London Public Library

London Public Library Board Meeting Public Session - September 19, 2024 Agenda

Sep 19th 2024   5:30pm - 7:30pm

Friends of the Library Boardroom, Central Library

Dinner is served at 5 p.m. in the Administration Room, 3rd floor, Central Library

1. **Apologies**   5:30pm

   a. **Beth Allison**

2. **Disclosures of Interest**

3. **Changes to and Adoption of Agenda**

4. **Report on Matters from Confidential Session**

5. **Approval of Minutes**

   a. **Aug 22, 2024**

      📄 London Public Library Board Meeting - August 22 2024 Public Session Minutes.pdf

6. **Business Arising from the Minutes**

7. **Delegations and Presentations**

   a. **Stoney Creek Branch**

8. **Reports from Committees, Members and Staff Requiring Board Action**

a. **2025 Capital Assets Budget Amendment**

📄 London Public Library Board Meeting - Sept 19 2024 - Budget Amendment Recommendation.pdf

b. **Hours of Service**

📄 London Public Library Board Meeting - Sept 19 2024 - Hours of Service 2025.pdf

c. **Central Library First Floor Enhancement Recommendation**

📄 London Public Library Board Meeting - Sept 19 2024 - First Floor Updgrade Recommendation.pdf

d. **Security System Upgrade Recommendation**

📄 London Public Library Board Meeting - Sept 19 2024 - Upgrade of Site Security Systems and Building Access.pdf

e. **Q2 Statistical Report**

📄 London Public Library Board Meeting - Sept 19 2024 - Q2 2024 Statistics Report.pdf

f. **Allocation of Trust Funds for Sherwood Renovation**

📄 London Public Library Board Meeting - Sept 19 2024 - Allocation of Trust Funds for Sherwood.pdf

g. **Updates from other Boards and Commissions**

9. **Consent Items**

a. **Draft Agenda - October**

📄 London Public Library Board Meeting - Sept 19 2024 - Draft October Agenda.pdf

b. **Staff Activity and Community Impact Report**

📄 London Public Library Board Meeting - Sept 19 2024 - Staff Activity Community Impact Report.pdf

10. **Inquiries and Other Business**

11. **Adjournment to Confidential Session**

12. **Adjournment**

END
7:30pm

SPECIAL MEETING MINUTES   August 22, 2024

A Special Meeting of the London Public Library Board was called by the Chair, B. Gibson and held virtually on the above date at 12:01 p.m. via Zoom with the following present:

From the Board:
B. Allison, S. Collyer, Councillor P. Cuddy, B. Gibson (Chair), Z. Hashmi, J. McCall, Councillor S. Trosow

From Senior Management:
M. Ciccone, N. Collister, L. Gaur, B. Holme, J. Macdonald

Guests: Andrew Hentz

Minutes taken by: D. Bumstead

1. **Apologies:** S. Desserud, H. Jack

2. **Disclosures of Interest:** None

3. **Changes to and Adoption of Agenda(s):**

L24/43 --It was MOVED by J. McCall and seconded by S. Collyer to ADOPT the agenda as presented.
CARRIED.

4. Report on Matters from Confidential Session

Chair Gibson shared that security of the property of the board and financial matters were discussed.

5. Approval of Minutes

a) July 18, 2024
L24/44 -- It was MOVED by Z. Hashmi and seconded by S. Trosow that the minutes of July 18, 2024 (L24/37-42) be APPROVED.
CARRIED.

6. Business Arising from the Minutes

None.

7. Delegations and Presentations

None.

8. Reports from Committees, Members and Staff Requiring Board Action

None

9. Inquiries and Other Business: None.

10. Adjournment to Confidential Session
Whereas LPL matters of discussion fall under Public Libraries Act s. 16.1.4a, therefore be it resolved the board will meet in camera.

L24/45 --It was MOVED by J. McCall and seconded by S. Collyer to ADJOURN to confidential session.

11. Adjournment

At 1:17 p.m. the public meeting was adjourned.

_____   _____

Chair   Secretary

REPORT TO THE LIBRARY BOARD
SEPTEMBER 19, 2024

SUBJECT: **2025 Budget Amendment – Capital Allocation**

PURPOSE: For Approval

PREPARED BY: Michael Ciccone – CEO

Lakshay Gaur – Director, Finance & Facility Services

Jon Macdonald – Director, Information Technology

Craig Ashby – Manager, Facilities

PRESENTED BY: Michael Ciccone - CEO

RECOMMENDATION:

It is recommended that the Library Board approve a 2025 budget amendment to increase the Library's facility and non-facility capital renewal allocation in the City of London's 2024-27 multi-year budget.

BACKGROUND:

This amendment is being submitted as part of the City of London's 2025 Budget Update Process and is in support of securing funding to maintain the overall conditions of our facilities and non-facilities capital assets, based on estimates to maintain the Library's level of service (LOS) from its recently approved Asset Management Plan. Amounts are in addition to the approved 2024-27 capital lifecycle allocations and the approved allocation from 2024-2027 Multi-Year Budget Business Case P-58.

The requested level of funding in this budget amendment is intended to maintain the Library's current LOS infrastructure gap to 3.3% of the replacement value of Library assets. This would represent what currently exists for the City of London's assets. Given the dramatic increase (10x the 2023 allocation) afforded to the Library in 2024 for facility renewal – to which we are using to address immediate concerns - and the requirement to complete a facilities master plan by the end of 2025 that will provide strategic guidance going forward, the Library is not seeking to increase its 2025 allocation but has spread its allocation proportionally to future years.

REVISED BUDGET SUBMISSION

CS3540 Facility Renewal Plan - Capital Budget Expenditure Table ($ Thousands)

	2024	2025	2026	2027	2024 to 2027 Total	2028 to 2033 Total
Previously Approved Budget	$6,140	$780	$1,350	$1,560	$9,830	$9,312
Amendment	N/A	$0	$1,273	$1,273	$2,547	$7,638
Amended Budget	**$6,140**	**$780**	**$2,623**	**$2,833**	**$12,377**	**$16,950**

CS3341 Integrated IT System – Capital Budget Expenditure Table ($ Thousands)

	2024	2025	2026	2027	2024 to 2027 Total	2028 to 2033 Total
Previously Approved Budget	$265	$265	$265	$265	$1,130	$1,590
Amendment	N/A	$0	$243	$243	$486	$1,458
Amended Budget	**$265**	**$265**	**$508**	**$508**	**$1,547**	**$3,048**

Total Amendment Requested:

2026	$1,516,000
2027	$1,516,000
2028-33	$9,096,000
TOTAL	**$12,129,000**

NEXT STEPS

Pending Board approval, the final draft of the budget amendment will be submitted by September 30, 2024.

