



## Special London Public Library Board Meeting Agenda

**DATE:** Mon August 16th, 2021

**TIME:** 12:00pm - 1:00pm EDT

**LOCATION:** Zoom

**GROUPS:** Board, Senior Team

**REMOTE:** [https://us02web.zoom.us/webinar/register/WN\\_O5w1K-7uR\\_C7R\\_bjJtGYLQ](https://us02web.zoom.us/webinar/register/WN_O5w1K-7uR_C7R_bjJtGYLQ)  
Please remember if you are a panelist you need to use your personal link

### 1. **Apologies**

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### 2. **Disclosures of Interest**

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

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

[2022 Budget Annual Update Board Report for August 2021.pdf](#)

#### a. **2022 Annual Budget Update and Collections Assessment Growth Business Case**

- i. It is recommended that the Library Board approve that “no amendments are required to the operating budget for the London Public Library as part of the 2022 Annual Budget Update.”
- ii. It is also recommended that the Library Board approve the submission of the 2022 Collections Assessment Growth Business Case to the City of London.

#### b. **September 30 - National Day of Truth & Reconciliation**

[National T&R Day Recommendation.pdf](#)

## 5. **Adjournment**

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## REPORT TO THE LIBRARY BOARD

MEETING DATE: AUGUST 16, 2021

**SUBJECT:** 2022 Annual Budget Update and Collections Assessment Growth Business Case

**PURPOSE:** For Approval

**PREPARED BY:** Michael Ciccone, Emily Schinbein, Nancy Collister, Anne O’Sullivan and Eadie Micks

**PRESENTED BY:** Emily Schinbein (Director, Financial Services) and Nancy Collister (Director, Customer Service and Branch Operations)

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### RECOMMENDATION

It is recommended that the Library Board approve that “no amendments are required to the operating budget for the London Public Library as part of the 2022 Annual Budget Update.”

It is also recommended that the Library Board approve the submission of the 2022 Collections Assessment Growth Business Case to the City of London.

### BACKGROUND

On March 2, 2020, London City Council approved the 2020-2023 Multi-Year Budget, which includes all of the agencies, boards and commission, such as the Library.

The annual update process provides the Library Board and City Council with the opportunity to adjust the budget to provide flexibility for special events or circumstances that require funding and resource adjustments.

Budget amendments for the annual update process are categorized as follows;

- 1) New or changed regulation
- 2) New City Council direction
- 3) Cost or revenue driver

Budget amendments are required when the budget request is material in nature and cannot be absorbed within the service area’s budget.

