



**Aurora Public Library Board**  
**SPECIAL MEETING (Conference Call)**  
**Friday, April 24, 2020**  
**2:00 p.m.**

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## AGENDA

1. Adoption of Agenda
2. Declaration of Conflict of Interest
3. Minutes of:
  - .1 April 2, 2020 Special Meeting *(enclosure)*
4. Reports
  - .1 COVID-19 Forecasted Financial Impact *(enclosure)*  
*SR2020.07*
5. Adjournment

**\*\* Please advise Maida Rae of regrets for attendance, by noon on April 24 via email: [mrae@aurorapl.ca](mailto:mrae@aurorapl.ca).**

Call in details: <https://zoom.us/j/93521206109?pwd=YWNMU3BIZUFSZ1hIRFEwNzA2Q1BDUT09>

Meeting ID: 935 2120 6109

Password: 291576

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**Aurora Public Library Board**

**MINUTES of MEETING**

**Thursday, April 2, 2020**

The Aurora Public Library Board held a special meeting on Thursday, April 2, 2020 at 3:00 p.m. via conference call.

Present: John Clement, Tom Connor (Chair), Councillor Sandra Humfryes, Councillor Harold Kim, Adam Mobbs (Vice Chair), Marie Rankel, Ken Turriff

Chief Executive Officer: Bruce Gorman

Staff: Mario Baleno (Acting) Manager, IT; Reccia Mandelcorn, Manager, Community Collaboration; Jodi Marr, Manager, Customer Opportunity; Ashley Nunn-Smith, Manager, Content, Access & Innovation; Maida Rae, HR Coordinator/EA (recorder); Julie Rocca, Business Manager

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The Chair called the meeting to order at 03:07 p.m.

**1. Adoption of the Agenda**

MOTION: **20.03.24**

Moved by: K. Turriff

Seconded by: Councillor H. Kim

CARRIED

**THAT** the Agenda be approved

**2. Disclosure of Interest**

*Adam Mobbs joined the conference call at 3:09 p.m.*

**3. Reports**

**.1 *Library Closure due to COVID-19 Report SR2020.06***

A staff report was issued prior to the meeting.

MOTION: **20.03.25**

Moved by: S. Humfryes

Seconded by: H. Kim

DEFEATED

**THAT** the Library Closure due to COVID-19 Report be received as information

Vice Chair Adam Mobbs was asked to preface the report with the details of his request to B. Gorman regarding increasing digital resources, specifically hoopla. B. Gorman and A. Nunn-Smith outlined the library's response to date to COVID-19 in terms of improved

online options. A. Mobbs asked for the financial impact of increasing the number of hoopla circs per library card from the current 5 circs to 10 circs per month. Manager of Content, Access and Innovation A. Nunn-Smith responded that it would be approximately an additional \$1000 per month and that the number of library customers that would benefit from this increase is approximately 50 individuals.

MOTION: **20.03.26**  
Moved by: A. Mobbis  
Seconded: Councillor S. Humfryes  
CARRIED

**THAT** the Library Closure due to COVID-19 Report be amended to increase hoopla from 5 to 10 circulations per card per month

M. Rankel encouraged the Library to communicate directly to customers by an email/video. Councillors Kim and Humfryes encouraged promoting more virtual library usage to continue community engagement during this time.

Board Chair T. Connor summarized the discussion by noting that the Library needs to promote how it is has adapted to the current situation and to be more visible to the community to let Aurorans know about the changes to available library services and how to access services.

**4. Library CEO Updates**

**.1 *CEO Updates***

A verbal report was provided at the meeting.

MOTION: **20.03.27**  
Moved by: K. Turriff  
Seconded: M. Rankel  
CARRIED

**THAT** the Library CEO Updates verbal report be received as information

B. Gorman extended special thanks to Library staff and the management team for their work. He will continue to work with the Town of Aurora’s CAO and his team to navigate through these strange times.

**5. General Business Information/Questions**

Improved conference call or video call capabilities will be investigated for future meetings. This will improve quality of access for Board and members of the public.

**6. Resolution to Move into Closed Session**

MOTION: **20.03.28**  
Moved by: A. Mobbs  
Seconded by: K. Turriff  
CARRIED

**THAT** the Board move into Closed Session to discuss Labour Relations or employee negotiations

*At 4:05 p.m., the Board moved into Closed Session. The initial conference call ended and a new call with a separate (non-published) access code occurred, beginning at 4:10 p.m.*

MOTION: **20.03.29**  
Moved by: Councillor H. Kim  
Seconded by: Councillor S. Humryes  
CARRIED

**THAT** the Board return to Open Session

*At 4:56 p.m., the Board returned to Open Session.*

MOTION: **20.03.29**  
Moved by: K. Turriff  
Seconded: M. Rankel  
CARRIED

**THAT** the Aurora Public Library staff are retained until Friday, April 10<sup>th</sup>, and the Aurora Public Library Executive Leadership Team will investigate work from home options to improve digital offerings and programming to provide meaningful work to staff where possible; and,

**THAT** Library staff unable to continue working from home will be placed on Declared Emergency Leave, with a wage top up to 75% for those that elect to receive Employment Insurance benefits

7. **Member Announcements**

8. **Date of Next Meeting**

The next meeting date is to be confirmed.

9. **Adjournment**

MOTION: **20.03.30**  
Moved by: M. Rankel  
Seconded by: K. Turriff  
CARRIED

**THAT** the meeting be adjourned at 5:01 p.m.

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T. Connor  
Chair

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B. Gorman  
Chief Executive Officer



## Aurora Public Library Board

### REPORT SR2020.07

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**SUBJECT:** COVID-19 Financial Year End 2020 Impact

**FROM:** Bruce Gorman, Chief Executive Officer

**DATE:** April 24, 2020

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### **RECOMMENDATION**

That the *Aurora Public Library COVID-19 Financial Year End 2020 Impact report* be received.