London Public Library Board Meeting, September 19, 2024
2025 Budget Amendment – Capital Allocation Recommendation, Page 2 of 2

7

REPORT TO THE LIBRARY BOARD
SEPTEMBER 19, 2024

SUBJECT: **2025 Closures**

PURPOSE: For Approval

PREPARED BY: Michael Ciccone

PRESENTED BY: Michael Ciccone – CEO & Chief Librarian

RECOMMENDATION

In accordance with Library policy and the collective agreement between the Library and CUPE 217, it is recommended that the following Closures be approved for the period of January 1, 2025 to December 31, 2025:

- Wednesday, January 1 – New Year's Day
- Monday, February 17 – Family Day
- Friday, April 18 – Good Friday
- Monday, April 21 – Easter Monday
- Monday, May 19 – Victoria Day
- Tuesday, July 1 – Canada Day
- Monday, August 4 – Civic Holiday
- Monday, September 1 – Labour Day
- Tuesday, September 30 – Truth & Reconciliation Day
- Monday, October 13 – Thanksgiving
- Friday, November 14 – Staff Development Day *(tentative)*
- Wednesday, December 24 – close at 12:30 p.m. (1/2 working day preceding Christmas Day)
- Christmas Day – Thursday, December 25
- Boxing Day – Friday, December 26
- Wednesday, December 31 – close at 12:30 p.m. (1/2 working day preceding New Year's Day)

REPORT TO THE LIBRARY BOARD
SEPTEMBER 19, 2024

SUBJECT: **Central Library First Floor Furniture Purchase**

PURPOSE: For Approval

PREPARED BY: Nancy Collister - Director, Customer Service & Branch Ops

PRESENTED BY: Nancy Collister - Director, Customer Service & Branch Ops

---

RECOMMENDATION:

It is recommended that the Library Board approve the purchase of display and merchandising furniture for the Central Library's first floor from Schoolhouse Products, Inc.

BACKGROUND:

Installing display shelving and book stands on the south side of the first floor at the Central Library will assist in enhancing the presence of the library by optimizing the space and using retail concepts to draw patrons in to discovering their next read.

Procurement Process

Utilizing Ontario Education Collaborative Marketplace (OECM) vetted and authorized request for proposals, and in adherence with the Library's Procurement Policy, that states the following:

Section 14.4
Single Source means that there is more than one source of supply in the open market, but only one source is recommended due to predetermined and approved specifications.

> The procurement may be conducted using a Single Source process if the goods and/or services are available from more than one source, but there are valid and sufficient reasons for selecting one supplier in particular, as follows:

> > Section 14.4 g It is advantageous to the Library to acquire the goods or services from a supplier pursuant to the procurement process conducted by another public body,

we are seeking approval to purchase the furniture from Schoolhouse Products, an OECM-approved supplier, at the cost of $75,004 (not including tax). Section 14.5 of said Policy requires Board approval of single source purchases over $50,000.

FUNDING

This project will be supported by funds donated as part of the Library's 2016-2018 Infinite Possibilities Capital campaign in support of improvements to the Central Library.

NEXT STEPS

Pending Board approval, we will move forward with the purchase and installation of these products.

London Public Library Board Meeting, September 19, 2024
Central Library First Floor Furniture Purchase Recommendation, Page 2 of 2

10

![London Public Library logo]

REPORT TO THE LIBRARY BOARD

SEPTEMBER 11, 2024

SUBJECT: **Upgrade of Site Security Systems and Building Access**

PURPOSE: **For Approval – In Camera**

PREPARED BY: **Jon Macdonald**

PRESENTED BY: **Michael Ciccone**

RECOMMENDATION

It is recommended that the Library Board approve the upgrade of the existing Chubb systems security panels, access systems and existing infrastructure at a cost not to exceed $250,000.

BACKGROUND

Chubb currently services and supports the security access and monitoring systems installed in all Library locations. These systems are independent, and installed at the time of construction, with firmware that is out of date, has limited support and requires Chubb's direct onsite intervention to in act any and all changes. Further, core panel replacement parts are a challenge to find, costly, and the system provides no additional services or features while leaving sites unprotected while under repair.

The library requires additional investment to support our security access infrastructure, while utilizing the investment in proprietary secondary sensors, and hardware already in place. Upgrading security systems with current equipment capable of incorporating a centrally controlled, networked card swipe system supporting remote access and support would replace the traditional key lock requirements at all branches and provide a more responsive, cost effective, and safer environment to staff and Londoners.

This solution will address 3 common, costly security concerns.

Changing or adjusting staff access
Staffing changes require a significant amount of time to ensure that keys, alarm security codes, and training are made available to each staff member accessing their branch or branches on a permanent or temporary basis. Currently each location has a unique setup and programming of their system. This elevates the administrative cost and support service requirements for access and training for all of 16 facilities and exponentially increases the workload for any changes required.

Reduction in administrative cost of traditional key lock system

Keys are lost, stolen, broken, or become damaged. Further, each key must be tracked to the key holder and understanding of what keys open what doors has blurred substantially. All of this is laborious and time consuming.

A lost key card, Security to the entire system would be restored in minutes by cancelling the key card's access.

Reducing staff safety concerns

Doors controlled by a centrally managed security system can quickly and easily be opened by staff when entering a facility, and locked remotely (i.e., from a desk, panic button, or remote office) when the facility needs to be secured quickly. Reducing the time to access or lock down the facility aids to protect staff and patrons when unforeseen issues occur, and further protects staff by not having to physically manipulate a lock. We also protect patrons by locking down and preventing them from unknowingly entering a dangerous situation, but still allowing full control to allow emergency service access.

A fully integrated security systems provides added security and reduces administrative costs through modernization, communication, centralization, expandability, and standardization at all LPL facilities. Swipe card access can be quickly enabled or disabled for the doors or facilities to which staff require access and only one card is tracked to the holder. Training and operation are simple, intuitive, and uniform across all facilities. Termination, loss, or theft of a card is quickly resolved.

COSTS

In scoping this project, a site visit was performed with Chubb to access the requirements for each locations. Cost estimates below were based on this assessment.

Software to centrally manage and monitor all sensors	$ 5,000.00
Replacement of EOL Systems Boards at Central and Door modifications	$ 110,000.00
Door Modifications and EOL Panel Replacements at 14 Branches	$ 102,500.00
Swipe Cards for Employees (Based on 500 Cards)	$ 2,500.00
Contingency for Manufacture Modifications to Power Sliding doors*	$ 30.000.00
TOTAL	**$250,000**

(*Note: Each sliding door is unique, and will require manufactures collaboration with Chubb to retrofit the doors for the new security locks)

London Public Library Board Meeting September 19, 2024
London Public Library Board Meeting - Sept 19 2024 - Upgrade of Site Security Systems and Building Access Recommendation
Page 2 of 3

12

PROCUREMENT

These upgrades are being implemented in adherence with the Library's Procurement Policy, that states the following:

14.4 Single Source

Single Source means that there is more than one source of supply in the open market, but only one source is recommended due to predetermined and approved specifications.

The procurement may be conducted using a Single Source process if the goods and/or services are available from more than one source, but there are valid and sufficient reasons for selecting one supplier in particular, as follows:

- 14.4 d. There is a need for compatibility with goods and/or services previously acquired or the required goods and/or services will be additional to similar goods and/or services being supplied under an existing contract (i.e. contract extension or renewal);
- 14.4 e. The required goods and/or services are to be supplied by a particular supplier(s) having special knowledge, skills, expertise or experience;

FUNDING

Capital Funds exist in our current non-facility (IT) lifecycle renewal budget to cover the costs.

NEXT STEPS

Pending Board approval, Information Technology and Facilities staff will begin implementing this project.