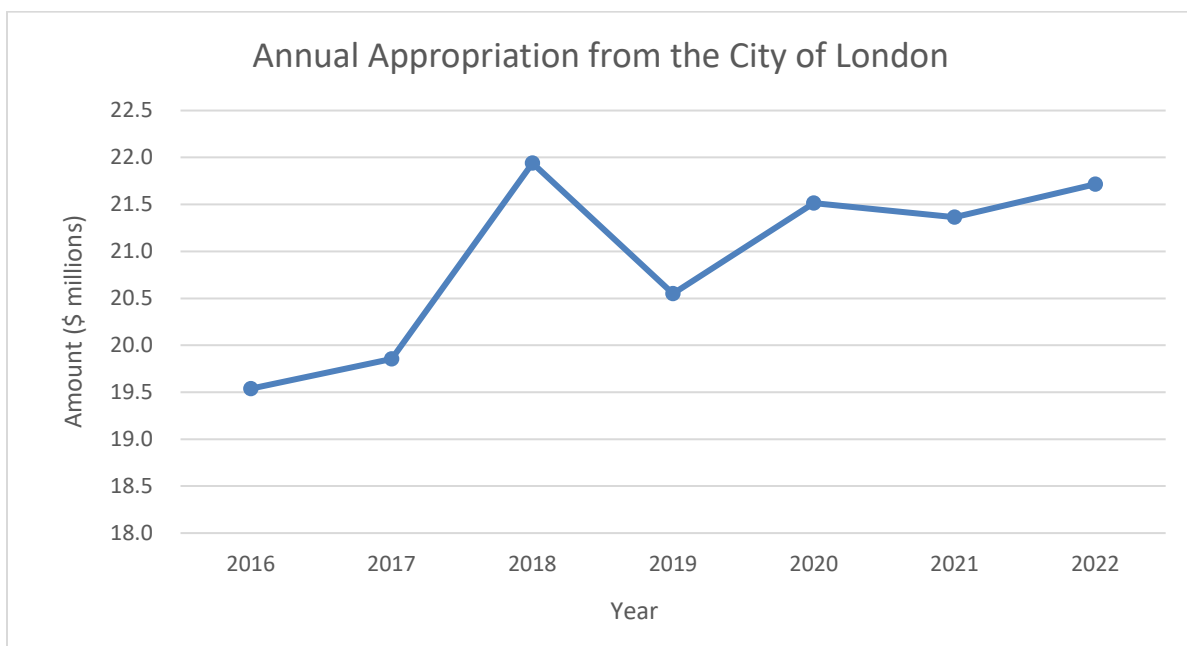


The 2022 Annual Budget Update will be presented to the City’s Strategic Priorities and Policy Committee (SPPC) on November 9, 2021, with the final approval expected to occur at the City Council meeting on December 21, 2021. The Assessment Growth Allocation Report will be completed in February 2022.

## 2022 OPERATING AND CAPITAL BUDGET

As part of the 2020-2023 Multi-Year Budget process, City Council approved an appropriation to the Library of approximately \$21.7 million for 2022. This represents an increase of 1.6% from 2021, which is in line with the average increase since 2016 (as shown in Graph #1 below).

*Graph #1 – 2016-2022 Library’s Annual Appropriation:*



*Note; the larger increase in 2018 was related to sale of the former Westmount branch and issuance of the Ten-Year Promissory Note with the City. The larger increase in 2020 is due to the one time additional investment of \$600K in Collections.*

Despite the ongoing operational and financial impact of COVID-19, Administration is recommending “no budget amendments” to the operating budget for the Library as part of the City’s 2022 Annual Budget Update process. The lost revenue and additional costs incurred related to COVID-19 are not unique to the Library and are not eligible for a budget amendment. Furthermore, the Library continues to experience some cost savings associated with lower energy consumption, facility closures and personnel. These savings will continue to be used in 2022 to help offset the lost revenue and finance any extra costs incurred.



As COVID-19 continues to delay capital projects, there is funding available in the current capital budget that will be carried over to 2022 for future use.

## 2022 COLLECTIONS ASSESSMENT GROWTH BUSINESS CASE

The City's [Assessment Growth Policy](#) secures assessment growth funding for service areas that incur one-time or permanent costs to extend existing services due to growth.

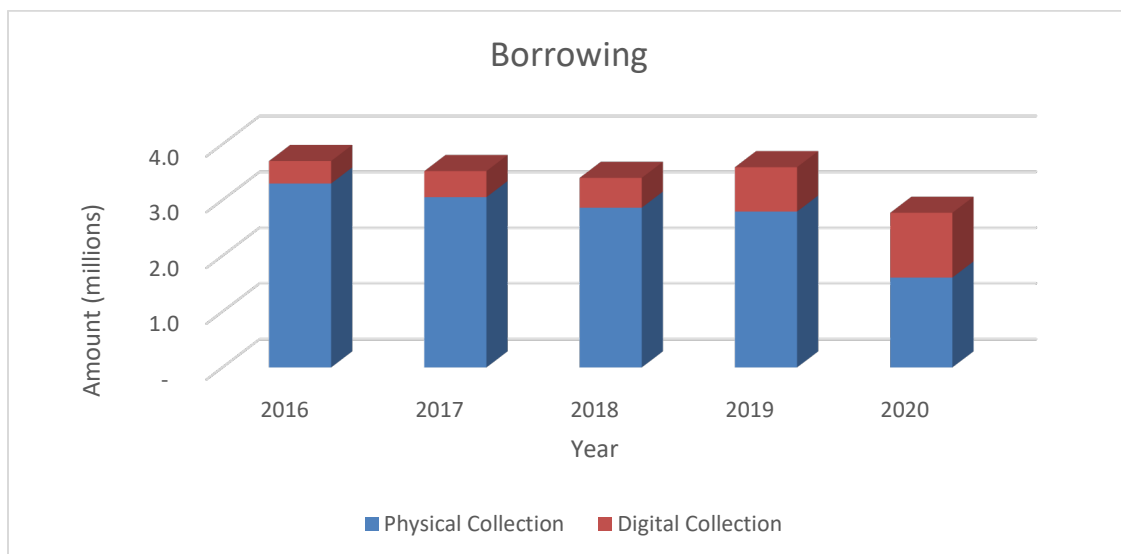
Similar to prior years, Administration is recommending an Assessment Growth Business Case for Collections be submitted for City Council's consideration in 2022.

