

# PERTH EAST PUBLIC LIBRARY REGULAR MEETING OF THE BOARD

May 12, 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 March 10, 2020 be approved as circulated.

- 5. BUSINESS ARISING FROM MINUTES OF March 10, 2020.
- 6. DELEGATIONS
- 7. CORRESPONDENCE
- 8. FINANCE REPORT
  - 8.1 Year-to-Date Reports

Recommendation – THAT the un-audited March & April Year-to-Date Reports be received as information.

8.2 Accounts Payable

Recommendation – THAT the March & April 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.

9.2 Post COVID-19 Report

Recommendation – THAT the Post COVID-19 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 verbal report from M. Kipfer
  - **10.6** Council Report verbal report from H. McDermid and J. Smith
- 11. BOARD EDUCATION
- 12. CLOSED SESSION REPORT
- 13. NEW BUSINESS
  - 13.1 Strategic Plan 2020-2023 1st Draft

Recommendation – THAT the Board receive the first draft of the Perth East Public Library 2020-2023 Strategic Plan as information AND THAT the CEO make the following changes before approval and adoption of the official plan.

13.2 Staffing Report

Recommendation – THAT the Perth East Public Library Board receive the Staffing Report as information AND THAT the Board approves the re-hire of one (1) Library Assistant.

#### 14. ADJOURNMENT



## Perth East Public Library Board Tuesday, March 10, 2020 7:30pm Perth East Public Library

#### **MEETING MINUTES**

Present:

Mackenzie Kipfer, Lois Baillie, Tammy Gerber, Hugh McDermid, Patrick Minor, Jerry Smith,

Kendra Roth

Regrets:

Barney Kuntze

1. CALL TO ORDER: Chairperson Mackenzie Kipfer called the meeting to order at the Perth East Public Library at 7:30pm.

### 2. ADDITIONS TO and APPROVAL OF THE AGENDA

<u>2020 – 18 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 – 19 Motion</u> to accept the recommendation that the minutes of the Board Meeting of February 11, 2020 be approved as circulated.

Forwarded by

J. Smith

Seconded by

H. McDermid

CARRIED.

5. BUSINESS ARISING FROM MINUTES OF February 11, 2020.

None.

6. **DELEGATIONS** 

None.

7. CORRESPONDENCE

None.

8. FINANCE REPORTS

8.1 Year-to-Date Reports

<u>2020 – 20 Motion</u> that the un-audited February Year-to-Date reports be received as information.

Forwarded by

L. Baillie

Seconded by

P. Minor

CARRIED.

#### 8.2 Accounts Payable

**2020 – 21 Motion** to receive the Accounts Payable report as information.

Forwarded by

H. McDermid

Seconded by

P. Minor

CARRIED.

9.	CEO'S REPORT 9.1 CEO's Report  2020 – 22 Motion to receive the CEO's report as information.  Forwarded by T. Gerber  Seconded by P. Minor  CARRIED.
10.	<ul> <li>COMMITTEE REPORTS</li> <li>10.1 Finance Committee – no report</li> <li>10.2 Personnel Committee – Meeting on March 10, 2020.</li> <li>10.3 Strategic Planning Committee – Strategic survey data presentation.</li> <li>10.4 PCIN Board – meets April 15, 2020.</li> <li>10.5 SOLS Trustee Council 3 –Meeting schedule for April 18, 2020.</li> <li>10.6 Council Report – verbal report from H. McDermid &amp; J. Smith</li> </ul>
11.	BOARD EDUCATION  11.1 Strategic Plan: Next Steps & SWOT Analysis  The CEO presented the next steps regarding the strategic process. Board members completed SWOT analysis
12.	CLOSED SESSION REPORT
13.	NEW BUSINESS None.
14.	NEXT MEETING Tuesday, April 14, 2020 at 6:30pm at Seelhoff Boardroom
15.	ADJOURNMENT 2020 - 23 Motion to adjourn. Forwarded by H. McDermid
Mack	renzie Kipfer, Chair Date



