PERTH EAST PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD
July 14, 2020 7:30pm
Via ZOOM

MEETING AGENDA

1. **CALL TO ORDER** - M. Kipfer

2. **ADDITIONS TO and APPROVAL OF THE AGENDA**
   Recommendation – THAT the Agenda be approved noting any additions, changes, or deletions.

3. **DECLARATIONS OF PECUNIARY INTEREST and the general nature thereof**

4. **MINUTES OF PREVIOUS MEETING**
   Recommendation – THAT the minutes of the Board Meeting of June 9, 2020 be approved as circulated.

5. **BUSINESS ARISING FROM MINUTES OF June 9, 2020.**

6. **DELEGATIONS**

7. **CORRESPONDENCE**
   7.1   **Health and Safety Guidance During COVID-19 for Library Employers** -- Public Services Health and Safety Association (PSHSA) Document
   Recommendation – to receive correspondence as information.
   7.2   **Re-opening Public Libraries in Ontario: Key Considerations** -- Southern Ontario Library Service (SOLS) document
   Recommendation – to receive correspondence as information.
   7.3   **2020-2021 PLOG Program Launch**
   Recommendation – to receive correspondence as information.

8. **FINANCE REPORT**
   8.1   **Year-to-Date Reports**
   Recommendation – THAT the un-audited June Year-to-Date Reports be received as information.
   8.2   **Accounts Payable**
   Recommendation – THAT the June informal listing of Accounts Payable be received as information.

9. **CEO's REPORTS**
   9.1   **CEO's Report**
   Recommendation – THAT the CEO's report be received as information.

10. **COMMITTEE REPORTS**
    10.1   **Finance Committee**
    10.2   **Personnel Committee**
    10.3   **Strategic Planning Committee**
    10.4   **PCIN Board**
    10.5   **SOLS Trustee Council 3**
    10.6   **Council Report** – verbal report from H. McDermid and J. Smith

11. **BOARD EDUCATION**
    11.1   **Advocating for your Public Library** – infographic created by CEO, Allie Fallis:
    https://www.canva.com/design/DAEBZ0OK9hY/U_pDyFO_3vL1SX0J7b0JuQ/view?utm_content=DAEBZ0OK9hY&utm_campaign=designshare&utm_medium=link&utm_source=publishsharelink
    11.2   **Advocacy Resources from the Advocacy Toolkit** – Ontario Library Association, November 2019
    11.3   **Discussion** – Think about the values of the PEPL library and the Perth East community. What are some aspects of the library you can speak about as a board member to advocate for the library? How does this change both during and post-COVID?

12. **CLOSED SESSION REPORT**

13. **NEW BUSINESS**
    13.1   **Library Flowerbeds**

<u>Recommendation</u> – THAT the report "Library Flowerbeds" be received as information, AND THAT the PEPL board authorize the installation of new flowerbeds.

13.2 Glass Circulation Desk Barrier

<u>Recommendation</u> – THAT the report "Circulation Desk Glass Barrier" be received as information, AND THAT the PEPL board authorizes the purchase and installation of the glass circulation desk barrier.

14. ADJOURNMENT – next meeting Tuesday, September 8th at 7:30pm.

PERTH EAST PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD
June 9, 2020 7:30pm
Via ZOOM

Present: Mackenzie Kipfer, Lois Baillie, Laura Hallahan, Hugh McDermid, Patrick Minor, Jerry Smith, T Tammy Gerber, Allie Fallis and Kendra Roth

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1. **CALL TO ORDER:** Chairperson Mackenzie Kipfer called the meeting to order at 7:35pm.

2. **ADDITIONS TO and APPROVAL OF THE AGENDA**
   <u>2020 - 33 Motion</u> to accept the recommendation that the Agenda be approved, noting any additions, changes, or deletions.
   Forwarded by   P. Minor
   Seconded by   T. Gerber
   CARRIED

3. **DECLARATIONS OF PECUNIARY INTEREST and the general nature thereof**
   There were no declarations of pecuniary interest.

4. **MINUTES OF PREVIOUS MEETING**
   <u>2020 - 34 Motion</u> to accept the recommendation that the minutes of the Board Meeting of May 12, 2020 be approved as circulated.
   Forwarded by   J. Smith
   Seconded by   H. McDermid
   CARRIED.

5. **BUSINESS ARISING FROM MINUTES OF May 12, 2020.**
   None.

6. **DELEGATIONS**
   None.

7. **CORRESPONDENCE**
   7.1   LSC Shipments Reinstated - new items will begin to be delivered week of June 22, 2020
   <u>2020 - 35 Motion</u> to receive correspondence as information.
   Forwarded by   H. McDermid
   Seconded by   P. Minor
   CARRIED.

8. **FINANCE REPORT**
   8.1   Year-to-Date Reports
   <u>2020 - 36 Motion</u> THAT the un-audited May Year-to-Date Reports be received as information.
   Forwarded by   L. Hallanan
   Seconded by   P. Minor
   CARRIED.

   8.2   Accounts Payable
   <u>2020 - 37 Motion</u> THAT the May informal listing of Accounts Payable be received as information.

   Forwarded by   P. Minor
   Seconded by   H. McDermid
   CARRIED.

9. CEO's REPORTS
9.1 CEO's Report
2020 – 38 Motion THAT the CEO's report be received as information.
Forwarded by   T. Gerber
Seconded by   J. Smith
CARRIED.

10. COMMITTEE REPORTS
10.1 Finance Committee – no report
10.2 Personnel Committee – no report
10.3 Strategic Planning Committee – no report
10.4 PCIN Board – no report
10.5 SOLS Trustee Council 3 – no report
10.6 Council Report – verbal report from H. McDermid and J. Smith

11. BOARD EDUCATION
None.

12. CLOSED SESSION REPORT
None.

13. NEW BUSINESS
13.1 Strategic Plan 2020-2025 – 2st Draft
2020 - 39 Motion THAT the Board receive the second draft of the Perth East Public Library 2020-2025 Strategic Plan as information AND THAT the Board approve the document as the official strategic plan.
Forwarded by   J. Smith
Seconded by   H. McDermid
CARRIED.

13.2 Policy Review: Curbside Pickup & Delivery Policy
2020 - 40 Motion THAT the Board receive the policy titled "Curbside Pickup & Delivery Policy" as information AND THAT it be accepted as official policy.
Forwarded by   P. Minor
Seconded by   T. Gerber
CARRIED.

13.3 Summer Meeting Schedule
2020 – 41 Motion THAT the Board adopt a Summer Meeting Schedule by eliminating the August 2020 Board meeting and continue to meet via ZOOM in July.
Forwarded by   T. Gerber
Seconded by   P. Minor
CARRIED.

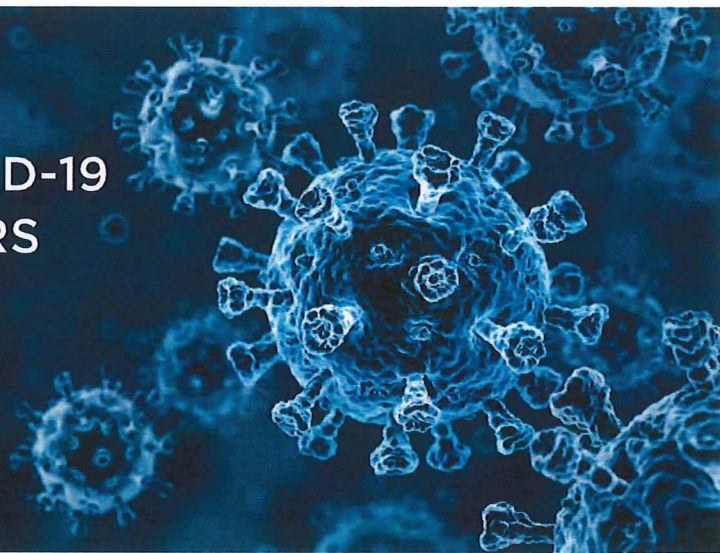## 14. ADJOURNMENT – Next meeting Tuesday, July 14 at **7:30pm.**

2020 – 42 Motion to adjourn

Forwarded by H. McDermid

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     Mackenzie Kipfer, Chair

HEALTH AND SAFETY GUIDANCE DURING COVID-19 FOR LIBRARY EMPLOYERS

OVERVIEW

During the COVID-19 (coronavirus) outbreak, we all need to do our part to keep workers, students and the public safe and healthy so we can stop the spread and prepare to reopen the province, when we are ready.

Employers and workers in Ontario have certain duties and rights under the Occupational Health and Safety Act (OHSA) and its regulations. Employers should also review and follow any applicable directives and guidance coming from the Chief Medical Officer of Health and Ministry of Health.

