



# TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

## CEO Report

### *September 2020*

#### Library Branch Stats

##### **Circulation June**

Honey Harbour was 88 (down 85% from May 2020) (down 85% from June 2019)

Computers 0

Wireless Users 102

MacTier was 311 (up 128% from May 2020) (down 57% from June 2019)

Computers 2

Wireless Users 140

Port Severn was 139 (up 78% from May 2020) (down 60% from June 2019)

Overdrive was 400 (down 16% from May 2020) (down 21% from June 2020)

RB Digital Magazines was 58 (down 7% from May 2020) (down 11% from June 2020)

##### **Circulation July**

Honey Harbour was 437 (up 395% from June 2020) (down 82% from July 2019)

Computers 0

Wireless Users 399

MacTier was 638 (up 105% from June 2020) (down 65% from July 2019)

Computers 6

Wireless Users 217

Port Severn was 337 (up 78% from June 2020) (down 15% from July 2019)

Overdrive was 438 (up 10% from June 2020) (down 10% from July 2019)

RB Digital Magazines was 62 (up 5% from June 2020) (up 32% from July 2019)

##### **Circulation August**

Honey Harbour was 651 (up 49% from July 2020) (down 77% from August 2019)

Computers 0

Wireless Users 493

MacTier was 1186 (up 86% from July 2020) (down 33% from August 2019)

Computers 24

Wireless Users 244

Port Severn was 168 down 51% from July 2020) (down 68% from August 2019)

Overdrive was 433 (down 1% from July 2020) (down 21% from August 2019)

RB Digital Magazines was 56 (down 10% from July 2020) (up 155% from August 2019)

## Summary of Library Operations

Over the last few months, the libraries have been operating very smoothly. There are many patrons who are continuing to use the curbside service including at the MacTier branch even though they are now open to the public. Hopefully some of the board members have had an opportunity to stop by there to see how it is set up due to Covid-19.

The Port Severn branch is scheduled to open its doors to the public on Saturday, Sept. 12<sup>th</sup>. The set-up will be similar to MacTier. The entrance doors will be propped open for less contact with door handles. There is a taped line that delineates the entrance and exit side of the doorways along with directional arrows.

At the door is a table that has hand sanitizer which each person entering must use. Masks are mandatory so masks will be on the table. The clerk working will take the patron's name and phone number for contact tracing. Each person will be instructed of the rules of using the library. The rules are:

1. Give contact details when entering for contact tracing.
2. Face mask must be worn.
3. Hand sanitizer is mandatory upon entering. (gloves are optional)
4. Practise social distancing.
5. Follow directional arrows.
6. Max. of 4 patrons in the library at one time including the use of the public computer.
7. Max. of 30 minutes allowed in the library per visit.
8. Light browsing only.
9. If an item is held more than 5 minutes, it **MUST** be placed into the isolation bin on the table.

Appropriate posters are also displayed that pertain to Covid-19. Foot prints and arrows are placed to indicate the directional flow of traffic within the library. All toy and board games have been removed. All excess furniture has also been removed and/or caution tape placed on it in order to prevent patrons from using. We want to limit lingering and socializing where possible.

Proper cleaning protocols are in place and the staff have been very diligent in following them.

We are holding off on offering in-branch programs at this time. We want to wait and see how things progress once school resumes. The plan is to re-evaluate as the weeks progress. I have also been working on alternative ideas for programs and potential fund raising ideas.

## Staff Update

One staff member has temporarily resigned. She is not comfortable working if the library is open to the public. The position was posted and seven individuals were called for interviews. Susan Stokes and I interviewed the applicants and based on the scoring sheet, a candidate was selected. Linda Sallows, a local resident and active library patron, has accepted the position. She is being trained to work in all three branches and will cover for staff when they are sick or on vacation.

I held a staff meeting recently and all of the staff attended. It was an excellent meeting. The staff shared concerns and we talked about how Covid-19 has affected the library. The two library clerks

who work in MacTier shared with the other staff how things are being open to the public. The staff had many questions. This has alleviated concerns that other staff had about being open to the public.

Staff performance evaluations were completed for three staff members recently. They progressed to their next step in wages as per the set pay grid.

### **Financial Update**

While reviewing our financial statement, I have contacted the Township's Deputy Treasurer, Celine Anderson, to find out why we have only received 25% of the municipal grant to date. I have also recently received the draft audit for 2019 from BDO and noticed that 25% of the municipal grant was not paid to the library for 2019. They did however, withdraw all of the budgeted funds from our reserve account. This is added to the budget each year in order to balance it and is withdrawn only if the funds are required to cover the expenses for the year. We usually do not require these funds to be used. Celine is looking into this as well.

I applied for a grant through the Emergency Community Support Fund for five ipads including data plans and cases. These will be lent out to patrons for a one week period. The purpose is to enable people to check email, go online to apply for grants and jobs, and to keep in touch with family and friends. We were awarded the grant and have received the funds. The ipads were ordered and data plans set up. The parameters to borrow the ipads will be similar to the launch pads and will be available to borrow hopefully starting at the end of next week.

### **Internet Update**

One challenge that we had this summer was internet access in the Honey Harbour Park. In our old location, it was available free to the public to use. Since we moved to the school, no internet was available in the park.

When the library decided to operate the curb side service from the old location, we also required internet. Chris Donovan, our IT resource, and I talked about affordable options for internet in the park. It turns out that the CEO cell phone has the most amazing data plan on it, so we set it up as a hot spot in the Honey Harbour Park for our use and for the public. The speed is incredible so we are going to continue to use the phone as a hot spot at the school when we open there.

Previously, we had a 25 G network. At the school, we can only get 5 G. Once the public log onto this network, the speed will greatly decrease and the computer programs that we use will operate painfully slow. By using the CEO phone as a hot spot for our use at the school, we will not have any speed issues.