London Public Library Board Meeting September 19, 2024
London Public Library Board Meeting - Sept 19 2024 - Upgrade of Site Security Systems and Building Access Recommendation
Page 3 of 3

13

London Public Library

REPORT TO THE LIBRARY BOARD

SEPTEMBER 19, 2024

SUBJECT: Q2 2024 Statistics Report

PURPOSE: For Receipt

PREPARED BY: Senior Team and Alex Bradford

PRESENTED BY: : Elizabeth Sutter, Manager, Customer Service & Branch Operations

RECOMMENDATION

It is recommended that the Library Board receive the Q2 2024 Statistics Report.

BACKGROUND

Attached are the statistics for the 2nd Quarter of 2024.

TABLE OF CONTENTS

BORROWING – CUMULATIVE Q1-Q2 2024
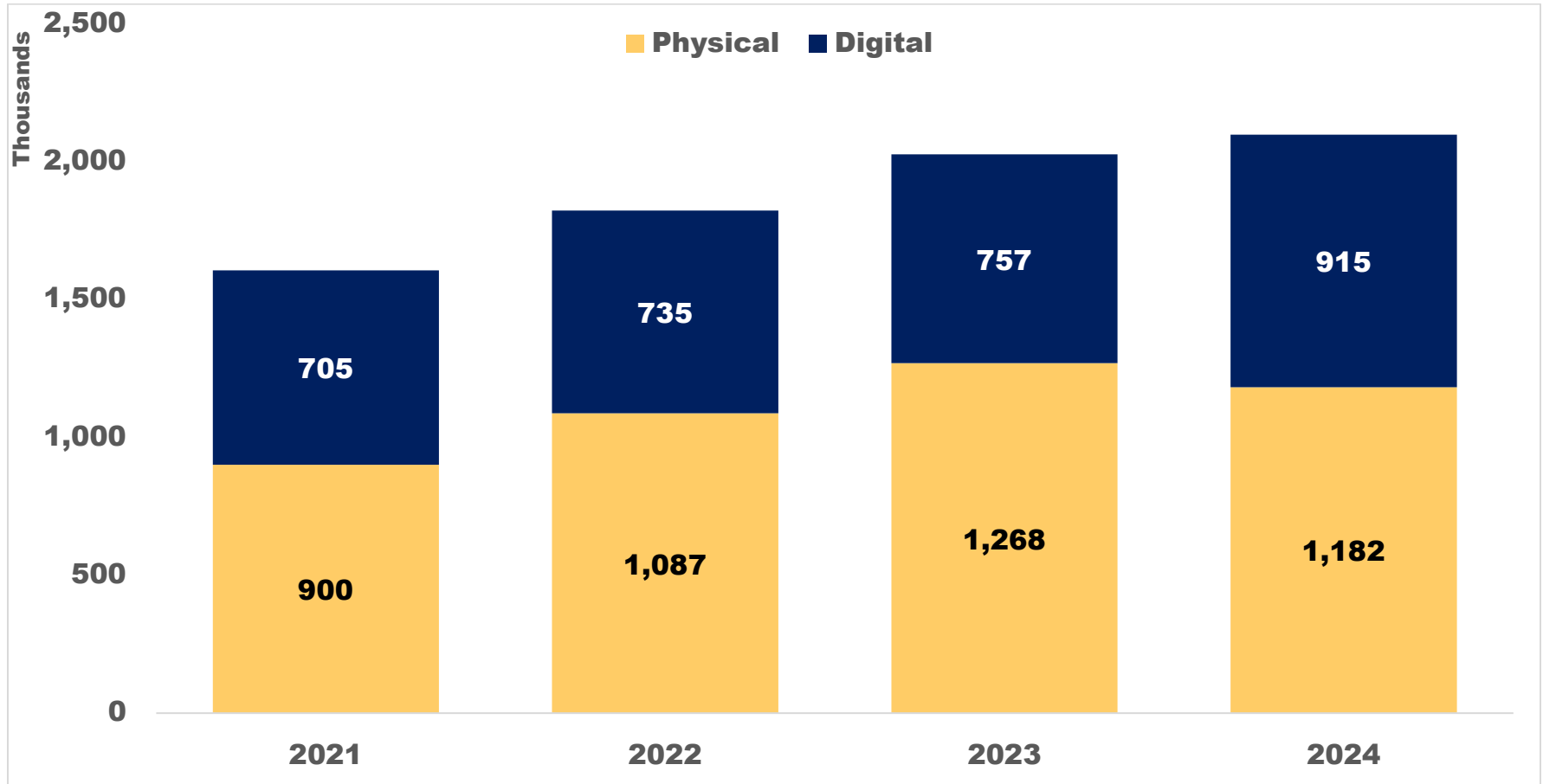
Overall borrowing continues to increase year over year. Digital borrowing was 42% of all borrowing in Q2 2024.