	2020	2020	2020	2020	Commen
March 2020 Revenue	Actuals	Version 3	Budget	Budget	
			Remaining	Used	
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	-462.00	-2,000.00	-1,538	23.10%	
9-750-120-1046 Library - Township of Perth East Gra		-265,437.44	-265,437		
9-750-120-1050 Library - Interest Earned Revenue	-608.68	-4,200.00	-3,591	14.49%	
9-750-120-1195 Library - Fines, Copies, Misc Revenu	-571.10	-5,100.00	-4,529	11.20%	
9-750-120-4095 Library - Used Book Sales	-154.25	-600.00	-446	25.71%	
9-750-120-7000 Library - Youth Intern Program Grant	-115.85		116	#DIV/0!	
9-750-120-7005 Library - Friends of the Library Dona		-1,200.00	-1,200		
9-750-120-7015 Library - Reading Programs	-309.00	-560.00	-251	55.18%	Guest speakers paid for by charging for tickets (only cost \$39.00 for Adam Shoalts)
Total REVENUE	-6,138.88	-309,890.44	-303,752	1.98%	<del>,</del>
NET	-6,138.88	-309,890.44	-303,752	1.98%	-



	2020	2020	2020	2020	Comments
March 2020 Expenses	Actuals	Version 3	Budget	Budget	
772		5	Remaining	Used	
RECREATION & CULTURAL SERVICES					
Library Board					
EXPENSES					
9-750-035-3145 Library - Snow Removal	and Grass G	662.00	662		
9-750-202-2020 Library - General Salari	es 29,367.43	162,423.00	133,056	18.08%	
9-750-202-2025 Library - General Payrol	l Benefits 3,673.67	21,289.00	17,615	17.26%	
9-750-202-2030 Library - Staff Appreciat	ion 60.50	100.00	40	60.50%	
9-750-202-2060 Library - Travel and Mea	als	800.00	800		
9-750-210-3015 Library - Shipping and P	ostage	400.00	400		
9-750-210-3020 Library - Telephone	226.85	1,460.50	1,234	15.53%	
9-750-210-3030 Library - Office Supplies	, Copier Lea: 164.89	2,700.00	2,535	6.11%	
9-750-210-3050 Library - Computer Softv	vare & Servic 126.97	2,344.30	2,217	5.42%	
9-750-210-3055 Library - Audit Expense		1,333.00	1,333		
9-750-210-3070 Library - Insurance		9,410.11	9,410		
9-750-210-3075 Library - Periodicals		540.00	540		
9-750-210-3080 Library - Memberships a	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 Processin	g 2,869.63	6,800.00	3,930	42.20%	
9-750-210-3155 Library - Books and Refe	erences 4,341.84	19,935.00	15,593	21.78%	Book club sets paid for by
					Friends of the Library fundraise
9-750-210-3500 Library - Automation & 0	Connectivity 610.56	3,775.00	3,164	16.17%	
9-750-210-4050 Library - Videos and Au	dios 1,022.51	7,605.00	6,582	13.45%	
9-750-310-1570 Library - Advertising and	d Promotion	350.00	350		
9-750-310-3150 Library - Fundraising		720.00	720		
9-750-310-3155 Library - Library Program	s 451.84	1,020.00	568	44.30%	
9-750-310-3160 Library - PLOW		2,000.00	2,000		
9-750-500-3150 Library - Security Monito	oring 805.18	1,796.00	991	44.83%	
9-750-500-4005 Library - Water and Sew	age 158.48	1,000.00	842	15.85%	
9-750-500-4010 Library - Hydro	650.37	6,121.00	5,471	10.63%	
9-750-500-4015 Library - Propane/Natura	al Gas 1,043.21	4,591.00	3,548	22.72%	
9-750-500-4025 Library - Building Maint	enance 60.46	28,016.00	27,956	0.22%	
9-750-500-4095 Library - Mat Rental	131.32	740.00	609	17.75%	
9-750-886-3050 Library Computer Purcha	se	3,200.00	3,200		
9-750-887-3500 Library - Furniture and F	ixtures 763.11	749.00	-14	101.88%	
Total EXPENSES	60,207.44	338,198.91	277,991	17.80%	-
NET	60,207.44	338,198.91	277,991	17.80%	<del>-</del> ,