To keep pace with population growth, increasing diversity, and demand for Library collections, the Library is seeking an increase to its Collections operating budget to better meet the needs of Londoners. Londoners can expect an increase in the Library's collections budget to result in shorter wait times for and greater access to in-demand materials that are highly representative of and relevant to Londoners in both digital and physical formats.

### 2016 - 2020 Trends in Collections Usage for the Library

In 2016, borrowing from the Library's digital collections encompassed 11% of overall usage. In 2019, it doubled to 22%. In 2020, digital borrowing increased 46% from 2019 and has nearly doubled since 2016. Digital borrowing was 42% of overall borrowing in 2020, but that number is deceptive due to the restrictions on the borrowing of physical materials during the COVID-19 Pandemic (as shown in Graph #2 below). Those restrictions have continued in 2021, but it is expected that borrowing of physical materials will slowly climb back to 2019 levels as services begin to return to normal.

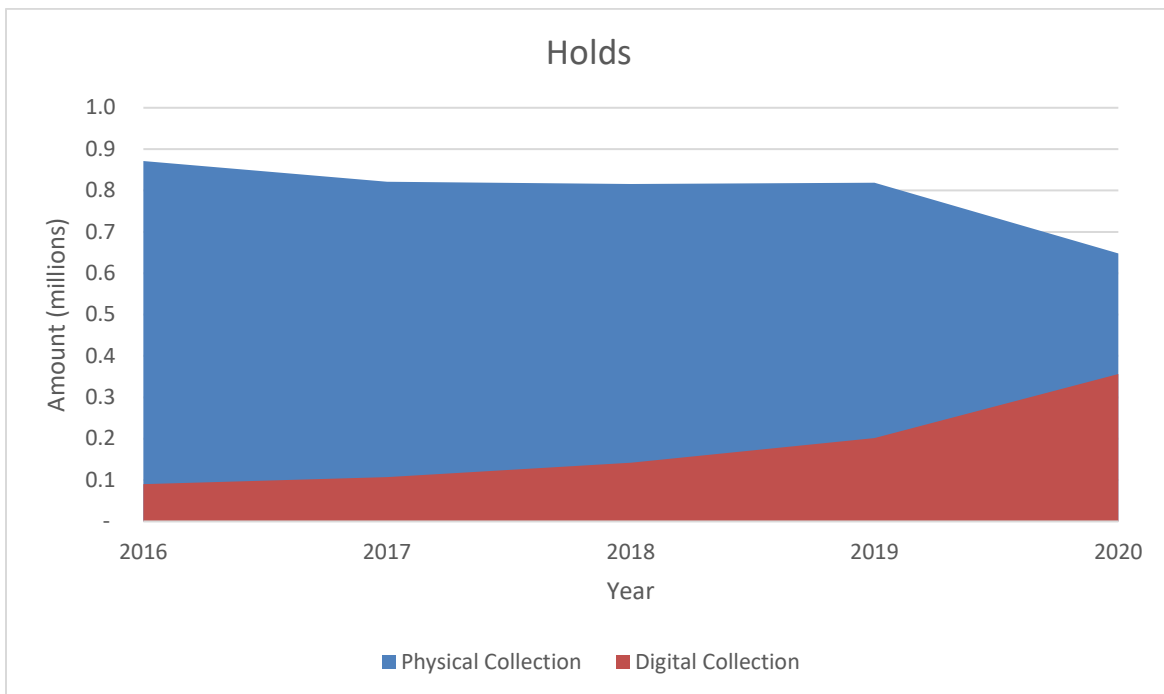
*Graph #2 – Borrowing Trends:*





Since 2016, holds placed on physical materials declined 6%, but holds placed on digital materials more than doubled (as shown in Graph #3 below). Overall, holds increased 6% from 2016 to 2019. In 2020, holds overall declined, mostly because physical materials were unavailable for nearly three months during the initial closure due to the COVID-19 Pandemic. Digital holds in 2020 increased 77% from 2019 and nearly 300% since 2016.

*Graph #3 – Holds Placed:*



## **NEXT STEPS**

Upon approval, Administration will submit the required documents to the City of London and provide a detailed breakdown of the Revised 2022 Budget in March for the Board's consideration.



## **REPORT TO THE LIBRARY BOARD**

**MEETING DATE: AUGUST 16, 2021**

**SUBJECT:** National Day for Truth & Reconciliation

**PURPOSE:** For Approval

**PREPARED BY:** Senior Team

**PRESENTED BY:** Michael Ciccone - CEO

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### **RECOMMENDATION**

That the Library recognize the new Federal Statutory Holiday - the National Day for Truth and Reconciliation - by closing the Library (including all branches and departments) on Thursday, September 30, 2021 and the Library Board approve the amended Hours of Service Closures for 2021 (See Appendix 1).

