




Cobourg Public Library Board

Wednesday, October 21, 2020

7:00 P.M.

Electronic Participation

	Pages
1. <u>CALL TO ORDER</u>	
2. <u>APPROVAL OF THE AGENDA</u>	
3. <u>DISCLOSURE OF PECUNIARY INTEREST</u>	
4. <u>STANDARD AGENDA ITEMS</u>	
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5. <u>BUSINESS ARISING</u>	
5.1. COVID-19	
5.2. Development Charges	18
5.3. Staffing - Schedule Coverage	
6. <u>NEW BUSINESS</u>	
6.1. Proposed 2021 Closures	19
7. <u>CORRESPONDENCE</u>	
8. <u>CLOSED SESSION</u>	
9. <u>ADJOURNMENT</u>	

	THE CORPORATION OF THE TOWN OF COBOURG
	COBOURG PUBLIC LIBRARY BOARD MEETING REPORT
	September 16, 2020 Virtual Meeting via ZOOM

A regular meeting of the Cobourg Public Library Board was held on September 16, 2020 virtually via ZOOM, with the following persons in attendance:

Members present: Councillor Adam Bureau, Councillor Pat McCourt, Kevin Caldwell, Diana Cleland, Marian Neill, Ken Williamson, Joanne Hearst, Simon Chorley

Staff present: T. Robinson, CEO, K. Davis, Manager of Public Services, H. Viscount, Manager of Support Services, J. Gard, Administrative Coordinator

Regrets: Jennifer Gillard

CALL TO ORDER

The meeting was called to order at 7:00 p.m.
A quorum was established.

APPROVAL OF THE AGENDA

Moved by P. McCourt, seconded by D. Cleland, that the agenda be approved as presented. Carried.

DISCLOSURE OF PECUNIARY INTEREST

None declared.

STANDARD AGENDA ITEMS

Moved by K. Williamson, seconded by M. Neill, that the Standard Agenda Items be approved as presented. Carried.

BUSINESS ARISING

COVID-19

Information regarding the impact of COVID-19 on the Library was shared. Interim CAO for the Town of Cobourg, Ian Davey, requested information regarding the Library's need for the requested operating funds from the Town for the remainder of 2020. This information was shared with the Town, and the Library is expected to receive the entire budgeted amount, as anticipated for 2020.

Draft 2021 Budget

Moved by K. Williamson, seconded by P. McCourt, that the Draft 2021 budget be approved as presented. Carried.

NEW BUSINESS

Staff and patron safety

Information was shared regarding how both staff members and members of the public are kept safe at the Library.

ADJOURNMENT

The meeting adjourned at 8:30 p.m.

Library Staff Reports

October 21st, 2020

From: Tammy Robinson, CEO

Facilities

The HVAC system in the Rotary Room is still not working. The Town has directed us to look for another company to service our Library if we do not hear from Crown in the next couple of weeks.

Library in the Media

Snap'd – September 18th, 2020. *"Story Time on the Lawn"*.

<https://northumberlandwest.snapd.com/events/view/1330941>

Today's Northumberland. October 6th, 2020. *"Read Away Your Fines at the Cobourg Public Library This October"*. <http://todaysnorthumberland.ca/2020/10/03/read-away-your-fines-at-the-cobourg-public-library-this-october/?fbclid=IwAR2DBeSR0FkdldkSMsyajoEMSNKE8CKsvjBLDtwmet5H0h2FEkWYstQNiY>

Training

I have attended several training workshops over the past few weeks:

Paths: Providing the Best Service to Meet the Needs of Our Community (SOLS)– a full day virtual conference

A Healthier You (Mosey & Mosey Benefit Plan Consultants)

Communications Planning for Libraries (SOLS)

Cortex Design-UVC Buddy (SOLS)

Ontario Trillium Foundation's Resilient Communities Fund Workshop (SOLS)

Library Staff also participated in training on October 8th and 9th in preparation for the opening of our 2nd floor on October 13th.

Young Canada Works Grant

Our Young Canada Works student started at the Library on September 30th and will be here until mid-January. Our student is working with both K.Davis and R.Spence on a variety of projects.

Northumberland United Way – Community Grant

We submitted an application asking for funding for a new Library service called "Borrow by Mail". This is an outreach service that will enable residents of Northumberland County who have a valid Cobourg Public Library card and who are unable to visit our physical branches due to limited mobility or health concerns, to request to have Library items delivered directly to their residence by mail for free. We have asked for funding to offer this service for 1-year as a pilot project.