-	2020	2020	2020	2020	Comments
April 2020 Revenue	Actuals	Version 3	Budget	Budget	
			Remaining	Used	
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	-462.00	-2,000.00	-1,538	23.10%	
9-750-120-1046 Library - Township of Perth East Gra		-265,437.44	-265,437		
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	-571.10	-5,100.00	-4,529	11.20%	
9-750-120-4095 Library - Used Book Sales	-154.25	-600.00	-446	25.71%	
9-750-120-7000 Library - Youth Intern Program Grant	-115.85		116	#DIV/0!	
9-750-120-7005 Library - Friends of the Library Dona		-1,200.00	-1,200		
9-750-120-7015 Library - Reading Programs	-309.00	-560.00	-251	55.18%	Guest speakers paid for by charging for tickets (only cost \$39.00 for Adam Shoalts)
Total REVENUE	-7,253.93	-309,890.44	-302,637	2.34%	
NET	-7,253.93	-309,890.44	-302,637	2.34%	<del>.</del>



-	2020	2020	2020	2020	Comments
April 2020 Expenses	Actuals	Version 3	Budget	Budget	
			Remaining	Used	
RECREATION & CULTURAL SERVICES					
Library Board					
EXPENSES					
9-750-035-3145 Library - Snow Removal and Grass Co		662.00	662		
9-750-202-2020 Library - General Salaries	34,197.66	162,423.00	128,225	21.05%	
9-750-202-2025 Library - General Payroll Benefits	4,264.72	21,289.00	17,024	20.03%	
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	103.96	400.00	296	25.99%	
9-750-210-3020 Library - Telephone	340.11	1,460.50	1,120	23.29%	
9-750-210-3030 Library - Office Supplies, Copier Lea:	371.40	2,700.00	2,329	13.76%	
9-750-210-3050 Library - Computer Software & Servic	1,241.04	2,344.30	1,103	52.94%	
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	915.84	3,775.00	2,859	24.26%	
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	29.51	350.00	320	8.43%	
9-750-310-3150 Library - Fundraising		720.00	720		
9-750-310-3155 Library - Library Programs	472.19	1,020.00	548	46.29%	
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	158.48	1,000.00	842	15.85%	
9-750-500-4010 Library - Hydro	971.06	6,121.00	5,150	15.86%	
9-750-500-4015 Library - Propane/Natural Gas	1,770.24	4,591.00	2,821	38.56%	
9-750-500-4025 Library - Building Maintenance	275.47	28,016.00	27,741	0.98%	
9-750-500-4095 Library - Mat Rental	131.32	740.00	609	17.75%	
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	78,390.22	338,198.91	259,809	23.18%	-
NET	78,390.22	338,198.91	259,809	23.18%	-
					<b>-</b> 8

## 8.2 INFORMAL LISTING OF ACCOUNTS PAYABLE REPORT

## March 2020

Date	Company/Description	Amount
Mar 2	SWAN	72.90
Mar 4	LSC LSC	692.27 121.25
Mar 5	Partnership Job Board (VISA)	55.00
Mar 10	CDW (licence renewal for wifi) LSC LSC Book Outlet (VISA)	204.15 554.99 90.14 190.09
Mar 11	Mornington Enbridge Hydro	464.70 807.33 351.29
Mar 17	Home Hardware (VISA) LSC	35.54 544.83
Mar 23	Stonetown Home Hardware Home Hardware	104.48 54.21 44.54
	<u>TOTAL</u>	<u>\$4,387.71</u>

