

## **Administrative**

- Created and communicated library staff work plans and schedule
- Managed Invoices, timesheets
- Responded to various inquiries and requests from public and other library stakeholders
- Applied to Summer Experience Program Grant through MTCS
- Planned and developed community programming (ongoing):
  - o March Break Heffernan First Aid Home Alone Course
  - o Adult/ Senior Chair Yoga (spring start)
  - o March Break children's programming, including Friends of the Library programming
  - o Weekly children's crochet class (spring start) with community volunteer
  - o Ordered TD Summer Reading Club resources
- Developing partnership with Peterborough Social Services for Peterborough Hubs program, Douro location
- Planned and participated in inaugural Public Library Board Meeting
- Planned, scheduled Board orientation on governance roles and responsibilities with OLS
- Attended monthly meeting with other public library CEOs facilitated by OLS to discuss challenges and best practices
- Developing 2023 policy review schedule for Board (ongoing)
- Created and distributed monthly library newsletter
- Updated library website to reflect new resources, program calendar, service changes (ongoing)
- Developed marketing materials for all social media

## **Operational**

- Ongoing: maintenance and development of library collection, including cataloguing of new materials, resources, and management of circulation
- Delivered community programming:
  - o Xmas school holiday programming (LEGO, children's craft)
  - o Weekly adult craft group
  - o Weekly language class
  - o Weekly computer class in partnership with Peterborough Native Learning Program
  - o Weekly children's story time
  - o Weekly youth group
  - o 3 X weekly elementary class visits
  - o New Seasonal Affective Disorder Lamp/ Light Therapy Station for patron in-library use
- Delivered readers' advisory, research and reference, circulation services (ongoing)
- Replacing 15 missing fluorescent light lenses

## **Monthly Stats at a Glance:**

- 174 community program participants
- 231 walk-in library visitors
- 1,161 resources circulated and accessed by our community members, including books, e books, computers, periodicals, and more.
- 13 new library members

**Report Approval Details**

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This report and all of its attachments were approved and signed as outlined below:

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