Bargaining

Bargaining was held on September 17th and wrapped up on the same day. CUPE presented the draft Collective Agreement to the Library Union members and was ratified at the end of September. We are awaiting the final draft of the Agreement so that Management can sign-off on the document.

Library Tours

On October 2nd, Local MP, Philip Lawrence, visited our Library and had a full tour. He was impressed with how we have adapted our services to meet the restrictions and safety protocols required for COVID-19.

Strategic Directions – Workplan

Strategic Direction #3 – Community Collaboration – Goal #1 – Municipalities – Action #1 – Library Value

- MP, Philip Lawrence tours the Library

Strategic Direction #4 – Alternate Funding Sources – Goal #3 – Grants – Action #1

- Continue pursuing grants (YCW Grant; Northumberland United Way Community Grant)
-

From: Kate Davis, Manager of Public Services

Programming:

September was a busy month for programming. We continue to do the majority of our programming virtually, although we did successfully trial an outdoor, socially distanced storytime this past month. We also hosted three separate virtual author talks, two for adults and one for children, as well as a variety of online instructional videos.

Overall, in September we hosted 45 programs with a total of 1,692 attendees.

Statistics for online programs continue to be based on program interaction – so an individual who takes a moment to click on/view/download the program material. These statistics are gathered through Facebook’s analytics, which allows us to track unique users by Facebook profile, making sure we aren’t counting individual interactions more than once.

Adult Programs

Over August, we held 13 adult programs, three virtual book clubs and our online genealogy/local history group. We saw a total 998 participants. This included author talks by Keith Ross Leckie and Kelly S. Thompson, as well as very-popular series of “Trash Craft” video tutorials (crafting with recyclables) done by one of our staff.

Our online book club gained another member, bringing it up to 49 participants. This program is currently shared between three staff, who trade off moderating and providing content each month.

Our monthly Genealogy Resource group – the Genealogy Gurus – currently has 33 active members and will continue for the foreseeable future.

Our Fall line-up continues into October/November with another Author talk featuring local Historian Dan Buchanan.

Youth & Teen Programs

In September, we held 23 online programs for children, 3 in-person outdoor programs for children and an additional 2 for teens. These drew a total 694 participants/engagements.

September was also the first month we tried some in-person, socially distant programming with our Outdoor Storytime. This program ran for three weeks (to avoid the cool-down in the weather) and we were lucky enough to have no rain for all three. Outdoor Storytime was well-received, drawing comparable numbers to our regular indoor Storytime programs, and it is definitely something we will consider doing again once the weather warms up in the Spring.

September also saw a children’s virtual author visit from Marie Prins, which drew over 350 engagements on social media.

Collections:

The collection has seen a number of changes this past month. We received our Development charges from the Town of Cobourg, so we have gone ahead with ordering our Fall materials for this year as well as extra copies of popular items to address long waiting lists. Those will all start arriving shortly.

We've also had a large number of materials donations from the public – so many that we have actually had to temporarily stop accepting them as, with the additional need to isolate all incoming items, we are running into backlogs in sorting and processing the items. Since stopping intake, though, we've been able to catch up so hopefully this measure will not need to be in place much longer.

Overall, collection usage is steadily growing over last month, which isn't unusual considering more people are returning to the Library. Curbside pick-up continues to be popular, although we are seeing more and more people wanting to come in and browse for items.

Staffing:

Currently we're working on hiring a Public Services Associate. This position is presently proceeding through the internal hiring process with two internal applicants having changed roles since the process began.

As of September 30th, we have a student working with us under the Young Canada Works grant. She'll be with us until mid-January and will assist with online promotions and content creation.

Strategic Direction #2 – Community Services - Programs

- Outdoor storytime was a success and is something we'll look into doing more, once the weather warms up again.
- Virtual Author talks continue to be very well received in our community and we're looking at offering more of these going forward

From: Heather Viscount, Manager of Access Services

Envisionware Upgrade

- The new payment kiosk is now live in the Computer Lab.
- Currently only payments by cash are available, as our Credit Card terminal has not arrived.

Marketing and Promotion

- Added our October programs to the online calendar
- Posted lists of new items to the webpage
- Added PDFs of the great activities, recipes and book reviews staff have been creating for social media to the our webpage for [Adults & Teens](#) and [Children & Families](#)
- The "October Programs and Events" [e-Newsletter](#) was delivered October 1st to 67 subscribers (up 17 from last month). **Highlights included:**
 - The hours at all branches, and the opening of the 2nd floor on Tuesday, October 13th
 - Contactless Pick-up process at Cobourg
 - Read Away Your Fines and the 25th anniversary of the Library on Ontario Street
 - The great lineup of October Virtual programs for all ages.
- If you would like to receive these updates each month, [subscribe](#) to "Programs at the Cobourg Library" – and any of our other monthly e-newsletters!

