



TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

CEO Report

June 2020

Library Branch Stats

Circulation May

Honey Harbour was 13
Wireless Users 48

MacTier was 136
Wireless Users 73

Port Severn was 78

Overdrive was 478 (down 17% from April 2020) (same as May 2019)

Summary of Library Operations

Website Redesign- I have contacted two other companies for price quotes on website design. Once I have these additional quotes, I will put a report together to submit to the board for review.

I emailed Jennifer Schnier about submitting a grant, on our behalf, with the Trillium foundation but there is a significant amount of work involved to apply. She is willing to submit this but we would not be able to proceed with the website prior to being notified if we are successful in receiving the grant. That may take some time so we may want to look at other grant opportunities. She has provided me with information on another grant which I am looking into.

Post Covid-19 Opening Plans- I have been working on a set of procedures for post-pandemic operations for staff. It has been emailed out to the staff for their input. Once it is finalized, I will bring it to our next board meeting.

I have been participating in an online forum with CEO's from across Ontario. We share information on many aspects of library operations. The current topics have been focused on Covid-19 and how each library is handling curb side pickup, plans for re-opening, staffing, etc. Many libraries are behind in their preparations and have been asking for advice on where to purchase items needed to prepare for social distancing once we are able to open. The group has asked if I would share my post pandemic operational procedure document with them once it is complete.

Curb side Pickup- Curb side pickup has been going well. The staff do not have direct contact with anyone. Books are put into bags with the patron's name on it. They are placed on a table inside the entrance to the Port Severn and MacTier branches. There is a sign on the door to notify patrons that only one person is permitted into the entrance at a time. The staff member remains behind the locked interior door to the library itself. All returns must be put into the outside drop box for secure handling and disinfection. The response has been very positive.

I did contact Jennifer Schnier to see if we would be able to offer curbside pickup out of the old Honey Harbour library for the summer months. At this time, we are not able to. I will follow up in a few weeks as we get closer to the end of June to see if they will reconsider this. Once summer is here, there are going to be many people looking for books and movies to borrow. The entrance in the old library would work the same as the one in MacTier and Port Severn. This will ensure as much safety and social distancing as possible while still providing materials to those who depend on us.

Grant- Jennifer Schnier notified me about a grant opportunity from the Muskoka Community Foundation for iPads and data plans for residents to connect to loved ones or to be more connected in general. I have submitted an application for five iPads so hopefully we will be successful and receive the grant.

Other- Other items that I have been working on include cataloguing all of the books and movies for Port Severn and Honey Harbour. MacTier does their own cataloging. Fall books orders have been placed and I am currently looking at our magazine subscriptions. They are due for renewal and I am switching the company that I purchase them from.

The internet speed in Port Severn is creating a problem. It is far too slow. The one in Honey Harbour will have a similar issue once we open at the school. I have been working with Chris to find a solution and we may have found a temporary one. We have been trying it out in Port Severn and so far so good.

Staffing Update

Since we do not know when the libraries will re-open, I have prepared schedules for the staff based on the curbside pickup for two branches, for three branches, for a modified opening with someone based at the door during July and August, as well as schedules beyond August with one staff member working at each branch.

I started Carol McCron back doing the weekly book run on Fridays. I am working every Friday in MacTier for the curbside pickup. I have been doing the run every Monday and Friday in order to keep the books and movies circulating.