### **SUMMARY**

The COVID-19 pandemic and recent federal and provincial directives have significantly impacted the operations of public libraries. This report outlines the financial impact of COVID-19 on APL's 2020 operating budget.

### **BACKGROUND**

The impact of COVID-19 and social/physical distancing measures and economic closures has significantly impacted APL operations and will continue indefinitely.

On March 14, 2020 APL decided to close to the public for the wellbeing and safety of staff and the general public. Additionally, on March 17, 2020 the Ontario Provincial government declared a state of emergency and ordered public libraries closed to staff and the public.

Twenty-eight APL staff have subsequently been placed on Declared Emergency Leave as of April 11, 2020. Staff are eligible for Employment Benefits and/or the Canadian Emergency Relief Benefit. APL is monitoring provincial and federal legislation to determine if staff that have been temporarily laid off are eligible to receive a wage top up subsidy from the library.

Currently five unionized staff members have been retained to deliver online programs and respond to customer enquiries. Should the need arise, APL will bring Information and Programming Specialists on board to assist with ongoing library service delivery needs.

### **FINANCIAL ANALYSIS**

Should present physical distancing measures and emergency closures remain in place, it is anticipated that revenue loss will be approximately \$25K per quarter, potentially \$75K by year end. Revenue sources affected are as follows:

- User and services fees
- Fines and damage revenue
- Room rental revenue

If present conditions continue, significant unexpended budgets will occur in the following areas:

- Unspent salary and benefits due to provincial closure of public libraries, resulted in 28 temporary staff layoffs (\$400K per quarter or \$1.2M at year end)
- Programming and public relations underspending (\$10K-\$25K)
- Library collection savings (\$40K-\$60K) depending on circulation needs
- Cataloguing and processing of library materials (\$15K-\$30K), contingent on demand for physical content

An anticipated operating surplus of approximately \$1.3M is forecasted to the end of the year or \$425K per quarter should present emergency closure measures remain unchanged.

Should physical distancing guidelines remain in place once the library is allowed to re-open, the library will need to spend capital dollars to reconfigure existing space, revise furniture placement and install protective barriers for frontline staff. Sufficient funds exist in the General Capital Reserve to accommodate any retrofits that may be required.

### **FINANCIAL IMPLICATION**

APL is projecting an operating budget surplus for fiscal year 2020 regardless of how long the current COVID-19 related closure remains in place. The extent of the surplus will be determined by the duration of the emergency closure. However, it is uncertain what the 'new normal' will be if and when library operations resume. Assuming the present situation remains unchanged as a result of COVID-19, it is estimated that APL may experience an operational surplus ranging from \$425,000 to \$1,271,846. Staff will continue to monitor the financial impact and provide updates to the Board as required.

The Town of Aurora is forecasting a deficit and cash flow pressure as a result of the current situation surrounding COVID-19.

### **RECOMMENDATION**

Under normal circumstances, Library operating surplus is transferred to the Library General Capital Reserve. Given these unprecedented times, considering the extent of APL's forecasted surplus, and that the Town of Aurora as our primary funder, is facing a financial deficit, it is recommended that any 2020 Library operating budget surplus be returned to the Town of Aurora, for fiscal year 2020 only.

***Attachment: 2020 Year End Forecast***

***Assisted by: Julie Rocca, Business Manager***

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*Bruce Gorman*

*Chief Executive Officer*

**Aurora Public Library  
Covid-19**

**2020 Year End Financial Impact**

**Annual  
Budget**

**Year End  
Forecast**

**Balance**

**Actuals  
% of  
Budget**

**EXPENSES**

**Operating Expenses**

Salaries & Benefits	3,140,742	1,876,228	1,264,514	59.7%
Collections	365,000	326,220	38,780	89.4%
Cataloguing and Processing Services	63,000	33,406	29,594	53.0%
IT Contracts, Equipment & Licenses	147,000	153,460	(6,460)	104.4%
Programs	30,000	19,099	10,901	63.7%
Public Relations	25,000	14,328	10,672	57.3%
Office Supplies, Equipment & Telephone	47,000	33,673	13,327	71.6%
Staff Development & Board Training	24,500	3,777	20,723	15.4%
Professional Fees	17,700	54,932	(37,232)	310.4%
Business Plan Initiatives	20,000	19,080	920	95.4%
Unclassified / Contingency	3,000	40	2,960	1.3%

**3,882,942    2,534,244    1,348,698    65.3%**

**Contribution to Capital Reserve**

130,000    130,000    0    100.0%

**TOTAL EXPENSES**

**4,012,942    2,664,244    1,348,698    66.4%**

**REVENUE**

**General Revenue**

Fines	40,000	6,066	33,934	15.2%
Fees	26,320	5,398	20,922	20.5%
Sales	32,400	10,318	22,082	31.8%
Interest and Other	700	786	(86)	112.2%

**99,420    22,568    76,852    22.7%**

**Grant Revenue**

Provincial Library Operating Grant	44,138	44,138	0	100.0%
Pay Equity Grant	1,284	1,284	0	100.0%

**45,422    45,422    0    100.0%**

**Total General and Grant Revenue**

**144,842    67,990    76,852    46.9%**

**Municipal Requisition**

**3,868,100    2,596,254    1,271,846    67.1%**

**TOTAL REVENUE**

**4,012,942    2,664,244    1,348,698    66.4%**