



# **Wollaston Public Library**

## **2019 Annual Report**

*Imagine. Discover. Connect.*

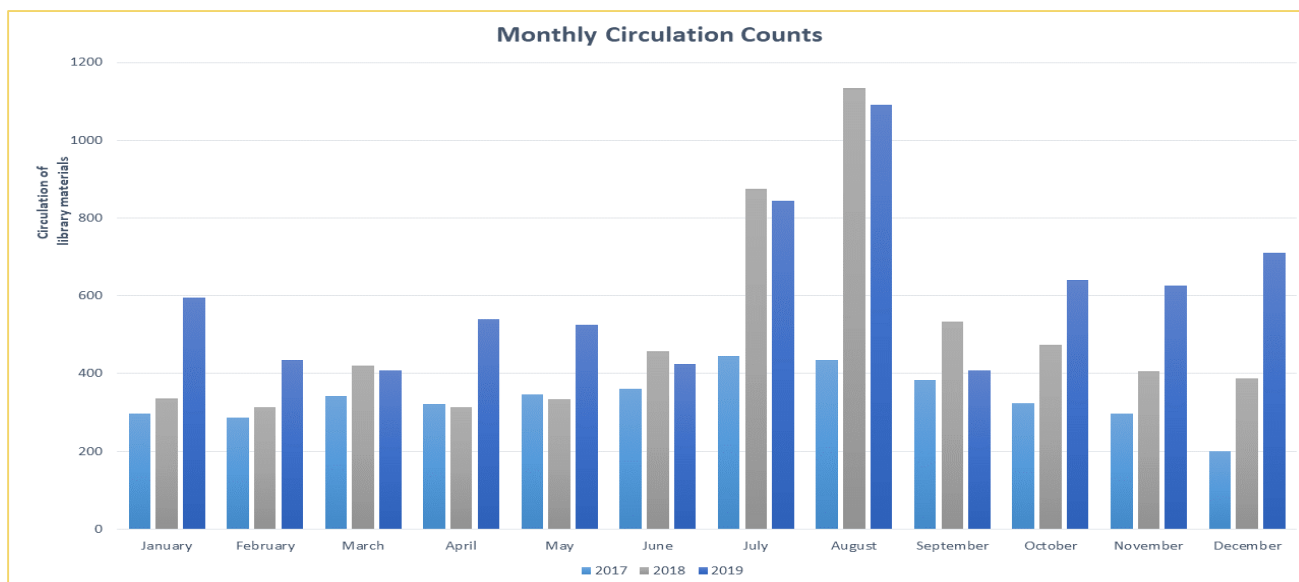
# LIBRARY SERVICES

The library serves 4,000 visitors in a year. This includes all patron communications with the librarian: by email, phone, and in person. The busy months are July and August, with over 600 patron inquiries/visits in each month.

This year, we offered more programs, put the library catalog on-line for public viewing, increased our number of social media followers, updated the library computers with Windows Pro 10 and Microsoft Office Suite, installed software to enhance computer security and prevent malware attacks, and improved the internet speed and reach.

As well, the library now uses automated emails/texts/banners to advise of requested books becoming available, and to advise of loans past due. Patrons can log in to the system and look at their loans, their charge history, or reserve items. Patrons can also create reading lists. In addition, the library is responsive to patron emails and phone calls.

The library hosts a dynamic collection of 5500 books, 1100 dvds, and 80,000 e-titles. Circulation refers to all items that were physically borrowed from the library, plus computer/Wi-Fi sign-ins, plus e-books and audio books that were downloaded using a Wollaston Library card. The chart below describes monthly circulation counts.



Total Circulation for 2017: 4,040

Total Circulation for 2018: 5,990

Total Circulation for 2019: 7,250

# TO OUR STAKEHOLDERS

## Strategic Highlights

For 2019 the Wollaston Public Library Board continued to focus on two key initiatives from our 2018 - 2022 Strategic Plan:

- **A new building.** The Library Staff and Board are thrilled that the Township of Wollaston is proposing to build a Community Hub that will include space for Library Services! The Library Board welcomes the opportunity to partner with the Township to complete this project.
- **Developing stronger ties with the community:** Library Staff have been building relationships and partnerships with the Coe Hill Public School. Now all children at the school have a library card and visit the Library on Friday afternoons!

### New Programming Summer 2019:

The library was open nine Saturdays this summer, and with the support of FOWL, library staff and volunteers, created a variety of programs to entertain and challenge the kids.

#### Programming on PA Days:

The library welcomed kids to Lego Challenges, Hot Wheels Races, and a presentation from Paradise Exotics.

#### March Break Program

Puppeteer show, craft tables, and kids lunch provided by FOWL.

#### Summer Environment Camp

Hosted by FOWL with activities led by Camp Kawartha staff.

## Technological Highlights

Thanks to a donation from FOWL, the CEO was able to upgrade the computers, replace outdated and failing equipment, and improve the internet service contract, all in order to provide the best possible computer browsing experience for library patrons. We have 4 computers and Wi-Fi is available inside and outside our building.

**Personal Electronic Device drop-in help!** Thank you to FOWL volunteer Heather Lawrie, who helped demystify the labyrinthine menu prompts on patron's phones, pads, and tablets!

## Board Governance Highlights:

- Created, approved and implemented a Procedural By-Law and Code of Conduct
- Created a Records Check policy and process for Volunteers
- Applied for a Canada Post grant for funding to provide programming on PA Days, however not successful
- Approved increased children's programming
- Approved to Update the Library's Pay Equity Plan in 2020
- Completed formalized Feedback & Development process for Staff

## Looking Ahead to 2020

- Developing a formal Orientation Process for new Library Board Members & Library Staff; with a commitment to ongoing learning
- Updating Policies & Procedures (target 2 per meeting)
- Reviewing 2017 Community Survey results to consider enhancements to programming and hours of operation to best meet community needs
- Working in partnership with Township of Wollaston to update Pay Equity plans
- Determining how the Board can help with the creation of the Township Community Hub project

Thank you to the Township of Wollaston, to the Friends volunteers, and to the community for helping to create all of the awesome events and improvements to the library this year!