'Taste a Database" with the Genealogy Gurus

- I am continuing to coordinate with fellow staff member (and genealogy guru) Gabrielle Blaschuk, to maintain our [Facebook Group](#) that highlights a different genealogy database each week for discussion among our group members.
- Our Group currently has **36 members**

Cobourg Contactless Pick-up Stats

- **926** curbside visits in September
- Average pick-ups per day in Cobourg is **53**

Computer Lab

- The Lab is open during our current hours for 45-minute (max.) sessions.
- **308** computer sessions were seen in September (up 90 from August)

Collections

- The Binge Bundles collection (six DVDs on a particular theme) is going well.
- There are now 42 themes (up from the original 24)
- On average over 65% of the collection are checked out at one time.
- I will be adding more titles to this collection

Technical Services

- Our Technical Services Department received, processed and made available **352** items in September – including **125 donated titles** (catalogued and process in-house)
- The department also created lists for these items, which can be found on our [webpage](#)

Stat Highlights for September 2020

- **Online Database use – up 30%**
- Requests placed - **1,955 (up 66% over Sept 2019)**
- **4,108** people came through the doors in Cobourg

Stats – Rotary Room, Work Room and Retirement Homes

- No usage to report due to Covid

OverDrive Update

- **3,246** items borrowed in September, **increase of 30%**, and YTD **increase of 32%**
- These items were borrowed by 548 patrons (**up 23%**), including 24 new patrons (**up 35% YTD**)

Workplan Progress

Strategic Direction #2 – Community Services – Goal #2 – Programs

- Continuing with an online genealogy program

Strategic Direction #2 – Community Services – Goal #5 – Marketing and Promotion

- Updated the monthly program update emails
 - Added online content from social media to our webpage for patrons to access
 - Added programming information to our online calendar
-

From: Rachel Spence, Community Engagement Assistant

MARKETING & PROMOTIONS

Platform	Late August	Early October	Increase
Facebook Followers	1,977	2,051	+74
Instagram Followers	1,484	1,523	+39
Twitter Followers	1,718	1,728	+10
TikTok Followers	71	139	+68
Tik Tok Likes	0	2298	+2298

→ Virtual Book Club for Book Tasters (Facebook Group):

- 49 local members (up 1 member! We hit 50 but lost one)
- Posting ongoing video content
- Researching add-ons to the content that Alex, Gabe and Tasha provide
- Responded to comments on posts and kept engagement rates high

→ Social Media (Facebook, Instagram, Twitter and TikTok)

- Initiated the process to access CANVA Pro due to our non-profit status with the help of a document Jocelyn provided proving that we're a non-profit. This allows our team to access different photos and resources on Canva, which is a content creation website/app.
- Triaging posts created by our team and arranging to have them set up to be published by Buffer
- Provided ongoing updates via each platform
- Showcased as many digital resources and programs as possible.
- Shares, retweets and engagement on an ongoing basis
- Sharing certain virtual program posts to the Northumberland Community Events page on Facebook
- Updating the @CobourgPL TikTok page to reach as many people as possible

→ Virtual Interviews, Book Bites and Craft Tutorial Videos (Facebook):

- Marie Prins Interview: 362 views
- Keith Ross Leckie Interview: 116 views
- Watton Employment Services Interview: 122 views
- Kelly S. Thompson Interview: 223 views
- Craft Tutorials by Haley L for September (Released each Thursday)
 - ◆ Button Flower Bouquet: 82 views
 - ◆ Book Page Feathers: 100 views
 - ◆ Painting with Coffee: 128 views
 - ◆ Cereal Notebook: 67 views

COMMUNITY ENGAGEMENT

- ✓ **Community Interviews:** Radio interview with Kevin at Northumberland 89.7 in September outlining the great virtual programs, contactless pick up and interviews airing on our Facebook; Discussed re-starting advertisements (Tammy will be doing these recordings)
- ✓ **Snap'd Feature for Outdoor Story Time:** Snap'd Northumberland West contacted by me to attend at Story time on the Lawn and provided with tour of the Library; Photos were taken and can be found [here](#)

- ✓ **Today's Northumberland Feature on 'Read Away Your Fines':** Created Read Away Your Fines media release and it was published online [here](#).
- ✓ **Partnerships:** Crock-A-Doodle reached out to us to form a partnership and to sponsor our upcoming Halloween Costume and Pumpkin decorating contests by offering gift bags.

