

CEO Report – July 2020

Library Services Update during COVID-19

- 1) **Curbside Pick-up**- Staff continue to circulate books and DVDs through Curbside pick-up.
Circulation- 842 - June



CURBSIDE PICKUP NOW AVAILABLE

Place your holds (up to 5 books and 5 DVDs) over the phone, via email, or online, and a staff member will contact you to arrange your designated pickup time.

Please Note: If you or a member of your household are ill, have recently returned to Canada, and/or are showing symptoms of COVID-19, or if you have a compromised immune system, please do not place books on hold/check out books or DVDs from the library at this time.

Flesherton: (519) 924-2241 | Kimberley: (519) 599-6990

Walter Harris: (519) 986-3436

contact@greyhighlandspubliclibrary.com

www.greyhighlandspubliclibrary.com



- 2) **Reopening of Libraries -Stage 3** – On Friday, July 17th, the Ontario Government announced that most Municipalities in the Province could move to Stage 3
<https://www.ontario.ca/laws/regulation/r20364>
<https://files.ontario.ca/mof-framework-reopening-province-stage-3-en-2020-07-13.pdf>

The following guidelines were outlined specifically for Libraries:

Public libraries

2. Public libraries may open if circulating materials that are returned or accessed within the library are disinfected or quarantined for an appropriate period of time before they are recirculated.

A message from Stephen Abram, FOPL provided the basic principles:

Basic Principles:

All public libraries are permitted to reopen when they are allowed to enter Stage 3. This is most public libraries in Ontario with the exceptions of the GTA, Hamilton, Lambton, Haldimand-Norfolk, and Windsor-Essex (as at July 17, 2020).

Public Libraries must remain cognizant of the government laws, bylaws, and guidance linked above and outlined here and changes as they are issued. As always, the safety and security of our users and staff are the first priority.

Public Libraries and their Boards are advised to consult with their local legal Counsel and Public Health Officials on issues of local laws and other interpretations.

The local Library Board in consultation with the CEO is in control of the library's decisions to move forward in terms of timeline and policies. That said, they must be guided by the PLA, other laws and regulations, as well as union contracts where applicable.

Browsing in Public Libraries

Book and materials browsing can return. Libraries should continue to quarantine returned materials for 72 hours. Much like lightly browsing books is no different from browsing shelves at the grocery or bookstore, libraries do not need to put the books and materials into quarantine after light browsing. That said, the regulations do consider more intense use as an opportunity to disinfect or quarantine heavily used items. For example, if a user uses 5 books on a table for study for 2 hours, then these should go through a sanitization or quarantine procedure.

Programs

You may choose to have small indoor programs return as long as social distancing is maintained. These must be within the limits of your physical spaces and physical distancing must be maintained. For example, your library can choose to allow small book clubs, small craft sessions like knitting circles, or small story times (probably with no singing and a shield between children and the storyteller). Indoor events are subject to the public gathering limit of 50 attendees excluding staff.

Outdoor programs can return as long as physical distancing is maintained and the public gathering limit is 100 excluding staff.

Occupancy

Libraries set their own occupancy limits for your locations site by site. This is mandatory. Libraries must limit the number of persons in a building so that every member of the public is able to maintain a physical distance of at least two metres from every other person in the building.

3) **Communications- Municipal** – Meetings on Tuesdays and Thursdays.

4) **Communications-Staff**- Weekly staff meetings; meetings/calls with individual staff as necessary

HEALTH AND SAFETY-

- Health and Safety inspections have been completed for June with no identified hazards.
- Sherry Brown, staff representative on the Municipal Health and Safety Committee attended 2 scheduled meetings
- **PPE**- One circulation desk shield has been constructed and installed at the Walter Harris Memorial Library Branch. Supplies: Sanitizer, gloves and extra surgical masks available at each branch.

PROGRAMMING & OUTREACH

- Virtual Fireside Reading- Video shoot with Ron Pegg on the release of his new book posted.
- Slip-Stream – new virtual program with Chair Kevin Land hosting a series of introductions (video) to featured films available on Kanopy. (Coming Soon!)
- Also see Children & Y/A Services Report

EDUCATION AND TRAINING

- **Staff Training**- all staff have been involved with research related training with respect to reopening of the library branches; delivery of virtual services and curbside pick-up.

OTHER-CEO

- Final report- Foundation Grey Bruce submitted- regarding \$1500 grant received for “Awe-some Cricut Makerspaces”
- PLOG (Public Library Operating Grant) submitted- \$21, 517
- Annual Survey 2019 for public libraries completed/submitted- required for release of PLOG
- Charities 2019 report completed and ready to submit following Board approval of 2019 audited report
- Policies- Policies and procedures relating to: Working from Home, Physical Distancing, Sanitization; Reporting illness.

Children and Youth Services Report

-submitted by Michelle Campbell

Stephanie and I, with the assistance of Jessica and Greg, have been working diligently to deliver the following programs virtually:

- **Pre-recorded programs:**
 - Weekly Summer Story Times –for toddlers and preschool children

- “Build Your Own at Home” craft programs.