## 8.2 INFORMAL LISTING OF ACCOUNTS PAYABLE REPORT

## April 2020

Date	Company/Description	Amount
April 6	Mornington Communications	464.70
April 9	Enbridge	228.64
April 14	Perth East Township(Utilities)	155.68
April 22	Zoom (VISA) Hydro	20.00 217.30
	<u>TOTAL</u>	<u>\$1,086.32</u>



9.1

CEO's Report

REPORT TO:

Perth East Public Library Board

PREPARED BY:

Kendra Roth

MEETING DATE:

May 12, 2020

ATTACHMENTS:

## **April Programming:**

- All April programming was cancelled

#### **CEO'S Office:**

- Had second interview with CEO Candidate on April 27, 2020.
- Completed first draft of Strategic Plan
- Continued working on training kit/plan for CEO
  - o Planning on conducting training virtually, with one day at the facility
- Continued working on Annual Survey
- Participated in webinars regarding COVID-19 and work place safety
- Working with Public Works department to finalize HVAC unit project
  - o Gabel Electric awarded contract
- Continue to issue library cards
- Participated with the fire department in providing kits for families with educational resources (included flyers that promoted library materials)
- PCIN
  - I.T. continues to extend due date items for materials
- Board Member Appointment
  - o Council appointed Laura Hallahan to the Library Board

#### **COVID-19 Update:**

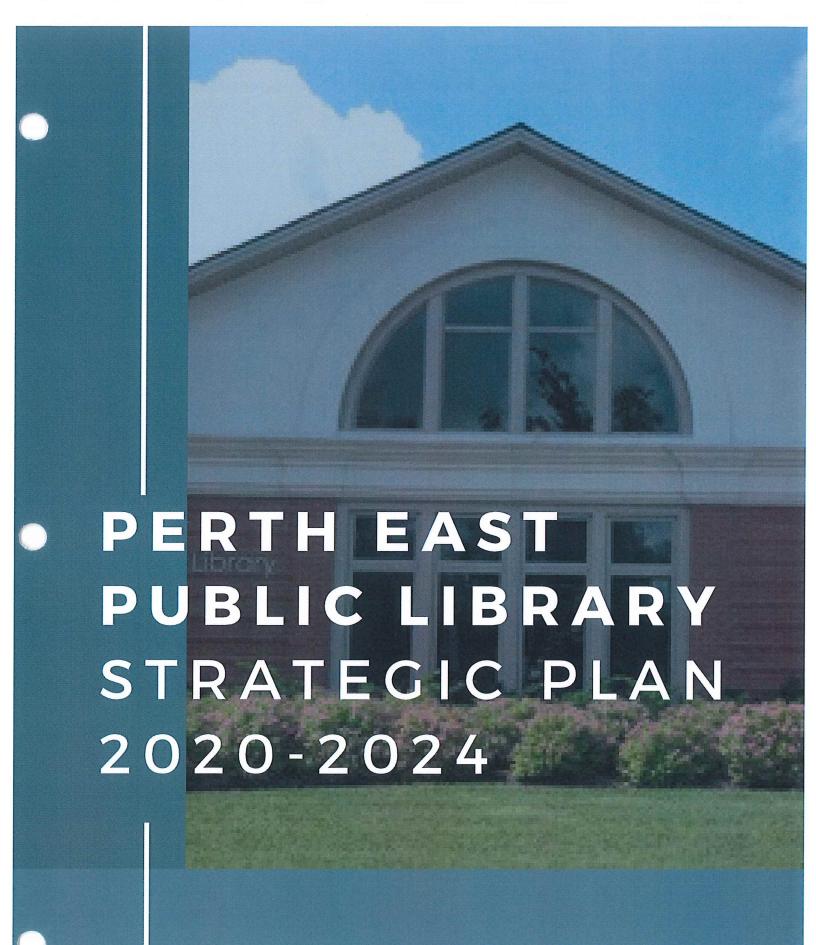
- Have begun working on re-opening plans; including health & safety for both the public and library staff
  - PPE for staff when handling library materials
  - Social distancing within the facility
  - o Participating in virtual meetings with SOLS and FOPL
- The CEO has been inspecting the building twice a week, answering voicemail messages (tech support for e-Library), sanitizing the drop box, emptying the drop box, "quarantining" materials, checking in and shelving returned materials.
- As time permits, the CEO is trying to share helpful resources for families, seniors, young adults during this time of social distancing. Materials include mental health, educational, and recreational resources for patrons to access.