ADMINISTRATIVE

- ✓ ZOOM Leadership Meetings
- ✓ Interviews for YCW student with Kate Davis and chose Hannah Richardson who I will be working closely with from October to January 2021.
- ✓ Various Lobby Attendant shifts when staff were unavailable to work
- ✓ Ryan Dowd training on how to deal with being hit-on at work

VOLUNTEERS

- ✓ Suspended volunteer program due to safety concerns
- ✓ Ongoing communication with our 2 garden volunteers about watering, weeding and readying the garden for Fall
- ✓ Sent out October newsletter to Volunteers
- ✓ Took out the wild veggie garden with the help of 2 volunteers (1 hour on a Saturday)

STRATEGIC PLAN GOALS HIT

Direction #2 (Community Service; Volunteers)

- We have a volunteer (Harvey) who is and has been filling our pop-up Libraries throughout the pandemic which saves massive staff time from having to do so. He does this weekly, sometimes more than once.
- We have another 2 volunteers (Joanne and Kimberly) who water and weed our community garden, which saves staff from having to spend at least 30 minutes a day doing so.
- Volunteers were shown thanks for their hours and kept updated to maintain the program and our relationship with them, despite COVID-19

Direction #2 (Community Service; Social Media)

- Our social media following has increased on each platform
- We have continued to provide programming virtually that will appeal to our community
- We have been connecting people digitally at a time that matters, in the same way that we do with our brick and mortar walls.

Direction #3 (Community Collaboration; Value Library Brings; Cost Centre to Value Creator)

- Radio interview to update people who may not have social media on what we're offering
- Sharing social media information about our community collaborators

Hamilton Township Statistics - 2020

HamTwp active users

Adult	1647
Child	195
CNIB	2
Homebound	3
Youth	87

TOTAL 1934

Sep-20

Active Members

Cobourg	5976	65.48%
Ham Twp	1934	21.19%
Port Hope	540	5.92%
Other	677	7.42%
TOTAL	9127	100.00%

Sep-20

to 30 Sep 2020

Circulation at Main Branch

by Ham Twp Members	12,895
Total Circulation @ Cobourg	59,399

**% of items borrowed at the Cobourg Branch by
Hamilton Township Members**

21.71%

**Hamilton Township Residents borrowed
Percentage of all items borrowed**

**15,364 items
24.67%**

2020

Adult Circulation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Cobourg	12010	10938	5530	489	1285	2472	2683	3404	4548				43359
Bewdley	146	182	87	0	0	66	74	75	82				712
Gores Landing	246	319	115	0	0	148	145	215	273				1461
TOTAL	12402	11439	5732	489	1285	2686	2902	3694	4903	0	0	0	45532
Junior Circulation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Cobourg	3730	3934	1891	102	514	1107	1213	1461	2088				16040
Bewdley	184	151	79	0	0	6	21	47	30				518
Gores Landing	30	36	12	0	0	10	21	30	51				190
TOTAL	3944	4121	1982	102	514	1123	1255	1538	2169	0	0	0	16748

Total Circulation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Cobourg	15740	14872	7421	591	1799	3579	3896	4865	6636	0	0	0	59399
Bewdley	330	333	166	0	0	72	95	122	112	0	0	0	1230
Gores Landing	276	355	127	0	0	158	166	245	324	0	0	0	1651
TOTAL	16346	15560	7714	591	1799	3809	4157	5232	7072	0	0	0	62280

****Library closed due to COVID-19 March 14, 2020**

Hamilton Township Statistics - 2020

Branch Computer Use	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
Bewdley	31	27	14					0	0				72
Gore's Landing	14	10	0					2	6				32
TOTAL	45	37	14	0	0	0	0	2	6	0	0	0	104

Branch Visitor Count	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
Bewdley	306	310	102					18	29				765
Gore's Landing	59	97	37					63	87				343
TOTAL	365	407	139	0	0	0	0	81	116	0	0	0	1108

**Library closed due to COVID-19 March 14, 2020

2020 Programs in Hamilton Township

Bewdley	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Programs	13	10	3										26
Attendance	139	118	28										285

Gore's Landing	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Programs	1	2	1										4
Attendance	3	8	3										14

TOTAL PROGRAMS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Programs	14	12	4	0	0	0	0	0	0	0	0	0	30
Attendance	142	126	31	0	0	0	0	0	0	0	0	0	299