Learn more about:

- workers' rights
- employers' responsibilities

BEST PRACTICES TO KEEP YOUR WORKERS HEALTHY AND SAFE

The health and safety of workers is a top concern amid the global COVID-19 pandemic. During this time, all workplace parties must place an increased focus on health and safety in order to protect the health and safety of workers.

All measures taken to prevent the spread of COVID-19 should be done in compliance with requirements under the OHSA and its regulations and the applicable public health directives issued by the Chief Medical Officer of Health.

In addition, below are a set of resources, tips and best practices to help employers prevent the spread of COVID-19 in workplaces.

PROTECTING YOURSELF AND CO-WORKERS-GENERAL GUIDANCE

Coronaviruses are spread primarily from person-to-person through close contact, including at work. Here are some helpful tips to help prevent the spread of germs:

- Maintain physical distancing of at least 2 metres (6 feet) or more between persons, including library patrons and co-workers. (see Physical Distancing)
- Wash your hands often with soap and water when hands are visibly soiled, before and after any breaks, at the beginning and end of their shift, and before preparing food or use alcohol-based hand sanitizer (at least 60% alcohol content) if hand washing is not possible.
- Sneeze and cough into your sleeve.
- If you use a tissue, discard immediately and wash your hands afterward.
- Avoid touching your eyes, nose or mouth.
- Avoid high-touch areas, where possible, and ensure you clean your hands after.
- Implement regular cleaning and disinfection (see Environmental Cleaning and Disinfection)
- Wash your clothes as soon as you get home.
- If you are ill, notify your supervisor immediately, complete the self-assessment and follow the instructions provided.

ESTABLISH AN EFFECTIVE OCCUPATIONAL HEALTH AND SAFETY AND INFECTION PREVENTION AND CONTROL PLAN

Establish an infectious disease preparedness and response plan. The plan should follow recommendations in guidance notes from the Ministry of Health and directives from Public Health Ontario. The plan should consider and address levels of risk associated with the workplace and job tasks within libraries such as administrative and support staff. This includes how the library organization will operate during and throughout the recovery phase following the pandemic including sanitization of the workplace, equipment and resources, how workers report illness, how to ensure social distancing and how work will be scheduled.

To access the most recent Ministry of Health guidance notes please visit and scroll down to find your relevant sector information:
http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019_guidance.aspx

A list of activities and links to relevant resources to provide support in this area are listed below:

- Any books that have been handled by patrons in the library should be left in a dedicated quarantine area for a 24-hour period prior to recirculating. Follow library cleaning routines for visibly contaminated books or other returns.

- For DVDs or other materials with plastic covers, wipe them down with alcohol wipes if not quarantined for 72 hours.
- If physical distance and separation cannot be maintained, workers should have personal protective equipment (PPE).
- Consider providing access to alcohol-based hand sanitizer for patrons on entry to library, at self-checkout and computer workstations.
- Consider asking library patrons to use a face covering (cloth or non-medical mask) to protect those around them.
- Suspending all group activities and gatherings
- Institute measures to physically separate or impose physical distance of at least 2 metres between persons. This could be done by altering the workplace layout of the floor by moving furniture (desks, chairs, couches, etc.), using visual cues such as tape on the floor to enhance physical distancing or the use of physical partitions.
- Placing the computers so that patrons stand to use them, discouraging longer visits and removing the need to sanitize the furniture between patrons.
- Place posters or other signage in high traffic areas:
  o Asking patrons or visitors to stay home if they have symptoms (fever, cough or difficulty breathing)
  o Encouraging good respiratory hygiene, hand hygiene, and other healthy practices at the entrance to the workplace. Consider hand sanitizer stations at these locations where possible.
- Provide training to workers on COVID-19, how it spreads, risk of exposure, including those who may be at higher risk (i.e. have underlying health conditions) and procedures to follow including reporting process, proper hand washing practices and other routine infection control precautions.
- Based on risk of exposure, consider implementing a process for containing and laundering clothing worn at work. Alternatively, advise workers to practice good laundry hygiene practices with their clothing as it could potentially be a source of contamination.
- Have a system for reporting probable and confirmed cases to the local Public Health unit. Communication about who will take responsibility, ensuring proper documentation, and implementing any advice given by the Public Health unit is critical for containing the spread of COVID-19.
- Consider remote work for workers wherever and whenever possible.
- Assign staff to dedicated work areas as much as possible. Discourage them from sharing phones, desks, offices and other tools and equipment.
- Limit the exchange of papers. If documents must be exchanged, leave them on a clean surface while maintaining a two-metre distance. Avoid sharing pens and office equipment. Disinfect after each use.
- Lunch rooms and break rooms should be arranged to follow physical distancing practices. Consider staggered lunch and break times to reduce the number of workers gathering.

PHYSICAL DISTANCING

As advised by the Chief Medical Officer of Health, public health officials, and outlined throughout government communications, physical distancing is required to control the spread of COVID-19. Physical distancing means maintaining a distance of at least 2 metres (6 feet) or more between persons. By

maintaining physical distancing, people are less likely to be exposed to a respiratory virus like COVID-19 as the virus can be spread before symptoms appear (pre-symptomatic) and when persons may have contracted the virus but are minimal or no symptoms (asymptomatic).

In order to ensure physical distancing in the workplace, employers should consider:

- Blocking off aisles or have one way aisle markings.
- Limit the number of patrons in the library at one time.
- Consider reducing hours of operation or limiting patron time in the library.
- Consider curbside check-outs of material.
- Alter the workplace layout of the floor by moving furniture (desks, chairs, couches, etc.), using visual cues such as tape on the floor to enhance physical distancing or use of physical partitions.
- Rearrangement of public sit and stand work stations to ensure physical distancing. For example, leave every other terminal empty.
- Consider if Plexiglas screening as a barrier at service counters such as circulation desk, self-checkout, information desk and resource desks.
- Maintain touchless delivery such as during curb side pickup by designating a drop and pick up zone.
- Maintain physical distancing during interlibrary book deliveries. This might include identifying a drop zone.
- Encourage touchless payment by patrons, e.g. late fees
- Limiting the total number of people at the workplace and where they are assigned to work

ENVIRONMENTAL CLEANING AND DISINFECTION

While employers always have an obligation to maintain clean workplaces, that obligation is under sharper focus during the COVID-19 outbreak.

The coronaviruses can survive for several days on different surfaces and objects. Frequent cleaning and disinfection is important to prevent spread of the disease. Many common household and commercial disinfectant products will destroy the COVID-19 virus. Some disinfectants will have an eight-digit Drug Identification Number (DIN). These products are approved for use by Health Canada. Refer to the Public Health Ontario Fact Sheet for Environmental cleaning for more details.

 Employers should focus on:

- Easy access to soap and water (ways to properly clean hands) or alcohol-based hand sanitizer if soap and water are not available
- Frequent cleaning and disinfecting of washroom facilities.
- Posting signage on hygiene in English and majority languages in the workplace so everyone can understand how to do their part respecting hygiene practices.
- Sanitizing of commonly touched surfaces or areas (e.g. door handles, light switches, toilet handles, counters, keyboards, telephone, book drops, controls for equipment and conveyors, self-checkout and other work surfaces,) twice a day and when visibly soiled.

REPORTING ILLNESS

The symptoms of COVID-19 are shared with many other illnesses including the cold and flu. At this time, it is recommended that anyone who begins to feel unwell (fever, new cough or difficulty breathing) should return home and self-isolate immediately. If you are a caregiver, have a household member, or a contact of someone who has COVID-19 you should follow the guidance from public health on self-isolation.

People who are self-isolating should seek clinical assessment over the phone - either by calling their primary care provider's office or Telehealth Ontario 1-866-797-0000. If you need additional assessment, your primary care provider or Telehealth Ontario will direct you to in-person care options.

Anyone who has travelled outside of Canada must self-isolate for 14 days upon return from travel and should not go to work.

MINISTRY OF LABOUR, TRAINING AND SKILLS DEVELOPMENT AND WORKPLACE SAFETY & INSURANCE BOARD REPORTING REQUIREMENTS

The OHSA requires an employer to provide a written notice within four days of being advised that a worker has an occupational illness (including COVID-19) from exposure in the workplace or if a claim has been made to the Workplace Safety and Insurance Board (WSIB) by or on behalf of the worker with respect to an occupational illness, including an occupational infection, to the:

- Ministry of Labour, Training and Skills Development;
- Joint health and safety committee (or health and safety representative); and
- Trade union, if any.

For more information:

- Occupational Illness: Requirements to Report to the Ministry of Labour

Any instances of occupationally-acquired illnesses shall be reported to WSIB within 72 hours of receiving notification of said illness.

SHARE INFORMATION

It is important that all parties in a workplace understand their roles and responsibilities. Employers need to ensure health and safety policies are updated and available for all workers to see. Using resources developed for the sector, including this one and others produced by Public Services Health and Safety Association (PSHSA), the Ministry of Health, and Public Health Ontario will improve workplace understanding.