## 9.1 CEO'S REPORT CONTINUED

Month	# of		%		I	%	Computer/		%
Wienen	Patrons	Last Year		Circulation	Last Voor			Loot Voor	A
77	Fations	Last rear	Change	Circulation	Last Year	Change	iPad Use	Last Year	Change
Apr-19	3866	3654	5%	4471	4490	-0.4%	352*	341*	3%
May-19	3876	3664	5%	3460	4358	-20%	337*	423*	-20%
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%	<mark>3853</mark>	4108	-6%	<mark>178*</mark>	359	-50%
Apr - 20	4010	3866	3%	O	4471	-100%	O	352	-100%
YTD	n/a	n/a	n/a	43,584	54,714	-20%	4063	5091	-20%

			Website			Download		,		
	#of		Visits		Download	Library			Wi-Fi	
	Active	Website	Last	%	Library	Checkouts	%	Wi-FI	Use Last	%
Month	Patrons	Visits	Year	Change	Checkouts	Last Year	Change	Use	Year	Change
t)										
Apr-19	1265	1957	2131	-8%	568	616	-7%	818	414	97%
May-19	1261	1947	1984	-1%	485	463	4%	N/A	N/A	N/A
Jun-19	1260	1766	2468	-28%	448	378	18%	815	560	45%
Jul-19	1256	2156	2528	-14%	460	410	12%		752	
Aug-19	1269	1943	2215	-12%	503	373	34%		924	
Sep-19	1260	1832	2087	-12%	381	472	-19%		858	
Oct-19	1280	1936	2205	-12%	418	439	-4%		684	
Nov-19	1272	1924	2275	-15%	368	410	-10%		661	
Dec-19	1272	1955	2286	-14%	394	421	-6%		290	
Jan-20	1264	2170	2390	-9%	608	535	13%		820	
Feb -20	1262	2010	2049	-2%	591	496	19%		857	
Mar - 20	1246	<mark>2567</mark>	1891	35%	<mark>607</mark>	574	5%			
Apr – 20	1223	<mark>1031</mark>	1957	-47%	<mark>696</mark>	568	22%	0	818	
YTD	n/a	25194	28466	-11%	6527	6155	6%	N/A	N/A	N/A

<sup>\*</sup>Highlighted numbers are during closed months due to COVID-19.



19 MILL ST. E MILVERTON, ON NOK 1MO

## LETTER FROM THE LIBRARY BOARD CHAIR

Do we wish to include note from Board Chair and/or CEO?

# **OUR MISSION**

Perth East Public Library builds community by providing welcoming & vibrant spaces that inspire discovery and lifelong learning.

# **OUR VISION**

The library is recognized as essential to the community as an innovative hub that takes a collaborative approach to encouraging literacy, innovation, and opportunity.

# **OUR VALUES**

Opportunity: provide unique learning experiences for all ages.

Literacy: foster literacy and nurture lifelong learning.