### **BACKGROUND**

On June 3, 2021, as part of Bill C-5, An Act to amend the Bills of Exchange Act, the Interpretation Act and the Canada Labour Code (National Day for Truth and Reconciliation) received Royal Assent. The bill provides for annual observance by the federal government and federally regulated workplaces of a new statutory holiday on September 30, the National Day for Truth and Reconciliation.

Senior Team feels that the most respectful way to honour the intent of this holiday, the Indigenous communities that we serve and the Library's commitment to reconciliation is to close the Library in observance of this new national holiday. This is consistent with how the Library treats other national holidays and will allow our staff to participate in Truth and Reconciliation activities and reflection.

### **FINANCIAL IMPACT**

The additional costs related to observing this new statutory holiday can be covered by the personnel savings incurred to date. Future personnel budgets will incorporate the additional costs and be part of the Revised Budget presentations to the Board.

### **NEXT STEPS**

Upon approval, we will notify the public, key stakeholders and staff.



## **APPENDIX 1: AMENDED HOURS OF SERVICE CLOSURES 2021**

- Friday, January 1 - New Year's Day
- Monday, February 15 - Family Day
- Friday, April 2 - Good Friday
- Monday, April 5 - Easter Monday
- Monday, May 24- Victoria Day
- Thursday, July 1 - Canada Day
- Monday, August 2 - Civic Holiday
- Monday, September 6 - Labour Day
- **Thursday, September 30 - National Day for Truth and Reconciliation**
- Monday, October 11 – Thanksgiving
- Friday, December 24 - Close 12:30 p.m. (1/2 working day preceding Christmas Day)
- Saturday, December 25th – Christmas Day (closed)
- Sunday, December 26th– Boxing Day
- Monday, December 27th – CLOSED for Boxing Day per Collective Agreement
- Friday, December 31 - Close 12:30 p.m. (1/2 working day preceding New Year's Day)
- Saturday, January 1, 2022 – New Year's Day

### Sunday Service:

Due to the ongoing COVID-19 Pandemic, Sunday Service will not be provided at this time and will be reviewed for feasibility when appropriate.