Michelle preparing for “Build Your Own” Craft Program

- The first one, Catapults and Harmonicas, made from Popsicle sticks has been viewed 26 times. One of our biggest fans, two- year old Sam, watched it and was showing his creations to the image of Stephanie and I on the computer screen. The second program was the Nature Scavenger Hunt. One mother sent the following comment:

“Thank you, Stephanie! x (age 6) had a blast learning to make the chameleon. We made several on Friday, and she has made more since. We even developed our own technique for the legs to make them easier to affix.

Attached are some photos of our chameleons.”



➤ **Zoom Programs**

The first Zoom program, Play Ball was a collaborative effort of kids in various communities working with Stephanie and me. The idea was that the children would be videotaped catching a ball on their right and throwing the ball to their left. Greg took the film clips and put them together and it looked as though they were playing together. I thought due to social distancing it would be a fun idea. Greg did a fantastic job and the film turned out better than I imagined. Here is the link if anyone wants to see it. https://www.youtube.com/watch?v=J_WY_0BJa-E&feature=youtu.be

The next program, Balloon Experiments, is scheduled for Wednesday, July 22nd. So far have 8 children registered.

We have done one Totally Teen Thursday Zoom program with one teen joining us. We hope to build on the first one.

Stephanie preparing for a Zoom program.



➤ **TD Summer Reading Program**

The TD Summer Reading Club has 38 children signed up from age 0-teenagers. Some of them have already received two surprise bags for reading.

I have contacted the children who have signed up to give them links to the Weekly reading log and all the other programs available during the summer. I also asked if they could share on social media to help advertise all the fun stuff this summer.

Stephanie is starting to post on Instagram to advertise upcoming programs. She has had 24 views in two days.

eBranch Report

WEBSITE STATS

GHPL WEBSITE	JAN20	FEB20	MAR20	APR20	MAY20	JUN20
Users	625	628	636	668	701	651
Sessions	958	949	1002	1052	1105	1013
Page Views	2163	1980	2146	2253	2366	2182

eRESOURCES STATS

DATABASES	JAN20	FEB20	MAR20	APR20	MAY20	JUN20
Ancestry Image & Text Citations	99	104	60	0	91	17
Britannica Sessions	0	19	7	2	0	0
Britannica Queries/Docs/Media	0	6	14	3	0	0
Kanopy Sessions	437	295	299	321	217	205
Kanopy User Accounts	45	55	63	73	82	85
Mango Sessions	7	4	6	5	4	20
NoveList Plus Sessions	4	1	4	1	1	2
NoveList Plus Searches	11	1	8	4	2	2
NoveList K-8/Plus Sessions	0	4	1	5	1	3
NoveList K-8/Plus Searches	0	6	3	34	4	5
Novelist Canadian eBook Sessions	0	3	1	2	1	1
Novelist Canadian eBook Searches	0	10	1	8	1	7
Novelist eBook Sessions	0	1	1	1	0	0
Novelist eBook Searches	0	2	1	7	0	0
NoveList Select	24	17	8	0	1	0
OverDrive ebooks	860	800	869	966	1001	965
OverDrive audiobooks	265	230	182	215	257	248
OverDrive/Streaming Video	0	2	0	0	0	0
RB Digital New Patrons				41	13	6
RB Digital Video Usage				49	177	228
RB Digital Magazine Usage				34	10	9
LOCAL NEWSPAPERS	JAN20	FEB20	MAR20	APR20	MAY20	JUN20
Users	217	222	405	171	188	100
Sessions	372	299	477	253	252	120
Page Views	7343	5084	3400	6352	3335	1660
MACPHAIL COLLECTION	JAN20	FEB20	MAR20	APR20	MAY20	JUN20

Users	66	67	76	67	93	60
Sessions	89	76	89	83	117	69
Page Views	376	227	477	249	456	226
GHPL COLLECTION	JAN20	FEB20	MAR20	APR20	MAY20	JUN20
Users	217	285	183	227	244	159
Sessions	315	367	230	312	318	177
Page Views	1707	1875	1647	2323	1828	853

OTHER

GHPL SOCIAL	JAN20	FEB20	MAR20	APR20	MAY20	JUN20
Facebook (Likes)	410	413	433	440	444	449
Instagram (Followers)	308	314	334	357	372	398
Twitter (New Followers)	0	4	4	-1	2	-3
Twitter (Tweet Impressions)	1487	1313	2424	3512	3726	2094
Twitter (Profile Visits)	19	11	23	44	16	19
YouTube (Subscribers)	27	27	27	29	29	29
YouTube (Views)	15	9	9	14	15	36
CULTURAL INITIATIVES	JAN20	FEB20	MAR20	APR20	MAY20	JUN20
GHC Newsletter (Subscribers)	196	198	196	198	196	200
GHC Newsletter (Campaigns)	3	2	7	2	7	7
GHCC Facebook (Likes)	136	137	140	141	144	149
GHCC YouTube (Subscribers)	96	97	103	104	116	116
GHCC YouTube (Views)	262	254	435	563	2130	474