

Chief Executive Officer Report January 25, 2018

<p>Christmas: I enjoyed the break over Christmas. Happy New Year.</p>
<p>Staff Meeting: I met with my staff on Wednesday, January 10. We are starting the new year with some new practices and procedures.</p>
<p>Meeting with CAO: I met with Ingrid on Wednesday, January 17.</p>
<p>OLA Super Conference: Annalisa and Kerri are attending the OLA Conference on Wednesday and Thursday, January 31 and February 1.</p>
<p>2018-2019 Budget: I attended a budget meeting Tuesday, January 23.</p> <p>At this meeting Donna explained how the items on the approved Wish List would be financed. The new Library ILS (Insignia) will be funded through tax dollars in 2018 and 2019.</p> <p>The Budget goes to Committee on February 5 for approval and then to Council on February 12 for final approval.</p> <p>Senior Staff also updated Council on various projects. I gave the Council projects that we will be working on in 2018: New Horizons Grant, Improving Digital Library Services Grant, Partnership with Durham College and the implementation of Insignia.</p>
<p>Improving Library Digital Services (Grant)</p> <ul style="list-style-type: none">- \$4,064 for Digital Library Services- loan 2 mobile hotspots to the Township residents- working with a volunteer to set them up- one located in Uxbridge, one in Zephyr- new policies and procedures to be put into place- hoping to unveil at the beginning of February
<p>New Horizons Grant for Seniors (\$20,000)</p> <ul style="list-style-type: none">- Coding with Seniors and Children <p>STEM (Science, Technology, Engineering and Math) education is very important but is focused on children ages 3-17. Our focus this past year, through a different grant, was to purchase a Dash and Dot, Sphero, a set of Beebots, a set of cublets, and two ozobots to give this younger group a taste of the technology that is available and give them an opportunity to try simple programming.</p> <p>As we started to implement some of this technology, including a lego robotics club, we had our students show their accomplishments to their parents, siblings and grandparents. We noted that seniors were unfamiliar with the technology but quite</p>

impressed with what their grandchildren could accomplish. The gap between today's young generation and seniors is significant and intimidating for seniors.

Through this grant we will be creating a series of workshops with seniors for them to become familiar with this technology and be able to volunteer at various events or drop in programs. There would be six kits (one for the instructor and 5 for the seniors). Each kit would contain an ipad, Dash and Dot, set of Cubelets, and two ozobots. We can use the Beebots from the other grant as there are seven in that kit.

- Partnering with the different seniors buildings in Town - Butternut Manor, Douglas Crossing, Trinity Manor. Plus programming at the Library.

Partnering with Durham College

- Will be partnering with Durham College to offer courses at the Library
- Smart Serve, Computer Essentials, Safe Food Handling

Performance Reviews: The performance reviews of the staff have been completed except for Robyn Miller.

Robyn Miller: Robyn has tendered her resignation. Her last day of work will be Sunday, February 4.

Corrinne and I will be working with the Reading Buddies program.

Library Assistant responsible for Cataloguing and Promotional Materials: The position was posted on the Township website, the Township page, posters in the library and on the Library website. The position closed on November 3. There were 10 applications both internal and external. Three candidates were chosen to be interviewed.

The interviews were conducted at the Durham Employment Centre on Monday, December 11. Danielle Donnelly and I interviewed the three candidates. The candidates then presented their portfolios with marketing examples. Each candidate was then given a cataloguing proficiency test.

An offer of employment was made to and accepted by Kerri Dent.

Scheduling: I am working on the scheduling. Kerri's position has not been filed and Robyn's absence leaves me with few people to cover the desks. Casual staff have been offered extra hours.

New Computers: Four new computers were ordered in the 2017 Budget. They are being placed at the Circulation Desks. The old computers will be placed at other work spaces.

Access Points: Three new access points will be installed early next week. They are much more sophisticated than the current ones and are similar to the ones used at the Township.

Rotary Club: Corrinne and I spoke at the Rotary Breakfast meeting on Thursday, January 18. There were several former Board members in attendance: two previous Board members who were on the Hiring Committee which hired me - Karen Cotie and Pat Kerford and Lisa Brooks. Dennis Misurka and Chuck Taylor were not in attendance.

Young Canada Works: I have applied for a YCW grant for a Summer Reading Program Coordinator.

Canada Children's Book Week: I have applied for a Canada Children's Book Week author.

Troubleshoot Technology Problems: I troubleshoot computer problems when called upon.

Lego Club: Lego Club will run on Thursdays this year - April 5 to June 7.

Douglas Crossing: Corrinne and I met with Sarah (Activities Coordinator) and had a tour of the facility. We will be offering Visiting Library services to individuals.

We will be hosting sessions on Coding with Seniors in their Library.

We will be providing donated books for their bookshelves when they have purchased them.

Friends of the Library: The Friends hosted the Christmas Open House.

Other Friends are working in the Genealogy Room on the Digitization Project. Enid, Nigel and Virginia are happy with the new volunteers.

Braunda Bodger and David Swinson are looking forward to starting their duties with the Visiting Library services with Douglas Crossing.

Corrinne is working with other Friends to start shelf reading our collection.

Staff Morale: I continue to monitor staff morale. I will be arranging another Escape Room exercise in the Winter.

Birthdays: No Birthdays in December.

Purchasing: I continue to purchase items for the library (eg., Walmart, Coles) during my personal time.

<p>Ordering: I continue to order only items that are currently being requested through LSC, Jack the Bookman, BBC Shop, Scholastic, and Overdrive. The Fall Best Seller and Solid Sellers have been ordered.</p>
<p>eNewsletter: I continue to send out the eNewsletter once Kerri has created the hard copy. I also send out the posters that have been created for the various programs.</p>
<p>Websites: I continue to update the library and museum websites.</p>
<p>Senior Staff Meetings: I continue to attend the Senior Staff meetings at the Township.</p>
<p>Circulation Desk: I continue to work on the Circulation Desks as needed. This involves interacting with library users and ensuring their needs are met.</p>
<p>Community: I continue to be recognized by Library users outside of the Library. I am recognized by staff at various stores throughout the Township who do not use the library: Wimpy's, Walmart, Vincos, Pet Valu, Boston Pizza, Williamson's, Staples, Port Perry Optical, etc.</p>
<p>Partnerships: As per the Strategic Plan we will be increasing our partnerships over the next few years: BIA is our newest partnership. Current partnerships include: Durham Youth Debate, Blue Heron, Durham Libraries (How to in 10, Battle of the Books, White Pine Battle, Forest of Reading, etc.)</p>