



Report to: Library Board
From: Maggie Pearson
Date: September 1st, 2024

Synopsis of Report: Monthly Update on Operations and Projects

- Attended July 23rd 2024 Special Council Meeting and following Council Resolution 259-2024, work to replace the library roof began August 26th 2024 and was completed Wednesday September 4th 2024
- Scheduled installation of channel signage for the library building (2024 capital project)
- Managed building water tank maintenance including sensor replacement
- Completed policy review and updated Operations Policy Manual and review schedule to reflect creation of new draft Donation Policy (DDPL-OP-015)
- Facilitated volunteer program training - new adult recruit has been trained on shelving and shelf reading, volunteer policy and procedure
- Scheduled and facilitated Fall 2024 Art Gallery show hanging, including creation of marketing material
- Managed website content and social media accounts, promoting weekly programs and events; created monthly newsletters
- Held seasonal staff meeting, designed program and outreach staff work plans
- Following Board resolution 29-2024, met with C.A.O., Treasurer, and Clerk to assess space availability and storage in Warsaw and township office for library programs/ service expansion
- Met with rural outreach program coordinator at Early ON to discuss logistics of potential partnership and trial program run in Warsaw