



# TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

## CEO Report

*January 2020*

### Library Branch Stats

#### **Circulation November**

Honey Harbour was 461 (down 41% from October 2019) (up 100% from November 2018)

Computers 16

Wireless Users 43

MacTier was 577 (down 37% from October 2019) (up 6% from November 2018)

Computers 20

Wireless Users 71

Program Participants 102

Port Severn was 131 (down 18% from October 2019) (up 12% from November 2018)

Overdrive was 433 (up 2% from October 2019) (down 5% from November 2018)

#### **Circulation December**

Honey Harbour was 190 (down 58% from November 2019) (same as December 2018)

Computers 12

Wireless Users 30

Program Participants 4

MacTier was 403 (down 30% from November 2019) (down 25% from December 2018)

Computers 16

Wireless Users 56

Program Participants 32

Port Severn was 85 (down 35% from November 2019) (down 44% from December 2018)

Overdrive was 442 (up 2% from November 2019) (down 9% from December 2018)

### Summary of Library Operations

December was a quiet month overall for all three branches. The staff decorated the libraries for the holidays. MacTier hosted an appreciation tea for the regular participants of their adult programs. It was well attended.

The staff and volunteer appreciation teas that were hosted in MacTier and Honey Harbour were well attended. Most of the staff were able to attend and they appreciated it. Thank you to the board members that helped. A special thank you to Susan for all of her work and preparation. The

English style tea was wonderful and the home baked goodies were outstanding!

I have been working on trying to cut down on a few of our operating expenses for 2020. One item that I have been able to reduce is the cost of our business phone lines. Our IT technician, Chris Donovan, and I have talked about going to an internet based phone system instead of through Bell Canada. We switched Honey Harbour over about three weeks ago to see how well it will work. So far, there has not been any disruption in service and no one has noticed the change. He will be changing the MacTier library over this month. It will be a cost savings of about \$1,600 per year.

We have been having ongoing problems with our website. The company that has hosted our web site for many years has been very unreliable when changes need to be made to it. We can make day to day changes such as adding pictures, announcements, etc. For anything else, the provider has to make the changes. The company takes months to get back to us when we request an update. In the fall, I talked to Chris Donovan about changing web providers. He has been working with this other company in order to get the necessary licences from our website so that we can find a new host. This has been a very tedious and frustrating task but we are almost there. Chris has duplicated our website and has migrated it to a temporary host until we find a permanent one. Once I have more information on the progress of this, I will let the board know. So far, there has not been any additional costs but now changes can be made as we need them.

We have started to work on organizing and packing up various items in the Honey Harbour library in preparation for the move. I am waiting on more definitive dates from the Township so that I can when the library will need to close and to schedule staff to help with the packing and move.

I have applied for one grant so far in order to hire a summer student for either MacTier or Honey Harbour. The other grant that I will apply for is not available yet but will be later this month.

Now that 2019 has come to an end, I totalled the amount that we spent on Inter Library Loans. The cost to send out and receive books through ILLO was \$101.00. I will submit this to SOLS reimbursement once I am able to. The good news is that the donation boxes that I put into each branch brought in a total of \$157.30. We more than covered the cost of mailing out the books.