called people instead, and the holds were kept on shelf for a week longer.

Due to a number of upgrades to public computers, the computers are not working properly. Staff is diligently working to fix the issues created by the upgrades.

#### Training

- 7 staff have taken the Basic Emergency Management course with the City of Peterborough.
- Information Staff received training on the "Books in Print" resource.
- Staff Professional development day occurred on April 24, with 42 attending.

#### Collections

Fleming College's Project Management Program met with staff to create a special project involving digitization of the City Directories. This program looks for real life examples of projects, and then guides the students in planning that project for the business. The students will research digitization options and create a project schedule.

#### Programs

Type	# of sessions	# of attendees
Technology	11	45
Adult	3	381
Teen	1	10
Children's	16	517

A program of note was a "Healthy Families" presentation on ADHD by Dr. Kevin Nugent, assisted by the Children's Librarian, Laura Murray. 75 people attended this event.

An upcoming program is a do-it-yourself event in partnership with Peterborough Greenup in June.

### **Outstanding Motions**

Seven Hills Development Parking Lot on Bethune St.

In the parking lot site supervisor's opinion, the lot is not being used by the public, and there is sufficient space to fit 20 - 25 cars. It has been agreed to jointly monitor the lot for the next six months, and if it is an issue, this agreement would be revisited.

### **Legal Document Review**

The City of Peterborough Legal Department has met with the Library Manager/CEO and reviewed the *Public Libraries Act*.

### **Accessible Parking**

As directed by the Board, the Library Manager/CEO contacted the City of Peterborough to investigate the possible addition of another accessible parking spot in front of the library. After reviewing the use of the current accessible spot, the City declined to designate another spot at this time.

The current available spots have been added to the Library's website.

### **Miscellaneous**

Library Manager/CEO purchased an OLBA (Ontario Library Board Association) membership for the Board as requested.

COIN has signed the license/rental agreement with the City for the Peterborough Eats Cafe.

Submitted by,

Jennifer Zoethout  
Library Manager/ CEO

Contact Name:  
Jennifer Zoethout  
Library Manager/CEO  
Phone: 705-745-5382, Ext. 2380  
Fax: 705-745-8958  
E-Mail: [jzoethout@peterborough.ca](mailto:jzoethout@peterborough.ca)