

Report to: Douro-Dummer Library Board of Trustees

Subject: Monthly Report (January 2018)

From: E. Latone

Dated: February 6th, 2018

	17-Nov	17-Dec	18-Jan	17-Jan
Books	849	566	704	606
Book and CD	5	1	0	0
CDs (books on CD) audiobook	13	10	10	10
DVD	140	59	52	45
InterLibrary Loans	37	27	36	28
Magazines	16	22	23	19
Public Computer Usage	49	32	31	51
Total Resource Usage (no e-resources)	1109	717	856	759
Total E-Book usage	234	257	259	226
Total resource usage	1343	974	1115	985
Volunteer hours	104	95	95	71
Library Visits in Person	438	346	413	368
Overdrive users	31	35	25	33
Library Engagement	1916	1450	1648	1457

January Activity: Building issues, budget notes preparation, preparation for OLA, acquisition of furniture from Peterborough Library, Service Ontario purchasing.

Upcoming Programming: none led by staff, Friends speaker series February 17th, skating on Family Day

Library Usage Items of Note: Book usage is up 16% over last year in January.

Financial items of Note: See Darlene's notes

Items for Consideration: County awards, student funding

Items to Celebrate: OLA SuperConference speaking was well attended.

Newsletter distribution: 371 Newsletters sent, 117 opened. Creating a plan in 2018 to track # of newsletters printed and distribution locations.

Volunteer projects this month: book displays, Inter-Library Loan assistance, tech training of patrons, front desk, readers advisory, filing, Library Aware flyers, newsletter database update, statistics data entry.

Upcoming staff holidays: Edna June 28th-July 8th, August 12-17

Annual Requirements 2018					
Month	Topic	Required	Person Responsible	Date Completed	notes
January					
	Summer planning		CEO/staff/board	see note	Planning is dependant on budget and grants
	Student Funding		CEO/fundraising committee	see note	Application for grants as budget allows and as funding is available
	Connectivity Funding?		CEO	NA	delivered by SOLS bi-annually
	Service Ontario spending	Jan 31st	CEO	Jan 31st/2018	
February					
	Student Funding		CEO/fundraising committee		Application for grants as budget allows and as funding is available
	Hiring of new assistant staff	Feb 16th	hiring team		
March					
	Water Testing	every 3 months	Ross		
	Transfer Payment Common Registration	check if this is a requirement this year	CEO		
	Summer Planning	with new staff	CEO/staff/board		With new staff when hired
	Capacity Funding 2017-18 spending deadline	2018-03-31	CEO	All items spent as	reporting to be completed
	Trent Large Print Pool	Tuesday, February 27, 2018 to Friday March 9, 2018	staff and volunteers		specific date will be posted closer to the rotation date
	DVD Pool Rotation	post when updated	staff and volunteers		Don't forget to remove OUR cards

Edna Latone
CEO/Librarian