

Chief Librarian's Report
April 2018

April Results

- Completed staff training day April 12. Included: the Blanket Exercise, emergency closures, working with problematic patrons and an introduction to the community resources available
- Continued staff work plans
- Compiled data for provincial annual survey
- Completed 2017 financial audit
- Continued security procedures manual
- Hired one new Page

Patronage

Circulation is strong and continues to be up at 28.1%. As expected the slump in DVD use continues. To reduce the amount of staff time committed to maintaining that collection we are in talks with Library Bound Inc., a new vendor that offers selection, processing and cataloguing services.

In children's programs, the Pirate Party at the end of the month had a great turn out. We scheduled it for the SD47 Pro-D day and had over sixty (60) kids come in for pirate lingo and Jolly Rogers. Storytime on Thursdays was less attended than in previous months, we had one session without any participants. We will explore options such as shifting the day of the week or time. Currently that time slot conflicts with StrongStart.

Finance

The audit for 2017 went smoothly, despite the complexity of the year there were no large issues. As requested by BDO, the auditing firm, we have added a term for leaseholder improvements to the Tangible Capital Assets Policy. The new term is set at twenty five (25) years, matching the term of the Library's lease.

Our 2018 operational budget is on track. The percent under budget in labour has begun to creep towards zero as expected. During the summer months our expense in that area is greater due to the need to cover vacation time with auxiliary staff.

Objectives for May

- Continue CUPE negotiations the week of May 21st
- Complete public computer upgrades. Windows upgrades followed by PC Reservations.
- Complete staff work plans
- Complete data for provincial annual survey
- Complete negotiations with LBI, a new vendor for DVDs, CDs and videogames
- Complete staff training on security manual
- Finalize emergency and evacuation procedures