Hamilton Township Statistics - 2020

Cobourg

2020 - Circ by btype	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Ham Twp Adult	3670	3007	1792	62	495	684	685	932	1236				12563
Ham Twp Child	68	61	17	12	0	5	1	10	29				203
Ham Twp CNIB	0	4	1	0	0	7	3	0	1				16
Ham Twp Homebound	14	22	10	0	5	22	0	0	1				74
Ham Twp Inst.	0	0	0	0	0	0	0	0	0				0
Ham Twp Youth	19	9	3	0	0	1	0	5	2				39
TOTAL	3771	3103	1823	74	500	719	689	947	1269	0	0	0	12895

**Library closed due to COVID-19 March 14, 2020

Bewdley

2020 - Circ by btype	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Ham Twp Adult	240	240	114	0	0	54	79	89	95				911
Ham Twp Child	35	45	23	0	0	4	1	1	3				112
Ham Twp CNIB	0	0	0	0	0	0	0	0	0				0
Ham Twp Homebound	0	0	0	0	0	0	0	0	0				0
Ham Twp Inst.	0	0	0	0	0	0	0	0	0				0
Ham Twp Youth	1	0	0	0	0	0	0	0	0				1
Port Hope Residents	7	2	1	0	0	1	4	1	3				19
Other	47	46	28	0	0	13	11	31	11				187
TOTAL	330	333	166	0	0	72	95	122	112	0	0	0	1230

Gore's Landing

2020 - Circ by btype	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Ham Twp Adult	223	332	107	0	0	132	151	210	279				1434
Ham Twp Child	0	1	4	0	0	1	1	0	0				7
Ham Twp CNIB	0	0	0	0	0	0	0	0	0				0
Ham Twp Homebound	0	0	0	0	0	0	0	0	0				0
Ham Twp Inst.	0	0	0	0	0	0	0	0	0				0
Ham Twp Youth	2	1	1	0	0	0	0	0	0				4
Port Hope Residents	3	3	0	0	0	0	0	0	1				7
Other	48	18	15	0	0	25	14	35	44				199
TOTAL	276	355	127	0	0	158	166	245	324	0	0	0	1651

