



WOLLASTON PUBLIC LIBRARY
2018 ANNUAL REPORT

Introduction

This annual report is designed to report both on the fiscal status and the operations of the Wollaston Public Library in 2018. It illustrates some of the challenges faced by the library and the ongoing work to address those challenges in order to fulfil the needs and potential of both individuals and the community.



This was the second year of operation as the Wollaston Public Library after the dismantling of the Wollaston Limerick Union Library. The facility has served the area for more than four decades out of the same building, a portable owned by the Hastings Prince Edward County School Board.

It is now well recognized that the facility's lack of running water, insulation, and inadequate spaces for children have hindered its ability to serve the community.

To its credit, the library has maintained a “can-do” and “make-do” philosophy. But the building is fast approaching its end of service. The year 2018 was very much about providing service and finding a new location.

What We Learned In 2018

Every day that the library opened its doors we learnt how it helps make individuals lives better and how it strengthens community in a myriad of small but powerful ways. Patrons come in to browse, to access the internet, to exchange information and news with the librarian, to ask for technical help with using their devices and accessing on-line services, to entertain their children with the Lego blocks, and to hold committee and program meetings. Through our survey of residents

and follow up discussions, we have been convinced of the support for the role of our library as a hub – sharing local knowledge, providing resources for local micro-enterprises and small business, creating PA Day space and activities for school aged children, and simply being a comfortable space for neighbours and friends to meet, share, and plan. But challenges exist:

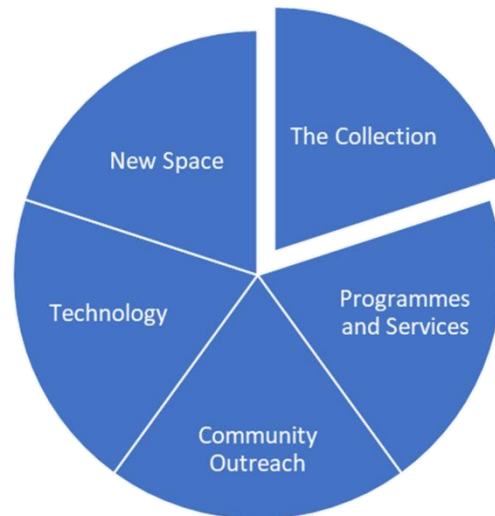
- In 2018, we concluded that operating in the current space is logistically untenable and made the search for a new location a priority of the strategic plan.
- The library can only offer a limited number of programs due to the need to rent suitable space each time, and the current volunteer capacity for programming and fundraising events.

Pillars of the WPL Strategic Plan

Collection – We maintain a collection that reflects the diverse tastes and needs of our patrons. And we work with other libraries and professionals to maintain the widest access possible.



Programs and Services – Listening to our patrons helps us to create events and programs that reflect the interests of the community and bring people together to share knowledge, experience and fun.



Pillars of the WPL Strategic Plan

Community Outreach – Engagement with local stakeholders helps us identify needs, issues and opportunities to expand our patron base. Our volunteers are a valuable resource and support many of the “extras” that would not be possible with our operating budget.

Technology - We strive to provide access to, and information about, current technologies to narrow the accessibility gap that exists in rural communities.



New Space – Our aging school portable has hosted valued library services for many years. However, it is hindrance to fulfilling our mission. We need to find a new space that will be welcoming, accessible and capable of hosting programs in-house.

Library



Major Accomplishments in 2018

- Completion of strategic plan
- Modernized the catalogue and membership databases
- Updated website to create a more accessible experience
- All-Candidates Forum, Seedy Sunday, and March Break events
- Hands-on workshops for personal electronic devices and computers
- Annual giant book sale and Christmas market book sale

Our public events are made possible by a small group of dedicated volunteers who are members of the Friends of the Wollaston Library. They have provided organizing know-how, hundreds of volunteer hours, and financial donations to our outreach efforts.



