

Synopsis of Report: Monthly Update on Operations and Projects

Recommendation: That the report to inform the Library Board on general operational matters and updates on projects be accepted for information.

- Collections management: created Spring/ Summer 2025 book orders, created and catalogued items for our Library of Things: puzzle collection, Canoe Card in partnership with the Canadian Canoe Museum
- Managed several facility closures resulting from plumbing issues and inclement weather, including the April 2025 ice storm. Worked together with municipal staff to share service information updates and offer extended open library service hours during the period of power outages throughout the township
- Met with CAO to review schedules of memorandum of understanding; implementing quarterly CEO/ CAO meetings to ensure the library building is included in all annual facilities maintenance schedules and working together on monthly inspection protocols
- Completed data submission for the Annual Survey of Public Libraries
- Launched public consultation for strategic plan project with website news posting and social media posts; created community feedback survey, distributed through various channels (data collection ongoing until analysis begins mid May)
- Met with OLS consultant to plan second session (SWOT analysis and community feedback presentation)
- Created Policy DDPL-PER-011 for committee review
- Managed website content and social media accounts, promoting weekly programs and events; created monthly newsletters and program marketing materials; supported art gallery committee with library website and social media promotion of new show
- Facilitated program delivery, developed May, June program calendar, staff schedule and work plans; began summer program planning including Summer Reading Club
- Completed annual staff performance review