Cobourg Public Library - Performance Indicators - September 2020

Sep-20	Monthly Activity				YTD Activity				12 Months Rolling		
	2020	2019	% + / -		2020	2019	% + / -		2020	2019	% + / -
Current Members	9127	9987	-9%								
New Members	34	78	-56%		341	740	-54%		511	977	-48%
**Library closed due to COVID-19 March 14, 2020 - re-opened August 24th (reduced hours)											
Adult Circulation											
Cobourg	4548	11300	-60%		43359	109577	-60%		76496	146594	-48%
Bewdley	82	160	-49%		712	1589	-55%		1225	1698	-28%
Gore's Landing	273	314	-13%		1461	2807	-48%		2372	445	433%
Total Adult Circ	4903	11774	-58%		45532	113973	-60%		80093	148737	-46%
Junior Circulation											
Cobourg	2088	3671	-43%		16040	37511	-57%		26128	18636	40%
Bewdley	30	152	-80%		518	1344	-61%		1004	1698	-41%
Gore's Landing	51	72	-29%		190	344	-45%		302	445	-32%
Total Junior Circ	2169	3895	-44%		16748	39199	-57%		27434	20779	32%
Total Circulation											
Cobourg	6636	14971	-56%		59399	147088	-60%		102624	165230	-38%
Bewdley	112	312	-64%		1230	2933	-58%		2229	3396	-34%
Gore's Landing	324	386	-16%		1651	3151	-48%		2674	890	200%
Total System	7072	15669	-55%		62280	153172	-59%		107527	169516	-37%
**Library closed due to COVID-19 March 14, 2020											
ILLO											
Borrowing	33	46	-28%		157	660	-76%		251	1071	-77%
Lending	52	60	-13%		239	514	-54%		404	794	-49%
Total ILLO	85	106	-20%		396	1174	-66%		655	1865	-65%
**ILLO Program suspended April 26/19 - resumed July 5/19											
Number of Programs											
Adult - library only	16	24	-33%		140	134	4%		206	182	13%
Co-sponsored / Partnered	0	2	-100%		2	6	-67%		6	10	-40%
Outreach	0	2	-100%		4	21	-81%		10	26	-62%
Young Adult	2	3	-33%		18	32	-44%		24	36	-33%
Junior	26	22	18%		216	301	-28%		293	368	-20%
Class Visits - Young Adult	0	0			0	0			1	0	
Class Visits - Junior	0	0			0	2	-100%		2	5	-60%
Total Number of Programs	44	53	-17%		380	496	-23%		542	627	-14%
Programs - Attendance											
Adult - library only	949	393	141%		5832	3836	52%		7055	4574	54%
Co-sponsored / Partnered	0	56	-100%		23	473	-95%		97	593	-84%
Outreach	0	201	-100%		205	1721	-88%		1057	2118	-50%
Young Adult	31	15	107%		157	177	-11%		184	199	-8%
Junior	663	345	92%		4891	5647	-13%		6458	6834	-6%
Class Visits - Young Adult	0	0			0	0			19	0	
Class Visits - Junior	0	0			0	66	-100%		53	66	-20%
Total Attendance	1643	1010	63%		11108	11920	-7%		14923	14384	4%
New Materials											
Adult Fiction	187	222	-16%		1076	1504	-28%		1625	1902	-15%
Junior Fiction	80	157	-49%		569	612	-7%		808	812	0%
Adult Non-Fiction	54	54	0%		233	489	-52%		417	645	-35%
Junior Non-Fiction	8	6	33%		131	104	26%		167	132	27%
Adult Reference	2	0			15	22	-32%		24	30	-20%
Junior Reference	0	0			0	33	-100%		0	3	-100%
AV Material	21	81	-74%		246	493	-50%		509	759	-33%
Total Materials	352	520	-32%		2270	3257	-30%		3550	4283	-17%
Deletions											
Total Deletions	217	264	-18%		3473	4443	-22%		5543	7912	-30%
Meeting Room Rentals											
Total Rentals	0	10	-100%		26	73	-64%		59	97	-39%
Computer Usage											
Training Sessions	0	2	-100%		2	9	-78%		5	27	-81%
Cobourg - Adult computers	308	961	-68%		3403	8837	-61%		6195	9162	-32%
Bewdley	0	22	-100%		72	345	-79%		155	457	-66%
Gore's Landing	6	8	-25%		32	163	-80%		80	209	-62%
Total Computer Usage	314	993	-68%		3509	9354	-62%		6435	9855	-35%
Usage											
Library App Downloads	29	98	-70%		532	746	-29%		716	1022	-30%
Online Databases	10808	8308	30%		87892	78753	12%		113895	99460	15%
Wireless Users	76	1599	-95%		3941	4633	-15%		7658	6682	15%
Patron Counter (Visits)											
Cobourg	5034	12310	-59%		39698	106092	-63%		74430	141043	-47%
Bewdley	29	154	-81%		878	1643	-47%		1510	2290	-34%
Gore's Landing	87	126	-31%		440	979	-55%		737	1305	-44%
Total Patron Counter	5150	12590	-59%		41016	108714	-62%		76677	144638	-47%
*Curbside visits only (beginning in May 19, 2020 - open reduced hours as of Aug 24, 2020)											
OverDrive Stats											
OverDrive Checkouts	3246	2501	30%		30252	22832	32%		37600	29741	26%
Unique Patrons with CKOs	548	445	23%		4819	4006	20%		6123	5264	16%
New Patrons	24	31	-23%		304	226	35%		362	303	19%

Funds other than operating summary as of October 13, 2020

Source	Amount	State
CPL Foundation	\$50,080.95	Cash – in savings account
CPL Foundation	\$41,666.59	Cash investment
Bequests	\$49,652.92	Mutual Fund Investment
Donations	\$26,542.13	Cash – in savings account

	Grant Funds		Collection Funds		Donations		Operating \$		Total		Budget	%
REVENUE												
INCOME FROM OPERATIONS												
Town of Cobourg	-		-		-		899,700		899,700		899,700	100.0%
Town of Cobourg-Development Fund	-		47,000		-		-		-		-	0.0%
Cobourg Archives Rent	-		-		-		6,000		6,000		6,000	100.0%
Hamilton Township-General	-		-		-		228,437		228,437		300,920	75.9%
TOTAL MUNICIPAL CONTRIBUTIONS		-		47,000		-	1,134,137		1,134,137			
Provincial Grants - Cobourg	-		-		-		27,939		-		27,939	100.0%
Provincial Grants - Hamilton	-		-		-		14,382		-		19,180	75.0%
Wage Grant	-		-		-		-		-			
Grants-Other	2,552		-		-		-		-			
Government Pay Assistance	-		-		-		3,061		-		3,061	100.0%
TOTAL PROVINCIAL GRANTS		2,552		-		-	45,382		47,934			
Fines	-		-		-		4,084		4,084		18,000	22.7%
Memberships	-		-		-		490		490		3,500	14.0%
Replacement Cards	-		-		-		104		104		700	14.8%
Book Sales	-		-		-		403		403		4,500	9.0%
Donations	-		-		3,601		-		3,601			
Donations - Gift In Kind	-		-		-		-		-			
TOTAL INCOME FROM BOOKS & MEMBERS		-		-		3,601	5,081		5,081		30,500	16.7%
Meeting Room Rental	-		-		-		915		915		12,000	7.6%
Promotional Material	-		-		-		68		68		500	13.6%
Photocopier	-		-		-		1,367		1,367		7,000	19.5%
TOTAL OTHER OPERATIONAL INCOME		-		-		-	2,350		2,350			
TOTAL OPERATIONAL INCOME		2,552		47,000		3,601	1,186,950		1,189,502			
OTHER INCOME												
N. County Archives Internet Revenue	-		-		-		250		250		250	100.0%
Interest Income	-		-		-		398		398		1,000	39.8%
Monthly Collection Transfer	-		41,250		-		- 41,250		-		-	
Dividend Income	-		-		-		-		-		-	
TOTAL OTHER INCOME		-		41,250		-	- 41,250		648			
TOTAL REVENUE		2,552		129,500		3,601	1,105,098		1,190,149		1,304,250	94.7%

