

### Administrative

- Created and communicated library staff work plans, schedules, training
- Managed invoices, timesheets
- Responded to various inquiries and requests from public and other library stakeholders
- Planned and developed community programming (ongoing):
  - o Summer Reading Club
  - o Weekly Storytime
  - o Single event adult, youth, and children's programming
- Scheduled monthly board meetings and created agendas; facilitated policy review:
  - o Donation Policy
- Attended regional Ontario Library CEO meeting and workshop
- Administered Interlibrary Loan System migration, including staff training for new system (ongoing)
- Managed website content and social media accounts, created monthly newsletters
- Managed Peterborough Social Services Community Hubs bookings
- Developed community partnership with Early ON Child and Family Centres, including co-program plan
- Administered Community Feedback Survey

### Operational

- Managed maintenance and development of library collection, including cataloguing of new materials, resources (ongoing)
- Delivered regular community programming:
  - o Weekly Summer Reading Club and Craft Drop-In
  - o SRC Wrap Party
  - o Gallery Artist Presentation and Workshop
  - o Monthly Learn to Garden for kids
  - o Adult Writing Club
- Delivered readers' advisory, research and reference, circulation, interlibrary loan services (ongoing)
- Planned, facilitated, marketed fall art gallery show
- Managed facilities maintenance including channel lettering installation on building and scheduled heat pump installation

### Monthly Stats at a Glance (June, July, August combined):

- **269** community program participants
- **870** walk-in library visitors
- **3,528** resources circulated and accessed by our community members, including books, e books, computers, periodicals, and more.
- **17** volunteer hours
- **31** new library members

**Report Approval Details**

Document Title:	Public Library Report June - August 2024.docx
Attachments:	- Expanding Library Programs and Services.pptx
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This report and all of its attachments were approved and signed as outlined below:

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Mike Rutter