



## TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

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

### CEO Report

*May 2020*

#### Library Branch Stats

##### **Circulation April**

Honey Harbour was 54  
Wireless Users 20

MacTier was 44  
Wireless Users 65

Port Severn was 33

Overdrive was 554 (up 6% from March 2020) (down 2% from April 2019)

#### Summary of Library Operations

Administrative work is continuing during the closures of the libraries. Some of the items that I have been working on are:

**Website Redesign-** Our website is very outdated. The last time that we had a website redesign was about 9 or 10 years ago. The current site is not mobile friendly and we have had many patrons complain about issues when trying to view our website from their tablets or phones.

I have looked the websites from many other libraries. A company, named ESolutions Group, has redesigned the majority of these sites. A good example is the Huntsville Public Library, Gravenhurst Public Library, Orillia Public Library, Guelph Public Library, to name a few. This company also recently did the Township of Georgian Bay's website.

To follow purchasing protocol, I am getting at least three price quotes. At this point, I do not know what the cost will be but we need to work towards an update. Our website provider ended business last year. He did not notify us so our website was down for about three weeks. He was impossible to reach by phone or email. I have our IT tech, Chris Donovan, see what he could do to get us back up and running. After a great deal of time and frustration, our website has been functioning but it is only a temporary solutions. It is a shadow copy of what our website was but Chris has now secured all of the licences and such that is needed for gbpl.ca. Now we can go forward and have the website redesigned. Whichever company we go with, they will also have host the website.

To date, I have talked to ESolutions Group and to Allair Media. Their quotes should be received shortly. I'm looking to see if there are any Government grants for website development to help offset the costs.

**Post Covid-19 Opening Plans-** It is important to be optimistic and plan for the libraries to be able to open again soon. When we are able to re-open, it can be expected that the Government that the Government will have safety protocols in place to ensure the safety of the patrons as well as our staff. I met with Bill Levay from the Township this week to talk to him about setting up appropriate safety measures in each of the three branches. I want to be proactive so that when we are permitted to open, we will be ready to go. I do not want to be caught trying to secure the supplies that will be needed to prepare the building and staff after the announcement is made. The supplies will be in short supply if all libraries, as well as other businesses, scramble to make opening preparations.

**Budget-** I am in the process of looking at our approved budget. The expenses and revenues need to be adjusted because Covid-19 will have an impact that will last many months. Wages will be affected and book orders will have to be re-evaluated. Once we open, patrons will expect to be able to borrow the new books and movies that have been released since the closure. Orders will have to be updated. Money may have to be reallocated to meet the expenses required for safety measures.

### *Staffing Update*

Since last month, I have looked into the incentives that the Government has implemented for businesses and non-profit organizations for wage subsidies. We do not qualify for these because the Township processes our payroll. We do not have a separate payroll remittance account; our deductions are submitted along with the Township's payroll remittances. Municipalities do not qualify for incentives therefore we cannot apply. If we did our own payroll, then we would have qualified. The library did process their own payroll up until a few years ago. Not exactly sure how long but I would guess about 8 to 10 years ago. We also looked after our own payables as well.

I have spoken with the CEO's from the other libraries in the district to see what they are now doing with their staff. Most management and supervisory level staff are still working. The others have been laid off. I took the initiative to do the same. Currently, only the two branch supervisors and myself are on payroll. The other five staff members have been laid off. They have been assured that their jobs are guaranteed once we are able to open again.

Schedules will be rewritten for the remainder of the year. Summer programs will most likely be cancelled this year so we may not be hiring students for MacTier and Honey Harbour. No firm discussions will be made though until we know what restrictions the Province will have regarding group gatherings.

Plastic bins have been set up in each branch so that books that are put into the drop box will go drop into the bins. By doing this, the staff can remove the bins of books and set them aside for five days without touching them. This will ensure that if any of the materials contain the virus, it will be killed before the books are handled. This is for the safety of our staff and for the patrons. The book jackets will be wiped down as well though as an added safety measure.