POST YOUR POLICIES

Employers may wish to post and communicate COVID-19 policies to workers. These policies should cover how the workplace will operate, including but not limited to:

- The sanitization of workplaces
- How to ensure physical distancing
- How work will be scheduled
- How workers and contractors report illnesses

RESOURCES

Stay updated with daily government updates:

- **Government of Ontario**
- **Government of Canada**
- **Public Health Ontario**

ONTARIO GOVERNMENT AND AGENCY-ISSUED RESOURCES ABOUT COVID-19

The Ontario Ministry of Health is providing consistent updates on the provincial government's response to the outbreak, including:

- status of cases in Ontario
- current affected areas
- symptoms and treatments
- how to protect yourself and self-isolate
- updated Ontario news on the virus

Public Health Ontario is providing up-to-date resources on COVID-19, including:

- links to evolving public health guidelines, position statements and situational updates
- synopsis of key articles updating on the latest findings related to the virus
- recommendations for use of personal protective equipment
- information on infection prevention and control
- testing information
- other public resources

OTHER COVID-19 RESOURCES

Health Canada outlines the actions being taken by the Government of Canada to limit spread of the virus, as well as what is happening in provinces and communities across the country. It also maintains a live update of the number of cases by province.

The World Health Organization is updating the latest guidance and information related to the global outbreak and spread beyond Canadian borders.

- It also provides the most up-to-date information on:
- current research and development around the virus
- a COVID-19 situation "dashboard"
- emergency preparedness measures
- live media updates on the spread of the virus

This resource does not replace the *Occupational Health and Safety Act* (OHSA) and its regulations, and should not be used as or considered legal advice. Health and safety inspectors apply the law based on the facts in the workplace.

Reopening Public Libraries in Ontario:
Key Considerations

As the Government of Ontario implements a phased reopening of services and spaces throughout the province, public libraries are planning for the reopening of their buildings and resumption of additional services. As we move through the phases of reopening, each library is expected to develop its own plan that reflects the unique needs of its community, the library's capacity, staffing, and various other considerations. Public libraries are under no obligation to resume services in the initial stages of reopening; they should do so once they are ready and have undertaken necessary planning in consultation with their library board or First Nation band. We know that some libraries are in shared facilities such as community centres and schools, and as a result, plans for library service will need to be developed in consultation with these other partners.

This document outlines the key considerations when developing your plan to reopen. Reopening plans should be developed in accordance with the Government of Ontario's staged approach to reopening the province, as services will be phased in over the three stages of the framework.

It is advisable that, as part of the planning process, library CEOs work with municipal leaders and local health officials to ensure that the library's plan is in keeping with the broader efforts to keep the community safe.

Links to additional resources are found at the end of this document.

Risk Assessment

Within the public health framework established provincially and locally, every public library must act to ensure that the library's reopening is done in a way that mitigates the risks for library staff and library users. Throughout the various phases of reopening, decisions will need to be revisited based on new information. There are several polarities and complexities to be managed when making and evaluating decisions. These include the following:

- **Customer Service and Health and Safety Measures.** The safety practices implemented during the initial stages of reopening (e.g. physical distancing, limiting building occupancy, etc.) may conflict with the anticipated surge in demand for access to physical collections, and will need to be managed in advance, during, and in the days and weeks following reopening.

- **Accessibility.** Consider how changes made to the physical space may have an impact on accessibility of users. It is important to remember and plan for the special needs of some library users when planning for full service.

- **Building Occupancy and Traffic Flow.** Managing the number of persons allowed in the library building to ensure physical distancing will be a challenge. Adding signage that dictates traffic flow and minimizes congestion are good considerations in this regard. Depending on demand, library staff may need to be posted outside to ensure physical distancing requirements are met.

- **Materials Handling Precautions and Quick Turnaround for Collections.** Curbside, delivery, and in-library service all require strategies to manage the risks associated with the return of physical items borrowed, while also returning those items to the stacks as quickly as possible. Since there continues to be uncertainty about the handling of materials, reopening plans may need to be modified as more information becomes available.

Communication Plans

Reopening does not mean reverting to the pre-COVID-19 style of work; it means adapting to a 'new normal'. Communicating this new approach is an essential part of planning for it. This includes the following:

- developing a communication plan for staff with guidelines for implementing and following all new procedures, and identifying a plan for training opportunities;

- creating a communication strategy for the public that clearly announces current levels of service in order to manage public expectations, while also communicating the value of the library as part of the community's recovery efforts. The strategy should include traditional promotional avenues (print, radio, etc.) to reach those users not plugged in online, as well as using social media and other online tools;

- where appropriate, coordinating public messaging with the municipality, positioning the library as one of the many valued community services being restored;

- posting consistent signage throughout the library, indicating traffic flow and any other newly implemented physical distancing procedures;

- providing consistent telephone and e-mail messages that provide key information in response to an increase in enquiries; and

- ensuring municipal and community partners are aware of new service parameters and practices.

Physical Facilities and Space Planning

Because every library space is unique in its size and layout, as well as in terms of the services and resources offered, physical distancing solutions are necessarily local. In addition, facility planning is dependent on whether the library is stand-alone or in a shared facility. However, since staff and visitor safety is the universal goal, solutions implemented elsewhere are worth exploring as options. It is possible that options and levels of service will be phased-in over a period of time.

1. Building Occupancy

To maintain physical distancing of two metres between all occupants in the library, the number of persons allowed in the building may need to be reduced from what was permitted pre-COVID-19. Based on physical distancing requirements and any additional guidelines from public health officials, library staff need to determine a safe ratio of the maximum number of library users to the size of the facility, as well as the maximum number of staff to the size of the staff workspace. Several models are available for consideration, including the following:

- **Province of Manitoba calculation.** "Limit occupancy to 50 per cent of the normal business levels or one person per 10 square metre, whichever is lower";

- **Australian Library and Information Association calculation.** Limit the "use of the space to 1 person per 4 square metres." Note: this is calculated by dividing the area of public floor space by 4, and then limiting the number of people in the space (including staff) to this number.

Depending on the configuration of your facility, it may become necessary to remove furniture, equipment, and possibly even collections, to allow for the maximum number of library users at any given time. If you do not have storage for the excess furnishings, consider appealing to the municipality for temporary storage.

The following related issues should also be addressed by staff in advance of reopening:

- how the capacity will be monitored and enforced, including necessary signage, as well as staff roles in counting users in the building or zones of the building;

- what procedures should be established to maintain a safe line-up of library users outside the building that allows for physical distancing (e.g. the use of markings on the sidewalk similar to those presently found at banks and stores); and

- what messaging will be available to library users at (and around) the physical library, as well as on the library's website and social media feeds. An example might be:

  > "We have limited space to maintain physical distancing. You may have to wait in line to get in, but there will be designated places for you to wait, and we are making it as comfortable as possible. Thank you for your patience as we make your safety our priority".

2. Access into the library space

Physical distancing requirements may be most difficult to maintain at the entrances and exits of the building. Depending on the layout, library staff may need to:

- limit entry into the building to a single entrance to allow for capacity control, and, if possible, designate a separate exit from the building;

- establish measures to prevent congestion at entrances and exits, such as signage with messaging that reminds users not to gather and to exit the building as soon as materials are checked out;
- provide hand sanitizer at the entrances and exits;
- ask anyone who feels unwell to stay home.

3. Access to library collections

Many libraries are currently offering curbside pick-up and delivery of library materials, services that may continue even after the library building reopens to the public. As time and capacity permit, a mail delivery service may become an important way of serving those who are not able or willing to come to the library.

Once it is safe and permitted to do so, each library must decide how to provide users with direct access to the library's collections. Options to consider include:

- **Closed stacks.** Library staff members retrieve materials as requested, while the library user waits in a designated area of the library.

- **Management of traffic in the stacks.** Use directional floor markings to denote one-way traffic (commercially produced or painted with vinyl tape). In certain circumstances, where congestion is possible, libraries may suggest the use of non-medical masks or face coverings while in a congested space.

- **Reconfiguration or reduction of shelving units.** Provides for wider spaces between aisles to maintain physical distancing.

- **Open access to stacks.** Where the public has open access to the collection, the messaging may include a request for the user to only handle materials which he/she intends to borrow. Another approach might be that the public be asked to sanitize hands and place any items browsed but not borrowed onto a clearly marked cart/bin for quarantine.

4. Access to computers

For some, the library's computers are their only internet source, and so, considering the balance between community use and safe handling is an important one.