HOLDS – CUMULATIVE Q1-Q2 2024
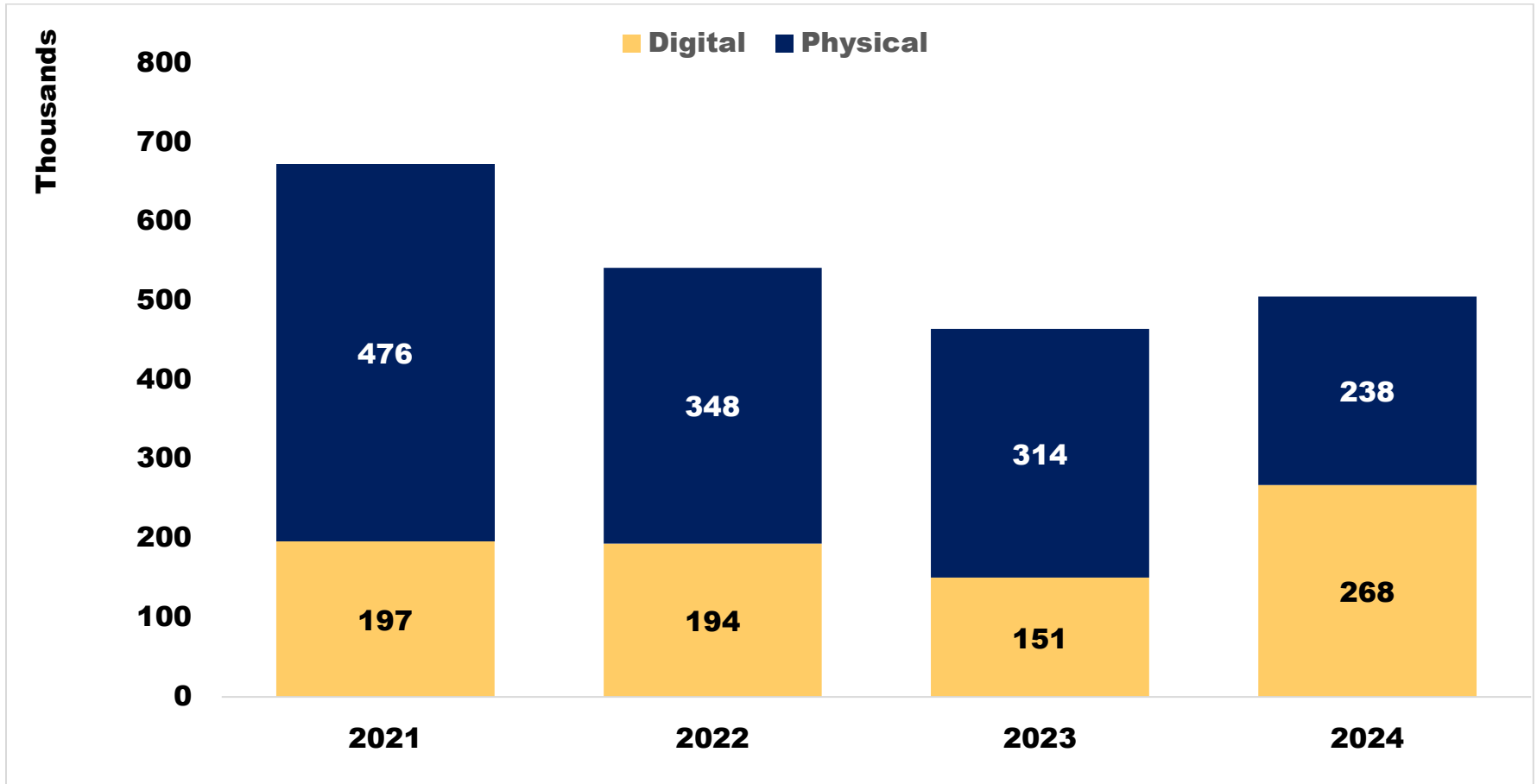
There was an increase of 9% in digital holds and a decrease of 10% of physical materials Q2 2024 in comparison to Q1 2024.
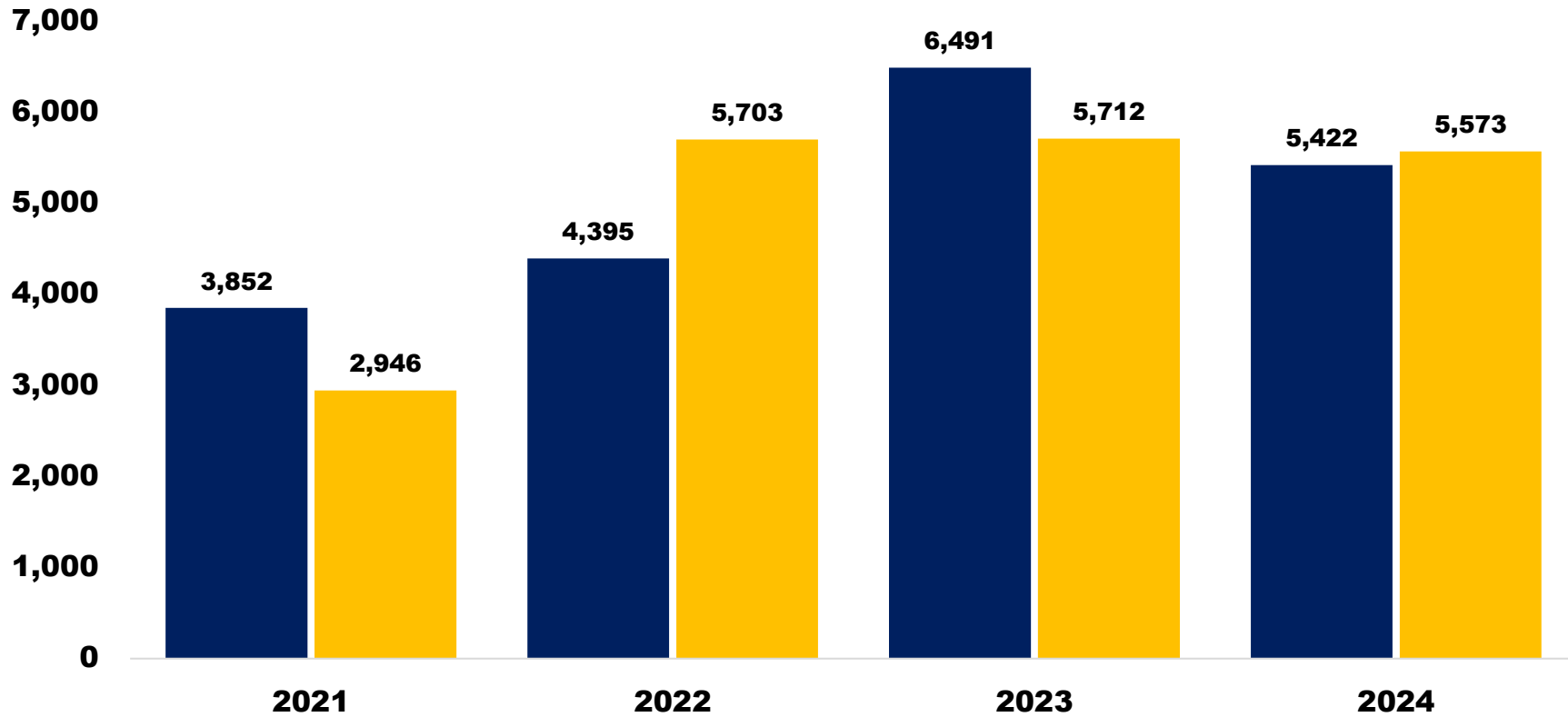
