



# TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

## CEO Report

*February 2021*

### Library Branch Stats

#### **Circulation January**

Honey Harbour was 313 (down 25% from December 2020) (up 97% from January 2020)

Computers 0

Wireless Users 15

MacTier was 191 (down 63% from December 2020) (down 54% from January 2020)

Computers 10

Wireless Users 46

Port Severn was 106 (down 6% from December 2020) (down 6% from January 2020)

Overdrive was 567 (up 3% from December 2020) (up 5% from January 2020)

Website views was 602

Virtual Programs had 1,083 Facebook feeds and 59 Youtube views

### Summary of Library Operations

January was a busy month for the library. I have been videotaping various story time segments for our website. There are three different virtual programs that we are doing on a monthly basis.

The first one is a preschool story time that includes a story and a participation song. The second is called 'Take a Break Story Time and Craft'. This includes a story plus a craft related to the story. The craft kit can be picked up at any of the three branches plus the instructions are available online to download. The third segment is 'How?...What?...Why? Fun with Experiments'. For this program, the kids can follow along with an experiment that includes explaining the principals of it. The instructions for the experiments are also downloadable online. We have been having fun making these videos!

In the last two weeks, I have also applied for two grants that will assist in funding when hiring a summer student for the Honey Harbour and MacTier branches. The volume of patrons that come into the libraries during the summer becomes too much for one front desk clerk to service properly. The student helps with front desk and circulation duties but she/he also helps to prepare and deliver the summer programs for children.

Each year we apply for two grants but are not always successful in receiving them. Since we do need a student each year, regardless of whether or not receive a grant, the expense has been worked into our wages line for the 2021 budget.

Last year we were put onto a waiting list for the Young Canada Works grant. I emailed them to find out where the application fell short of being accepted so that going forward I could improve on completing the application. The two applications that were submitted this year were very thorough and extra care was put into enhancing the areas that were previously weak.

The 2020 Annual Survey for Public Libraries is now open so I will be completing this in the next few weeks. The deadline is April 30<sup>th</sup>. It will be one less thing that the new CEO will have to worry about when they take over the position.

I have been working with the other CEO's in Muskoka to bring another virtual author read to our libraries. Jennifer Robson has accepted the invitation for a read in February. We are trying to confirm a date. It may be the first week of March. I will know shortly.

### **CEO Transition Plan**

Currently, I am working on documenting the details of what I do as CEO and the instructions for each part of the job. Here is a list of the items that I have so far:

- Month End Procedures (within branch and submission to the Township)
- Monthly Visa Reconciliation
- Payroll
- Schedules
- Staff Information- (details on each staff person, their job responsibilities, history, etc)
- Task Calendar
- Book Orders
- Board Meetings
- Annual Survey
- Grants
- Summary of job responsibilities, time-lines, etc.
- Programs Status- virtual programs, summer programs, adult programs, etc.
- Payables (to Township, payments set up to automatically pay by credit card)
- Passwords for online accounts
- Suppliers information- account numbers, contacts, etc.
- Purchases (movies, supplies, etc.)
- COVID-19 Procedures and Policies
- Transition information for Board Chair of library operations to handle during interim
-