- Currently, public use computers may be clustered closely together, making physical distancing a challenge. It may be necessary to remove some computers for public use or relocate computers to create sufficient space for the practice of physical distancing. Alternatively, it may work to use every second computer, clearly marking the others as unavailable;

- Where there are few computers available within the library, it may be necessary to set time limits for computer use and/or introduce an advanced booking system if one is not already in place;

- It will be necessary to have thorough cleaning protocols for computers and peripherals, including keyboards and mice. To allow for easier cleaning, plastic covers may be used for keyboards (a few libraries successfully used plastic wrap on the keyboards, replacing the wrap after each user). Traditional keyboards may also be replaced with medical washable keyboards.

Alternatively, additional keyboards may be purchased to allow for a rotating cycle of public use and thorough cleaning on a regular basis;

- The sharing of peripherals such as headphones or VR headsets should be avoided following the initial reopening of the library.

5. High-traffic and high-touch areas

Once users can enter the library space, there will be areas that require scrutiny. High-traffic and high-touch areas can be challenging in terms of both physical distancing and cleanliness. Public Health Ontario has, on its website, a series of factsheets on COVID-19, including one on cleaning and disinfecting public spaces. Consider limiting access to or reconfiguring high-traffic and high-touch areas.

- Remove toys and other high-touch elements in the children's area as they may be difficult to clean between uses.

- Avoid book displays that encourage users to browse materials. Consider removing brochures and other paper pamphlets to reduce potential high-touch areas.

- Establish protocols for cleaning high-touch surface areas between users, such as touch screens at computer stations, self-checkout machines, photocopier screens and lids, and point-of-sale keypads.

- Establish protocols for cleaning other high-touch areas, including door handles or push buttons to open doors, elevator buttons, chair arms and work tables. If you decide to allow continued use of study rooms, consider booking the space with sufficient time between each use for cleaning.

- Reduce or remove seating in communal areas (e.g. lounges, study areas, reading spaces) to discourage gatherings or allow for physical distancing.

- Designate water fountains unavailable for use.

6. Public washrooms

The primary health and safety recommendation, from all health officials, is that people should be diligent about washing their hands with soap and water between contact with surfaces. Having a public washroom available for handwashing is, therefore, an important public service at this time. The challenge associated with having a washroom available is the need to clean it frequently and thoroughly during public hours.

There is no legislated requirement that a public library must have a washroom available to the public. Having one, however, has supported the library's role as a public space and community hub. If a decision is made to keep the washrooms open, then cleaning and disinfecting procedures need to include all surfaces that get touched, including: faucets, soap dispensers, paper towel dispensers, toilets, toilet paper dispensers, doors in washroom stalls, and the door out of the washroom, or the push button to open the door. In light of the requirements to keep touch surfaces clean, it may be an ideal time to investigate whether any fixtures can be replaced with automated devices (e.g. soap dispensers, taps, toilets or paper towel dispensers).

Collections

In recent years, public library collections have expanded beyond books, CDs, DVDs, and video games, to include recreational equipment, such as kitchen tools, badminton sets, fishing rods, board games, and musical instruments. Phasing in the return of these various non-book collections might be the most prudent course of action, given the need to clean and disinfect between uses.

1. Handling of materials

While the guidelines for the safe handling of materials may vary slightly depending on the material, i.e. paper versus fabric versus hard plastic, in general terms, all library collections should be handled by:

- wearing gloves or using good hand hygiene measures between tasks (soap and water for 20 seconds, or alcohol-based hand sanitizer);
- regularly cleaning and disinfecting surfaces that are used for handling collections;
- not touching your eyes, nose and mouth.

2. Quarantine of materials

In the various library guidance documents currently available, quarantine has emerged as the best method for disinfecting all types of library materials. This method limits the amount of contact staff has with the materials and avoids any damage to the materials. There are important details to consider related to the effective quarantine of returned materials.

- The quarantine period for library materials most commonly cited is 72 hours. For this period, materials can be placed in boxes, on book carts or on tables in a designated area of the library (e.g. an unused meeting room). It is not necessary to spread the materials out, but it is necessary to mark the pile to ensure that the items sit idle for 72 hours.

- This same quarantine period would apply to any materials returned through the library drop box or placed in a designated cart or bin in the stack area (for items that users browsed but did not borrow). It also applies to materials received from vendors, rotating pools, and interlibrary loans.

- If materials have been quarantined for the recommended period of time, they do not require additional sanitization. This also saves sanitization supplies for other areas of the library such as computers, tables and desks.

- DVDs and other materials with hard plastic covers can be wiped down with alcohol wipes or spray disinfectant if not quarantined for 72 hours. Books are better quarantined as liquid disinfectant can cause damage.

- It may be necessary to review the types of materials that can be browsed or borrowed by users (e.g. toys, games, tools, Wi-Fi hotspots, musical instruments, etc.) to ensure that you have enough space to quarantine all of these items. Consider temporarily removing materials that are touched frequently, such as magazines and newspapers.

3. Circulation/checkout of materials

When the library building reopens to the public, the library will need to have procedures in place to handle the circulation of materials. The following are considerations in the development of circulation procedures:

- Limiting staff handling of library cards, and only do so if necessary (e.g. users with disabilities);

- Recommending self-checkout machines (if available) to minimize exchange of materials between library users and staff;

- Encouraging the use of credit/debit cards for payment, especially the 'tap' function, if available;

- Restricting returns to the exterior drop-box and minimizing exchange of materials at the service desk;

- Cleaning of hard surfaces used to handle collections using an approved disinfectant for the COVID-19 virus after each user interaction;

- Wearing non-medical masks and face coverings as an additional measure taken to protect others when physical distancing is not possible (e.g. browsing, shelving);

- Installing physical barriers, such as plexiglass windows at service counters, to help reduce exposure to the COVID-19 virus when physical distancing is not possible;

- Providing staff with face shields as an alternative to installing plexiglass barriers, enabling staff mobility.

Staffing

As outlined in *A Framework for Reopening our Province*:

"Safe workplaces must have a plan that promotes and adheres to strict hygiene and sanitation standards, and physical distancing to the extent possible. These are key factors to resume activities safely. The use of measures to limit risks include adjusting work practices and physical environments."

This section on staffing focuses on staff health and safety, staffing levels, staff workspaces, and staff training related to new policies and procedures. It is important to note that there will be many other staffing-related issues at play when reopening the library, such as staff morale, team culture, rebuilding trust where necessary, staff recall and accommodations. These issues are of utmost importance; they are not covered here because they have been thoughtfully covered in the Canadian Urban Libraries Council's Toolkit on Recovery & Reimagined Public Library Services Post COVID-19.

1. Staff health and safety

When reopening the library or resuming services, measures must be taken to ensure the health and safety of staff members. Staff members must also do their part to ensure the health and safety of colleagues. Important considerations related to the health and safety of staff include:

- staying at home if feeling unwell or experiencing COVID-19 symptoms;

- abiding by the library's newly revised health and safety procedures, developed in accordance with national, provincial and local public health guidelines and health and safety recommendations;

- complying with the employer's legal responsibility to keep workers and work sites safe; avoiding the circumstances that would lead employees to invoke their right to refuse unsafe work.

2. Staffing levels

Recall of staff into the workplace may need to be phased in, based on service level demands, staffing requirements, and physical distancing requirements. Several factors impact staffing decisions:

- **Physical library space.** The size and configuration of the physical library space may not allow for appropriate physical distancing between staff members. Keep in mind that this might apply to some library branches and not others.

- **Number and scheduling of library employees.** Library systems with a small staff complement may be able to bring all staff members back into the library building, while larger systems may not be able to accommodate their full staff complement in a safe manner.

- **Amount of work available.** Depending on the number of services available, or scope of those services, it may not be necessary or feasible to return to full staffing levels upon reopening.

- **Staff's ability to return to work.** Some staff members may be unable to return to work due to illness, lack of childcare, or other reasons related to COVID-19.

In the initial stages of reopening, consider the following changes:

- Shifting work schedules to reduce the number of staff working at the same time;

- Temporarily extending hours of operation to ensure that fewer staff members are working at once. This might also reduce the number of library users in the library at any one time and/or reduce the need for lineups to get into the library;
- Having staff members continue to work from home, if appropriate. In this case, it is important to create or review work-from-home policies to ensure proper guidelines and working conditions;
- Recalling volunteers, student workers and summer students at a later date.

3. Staff workspaces

Under workplace legislation, employers have the duty to keep workers and work sites safe. In order to ensure that staff members are safe when working within the library building, consider changes to the configuration of workspaces. Equally important is to implement cleaning procedures that ensure work areas are adequately sanitized, according to health and safety guidelines. The following are considerations relating to staff workspaces:

- Physical distancing must be made possible in staff workspaces. This can be achieved by modifying staffing levels, such as requiring fewer staff members in the space at one time, or by reconfiguring staff workspaces to allow for appropriate physical distancing, or a combination of the two.
- Procedures should be implemented for the cleaning of staff workspaces, such as, making each staff member responsible for cleaning their workstation at the end of their shift. Shared workspaces require thorough cleaning every time there is a change in staff using the space.

