

Administrative

- Created and communicated library staff schedule, work plans
- Managed invoices, timesheets
- Responded to various inquiries and requests from media, public and other library stakeholders
- Applied to Seniors Community Grant through MTCS
- Planned, developed, new community programming (ongoing):
 - o March Break Heffernan First Aid Home Alone Course
 - o March Break family and children's programming
 - o P.A. Day Children's programming
 - o Weekly crochet class with community volunteer
- Developed partnership with Peterborough Social Services for Peterborough Hubs program, Douro location
- Planned and acted as secretary for Feb, March Public Library Board Meetings
- Attended monthly meeting with other Ontario public library CEOs facilitated by OLS to discuss challenges, best practices
- Attended Ontario Library Association annual conference and participated in workshops on but not limited to: library board/ municipal relations, data and stats management/ visualization, programming and marketing challenges for rural libraries
- Developing 2023 policy review schedule for Board (ongoing)
- Developing, monitoring Board Action Plan 2023 (ongoing)
- Created and distributed monthly library newsletters (Feb, March)
- Updated library website to reflect new resources, program calendar, service changes (ongoing)
- Developed marketing materials for all social media
- Developed new reciprocal borrowing procedure and agreement between DDPL and Peterborough Public Library
- Assessed staff positions and hours together with Board and Treasurer; advertised for Library Assistant position; interviews to begin second week of April

Operational

- Ongoing: maintenance and development of library collection, including cataloguing of new materials, resources, and management of circulation
- Managed and delivered Inter Library Loan program, OLS Large Print and DVD Pools
- Delivered community programming:
 - o Weekly adult craft group
 - o Weekly language class
 - o Weekly computer class in partnership with Peterborough Native Learning Program

- Weekly youth group
- 2-3 X weekly elementary class visits
- Delivered readers' advisory, research and reference, circulation services (ongoing)
- Managing service disruption plan, staff work plan for paint and drywall repair project set for tentative May 6th start
- Coordinated water system assessment with Parks and Rec for next steps re: water filtration system update
- Coordinated art gallery show hanging take down with Art Gallery Committee; managed art sales

Monthly Stats at a Glance (February, March)

- **29** community volunteer hours
- **390** community program participants
- **481** walk-in library visitors
- **2, 601** resources circulated to and accessed by community members, including books, e books, computers, periodicals, and more.
- **21** new library members

Report Approval Details

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

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Elana Arthurs