



Report to: Library Board
From: Maggie Pearson
Date: June 3rd 2025

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.

- Completed periodical subscription audit and met with new vendor to manage subscription collection moving forward
- Facilities management: collecting quotes to repair iron railing to front door, discussed summer work plan with library gardener
- Met with Municipal Clerk to discuss Township of Douro-Dummer Municipal Alcohol Policy re: the library facility
- In preparation for the Board's second strategic planning session:
 - closed community feedback survey, created charts to communicate data collected, coded open-ended questions
 - completed environmental scan, including collection of general library usage stats from 2024 Annual Survey of Public Libraries data
- 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
- Recruited Summer Reading Club high school volunteer; training and project begins June 11th
- Facilitated program delivery, developed June and July program calendar, staff schedule and work plans including staff vacation coverage; continued summer program planning including Summer Reading Club