4. Staff training

Staff members need to be trained on all new policies and procedures related to health and safety before the library reopens to the public and/or before specific services resume (e.g. pick-up and delivery services). Staff training should be provided on the following topics:

- New policies and procedures, to ensure that policies and procedures are clear to staff, and clearly communicated to the public;
- Public communications and rules regarding behaviour of the public while in the building;
- Proper use of Personal Protective Equipment (PPE), including:
  - Proper wear of PPE
  - Proper disposal of PPE
  - Proper care of reusable PPE (e.g. cloth masks)
- Proper personal sanitizing and hygiene practices, including handwashing and use of alcohol-based sanitizer. This is particularly important if not using PPE.
- Proper use of cleaning supplies and proper sanitization practices for library materials, hard surfaces, etc.

Additional health and safety considerations are provided in the [document](#) developed by the Canadian Urban Libraries Council.

Proper cleaning of the library building falls to cleaners or janitorial staff. However, because there are certain functions which must be done on a continuous basis, it is possible that responsibility for some or all of these functions will fall to library staff. This needs to be clarified prior to reopening. The following items and surfaces should be disinfected after each use, and should be included in cleaning procedures, with responsibility assigned.

Common areas/service areas

- Circulation/service desks
- User seating
- Tabletops and chairs
- Desk chairs/armrests
- Doorknobs, automatic door buttons, elevator buttons
- Handrails
- Water fountains
- Public washrooms - door knobs, light switches, countertops, sinks, taps, fixtures, toilet seats and handles

Staff areas

- Staff washrooms - door knobs, light switches, countertops, fixtures, sinks, taps, toilet seats and handles
- Kitchen/break room, including fridge handle, microwave handle, tabletops, fixtures
- Staff computers, including screen, keyboard, mouse and printer

Electronics

- Public computers, including screen, keyboard and mouse
- Literacy stations in children's area
- Printers
- Charging stations
- iPads or other lendable electronics
- Telephones
- Cash registers
- Credit card terminals
- Self-checkout stations

This document is posted in the COVID-19: Informational Resources for Public Libraries guide.
Ontario Library Service staff will be updating the guide as more information becomes available.

Additional Resources for Reopening Plans

Australian Library and Information Association. *Australian libraries responding to COVID-19.*
https://www.alia.org.au/australian-libraries-responding-covid-19

Canadian Urban Libraries Council. *Toolkit on Recovery and Reimagined Public Library Services Post COVID-19.*
http://culc.ca/advocacy/thinktank/intro/

Centers for Disease Control and Prevention. *Coronavirus Disease 2019 (COVID-19).*
https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html

Government of Ontario. *A Framework for Reopening Our Province.*
https://files.ontario.ca/mof-framework-for-reopening-our-province-en-2020-04-27.pdf

Government of Ontario. *Ontario Regulation 51/20: Closure of Establishments.*
https://www.ontario.ca/laws/regulation/200051

Public Health Ontario. *Public Resources on COVID-19.*
https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en

Health Canada. *COVID-19 Guidance Documents.*
https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents.html

International Federation of Library Associations. *COVID-19 and the Global Library Field: Reopening Libraries.*
https://www.ifla.org/covid-19-and-libraries#reopening

OLS - North & SOLS. *COVID-19: Informational Resources for Public Libraries.*
https://resources.learnhq.ca/covid-19

OLS - North & SOLS. *Pick-up and Delivery Services: Guidance for Public Libraries.*
https://resources.learnhq.ca/ld.php?content_id=35301564

Public Health Agency of Canada. *Preventing COVID-19 in the Workplace: Employers, Employees and Essential Service Workers.* https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/preventing-covid-19-workplace-employers-employees-essential-service-workers/preventing-covid-19-workplace-employers-employees-essential-service-workers-eng.pdf

Public Services Health and Safety Association. *Health and Safety Guidance During COVID-19 for Library Employers.*
https://www.pshsa.ca/resources/health-and-safety-guidance-during-covid-19-for-library-employer

Sent on behalf of Jennifer Green, Manager, Culture Grants Unit,
Programs & Services Branch
Ontario Ministry of Heritage, Sport, Tourism and Culture Industries

Dear Library Applicant:

The Ministry of Heritage,
Sport, Tourism and Culture Industries is pleased to announce the launch of the 2020-21 Public Library Operating, Pay Equity, and First Nation Salary Supplement Grants (P LOG/PE/FNSS) grants program.

This year given the COVID-19 pandemic, the ministry has simplified the application and the Transfer Payment Ontario (TPON) process for your organization to submit for funding earlier in the year. Details are outlined below.

IMPORTANT Information:

- This year we have attached your Transfer Payment Ontario (TPON) application to this email. Please **read the application and this email before completing the application**.
- To be able to apply, you will need to have your ONe-Key ID and password to access the Transfer Payment Ontario (TPON) system and upload your completed application in TPON.
- The grant application **deadline** is at **5 p.m.** on **Wednesday July 22, 2020**.
  - o I recommend submitting your completed application as soon as possible.

Next Steps:

1. How to complete the attached application.
   - o First, you MUST "**save as**" the attached application to your computer.
   - o DO NOT change the file name or file extension.
   - o Once you have saved it to your computer, complete the application.
   - o Finally, save your changes to your computer, as "save as".

2. Log into Transfer Payment Ontario and **upload the completed application**.
   - o These steps are outlined in **"How to upload in TPON".**

   - o In order to upload your completed application, use this case number **#2020-05-1-1440331375** to find the case in TPON and upload.

If you are experiencing problems uploading your completed application in TPON or need assistance using the TPON system, please contact TPON client care. Their contact information is included in the application, under the "Instructions" sections.

3. Once you have **uploaded** your completed application in TPON, ministry staff will review and process payments in batches.

Coming soon: the Public Library Operating, Pay Equity and First Nation Salary Supplement grants program webpage is moving to Ontario.ca.
We look forward to receiving your application.

Thank you,

Jennifer Green,
Manager, Culture Grants Unit

8.1 YEAR-TO-DATE REPORT

TOWNSHIP OF PERTH EAST
2020 GENERAL OPERATIONS
YEAR-TO-DATE REPORT

June 2020	2020 Actuals	2020 Version 6 -	2020 Budget Remaining	2020 Budget Used	Comments
RECREATION & CULTURAL SERVICES					
Library Board					
REVENUE					
9-750-120-1005 Library - SOLS Grant	-3,672.00		3,672	#DIV/0!	2019 Connectivity Reimbursement for internet
9-750-120-1015 Library - Young Canada Works Summ		-5,579.00	-5,579		
9-750-120-1016 Library- Canada Summer Jobs		-4,100.00	-4,100		
9-750-120-1020 Library - Ministry of Culture Grant		-19,614.00	-19,614		
9-750-120-1035 Library - Donation Revenue	-246.00	-1,500.00	-1,254	16.40%	
9-750-120-1040 Library - Rental Income	-504.00	-2,000.00	-1,496	25.20%	
9-750-120-1046 Library - Township of Perth East Gran	-265,437.44	-265,437.44		100.00%	
9-750-120-1050 Library - Interest Earned Revenue	-1,723.73	-4,200.00	-2,476	41.04%	
9-750-120-1195 Library - Fines, Copies, Misc Revenu	-625.76	-5,100.00	-4,474	12.27%	
9-750-120-4095 Library - Used Book Sales	-164.65	-600.00	-435	27.44%	
9-750-120-7005 Library - Friends of the Library Dona	-133.85	-1,200.00	-1,066	11.15%	
9-750-120-7015 Library - Reading Programs	-314.00	-560.00	-246	56.07%	Guest speakers paid for by charging for tickets (only cost $39.00 for Adam Shoalts)
Total REVENUE	-272,821.43	-309,890.44	-37,069	88.04%	
NET	-272,821.43	-309,890.44	-37,069	88.04%	