	Grant Funds		Collection Funds		Donations		Operating \$		Total		Budget	%
EXPENSE												
PAYROLL EXPENSES												
Wages - Salaried Staff	-		-		-		278,477		278,477			
Wages - Hourly Staff	5,288		-		-		281,399		286,687			
TOTAL SALARIES, WAGES, VACATION		-		-		-	559,876		565,164		846,989	66.1%
OMERS - Salaried Staff	-		-		-		28,927		28,927			
OMERS - Hourly Staff	-		-		-		21,057		21,057	49,984	64,371	77.6%
Group Insurance Plan	-		-		-		22,568		22,568			
Health Benefits Unionized Staff	-		-		-		2,242		2,242	24,810	38,000	65.3%
CPP - Salaried Staff	-		-		-		12,348		12,348			
CPP - Hourly Staff	-		-		-		13,276		13,276			
EI - Salaried Staff	-		-		-		5,313		5,313			
EI - Hourly Staff	-		-		-		6,537		6,537			
EHT - Salaried Staff	-		-		-		5,460		5,460			
EHT - Hourly Staff	-		-		-		5,762		5,762			
WSIB - Salaried Staff	-		-		-		784		784			
WSIB - Hourly Staff	-		-		-		876		876	50,355	75,000	67.1%
TOTAL BENEFITS		-		-		-	125,149		125,149		1,024,360	
Health & Safety		-		-		-	4,330		4,330		2,000	216.5%
Staff Recognition		-		-		-	412		412		1,000	41.2%
Staff Training & Development		-		-		-	2,749		2,749		6,000	45.8%
Volunteer Expenses		-		-		-	890		890		1,500	59.3%
TOTAL STAFF EXPENSES		-		-		-	693,405		698,694		1,034,860	67.5%
BOOKS & MATERIALS												
Books-Other Sources	-		18,264		4,100		-		18,264			
Ebsco - Periodicals	-		736		-		-		736			
Campus Discount Periodicals	-		748		-		-		748			
DVDs	-		3,210		-		-		3,210			
Music CDs	-		477		-		-		477			
Audiobooks	-		1,698		-		-		1,698			
Database Subscriptions	-		6,398		-		-		6,398			
Paid Direct Periodicals	-		829		-		-		829			
Seed Library	-		135		-		-		135			
Video Games	-		892		-		-		892			
Microfilm	-		229		-		-		229			
Processing	-		5,054		-		-		5,054			
MARC Records	-		1,010		-		-		1,010			
Shipping	-		20		-		-		20			
ILLO Expenses	-		466		-		-		466		4,000	
Books - Development Charges	-		-		-		-		-		47,000	0.0%
TOTAL BOOKS & MATERIALS		-		40,164		4,100	-		40,164		55,000	73.0%
Programming - Children	270		-		-		1,906		2,176		4,000	47.7%
Programming - Young Adult	10		-		-		419		430		1,000	41.9%
Programming - Adult	1,523		-		-		939		2,462		2,000	46.9%
TOTAL PROGRAMMING		1,803		-		-	3,265		5,067		7,000	46.6%
TOTAL LIBRARY SERVICES		1,803		40,164		4,100	3,265		45,231		66,000	68.5%

