

**To:** Library Board of Trustees

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

**Meeting Date:** May 29, 2018

**Subject:** Report PPL18-033  
Security Services – interim update

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## **Purpose**

A report to provide the Board with an update on the status of the Security Services at the Library.

## **Recommendations**

That the Library Board approve Report PPL18-033, dated May 29, 2018 of the Library CEO, as follows:

- a) That Report PPL18-033 be received for information; and,
- b) That the pilot project be extended in the 2019 budget as a below the line request to expand Security Services to full library operating hours.

## **Budget and Financial Implications**

If this recommendation is approved, there would be budget and financial implication.

If the Library were to contract security services for regular operating hours (57 hours per week) at the approximate rate of \$20/hour, this is would be: \$1,140/week, \$4,560/month or \$59,300/year.

The actual yearly total would be slightly less as there would be no need for a guard on days when the library is closed such as statutory holidays (which vary from year to year).

## Background

A below-the-line request was made in the 2018 budget for security to be scheduled Monday-Thursday 5:00 p.m. - 8:00 p.m., Friday and Saturday 10:00 a.m.-5:00 p.m. and Sunday 2:00 p.m. - 5:00 p.m. for a total of 29 hours. As this request was unsuccessful, the Library Board agreed to fund security services at the Library as a pilot project in February 2018 (PPL18-012).

At that time, it was agreed that a formal evaluation of the service would be done at the September Board meeting, although interim updates were also requested.

There were 13 incidents reported in March before security services began on March 27, 2018. In April, there were 6 incidents reported. 1 incident occurred in the evening and the security guard on duty escorted an intoxicated person off the premise. The other 5 incidents occurred between 10 a.m. and 5 p.m. and were dealt with by staff. 1 of these incidents involved the police (drug related – and a trespass notice was issued by the Library CEO).

The Library CEO also delivered a trespass notice to a patron on April 6. This notice was delivered at 5:20 p.m. and the security guard was present and was made aware that the person served was not permitted to return into the building for a 12 month period.

There have been 3 reported incidents in May as of the time of writing this report. Beer cans and needles are continuing to be discovered in the washrooms and outside at different times and in various quantities. The Library CEO has been in contract with the Peterborough Drug Strategy to see if there are options for an exterior safe needles repository box.

Overall, there has been a reduction in the number of reported incidents at the library since security services began.

As the timeline for the 2019 Budget process has begun, a draft budget needs to be submitted for initial review to the City Finance department. In order to request possible funding by the City for continued Security Services next year, a below-the-line request should be added in to the 2019 budget for consideration.

Submitted by,

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Library CEO

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