



TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

C/O Box 220, Honey Harbour, ON P0E 1E0

CEO Report

April 2020

Library Branch Stats

Circulation March

Honey Harbour was 11 (down 96% from February 2020) (down 97% from March 2019)

Computers 0

Wireless Users 19

MacTier was 180 (down 54% from February 2020) (down 81% from March 2019)

Computers 4

Wireless Users 58

Port Severn was 67 (down 60% from February 2020) (down 44% from March 2019)

Overdrive was 525 (down 3% from February 2020) (up .01% from March 2019)

Summary of Library Operations

On March 13th, the Honey Harbour library moved the majority of the materials into the school. It was quickly evident that the new space is significantly smaller. At this point, I am trying to figure out where we can store the books that we sell, boxes of files that need to be kept, seasonal books, decorations and supplies, etc.

That afternoon, we were informed that, at the end of that day, the school was closing due to Corvid-19. We had to leave the library and have not been permitted entrance since then. Until we are able to complete the move in and get the computers up and running, I will not be able to provide a detailed list of all of the discrepancies.

The discrepancies to date include:

- The public washroom toilet does not work
- The speed of the internet is significantly slower. We have gone from 25 G to 5 G. As people log onto our network, it will slow down so much that our computers will be extremely delayed as we check books in and out and try to do any work online.
- The rear door to the library has a huge gap at the bottom of the door to outside.
- The two additional electrical outlets have not been installed yet in the public area
- We will not be able to provide meeting space or private space for people or groups that need it for meetings, school work or office work.
- There is not sufficient space to store the tables and chairs that cannot be accommodated in the library.
- There is no space to store the books that are for sale and are needed for our yearly fund raiser.
- Drop box still needs to be installed
- Automatic outdoor door does not stay open on its own
- The signage has not been moved to the new location yet so there is no indication that this is where the library is.

We had volunteers that came in to help us to unpack on moving day. Unfortunately, we are only about one third unpacked at this point. The school board does not want anyone in the school because it has been cleaned and is ready for when the kids return. The library space was not cleaned after we left on the final day however. If the school would enable us to go in, even if only one employee at a time, in order to finish unpacking, it would be so beneficial.

There has been talk that school may not go back until the fall and if that happens, then we will have to see how this will impact the Honey Harbour branch. It is a public library that is paying rent to the school board for this space. We are not a school library; we are a public library. There is no permitted access to the school so the school closure should not prevent us from completing the set up and to open to the public. The operation of the public library is not under the direction of the school board so they should not be able to deny access to this space.

I have to admit that this is a significant concern but until we know when libraries will be able to re-open, we will have to wait to see what happens.

Staffing Update

Our staff member, Deb, has been updating our website and social media with links and other content that we receive through SOLS. Nadine has been going into the MacTier branch to prepare the summer programs, weed through the book shelves, preparing for the summer fund raisers, and more. The Port Severn branch completed its weeding and shelf re-organization last month in preparation for moving back into the lobby space.

I have been in constant communication with the staff. Last week, I talked to each member to let them know that the Board has extended paying wages until April 17th. At that time, it will be reassessed. I offered the option of a lay off now, to each staff member, so that they can apply for EI and be eligible for Corvid-19 related government incentives. Only one staff member opted for this. They were assured that their jobs are guaranteed once we are able to re-open.

It appears that the libraries will remain closed for many weeks to come due to the virus. At this point, the only employees who are continuing to work is Deb, Nadine and myself. Although the work that needs to be completed at the MacTier branch is decreasing and will be completed soon.

I think that at this point, I am recommending that the Board lay off most of the staff in order to be fiscally responsible. If all staff receive a lay off, there will be several functions that will have to be continued for the library despite the fact that the branches are closed. A Board member, or members, will have to be provided with the details of what will need to be maintained and completed.

The government has now included non-profit businesses with the wage incentives if your business can show a 30% decrease in sales from the same month in 2019. We should be able to qualify but the details will not be available for another 3 to 6 weeks. This may cover up to 75% of wages but the businesses will be encouraged to provide the additional 25% of the wages for staff. Our income is extremely low, \$712.33 for March 2019 and \$357.20 for April 2019 so I do not know if there is minimum income amount in order to qualify. Once the information is available, I will inform the Board.

There is plenty of work that I can continue to do from home, if permitted. I have been working on the upcoming book orders for when we re-open, reviewing policies and HR related procedures. I am currently working on a course through SOLS and have registered for two webinars that are being offered this month. Payables and reports continued to be coded and submitted to the Township. Also, the summer programs for the branches have been chosen and I have been doing the prep work for the Honey Harbour children's programs.

I am setting up bins of books outside each of the three library branches so that our patrons can at least have access to some reading materials during these stressful times. In MacTier, there are also two 'little libraries' that were previously set up and maintained by the Friends of MacTier group. We are keeping these filled with books that have been sanitized.

Please stay safe and I look forward to speaking with you on April 14th.