8.1 YEAR-TO-DATE REPORT

TOWNSHIP OF PERTH EAST
2020 GENERAL OPERATIONS
YEAR-TO-DATE REPORT

Date

Company/Description

Amount

June 2020

	2020 Actuals	2020 Version 6 -	2020 Budget Remaining	2020 Budget Used	Comments
RECREATION & CULTURAL SERVICES					
Library Board					
EXPENSES					
9-750-035-3145 Library - Snow Removal and Grass C		662.00	662		
9-750-202-2020 Library - General Salaries	45,252.23	162,423.00	117,171	27.86%	
9-750-202-2025 Library - General Payroll Benefits	5,676.21	21,289.00	15,613	26.66%	
9-750-202-2030 Library - Staff Appreciation	60.50	100.00	40	60.50%	
9-750-202-2060 Library - Travel and Meals		800.00	800		
9-750-210-3015 Library - Shipping and Postage	110.98	400.00	289	27.75%	
9-750-210-3020 Library - Telephone	567.20	1,460.50	893	38.84%	
9-750-210-3030 Library - Office Supplies, Copier Lea:	893.83	2,700.00	1,806	33.10%	
9-750-210-3050 Library - Computer Software & Servic	1,261.04	2,344.30	1,083	53.79%	
9-750-210-3055 Library - Audit Expense		1,333.00	1,333		
9-750-210-3070 Library - Insurance	9,396.60	9,410.11	14	99.86%	
9-750-210-3075 Library - Periodicals	28.19	540.00	512	5.22%	
9-750-210-3080 Library - Memberships and Educatio	235.62	900.00	664	26.18%	
9-750-210-3145 Library - PCIN Contract	13,443.00	45,419.00	31,976	29.60%	
9-750-210-3150 Library - Book Processing	2,869.63	6,800.00	3,930	42.20%	
9-750-210-3155 Library - Books and References	4,522.88	19,935.00	15,412	22.69%	Book club sets paid for by Friends of the Library fundraiser.
9-750-210-3500 Library - Automation & Connectivity	1,526.40	3,775.00	2,249	40.43%	
9-750-210-4050 Library - Videos and Audios	1,022.51	7,605.00	6,582	13.45%	
9-750-310-1570 Library - Advertising and Promotion	82.42	350.00	268	23.55%	
9-750-310-3150 Library - Fundraising		720.00	720		
9-750-310-3155 Library - Library Programs	490.83	1,020.00	529	48.12%	
9-750-310-3160 Library - PLOW		2,000.00	2,000		
9-750-500-3150 Library - Security Monitoring	805.18	1,796.00	991	44.83%	
9-750-500-4005 Library - Water and Sewage	314.16	1,000.00	686	31.42%	
9-750-500-4010 Library - Hydro	1,460.94	6,121.00	4,660	23.87%	
9-750-500-4015 Library - Propane/Natural Gas	2,395.61	4,591.00	2,195	52.18%	
9-750-500-4025 Library - Building Maintenance	302.02	28,016.00	27,714	1.08%	
9-750-500-4095 Library - Mat Rental	196.98	740.00	543	26.62%	
9-750-700-3150 Library-Health and Safety-Materials	2.66		-3	#DIV/0!	
9-750-886-3050 Library Computer Purchase		3,200.00	3,200		
9-750-887-3500 Library - Furniture and Fixtures	763.11	749.00	-14	101.88%	
Total EXPENSES	93,680.73	338,198.91	244,518	27.70%	
NET	93,680.73	338,198.91	244,518	27.70%	

8.2 INFORMAL LISTING OF ACCOUNTS PAYABLE

June 2020

Date	Company/Description	Amount
June 3	SWAN	72.90
June 3	Creative Bag (paper bags for curbside)	180.24
June 8	Global industrial (extra red bins for PCIN deliveries)	150.84
June 8	Utilities (water, sewage)	147.49
June 8	Mornington Communications	464.70
June 8	Staples	72.16
June 11	Union Gas	104.45
June 25	Overdrive content	1672.00
June 25	Overdrive license	287.00
	TOTAL	**$3,151.78**

	9.1	CEO's Report
	REPORT TO:	Perth East Public Library Board
Perth East Public Library	PREPARED BY:	Allie Fallis
	MEETING DATE:	July 14, 2020
	ATTACHMENTS:	Summer programming flyer

Programming:

- All June programming was cancelled.

CEO'S Office:

- SWAN deliveries re-instated bi-weekly to maintain cleanliness of mats with all staff back in the building
- Continued working on Annual Survey
- Completed and submitted PLOG (Public Library Operating Grant) application
    - Application/funding available earlier than previous years due to COVID-19
- Continue overseeing building maintenance
    - Circulation Desk Shield options
    - Phone project coordination with Wendy McMurray and Ashley Carter
- PCIN met to discuss Phase 2 of reopening for libraries
    - North Perth is currently the only library offering printing and computer services at this time.
- Curbside Service
    - Going smoothly.
- Library flowerbeds
    - Sourced a few landscaping companies to get a quote to redo the library flowerbeds.
    - CEO got in touch with the Milverton Beautification Committee to organize watering of the flowerbeds once they're completed.
- Staff update:
    - Recalled both library pages
    - Maddison Smith started as our temporary library caretaker on June 19
    - Library page, Quinlyn Ellis is taking on the role of summer program coordinator for 30 hours/week.
    - One new page will need to be hired for a September start, the CEO will be posting the position
- Summer Programming
    - CEO worked with summer programmer to determine a complement of virtual summer programming (see attached flyer for more details) which launched Monday, July 6.
    - Summer programmer will be doing outreach to surrounding Perth East communities to deliver and provide activity kits to families.
    - 53 kits were distributed in the first three days!
- Reviewed staff training records to review what staff training needs to be updated (includes WHIMIS, First Aid & CPR, Portable Fire Extinguisher and Health & Safety awareness)
    - All staff are due for WHIMIS – CEO has purchased training and staff will complete as soon as possible.
    - Staff are able to complete Health & Safety awareness via the Ministry of Labour, Training and Skills Development website.

- o Paige Harrington will reach out when First Aid & CPR Training is available again for staff to complete
- Records Retention project
  - o Working with two staff members to follow PEPL's Records Retention policy and digitize and dispose of old records.
  - o CEO will work with township clerk to coordinate, and ensure our policy/procedures correlate with the townships and to ensure the proper disposal methods of old records are used.
- Website and social media
  - o CEO working with staff and the summer programmer to oversee the updates/maintenance to the website and posting to social media channels to market curbside services, online resources and summer programming.
  - o New website hopefully up and running by our 10th anniversary in the new building (October)!
  - o CEO investigating developing a cohesive marketing plan to help ensure consistency across all platforms.

COVID-19 Update

- Received quotes from Speedy Glass Listowel and Riverside Glass for circulation desk shields
- Sourcing out keyboard covers, iPad pouches and plexi-glass barriers in order to offer patron computer/iPad use

Coming up:

- CEO to create a game plan for re-instating computer/iPad use
  - o Need to receive appropriate materials (shields, covers, etc.) before we go ahead with this.
  - o CEO looking into submitting an application for the Emergency Community Support Fund to hopefully receive some funding for this.
- Continue to participate in Perth East (bi-weekly) and combined Perth County (monthly) ECG meetings regarding COVID-19 and work place safety

9.1 CEO'S REPORT CONTINUED

Month	# of Patrons	Last Year	% Change	Circulation	Last Year	% Change	Computer/ iPad Use	Last Year	% Change
Jun-19	3889	3684	5%	2956	3804	-22%	428*	527*	-18%
Jul-19	3894	3700	5%	4122	4375	-5%	525*	573*	-8%
Aug-19	3902	3711	5%	3620	4581	-21%	438*	503*	-13%
Sep-19	3918	3764	4%	3341	3974	-15%	360*	387*	-7%
Oct-19	3953	3783	4%	3991	4200	-5%	321*	345*	-7%
Nov-19	3971	3818	4%	3538	4133	-14%	292*	327*	-10%
Dec-19	3989	3832	4%	2940	3694	-20%	238*	227*	4%
Jan -20	3998	3849	3%	3591	4352	-17%	293*	428*	-31%
Feb - 20	4006	3849	4%	3701	4174	-11%	301*	299*	0.6%
Mar - 20	4015	3862	4%	3853	4108	-6%	178*	359*	-50%
Apr - 20	4010	3866	3%	0	4471	-100%	0	352*	-100%
May-20	4013	3664	9%	14	4358	-99%	0	337*	-100%
Jun-20	4014	3889	3%	983	2956	-67%	0	428*	-100%
YTD	n/a	n/a	n/a	40, 110	57,538	-30%	3711	5515	-33%

Month	#of Active Patrons	Website Visits	Website Visits Last Year	% Change	Download Library Checkouts	Download Library Checkouts Last Year	% Change	Wi-FI Use	Wi-Fi Use Last Year	% Change
Jun-19	1260	1766	2468	-28%	448	378	18%	815	560	45%
Jul-19	1256	2156	2528	-14%	460	410	12%	N/A	752	
Aug-19	1269	1943	2215	-12%	503	373	34%	N/A	924	
Sep-19	1260	1832	2087	-12%	381	472	-19%	N/A	858	
Oct-19	1280	1936	2205	-12%	418	439	-4%	N/A	684	
Nov-19	1272	1924	2275	-15%	368	410	-10%	N/A	661	
Dec-19	1272	1955	2286	-14%	394	421	-6%	N/A	290	
Jan-20	1264	2170	2390	-9%	608	535	13%	N/A	820	
Feb -20	1262	2010	2049	-2%	591	496	19%	N/A	857	
Mar - 20	1246	2567	1891	35%	607	574	5%	N/A	825	
Apr – 20	1223	1031	1957	-47%	696	568	22%	0	818	
May-20	1198	1000	1947	-48%	100884	485	207%	0	414	
Jun-20	1184	814	1766	-54%	95459	448	212%	0	815	
YTD	n/a	25,051	30,048	-17%	201,817	6,009	326%	N/A	N/A	N/A