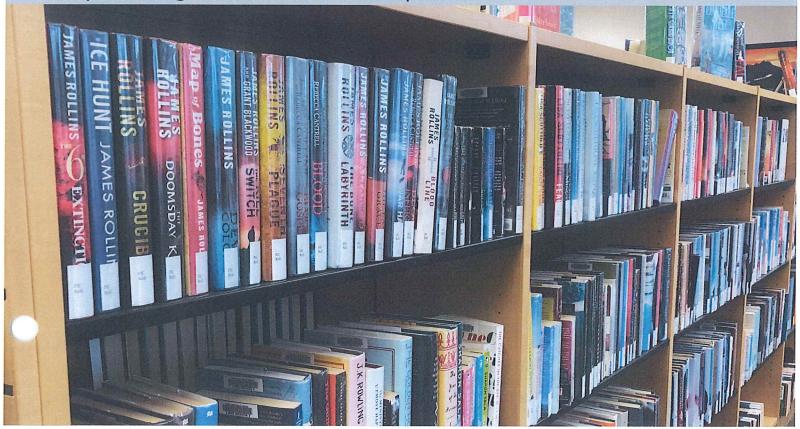
**Intellectual Freedom:** protect the rights of library users to access all expressions of knowledge.

**Innovation:** enhance library services that are efficient and meet the changing needs of the community.

**Partnerships**: foster relationships with community partners, local government and staff.

**Accountability:** ensure that library services are relevant and administered in a fiscally responsible manner.

**Stellar Service:** serve the community with integrity and skill, promoting continued staff development.



# STRATEGIC GOAL 1

# **Promote Awareness of the Library and its Role in the Community**

The library will promote itself as an essential service to the community. To this end, we must:

- Engage the public in conversations about the library's strengths, weaknesses, potential opportunities by circulating surveys and hosting focus groups.
- Educate the public about library services and programs to attract new users.
- Develop the library's digital presence and online connectivity.
- Research & develop a marketing plan for the library to showcase services provided.

# STRATEGIC GOAL 2

# **Grow as a Dynamic Community Space**

The library will experiment with new ideas to become a place of possibilities that provides both physical and digital resources and unique opportunities that position the library as a vital community hub. To do so the library will:

- Enhance patrons library experience with inclusive, diverse & empowering programs and cultural experiences for all ages.
- Explore alternative service points (ie. mobile delivery, travelling programs in Perth East).
- Continue to provide a welcoming space that is safe, inclusive and vibrant.
- Create opportunities for newcomers to connect to the community.
- Ensure collection is up-to-date and relevant to community needs.
- Invest in technology and online resources that meet the needs of the community
- Advance digital literacy through creative online resources and in-person workshops
- Continue to participate in community partnerships

# STRATEGIC GOAL 3

# **Outstanding Staff and Service**

One of the library's greatest assets is our talented and dedicated staff. The library will support staff in pursuing continuous development that contributes to the advancement of library services. In order to provide a high level of service the library will:

- Build staff's capacity to provide seamless virtual and in-person services that are convenient and welcoming.
- Support opportunities for staff advancement.
- Encourage creative thinking.
- Invest time and resources in training for staff in order to support the needs of the community.

# STRATEGIC GOAL 4

# **Build Long-Term Sustainability**

In order to continue offering relevant and requested library services we need to ensure long-term funding. To do so the library will:

- Pursue new and alternative sources of funding
- Continue to develop community partnerships that provide opportunities for joint services.
- Assist and encourage the work of the Friends of the Library group

# SWOT Analysis Perth East Public Library 2020

# **Strengths**

(What are your library's strongest contributions to your community? What does your library do that no one else does? What do your users like best about your library?)

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- New building

- Well trained staff

- FIBRE

- PCIN

- Strong effort to listen to feedback from the community

- Strong leadership from CEO/Staff

- Friendly/knowledgeable/age diverse staff

- caters to unique community needs (ie. Amish)

- Space to go to

- Read books that they do not need to buy

- Friendly place, good staff

- Program room

- Accessible/new facility

- Knowledgeable, helpful staff

- Relationship with Council

- PCIN

- Hours

- meeting place

- Location

- Familiar with patrons

- gathering place

- Children's programs

- Book Clubs

- Newer facility & location; close to school, downtown, playground

- Facility – many comments on the building and the accessibility

- Staff – the staff are able to work on a slim budget and still accomplish what a larger library can

## Weaknesses

(In what areas does your library have fewer resources than you need? What else needs improvement? What do your users wish you had?)