Our Patrons

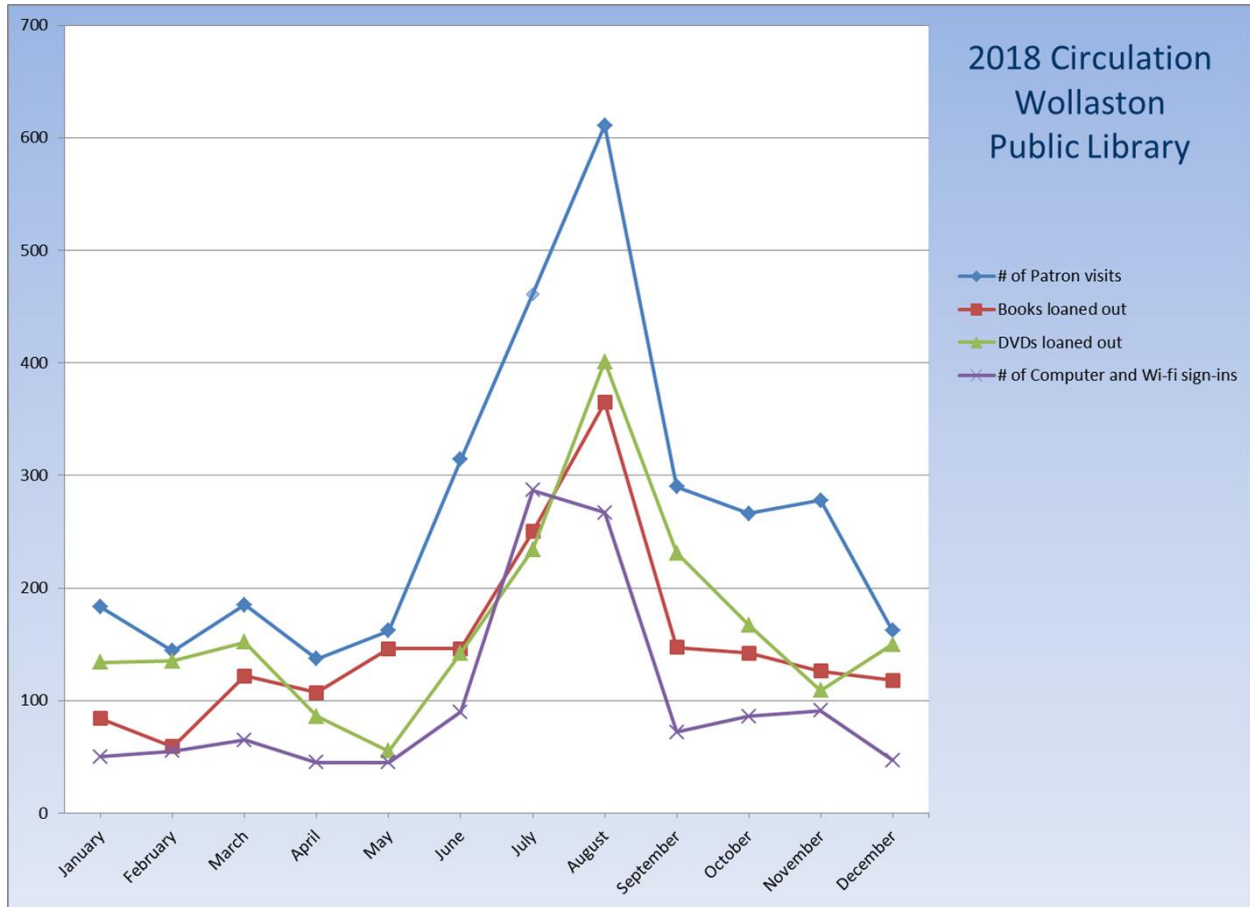
In 2018, we migrated our catalogue to a new library automation system, Sirsi/Dynix through JASI/Ontario Library Service-North. After the migration, patrons visiting the library were issued a new membership card and through their new card, given access to e-books and audiobooks on-line. We have signed up 163 members in the past 6 months. Transitioning to the new system involved a lot of work. But ultimately those hours have paid off with a system that is faster and easier to use, provides reliable feedback, and puts the catalogue on-line for members to browse.

Books are the heart of any library. But a rural library provides so much more. A quick look at year round usage echoes some emerging trends over past years.

Our patrons are a diverse group. Some drop by regularly to peruse our fiction and non-fiction sections and to order books through the Inter-Library Loan system. Others come in to use our computer stations – often to correspond with provincial or federal departments, online courses, or for recreation and interaction with the outside world. Parents and grandparents bring children in to take out story books. Young adults look for new books written for their age group, sign on to Wi-Fi, and check out the latest DVDs.

The library regularly helps clients who might be overwhelmed by technology or bureaucracy – an important service that takes time and patience – but it is part of our commitment to improving literacy and connection in the community.

During the summer months, the library takes on a different personality. As illustrated in the chart below, our numbers jump dramatically as seasonal residents and visitors access our Wi-Fi, browse the DVD collection, and catch up on leisure reading.