IN PERSON VISITS – 2024
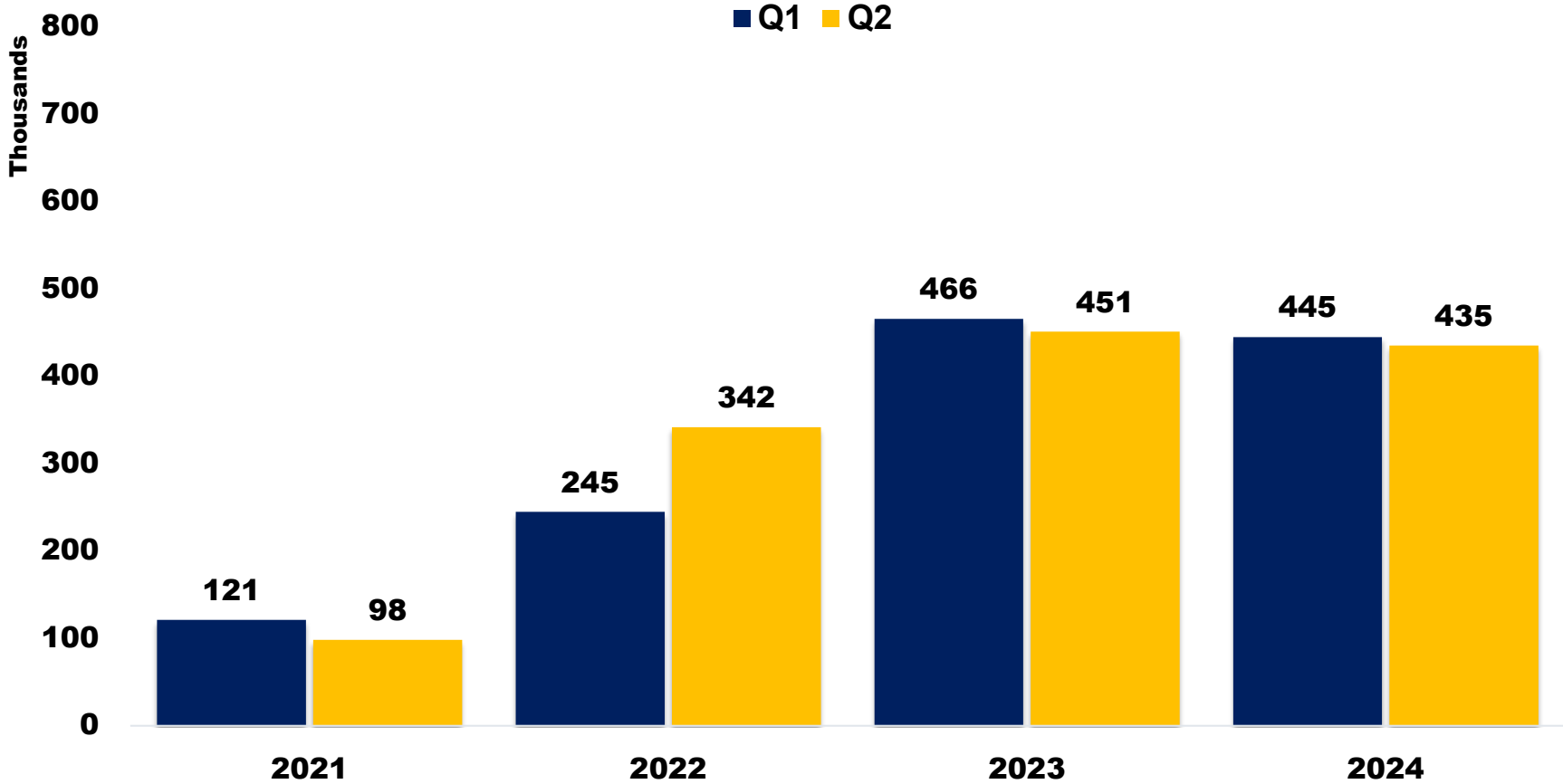
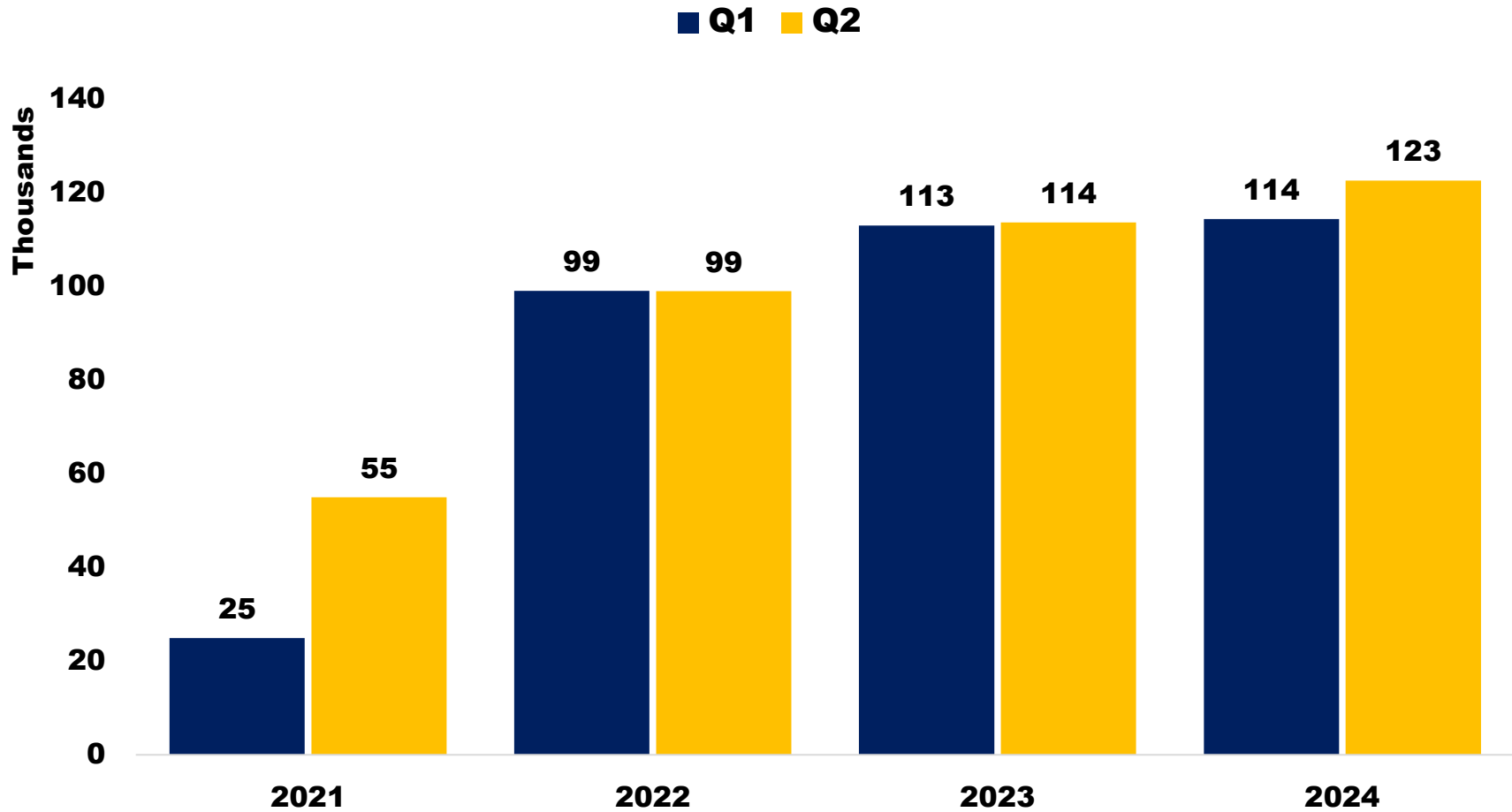In Person Visits have remained consistent in comparison to 2023.
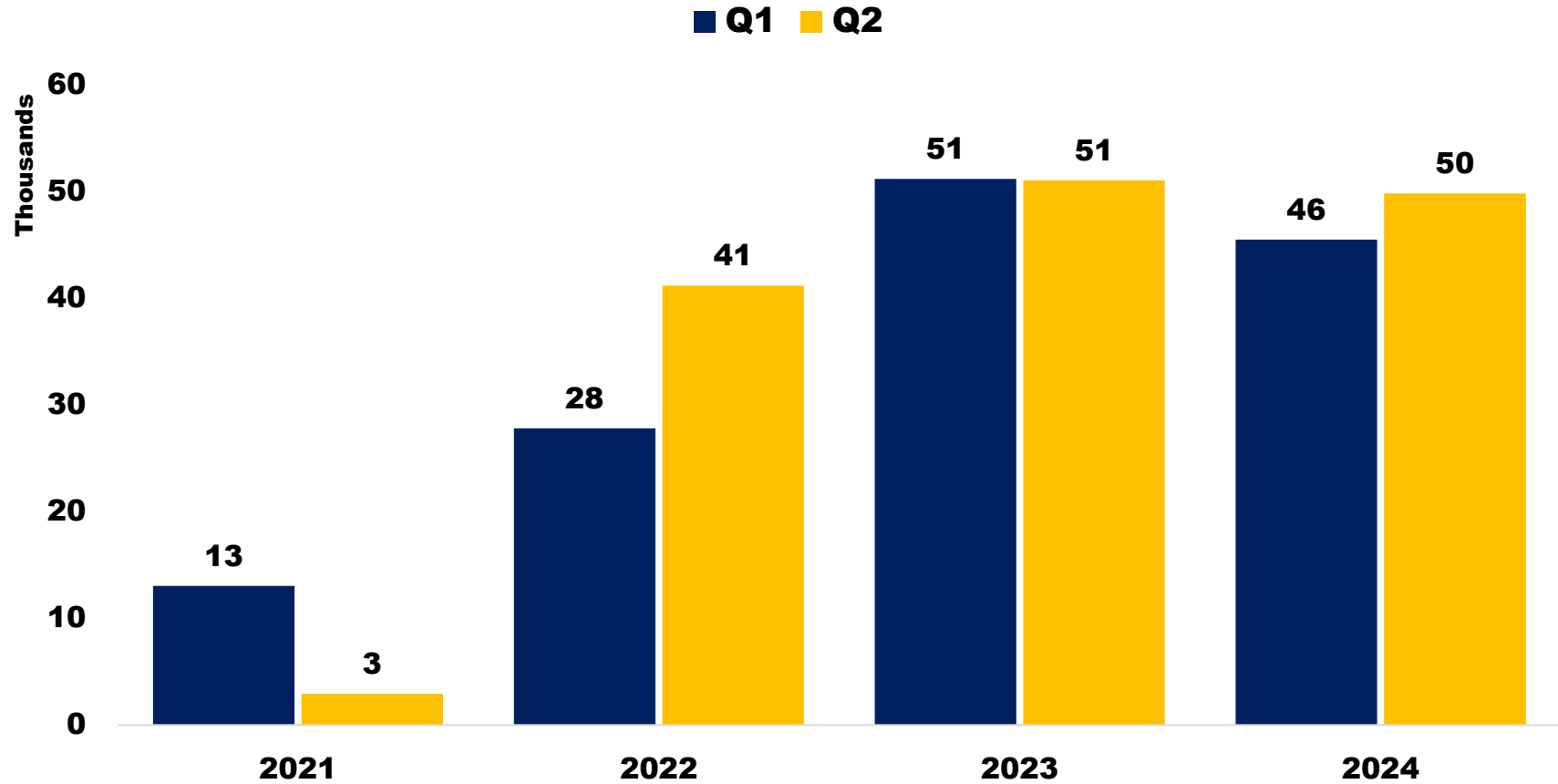
NEW REGISTRATIONS – 2024

