

Report to: Douro-Dummer Library Board of Trustees

Subject: Monthly Report (February 2018)

From: E. Latone

Dated: March 8th, 2018

	17-Dec	18-Jan	Feb-18	Feb-17
Books	566	704	600	678
Book and CD	1	0	0	1
E-reader		0	0	0
CDs (books on CD) audiobook	10	10	7	20
DVD	59	52	49	74
Interlibrary Loans	27	36	28	29
Magazines	22	23	12	27
Public Computer Usage	32	31	24	63
Total Resource Usage (no e-resources)	717	856	720	892
Total E-Book usage	257	259	223	155
Total resource usage	974	1115	943	1047
Volunteer visits (both in hours)	95	95	63	95
Library Visits in Person	346	413	350	280
Overdrive users	35	25	35	28
Library Engagement	1450	1348	1391	1450

February Activity: Convention, Service Ontario Spending, purchasing, management team participation, hiring process, County Recognition awards nomination, furnace quotes, pop up library training, Canada Summer Jobs application for 2 positions.

Upcoming Programming: Class visits, Stitching Circle, Italian Classes, Speakers Series, March Break Programs, Charles Varty has offered to run a Writers workshop series beginning in September

Upcoming Training: CELA training, Volunteer training

Library Usage Items of Note: Program attendance is accounting for almost half of those visiting the library.

Financial items of Note: Since switching to JASI we are seeing better tracking of fines and payment as well. I believe that having well trained front desk staff is also a contributing factor.

Items for Consideration: (policies and reports requiring action) include attachments and add these items to the agenda

Items to Celebrate: Our new Art Gallery sign is installed. Many thanks to Jenni Evans for creating this.

Newsletter distribution: Mailchimp 371 Sent and 218 opened, 30 printed for in library and all taken, Little Libraries distributed as volunteers were able.

February					
	Canada Summer Jobs	Feb 9th	CEO	confirmation sent on Feb 27th that our application was received	
	Trent Large Print Pool	Tuesday, February 27, 2018 to Friday March 9, 2018	staff and volunteers	Feb 27th	completed but delivered by staff as courier date was missed
	Hiring of new assistant staff	Feb 16th	hiring team	Feb 24th	
March					
	Summer Planning	with new staff	CEO/staff/board		With new staff when hired
	Summer Experience Program Grant	March 6th	CEO	March 6th	Talked with Ministry staff/Georgia and completed application
	https://network.sparcperformingarts.com/collaborative-community-initiatives-fund/	February 28th, June 28th, and October 28th	CEO		Feb- discussed our eligibility with the program co-ordinator
	Digital Literacy Exchange Program	March 30th	CEO		reviewed for eligibility
	Capacity Funding 2017-18 spending deadline	2018-03-31	CEO		some items purchased others in process
	DVD Pool Rotation	Tuesday, March 27th	assistant and volunteers		Don't forget to remove OUR cards
April					
	Annual building inspection		Fire Chief and Recreation Man	2016-04-08	waiting on report
	ILDS reporting deadline	April 25th	CEO		
	Apply for Summer Students with PERC		CEO		
	Connectivity Funding reimbursement application deadline		CEO		
	Annual Survey-prepare programming statistics	June 30th	CEO		

Volunteer projects this month: Decorating, marketing materials for Pop up Library from Library Aware, weeding and displays.

Upcoming holiday hours and staff holidays: Edna May 20th, June 28th-July 8th, July 13-14, August 12-17

Edna Latone
CEO/Librarian