



**Peterborough
Public Library**

To: Library Board of Trustees

From: Jennifer Jones, Acting Library Manager/CEO

Meeting Date: November 29, 2016

Subject: Report PPL16-046
Acting Library Manager/CEO Report November 2016

Purpose

A report to inform the Library Board of Trustees on general matters concerning Library operations and services.

Recommendation

That the Library Board approve the recommendation in Report PPL16-046 dated November 29, 2016, of the Acting Library Manager/CEO as follows:

That the report be received for information.

Budget and Financial Implications

There is no budget or financial implications resulting from the approval of the recommendation of this report.

Background

Health and Safety

Our completed Health and Safety manual from Workplace Safety & Prevention Services (WSPS) has been delivered. The Joint Health and Safety Committee (JHSC) will be meeting to discuss next steps and set up a review schedule for the documents in the manual.

DelaFosse

The stock photos from the Kaspi Creative photo shoot at DelaFosse have arrived and look wonderful. Kaspi Creative has requested the opportunity to do another 2 photo shoots; one with teens and another with children in December.

Collections

We have moved around the non-fiction collection to provide new Biography and Graphic novels section. These are a result of patron requests and a lot of hard physical work by the Staff. More than 5000 Biography titles were moved out of the non-fiction collection and into their new designated area in the Main branch. The entire non-fiction collection was shifted to accommodate these new collections, which is no small feat. Everyone pulled together and got the project done in record time.

Weeding of the adult fiction section has progressed to the middle of the alphabet. This project entails removing up to 2800 items that are in poor condition and that have more than 75 circulations.

Staff continue to evaluate and assess our electronic subscriptions and our print materials to ensure that we are meeting our patrons needs to the best of our abilities. A new project in the works is the potential to loan out some of our Book Club in a Bag kits to other libraries using the Interlibrary Loan service.

Book-a-librarian

The new service is being well received. Appointments are scheduled for 30 minutes, though staff are finding that 45 minutes is usually required. Patrons have been commenting positively about the service and it has shown the need for more technology help in the community.

Systems

We successfully completed our annual update of our Integrated Library System (ILS). Marisa and the team at PTS were incredibly supportive and essential in getting this

done. Next steps are to upgrade Director's Station, an accompanying module to Workflows which allows us to easily retrieve various statistics and other usage data.

Programs

The Children's department held:

4 x Drop-in Storytime sessions in October, with 151 participants;
4 x Baby & Me sessions with 93 participants;
4 x Toddler Time sessions with 96 participants;
4 x Parent-Child Mother Goose sessions, with 93 participants; and
3 x 4 O'clock Crew gatherings, with 28 participants.

There were also:

1x Adult book club meeting with 14 participants; and
2 x tours this month for groups that included New Canadians—one from the Fleming LINC program and the other from the New Canadians Centre.

"It's always a joy for her to show people all the resources we have that will help them and their children in learning English and soaking up Canadian culture. One participant was so excited to see that we had Maclean's magazine, she quickly flipped to a recent issue in which she and her family were profiled in a story about refugees. The tour ended with a line of participants eager to get their new library cards!"

Ontario Public Library week

October 16-22 was Ontario Public Library week, with the theme "A visit will get you thinking." The Library prepared three different activities for the week.

1. We provided space where patrons could create book spine poetry and participate in the OPLA Twitter Book Spine Poetry contest "Show Us Your Spine".
2. An interactive display was hung at the entrance where patrons had the opportunity to write on post-it notes how the library has got them thinking.
3. The library purchased a number of Board Games for patrons to use while in the library. These games will also be used next month to promote International Games day (November 19).

October Statistics

The annual survey was due the end of October and submitted on time. This data is provided to the Ministry and is one piece of the application for our annual Public Library Operating Grant.

Counting week 2016 will take place in November, which will provide some of the information for the 2016 annual statistics.

Interlibrary Loans

- Items borrowed by our patrons = 132
- Items loaned to other libraries = 174

Reference questions answered = 2510

Book-a-Librarian appointments = 14

Number of people through the door = 12568

Technical services

- title records loaded = 350
- electronic records loaded = 524
- 4600 books were reclassified in the system for the new Biography and Graphic Novel collections.

Social Media Statistics:

	Website	Facebook	Twitter	Instagram	Pinterest
Visits	22,352	15	783	N/A	7,756
Last Month	22,949	26	828	N/A	525
New Followers	8,937	12	46	10	N/A
Last Month	8,722	19	56	29	N/A
Engagement	N/A	1,517	17,400	N/A	60
Last Month	N/A	1,592	23,200 (impressions)	N/A	16

Submitted by,

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