■ **Q1** ■ **Q2**

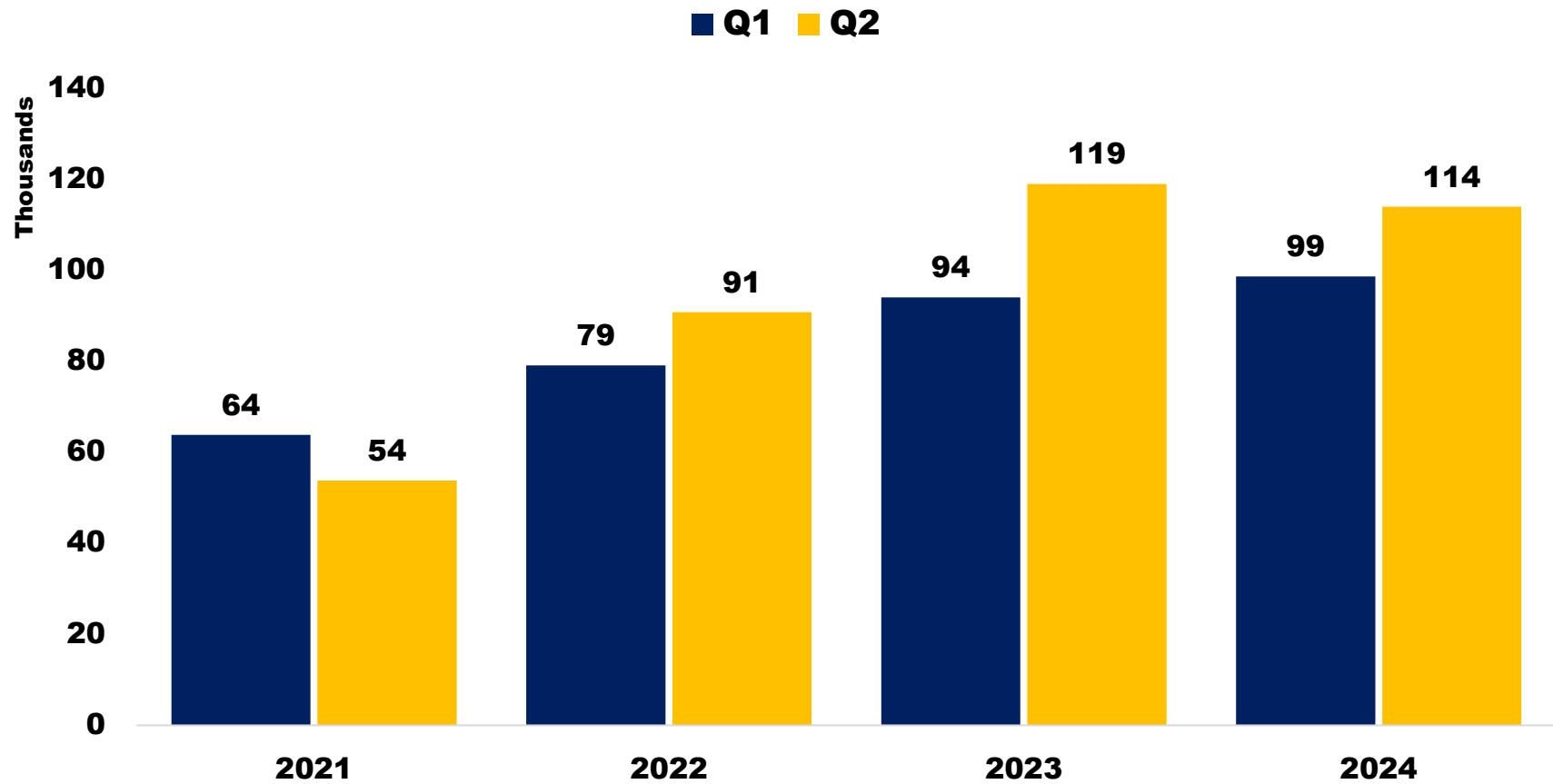New registrations remain consistently strong.