- Hours (closed Fridays)
- Training for staff (mental health)
- Hours need review?
- need full time CEO to help retain leadership
- Not large population base
- Possibly not as well known as could be
- Technology online catalogue
- Budget constraints
- Job training

- Mental health training for patrons coming
- Not open all hours
- Additional training for staff to be a resource
- Student workers
- Space we do not have much room for internal growth
- Hours some users feel we need to increase hours open
- Geography is large hard to service users without cars who live a distance away

# **Opportunities**

(What could you do if only your library had the resources to do it? What is happening in the world now that you would like to take advantage of? How can your strengths open doors to opportunities for your library?)

- extend hours (add Friday, close Monday)
- expanded development in Perth East (more users)
- expand summer programs
- expand online connectivity
- More into digital world to let people know we are here.
- Offer workshop library resources
- Education of library tools

- Teenage opportunities
- working with other facilities
- Development charges to provide new funding
- Private business donations from new businesses
- Community members as we grow
- New subdivisions increased tax base = more \$\$, also more library users, more children for programs

## **Threats**

(What is happening in the world that could impact your library negatively? What library services are provided elsewhere with greater ease for users? What weakness leave you vulnerable to cuts in or competition for your services?)

- Stratford Library (more resources, bigger budget)
- Funding cuts
- Ford
- New tech,
- Budgets
- New locates not invested in community
- Gov't cuts
- Funding

- Online/digital people do not need to physically go to library
- People are busy, hard to find time to attend programs
- People work out of town so they may visit other libraries or not here in time to come in
- Physical materials slowly becoming less popular worry about becoming redundant
- \$ cuts on the provincial level



13.2

Staffing Request

REPORT TO:

Perth East Public Library Board

PREPARED BY:

Kendra Roth

MEETING DATE:

May 12, 2020

ATTACHMENTS:

#### Recommendation

THAT THE Perth East Public Library Board approve the re-hire of one (1) Library Assistant effective May 25, 2020.

### Background

Part-time library staff were issued ROE's March 27, 2020 after the public library had been closed to the public and deemed non-essential.

#### Summary

The CEO is planning to begin cross training the week of May 19<sup>th</sup> in preparation for her maternity leave. Due to the current staffing situation with all Library Assistants laid off combined with the training of a new staff member in the position of CEO, it would be beneficial to re-hire one (1) Library Assistant to aid with operating procedures such as drop box, tech support, and website and social media maintenance.

Re-hiring a Library Assistant will allow the CEO to focus on navigating the library as the province begins to reopen, as well as working on ensuring that the workplace is following health & safety guidelines for both library staff and the public. The joint effort will allow the CEO to have discussions with the Library Assistant and if needed, ask questions about past programming services, general operations, and library procedures.

Both individuals will work together to formalize plans for the summer reading program. The CEO will continue to monitor the library's status with both Canada Summer Jobs and Young Canada Workers grant applications – adjusting the proposed project as needed.

The Library Assistant will both work from home as well as complete minimum tasks assigned at the physical library location.

#### Work at home will include:

- Website updates
- Social media updates
- Begin engaging patrons via social media and website (such as online programming, tech support videos, etc.)
- Tech support
- Begin creating summer reading kits, as well as begin marketing summer reading kits

## Tasks at the library will include:

- Issuing and mailing new library cards
- Respond to voicemail messages
- Clean facility
- Empty, quarantine and disinfect returned materials

Please note that the Board and CEO will continue to monitor staffing needs as the government moves to reopen the province and allow people to return to work.

### **Budgetary Impact**

Approval of the recommendation as outlined in this report will have no impact on the current approved budget.

Prepared by: Kendra Roth, CEO