



AGENDA ITEM REPORT

Meeting: Regular Meeting of Council, Operations - 20 May 2020
To: Members of Council
From: Rod Moffitt, Library CEO
Department: Library/Culture
Subject: Monthly Library Cultural Report

RECOMMENDATION:

THAT Council accepts the Cultural Report as information only, as submitted by the Library CEO.

BACKGROUND INFORMATION:

Library Board - The next Library Board meeting is scheduled for Wednesday, May 27th at 9:00 am. This meeting will be conducted by teleconference. Information on how to gain access to the teleconference will be on the agenda which will be posted by Friday, May 22nd on the HHPL website.

What's happening at the HHPL?

Since the HHPL closed its doors to the public on Monday, March 16th, a lot has been happening. One staff member chose to take a leave of absence from her position due to child care concerns. The other three staff members are working from home. CEO has been working at the Library building. Below is a list of some of the things that are being accomplished during this time:

1. **Assisting patrons** – We have received numerous requests from patrons regarding how to access electronic resources, especially if their library card is not working for them.
2. **Signing up new patrons** – We have received a number of new requests for library membership. People who have not used the library before are now gaining access to our digital resources.
3. **Renewing Library materials** – If Library materials become overdue for an extended time, Library patrons will lose the ability to use their Library card. We are renewing Library materials so that patrons will continue to have access to our catalogue and other electronic resources with their Library cards.
4. **Updating the HHPL website** – We are constantly updating the HHPL website with new resources that are becoming available for patrons to access. A lot of these resources are free and are popular for parents to use with their children who are at home.
5. **Developing website tutorials and FAQ's** – We are developing tutorials for our website that will provide patrons with directions for things such as how to access overdrive and how to search for a resource on our catalogue. We are also developing a section of Frequently Asked Questions for the website to assist patrons. Some sample questions are: How do I obtain a Library card? What do I do if my Library card is not working? How do I renew my Library card?
6. **Reorganizing Library collections** – The HHPL purchased three new shelving units from the funds raised at the Murder Mystery fundraiser last year. These shelves were placed in the Children's' area of the Library and the Junior Non-Fiction and Picture Book sections were

moved. We moved the Local Authors collection and the 16+ Graphic Novels from the south end of the Library to the left and right of the fireplace, respectively. We added an extra shelving unit to the Young Adult collection as it was becoming overcrowded.

7. **Continuing our monthly purchases** – We are continuing to order our monthly Library material purchases through Amazon and Ashlie's Book Store in Bancroft. In this way, we will be up to date with all the current best sellers when we do reopen. All new books and DVDs need to be catalogued and covered in protective plastic covers.
8. **Professional development** – Three staff members are currently taking formal online Excel courses from the Southern Ontario Library System. The courses are on Customer Service Essentials, Library Management & Supervision and Strategic Planning. Staff are also taking advantage of free mini-courses being offered relating to how to function during the Covid-19 outbreak.
9. **New Library Signage** – We have ordered new additional signage for the Library to assist patrons in locating various collection easily. All signage will match the current signage and is being made by Emagine design in Bancroft. We are obtaining signs for the following collections: Junior Non-Fiction, Kids DVDs, Events, Homesteading, Board Games, Family/Teen DVDs, French, Junior Classics, Picture Books, Levelled Readers, Activity Kits, New Books, Local Authors, Junior Graphic Novels, Early Chapter Books, Young Adult, Large Print and Classics.
10. **Labelling shelving** – Call numbers and letters are being placed on all our shelves to allow staff and patrons to access the resources they need more easily.
11. **Refinishing furniture** – We are having two of the bench seats recovered by Pat's Stitch 'n Sew. They were showing extreme wear. A donated computer desk was installed in the business centre.
12. **Participating in Group conferencing** – Rod has been participating in the weekly virtual meetings of the Hastings Highlands Emergency planning group to keep up to date on what is happening in the Municipality. He has also been a part of several teleconferences organized by Peggy Malcolm (SOLS) with other Librarians from Eastern Ontario. This is a good way to keep abreast of what is happening in other Eastern Ontario Libraries during this time. Rod also completed a Covid-19 Issues Survey for the Ontario Government.
13. **Developing resumption of services procedures** – The staff is currently developing procedures for how to handle Library materials safely and how to ensure the safety of staff and patrons when the Library eventually reopens.
14. **Procuring sanitary supplies** – The staff are currently looking into procuring needed sanitary supplies to use when the Library resumes service. We are looking for hand sanitizer, disinfectant wipes and disinfectant spray. We have been able to procure a good supply of plastic gloves and face masks. The Sew 'n Sews group from the Library has offered to make 10 reusable face masks for the staff (2 per staff member).
15. **HHPL Student Bursary** – With North Hastings High School being closed, our normal method of informing students about the HHPL Student Bursary could not be used. Rod contacted guidance at NHHS and they were able to send an email to all NHHS students who were eligible to apply for the Bursary. So far, two students have applied for the bursary.
16. **Beautifying the Library** – The paintings of Maynooth from Maynooth Madness 2019 have been hung in the southwest corner of the Library. Below each painting is a brief bio of the artist. Rod is splitting and rooting more plants for the Library window ledges. Plans are in the works to have a series of historical photos of the area hung in the Library. Below each photo will be a current photo of what the view of each photo looks like in 2020. There will also be historical information posted about each photo.
17. **Tidying and organizing** – The following areas of the Library have been tidied and organized: the green storage room off of the gym, the circulation desk, the staff room, the children's craft supplies and Rod's office.

FINANCIAL IMPACT:

N/A

LINK TO STRATEGIC PLAN:

N/A

REFERENCES:

N/A

Prepared By:

Rod Moffitt, Library CEO

Reviewed By: Municipal Clerk May 12, 2020

Reviewed By: CAO/Treasurer May 13, 2020