REFERENCE QUESTIONS – 2024

■ Q1   ■ Q2

Reference quesitons saw an increase (8%) over both Q1 and the same time period in 2023.
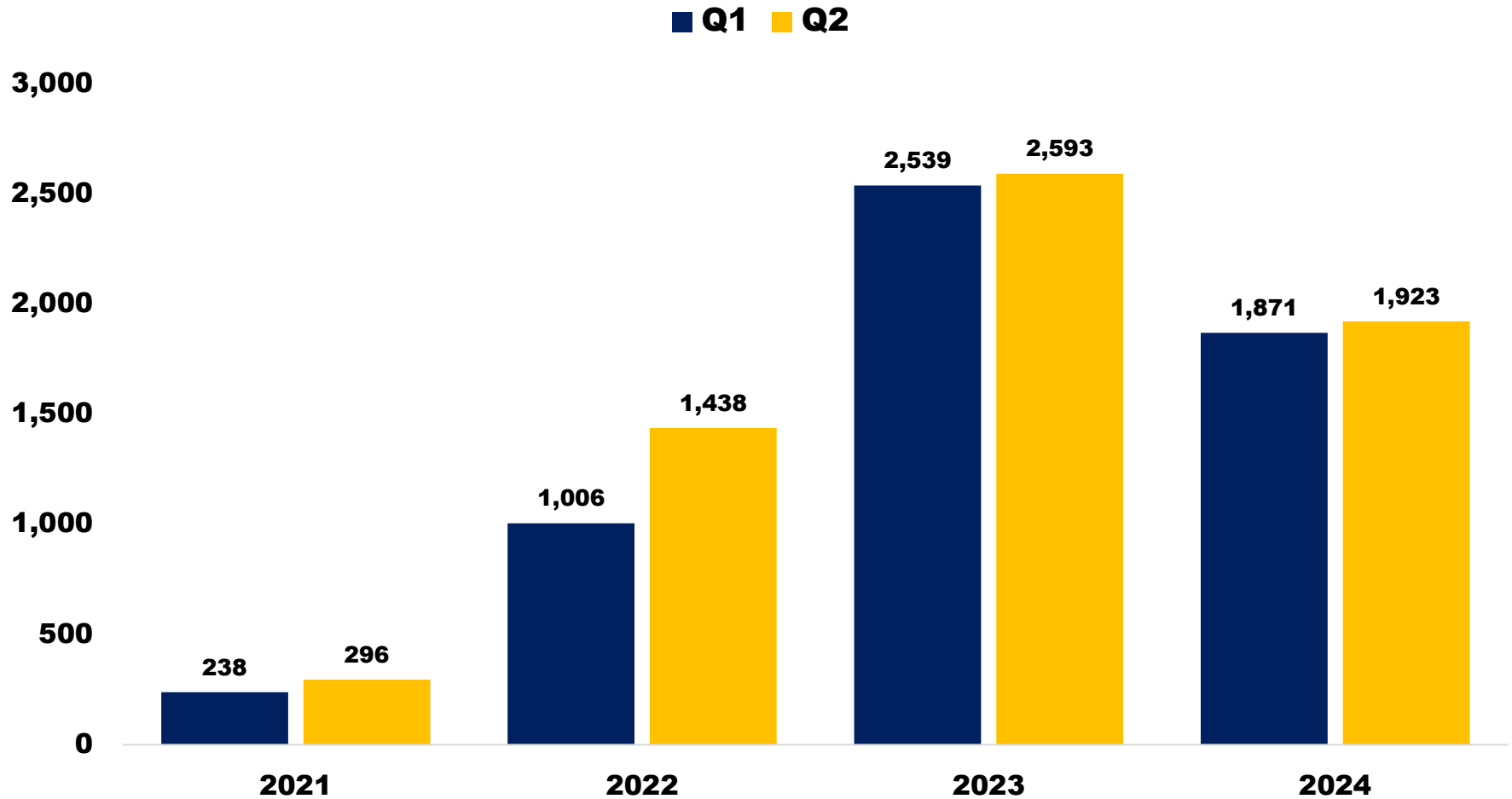
COMPUTER USE –2024

■ Q1   ■ Q2

Computer use remains consistent.
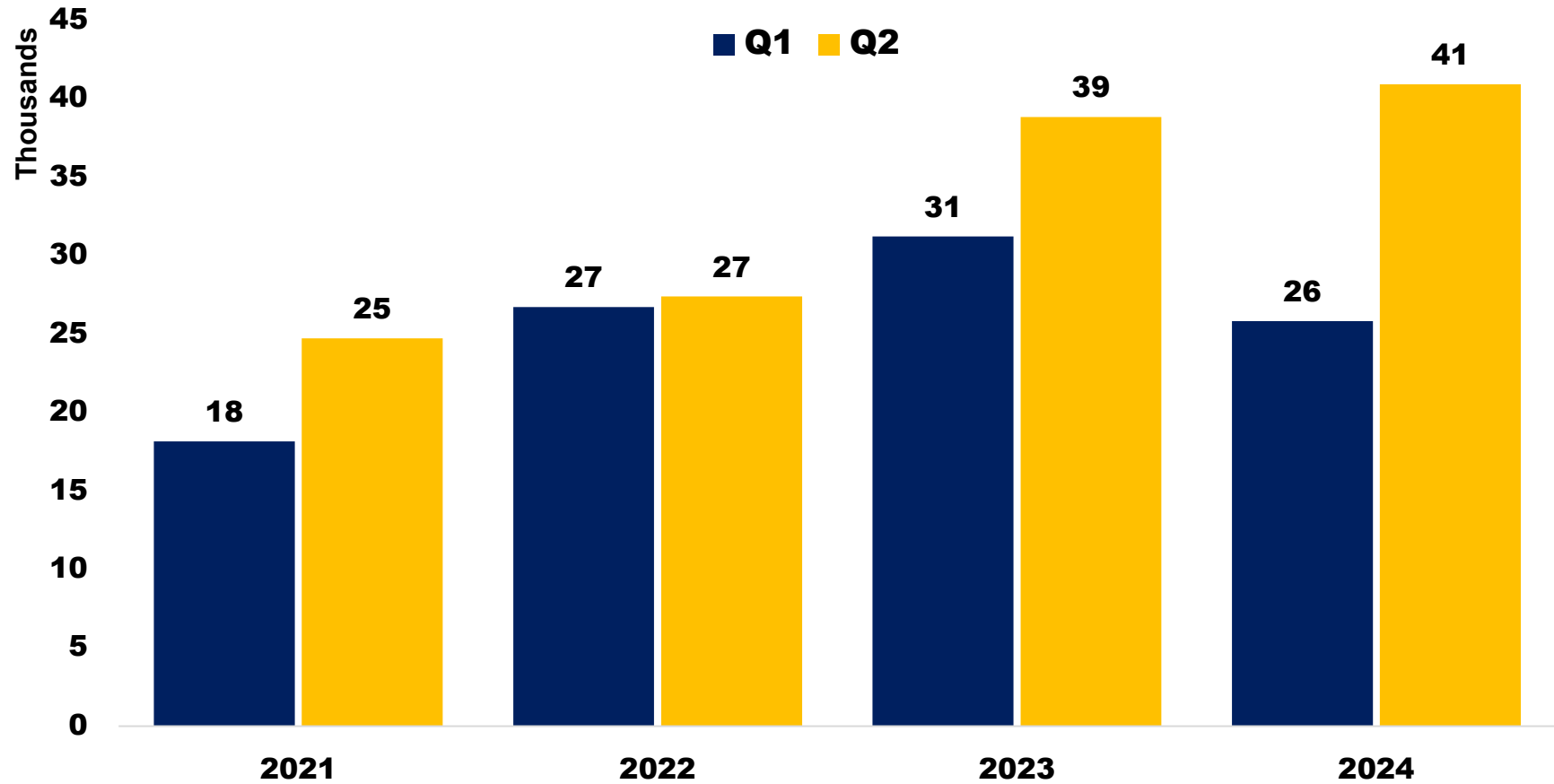
WIRELESS USE – 2024

■ Q1 ■ Q2

Wireless usage remains consistent.

PROGRAM SESSIONS – 2024

■ **Q1** ■ **Q2**

Q2 saw an increase of 3% in the number of programs offered by the Library over Q1. Patrons attended the Stratford Festival series; Earthfest; Creative Age program series (55+); Spring Plant Exchange and the first "Join the Club" fair.