*Highlighted numbers are during closed months due to COVID-19.
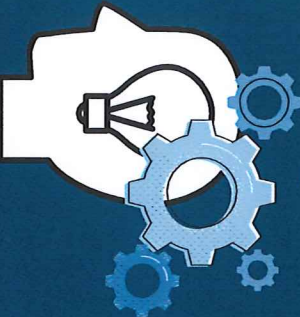
Perth East
Public Library

Summer Reading Program 2020

JULY 6TH TO AUGUST 27TH

MACGYVER MONDAY

STEM related programming. Some kits available via curbside or at the following locations:
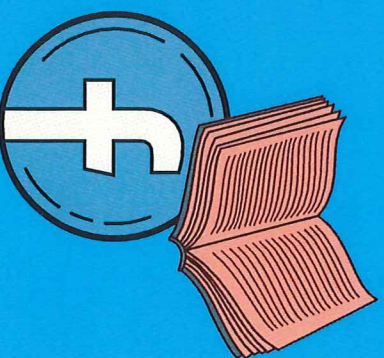
- Shakespeare
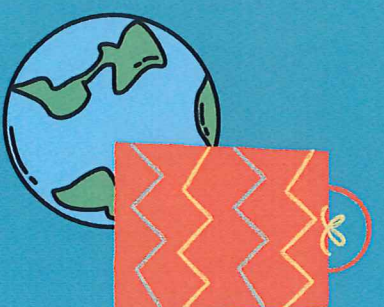- Gads Hill
- Brunner
- Carthage

TUESDAY TALES

10:30am
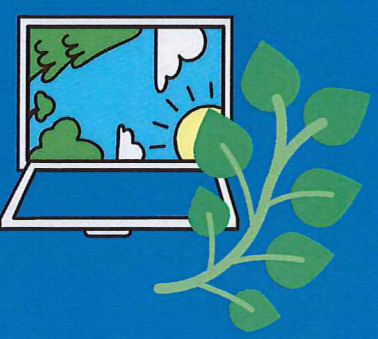Tune into our Facebook live for a virtual storybook reading + activities

WORLDLY WEDNESDAY

Get a hold of our culture kits! Request how many you need through our google form. Via curbside or pick-up locations.

THERMAL THURSDAY

Different environment based activities posted on our website and social media. Some kits available depending on the week.

What Will the Summer Look Like?

Monday is STEM based programming. Will include a instructional video and printable activites to try as well as some kits.

Tuesday is reading based programming. Will include a virtual story time (picture book) on Facebook live. Also, printable activities available.

Wednesday is culture based programming. Will include a kit that can be picked up either at PEPL or dropped off at towns in Perth East.

Thursday is environment based programming. Will include printable activities and videos online as well as some kits.

Can't participate in these?

Pick-up our summer reading challenges!

Each day we'll have a different theme with new activities available each week! Watch for details for the week to be posted on our website, **pertheast.library.on.ca** and social media!

Activities will include:

- printable activity pages and challenges
- instructional videos with step-by-step instructions for crafts and activities
- kits! **Pick them up at PEPL** during curbside hours, or can be dropped off at towns in Perth East
  - **request** the kits through our google form found on our website!

RESOURCES TO LEARN MORE

We have compiled some resources to get you started. **Let us know** what other tools, resources or research you would recommend.

Advocacy

Library Advocacy Now! (2011) Canadian Association of Public Libraries (CAPL)

Library Advocacy Unshushed (2017). Wendy Newmans' Massively Open Online Course (MOOC)

Influence Book by Robert Cialdini (2012)

Principles of Persuasion Video by Robert Cialdini (2006)

Digital Advocacy

Digital organizing 101: What is a ladder of engagement and why do I need one? Jack Milroy, 2016. Medium.com

Using the Ladder of Engagement: Turning Casual Supporters into Fierce Advocates. Clay Schossow, 2014. New Media Campaign

Library Celebrations

Ontario Public Library Week (OPLW)

First Nations Public Libraries Week (FNPLW)

Canadian Library Month

Library Campaigns and social media

Libraries Transform Campaign (by the American Library Association)

Geek the Library (by Online Computer Library Center (OCLC))

Public library impact research

An Analysis of Public Library Trends (2011) Canadian Urban Libraries Council (CULC)

From Awareness to Funding: Voter Perceptions and Support of Public Libraries in 2018 (2018). OCLC with the American Library Association (ALA) and its Public Library Association (PLA).

Long overdue: A fresh look at public and leadership attitudes about libraries in the 21st century (2006). Public Agenda.

Making cities stronger: Public library contributions to local economic development (2007)

Preschool Early Literacy Programs in Ontario Public Libraries (2012). Federation of Ontario Public Libraries (FOPL).

Technology Access in Public Libraries: Outcomes and Impacts for Ontario Communities (2018). Nordicity and the Toronto Public Library.

Public Library Research by Online Computer Library Center (OCLC):

How Canadian Libraries Stack Up (2011)

From Awareness to Funding – A study of library support in America (2008)

Perceptions of Libraries, 2010 – Context and Community (2010)

At a tipping point: education, learning and libraries (2014)

Public library economic impact studies:

Burlington Public Library Economic Impact Study (2017)

City of Kawartha Lakes Public Library Economic Impact Study (2015)

Halton Hills Public Library Economic Impact Study (2014)

Free Library of Philadelphia Impact Evaluation Report (2017)

London Public Library Economic Impact Study (2015)

Milton Public Library Economic Impact Study (2014)

Newmarket Public Library Economic Impact Study (2016)

Ottawa Public Library Economic Impact Study (2016)

Pickering Public Library Economic Impact Study (2014)

Sault Ste. Marie Public Library Economic Impact Study (2015)

Stratford Public Library Economic Impact Study (2015)

Toronto Public Library Economic Impact Study (2013) by the Martin Prosperity Institute and the Toronto Public Library.

Vancouver Island Regional Library Economic Impact Study (2016)

Vaughan Public Library Economic Impact Study (2017)

Perth East Public Library

13.1
PREPARED BY:
ATTACHMENT:

Library Flowerbeds
ALLIE FALLIS
CORRESPONDANCE WITH CAO,
FLETCHER'S LANDSCAPING QUOTE,
CORRESPONDANCE WITH JOHN
GRIFFIN

Background

When the new library building was built in 2010, the flowerbeds were designed and planted by Klomp's Landscaping from Stratford. Since the original installation, the flowerbeds have remained the same, but have since become overgrown and given the library a lackluster curbside appearance.

In correspondence with Becky Westman at PERC and CAO, Theresa Campbell, it was clear that PERC and Public Works staff would not have sufficient time or the capacity this year to maintain the library's flowerbeds, nor overhaul them to replace the current plants and shrubbery (see correspondence attached).

Without the capacity of library staff to complete this project and by the recommendation of the CAO, the library CEO investigated the cost of sourcing the job to an outside contractor to ensure the timely completion of the project.

The library CEO received one cost estimate with plant recommendations from Fletcher's Landscaping in Listowel, Ontario (see quote attached below).

The library CEO also had local Landscape Architect, John Griffin come to look at the library flowerbeds. While John was a wealth of information, he can only provide the design services for the flowerbeds, and does not offer installation services. Therefore, his design would have to be bid on by another outside contractor, which would tack on more time to this project (see correspondence below).

Comments & Recommendations

This initial cost to overhaul and replant the flowerbeds would be a one-time cost. With the low maintenance options recommended by Fletcher's Landscaping, the plants could be clipped back every Fall and would grow back yearly.

Kevin Schlueter from the township has offered to complete the removal portion of this project, which could lower some of the costs incurred by Fletcher's Landscaping.

The library CEO contacted Bill Coulter of the Milverton Beautifcation Committee. Once the new flowerbeds are planted, Bill agreed to have his volunteers include the library in its round of watering. This would ensure the proper maintenance of the new plants.

Updating the front flowerbeds ensures the library has an inspiring and welcoming presence in the community, and would be beneficial to have completed before the 10th Anniversary of the library building. Additionally, it would be practical to have this work completed before we re-open to the public.

Hi Kendra,

Re: Library Flowerbeds

As a follow-up to your email, typically the department manager for the facility / services is responsible for the indoor and outdoor maintenance and budgetary implications.