	Grant Funds		Collection Funds		Donations		Operating \$		Total		Budget	%
ADMINISTRATION												
Branch Delivery		-		-		-		850		850	3,600	23.6%
Office Supplies		-		-		369		7,448		7,817	8,000	93.1%
Technology Support		-		-		1,910		34,153		36,062		
Internet Connectivity		-		-		-		2,160		2,160	45,000	83.8%
Computers & Equipment		-		-		13,118		705		705		
Furnishings		-		-		11,226		707		707		
Photocopier		-		-		-		2,019		2,019	3,400	59.4%
Postage		205		-		-		934		934	2,000	46.7%
Telephone		-		-		-		2,365		2,365	3,000	78.8%
Accounting		-		-		-		1,625		1,625	4,000	40.6%
Audit		-		-		-		9,006		9,006	6,500	138.6%
Legal		-		-		-		-		-	1,000	0.0%
Advertising & Promotional		-		-		671		1,954		1,954	4,000	48.9%
Collection Agency		-		-		-		90		90	1,000	9.0%
Bank/Interest Charges		-		-		-		1,084		1,084	2,100	51.6%
Travel Related Expenses		-		-		-		213		213	2,000	10.7%
Research /Consulting		-		-		-		238		238	1,000	23.8%
Memberships		-		-		-		511		511	1,500	34.1%
Meeting Room Exp		-		-		-		9		9	500	1.9%
Board Expenses		-		-		-		363		363	800	45.3%
Gore's Landing Rent		-		-		-		3,120		3,120	4,200	74.3%
TOTAL ADMINISTRATION		205		-		27,293		69,554		71,833	93,600	76.7%
BUILDING												
Hydro	-		-		-		16,568		16,568		32,000	51.8%
Gas	-		-		-		8,400		8,400		14,000	60.0%
Water & Sewer	-		-		-		2,389		2,389		3,600	66.4%
TOTAL UTILITIES		-		-		-	27,358		27,358		49,600	55.2%
Cleaning	-		-		-		17,817		17,817			
Heating System	-		-		-		-		-			
Building Supplies	-		-		-		573		573			
Security	-		-		-		749		749			
Meeting Room Security	-		-		-		152		152			
Other Maintenance	-		-		-		4,965		4,965	24,257	40,000	60.6%
Building Insurance	-		-		-		-		-		3,790	0.0%
Elevator	-		-		-		6,341		6,341	-	9,400	67.5%
Building Maintenance - ToC	-		-		-		-		-		7,000	0.0%
TOTAL BUILDING MAINTENANCE		-		-		-	30,598		30,598		60,190	50.8%
TOTAL BUILDING		-		-		-	57,956		57,956		109,790	52.8%
TOTAL EXPENSE		2,007		40,164		31,393	1,517,585		873,714	1,304,250		67.0%
NET INCOME		545		89,336		- 27,793	- 412,487		316,436			

Development Charges Act & Public Libraries

Update from Ontario Library Association – October 9th, 2020

Our Voice Was Heard!

OLA and the Federation of Ontario Public Libraries (FOPL) have been working on this very important government relations initiative: Development Charges

Ontario Public Libraries and Development Charges:

The COVID-19 Economic Recovery Act, 2020, amended the Development Charges Act, to make services including public libraries recoverable through development charges.

Community benefits charges (CBCs) work with development charges to ensure that municipalities have the revenue tools and resources they need to build complete communities while making the costs of building housing more predictable.

Public libraries depend on development charge revenue to fund new and renovated buildings, digital infrastructure, and library collection growth in order to keep up with the increases in demand for library space and resources in growing communities across Ontario.

OLA and FOPL work with Counsel Public Affairs to ensure that the library sector voice is heard regarding government decisions that may impact our sector. The inclusion of public libraries in the changes to this regulation is a result of a year-long effort. This new regulation will have a multi-million dollar positive impact for libraries and the communities they serve. We would like to thank Devan Sommerville, Associate Vice President, Counsel Public Affairs Inc., Stephen Abram and FOPL for taking the lead on this important portfolio.

[Details on the process and regulation:](https://ero.ontario.ca/notice/019-1406)
<https://ero.ontario.ca/notice/019-1406>

Proposed 2021 Closures

January 1 – New Year's Day

February 15 – Family Day

April 2, 4, 5 – Good Friday, Easter Sunday, Easter Monday

May 24 – Victoria Day

July 1 – Canada Day

July 4, 11, 18, 25 – Summer Sundays

August 2 – Civic Holiday

August 1, 8, 15, 22, 29 – Summer Sundays

September 5, 6 – Summer Sunday & Labour Day

October 10, 11 – Thanksgiving

December 24 – Half day for Christmas Eve

December 25, 26 – Christmas, Boxing Day

December 31 – Half day for New Year's Eve