PROGRAM ATTENDANCE – 2024

Program attendance continues to increase since the Pandemic ended, up slightly from Q2 2023. Q1 2024 attendance was affected by the Cyberattack.

London Public Library

REPORT TO THE LIBRARY BOARD
SEPTEMBER 19, 2024

SUBJECT:	**Allocation of Trust Funds to Support Sherwood Renovation**
PURPOSE:	For Approval
PREPARED BY:	Michael Ciccone – CEO
	Lakshay Gaur – Director, Finance & Facility Services
PRESENTED BY:	Michael Ciccone - CEO

RECOMMENDATION:

It is recommended that the Library Board approve an allocation of up to $500,000 in discretionary trust funds to support the renovation of the Sherwood Branch Library.

BACKGROUND:

At the September 23, 2023 Library Board Meeting, an additional $600,000 in Capital funds was approved for this project, bringing the total capital allocation to $1.2 million. At that time, the Board was informed that the increase was for the structural components of the project and did not include the furniture and fixtures required to complete the renovation. A recommendation for a separate budget and source of financing for the Board was promised at that time.

The allocation from discretionary trust funds provides funding to support the project in full with a contingency buffer.

FUNDING:

The balance of our primary discretionary trust fund account is enough to cover this allocation without hindering any other projects for which it relies.

NEXT STEPS:

Upon approval, staff will move forward with purchasing interior components and completing this project.

LONDON PUBLIC LIBRARY BOARD MEETING

Thursday, October 24, 2024 5:30 p.m.

Friends of the Library Boardroom, Central Library

AGENDA

PURPOSE STATEMENT

London Public Library strengthens people and neighbourhoods by creating connections that enrich lives, inspire discovery, foster creativity, and expand possibilities.

1. **Apologies**

2. **Disclosures of Interest**

3. **Changes to and Adoption of Agenda(s)**

4. **Report on Matters from Confidential Session**

5. **Approval of Minutes**
   a) September 19, 2024

6. **Business Arising from the Minutes**

7. **Delegations and Presentations**
   a) Byron Branch

8. **Reports from Committees, Members and Staff Requiring Board Action**
   a) Administratively Awarded Contracts
   b) Personal Device Policy (Tentative)
   c) Procurement Policy
   d) Financial Update
   e) Updates from other Boards and Commissions

9. **Consent Items**
   a) Draft Agenda – December 5, 2024
   b) Staff Activity and Community Impact Report

10. Inquiries and Other Business

11. Adjournment to Confidential Session

"Whereas LPL Board matters of discussion fall under the security of the property of the Board, section 16.1.4a of the Public Libraries Act, therefore be it resolved the board will meet in camera."

12. Adjournment

REPORT TO THE LIBRARY BOARD

September 19, 2024

SUBJECT: **Staff Activity & Community Impact Report**

PURPOSE: For information

PREPARED BY: Senior Team

PRESENTED BY: Michael Ciccone – CEO and Chief Librarian

RECOMMENDATION

It is recommended the Board receive the September 19, 2024 *Staff Activity & Community Impact Report* for information purposes.

BACKGROUND

This document provides a mechanism for Senior Team to share information updates with the Board and is produced for each full meeting of the Board.

Events, Programs, and Services of Note

Comic Con at the Central Children's Library

Comicon took place on Aug.17 and was a resounding success with over 1,400 children visiting the library. Student Summer Literacy Facilitators helped in the fun by planning and offering activities for the kids to enjoy.

Sports On the Big Screen in the Central Library Commons

This summer, we used the large screen available in the Library Commons to show the Tour de France, the UEFA Eurocup, the Olympics and the Paralympics.

TD Summer Reading Club

This year program saw a 7% increase in participants from 2023, with 4,190 children registered.

Teen Summer Reading Challenge

The teen summer reading program also experienced an increase in participation with 484 participants registering.

Volunteer Fair at the Central Library

On July 13th LPL hosted another successful Volunteer Fair. We were able to connect over 300 attendees with 32 participating organizations.

Media

London library eyes digitization to rescue local history from deteriorating microfilm. CBC London. July 16, 2024.

HOT SUMMER READS 2024: London Public Library's most-requested books. The London Free Press. July 20, 2024.

Flooded London library branch reopening in 'pop-up' location. The London Free Press. July 23, 2024.

Crouch Block Party brings 'community inclusion' to Hamilton rd. as improvement in area continues. CTV News London. July 28, 2024.

Londoners celebrate Emancipation Day with focus on keeping history alive among future generations. CBC News London. July 29, 2024

Free Menstrual Products in our Library (aired on CBC It list). CBC London. August 1, 2024.

We can't count on private businesses to be 'third places'. TVO Today. August 2, 2024

Free menstrual products being offered at London Public Libraries. CTVNews London. August 4, 2024.

Free period products at London library branches provides menstrual equity. CBC London, August 6, 2024.

London b-boy on breaking at the Paris Olympics. CBC London. August 8, 2024.

London, Ont. B-boys and b-girls watch as breaking takes the world stage. Global News. August 9, 2024.

Have to go? If you're in downtown London, there's a reason finding a flush is hard. CBC News London. August 12, 2024.

The struggle to find public bathrooms in downtown London. London Morning with Andrew Brown. CBCListen. August 12, 2024.

PHOTOS: London's symphony musicians perform for kids, families. The London Free Press. Augusts 16, 2024

[How these local libraries grapple with the cost of safety, amid ongoing security incidents](). CBC News London. August 28, 2024.

Upcoming Events and Programs

Bricks & Brews, Storm Stayed Brewing Co., September 24, 6:30 – 8 p.m.
Adult Lego enthusiasts join the Library for an evening of Lego. Basic Lego provided.

Board Game Night, Central Library, September 25, 6 - 8:30 p.m.
An evening of table-top games provided by LPL and Uber Cool Stuff.

Creative Age Programs for adults age 55+

September 23 – Paint a Watercolour Garden, Central Library, 1:30 – 3 p.m.
September 27 – Explore the World of Movement and Dance at Stoney Creek Library, 4 – 5:30 p.m.

Find more Creative Age programs online at https://www.lpl.ca/whats/creative-age.

Mid Mod Movies XIII, Central Library, September 25, October 2, October 9, 7-8:30 p.m.
An annual documentary film series of unique critically acclaimed movies from around the world that feature mid-century and modernist architecture and design.

Punk Rock Flea Market on Dundas, September 28, 11-4 pm

Richard O'Brien's The Rocky Horror Show at the Wolf, Sep 26-29, 7 pm
Mavis Productions returns to do the time warp again! The Rocky Horror Show returns bigger and better to London for their 3rd year!

Repair Café, Beacock Library, October 2, 6-8 p.m.
Please register before attending at www.londonrepaircafe.ca.

Dungeons and Dragons for Adults, Central Library
Starts October 16 and runs weekly on Wednesdays until November 27 at Central.

Friends of the London Public Library Giant Book Sale, Centennial Hall, October 18-October 20, 2024.

Hallowe'en Costume Party, Central Children's Library, October 31
Dressed up toddlers will enjoy exploring Central library to find non-food treats.

Find more events and programs via our What's On page - https://www.lpl.ca/whats-on.