I am of the understanding that the PERC staff will be tending to the library flower beds (basic sprucing up) when their schedule allows for it.
Even though our facilities and parks are closed to the public, there is still an enormous amount of ongoing work and projects for PERC and PW to complete.
Some of the flowerbeds / outdoor maintenance for the PERC and parks has previously been incorporated into the PERC summer student duties. Given the pandemic – we have not hired summer staff.
PW have also previously taken care of mulching the flowerbeds at the admin office; and with projects and current reduced compliment, the annual flowerbed maintenance has not occurred.

As we do not have gardeners as part of our staff compliment and we are struggling to get through the many additional requirements and safety procedures that are required as a result of the pandemic, if the flowerbeds require an overhaul you may want to consider redeployment of staff for this project or hiring an outside contractor.

Moving forward for 2021, I agree that the flowerbed project should be incorporated into the budget and you may want to consider a company to provide the service.
I have copied Rhonda Fischer, Treasurer on my response, as questions concerning the allocation of the budget should be discussed with her.

Thanks,
Theresa

ESTIMATE

Fletcher's Landscaping Inc

1190 Wallace Ave N
Listowel, Ontario N4W1M5
(519) 291-3267

To:
Allie Fallis
19 Mill St
Milverton, Ontario N0K 1M0

p: (519) 574-1793

Estimate #	1363
Estimate Date	06/25/2020
Total Amount	**$2,339.10**

Item	Quantity	Price	Tax1	Tax2	Line Total
Annabelle hydrangea	8.0	$25.00	13.000%		$200.00
Liberty Hosta	10.0	$18.00	13.000%		$180.00
Halycon Blue Hosta	5.0	$18.00	13.000%		$90.00
Soil ammendment	2.5	$50.00	13.000%		$125.00
Mulch- Black	5.0	$55.00	13.000%		$275.00
Removals And Installation	1.0	$1,200.00	13.000%		$1,200.00

Subtotal:	$2,070.00
Tax:	$269.10
Past Due Amount:	$0.00
Total Amount:	**$2,339.10**

Notes

Hydrangea along the back with blue hosta in the middle front and liberty hosta on both ends.

Good evening Allie, hope you and your family are well. Please see below a high level overview of alternatives the Library could explore to improve the front landscaping.

Firstly, thank you for reaching out to me, I am happy to work with you and your board to improve the landscaping around the Library site. In this case the front flower bed.

Background

My wife and I just moved into Milverton last fall and we just love the area so much. I grew up in Owen Sound, and my wife (Dawn) grew up in Wasaga Beach. I work full time for the City of Waterloo as a Landscape Architect (last 10 years), and my wife works for Equitable Life of Canada as an insurance under-writer. This year, I have started a small side business to provide people with economical, practical, innovative landscape solutions for their properties within their budgets.

I am privileged to have the opportunity to help you improve the landscaping at the Perth East Public Library, and will work with you to help you achieve your goals & objectives.

Libraries

-
- When I think about a Library, I envision an inspiring space, a location for learning, innovation, and limitless exploration for people of all ages;
- The libraries I grew up visiting in Owen Sound were such grand spaces, and seemed to be so enormous to me as a child;
- But the interiors and exteriors were always a bit more innovative than normal buildings, and that was inspiring to me in my youth;
- For youth its' often one of the first public buildings you go into other than a hospital or doctor's office so its' a good opportunity to create a positive experience for youth and people of all ages entering the space.

My observations on-site

-
- The front flower bed is on the north side of the building, and so you don't get an incredible amount of direct sunlight up there;
- Any new plant material you consider will need to tolerate a mostly shaded environment throughout the day;
- I took some measurements of the building so I can start a baseplan for you, and measurements of the front flower bed;
- The existing Hills Yew bushes (the ones right up against the building) are actually in really good condition, and tolerate a full shade environment;
  - However, I think its' a good time to give them a bit of a haircut;
  - Start pruning them into a shape to suit the architecture of the building;
- The existing Lime Mount Spirea bushes appear to be in a little rougher shape;
  - They do like a full sun environment so that could be a factor; or
  - I suspect whoever removes the snow off the parking lot may pile the snow on top of them which will certainly impact their growth habit;
  - So before you made a decision to remove them check with the contractor or Township on where they pile the snow for that parking lot and that can feed into our decision making.
- On the right hand side of the building there are those two pillars side by side, it might be nice to consider a clump service berry tree on that side with a small planting bed to sort of balance out the softscape on the site, and further complement the architecture of the building;
  - Just 1 will do the trick and will really help anchor the building down;
  - I have provided an example below;
  - Could certainly be phased in at a later date;

Alternatives/Recommendations

- Here is a list of shade loving perennials to choose from:
  - Coral bells;
  - Foamflower;
  - Lungwort;
  - Astilbe;
  - Japanese Forest grass;
  - Hosta;
  - Japanese Painted Ferns (or any ferns);
- Thinking back to creating an inspiring impression of the library I would consider a combination of Japanese Forest grass (as a border), with Blue Hostas in between the existing Yew bushes and the Japanese Forest Grass, and possibly some white astilbe (all shown below) to soften the building;

- To prevent throwing the Spirea's away, you could consider either donating them, or creating a new planting bed (sort of a temporary bed) on one side of the building to bring them back to life;
  - Either the south side, or west side would be good to ensure they get good full sun throughout the day;
- I would definitely recommend a layer of shredded pine bark mulch on the exposed topsoil (throughout the planting bed) to a depth of 4" to prevent weed growth;

My services

- I am primarily a designer at this stage of my career;
- I do have a lot of construction experience over the past 20 years, but at this stage of my life I primarily do design work and project management;
- This is a really unique opportunity for me, and I am happy to help you reach your goals for the library site;
- I was thinking I could provide you with a design for your review, and feedback, using a combination of a landscape drawing, and some pictures to help you visualize the proposed planting scenario;
- For a level of effort like that I would typically charge a home owner aprox. $250, and that just covers my time to draw out your site plan, existing conditions, and plot on the drawing the proposed plant material together with a plant schedule so a contractor could give you a price or a quote to actually build the project for you;
- I would be happy to donate my time to you and your board for this project, design the front flower bed, and get a contractor on-board who can build the job;
- Or perhaps you have some volunteers who would like to help out too;

Thank you for this opportunity. If you would like me to come and present any of these ideas to you or your board members please do not hesitate to contact me. I have attached an example of a drawing that I would provide to you, together with a schedule of quantities so a contractor could bid on the work.

If you have any questions or concerns please contact me.

Kindest regards,

Landscape Architect
1 Murray Court, Milverton
Ontario, Canada NOK 1MO
E: info@jg-la.com
P: 519 595 2297
License No. 19080934

Perth East Public Library

13.2
PREPARED BY:
ATTACHMENT:

Glass Circulation Desk Barrier
ALLIE FALLIS
TWO PHOTOS OF GLASS BARRIER AT
TOWNSHIP OFFICE

Background

Due to the current implications of COVID-19, a glass barrier is required for our circulation desk to maintain the safety of library staff when the library proceeds to open to the public.

The Township of Perth East already has a glass barrier installed from Riverside Glass at the Administration Office (see attached photos). This shield appears professional, durable, and easy to clean in comparison to an alternate option such as plexi-glass.

Reuben Wagler, owner of Riverside Glass provided a verbal quote to the library CEO of $3200 +HST for the glass barrier. The glass will take approximately two to four weeks to arrive, and the posts have a one-week turnaround time.

The library CEO also had Trevor Cork from Speedy Glass come into the library at the beginning of June to take measurements for the glass circulation desk barrier, but has yet to receive the quote. The library CEO reached out to Speedy Glass the first week of July, but hasn't received a response. This is perhaps due to the high demand for these services at this time.

Comments

In light of COVID-19, many unexpected costs have incurred that were not originally budgeted for in 2020. Due to this, the CEO reached out to Perth East's Treasurer to inquire about pulling from the library reserves to cover this cost. Rhonda Fischer's comments were as follows:

"There will be other costs that may offset the expense of purchasing the glass such as the reduced labour costs due to layoffs. In the event that you are over budget, and the library is in a deficit position, a transfer will be made from the Library Corporate Reserve."

Recommendation

The library CEO recommends moving forward with the quote given by Reuben Wagler of Riverside Glass. This option gives the library the opportunity to support a local business, and allows for the removal of the glass barrier in future (when appropriate) with little damage of the circulation desk counter. Having not yet received the quote or any correspondence from Speedy Glass indicates they are swamped with these requests, which may stall the installation process. Thus, the timelines of Riverside Glass may be more realistic for the library's needs and timelines, especially in anticipation of offering computer appointments, and with the potential to open to the public in the Fall.

Circulation Desk Shield at Township Office