Wollaston Public Library												
2018	January	February	March	April	May	June	July	August	September	October	November	December
# of Patron visits	183	144	185	137	162	314	461	611	290	266	278	162
Fiction	80	51	88	86	125	135	218	326	135	113	103	103
Non-fiction	4	8	34	21	21	11	32	39	12	29	23	15
DVD	134	135	152	86	55	142	234	401	231	167	109	150
# on computers	50	55	65	45	45	90	287	267	72	86	91	47
Hours on computers	41	75	81	61	62	110	491	336	72	124	136	57
ILLO requests	16	12	30	23	36	28	53	50	32	27	28	21
Overdrive	We had 620 sign-outs of e-books in 2018: an average of 52 e-books per month.											
Total Circulation	467	405	554	398	444	720	1,285	1,694	772	688	632	498
<u>Membership:</u>												
New for the Month	3	-	-	4 families	2	12	* 91	30	14	8	8	6
							* patrons visiting the library were re-issued membership cards this month.					

Our Assets

- A collection of 6,000 books and DVDs maintained to serve the interests of library patrons.
- A collection of Lego and Art Supplies geared towards the youngest of our patrons.
- Ongoing financial and human resource support from the Township of Wollaston.
- A small, but dedicated group of experienced volunteers through the Friends of the Wollaston Library.
- Support from local businesses and organizations.
- Library board members who work to advance the library's goals.
- CEO committed to the best use of our financial and human assets and to making the library a welcoming and valuable service.

Our Goals

A modern rural library needs to engage and connect. It needs to be creative, resourceful and accessible. The community has expressed a need for a place to connect, learn and share. We accept the invitation to work towards creating a new space for the Wollaston Public Library which reflects our community.

- **A new building.** Finalizing a location, designing the space, fundraising to build a welcoming, accessible, environmentally and fiscally sound facility.
- **Developing stronger ties with the community** in order that the library be perceived as a neutral and supportive “go-to” place for sharing knowledge, organizing initiatives, and engaging in literacy activities.

Financials

2018 Library Operating Budget		
	2018 actual	2019 projected
Revenue		
Municipal Support	\$31,000	\$32,800
Printer/fax User Fees	\$249	\$250
Ministry of Culture	\$3,273	\$3,273
Interest on bank account	\$24	\$24
Donations - Restricted Use		
FOWL donation for programs only	\$685	\$1,000
School Board rent holiday	\$7,020	\$7,020
One-time grants and donations	\$7,168	\$2,000
2018 Surplus	\$0	\$1,837
TOTAL REVENUE	\$49,419	\$48,204
EXPENSES:		
Human Resources		
Salaries (regular and fill-in)	\$23,420	\$24,900
CPP	\$972	\$1,021
E. Insurance	\$545	\$572
Health Tax	\$230	\$230
WSIB	\$100	\$100
Training	\$32	\$500
Mileage	\$109	\$200
Subtotal HR	\$25,408	\$27,523

2018 Library Operating Budget - continued	2018 actual	2019 projected
EXPENSES - continued:		
Physical Space		
Rent (\$9.14/ft2/yr) Sch. Bd.	\$7,020	\$7,020
Hydro -baseboard+lights	\$2,235	\$3,000
Maintenance	\$148	\$150
Subtotal Space Cost	\$9,402	\$10,170
Operating an Office		
Telephone	\$1,112	\$1,220
Internet (Bell)	\$822	\$905
Internet upgrade needed for summer	\$0	\$300
Office supplies e.g. toner	\$1,822	\$1,506
Postage/courier	\$39	\$40
Bank fee	\$0	\$150
Computer equipment	\$1,074	\$1,000
Computer repair	\$0	\$300
Website fee	\$1,221	\$400
Subtotal Office Expenses	\$6,090	\$5,821
Library Operations		
Collections - books, DVDs	\$2,574	\$2,500
JASI Membership -annual	\$1,317	\$600
Subscriptions DVD, Overdrive	\$752	\$450
Outreach expenses	\$0	\$100
Wreath Legion Remembrance	\$40	\$40
Programming	\$0	\$1,000
Subtotal Library Operations	\$4,684	\$4,690

2018 Library Operating Budget - continued	2018 actual	2019 projected
Contribution to Building Fund	\$1,998	\$0
TOTAL REVENUE	\$49,419	\$48,204
TOTAL EXPENSES	\$47,581	\$48,204
	\$1,837	