



## **Director's Report – submitted by Cathy Ching**

I am so incredibly proud of all the staff of SCRL. When Code Red was implemented province-wide, everyone shifted gears, pulled out the procedures from the spring closure and carried on without missing a step. Our patrons already understood the routine so things went very smoothly transitioning back to contactless pick-up only.

As November was a 'stay-put' month I didn't get to do my Branch visits as normal. I did miss this part as I enjoy visiting with each staff member when I am in your Branch. Hopefully we can throw the doors open to our patrons again and I can get back on the road to help where I can. We may have a new location in Altona, a new floor plan in Miami and who know what else? December is going to be much the same as this month but we can get through it together. Take care everyone.

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## **Cataloguing Technician Report – Office – submitted by Joanna Dueck**

November brought many changes again as Manitoba was moved to the Code Red level of restrictions. Although our branches had to close to the public, we were able to offer contactless hold pickups again. I continued cataloguing as usual so that the branches could still supply patrons with new books, audiobooks, and DVDs.

The number of requests on my holds reports has increased quite a bit. More patrons are now searching our catalogue or calling to place holds on new items since they can't come into the library to see what's new. On one Tuesday I had 176 holds on my list, and at least 50 holds on each of other Tuesdays.

With non-essential businesses and services currently shut down, I'm glad we still have a way to lend books and other materials to patrons who rely on our services.

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## **Programmer Report – submitted by Tetiana Miminoshvili**

Regarding my completed programming duties during November, I have created a December newsletter for the SCRL website, posters for The Power of Pj's which we have replanned for January, posters, and post for the Christmas Cheer event. I have finished Ukrainian, Russian and French translations for different brochures, in particular for kids, teachers, donation, using web resources and cataloging options.

My current task is to carry on working with editing, filming, and schedule 12 Crafts of Christmas Video series for our YouTube channel. I would like to admit that one of the videos has reached 100 views which occupies the first place of all SCRL videos. As far as I can see, it shows that people have started to follow our social media pages more. I will try to keep remaining at the same pace and interest.

I worked with making a list of books in German for young adults, kids, and grown-ups. Unfortunately, the web resource I was provided has a critically small amount for choosing proper items. I visited an amazon.ca to have a look. A list was sent to Deb.

To conclude, I appreciate your time and consideration and hope that my skills and experience align with SCRL's needs. I believe my vision and values adjust with our library and I would like to wish everyone stay healthy and enjoy reading!

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### **Altona Branch Administrator's Report – submitted by Rachael Friesen**

For November we have been doing contact less pick up for most of the month. We find we are much busier doing this, as before patrons would come select their items and we just had to check them out, now in addition to the checkouts we are also helping with more online functions and we are also helping patrons select their materials. We are very glad to still be able to provide service for them, and we are happy to have so much to do during the day.

The last week of November we let patrons know we would collect fines or donations in the drop box for our local Christmas cheer. We will continue to collect till December 2nd.

Cathy and I worked on a Christmas library poem that we submitted to the paper for their Christmas edition, we hope it makes the cut, and we will share it with staff and patrons the week before Christmas!

Some of November was spent working on a project for a potential move. If this happens we would be in a very good location for the library and for the patrons. We are hoping for a good outcome!

For December we anticipate keeping very busy with pickups and other jobs in the library.

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### **Manitou Branch Administrator's Report – submitted by Angela Lovell**

Since initiating Code-Red COVID restrictions in mid-November, the branch has been busy with daily calls and emails for general information and to arrange contactless holds pick-ups, as well as requests for staff to pick books for patrons or assist them with placing holds. We are also now processing all our new books.

During November, Manitou branch took the lead in promoting NaNoWriMo (National Novel Writing Month) for all SCRL branches, who shared the Facebook posts and information we were posting. We also set up a virtual, Facebook Writing Group which currently has three members from the SCRL region.

Engagement with NaNoWriMo posts was high, with the posts on the Manitou Branch Facebook page reaching 1615 people and the Writing Group's posts reaching 75. It's hard to say how many people in the region actively participated in NaNoWriMo but at least one member of our Writing Group did. This year's NaNoWriMo facilitator for Manitoba commented that SCRL has consistently been one of the most active rural participants (as a Come Write-In Centre) over the past few years. We hope to build on this for next year, and the Writing Group members have indicated they would like to keep the group active throughout the year, so we will continue to promote it to SCRL patrons and residents and post updates.

Our Reading Garden fundraising raffle to the end of November raised \$178.

The book club also went virtual in November and held its first Zoom meeting on November 26, which went well, with six attending online.

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### **Miami Branch Administrator's Report – submitted by Cherie Debreuil**

Miami Remembers Display did amazingly well this year! Remembrance Day is very important to Miami but this year we were unable to hold regular services due to Code Red restrictions. I was only planning on putting a portion of the display online (hopefully patrons would come in to see the rest) but because we were closed to the public I decided to put most of it up. It ended up being the only Remembrance Day stuff available in Miami. Our volunteer firefighters usually run the show and they suggested if anyone was looking for something on Remembrance Day to check out the Library page display instead of going to the cenotaph. Most of the comments and shares happened on the Miami Manitoba facebook page (I share library posts there), and the response was amazing! I always hear the great comments from patrons about the display but I think it was wonderful for the families to see all the positive comments and shares on facebook this year.



### **Miami Branch Administrator's Report – submitted by Cherie Debreuil - Continued**

I was contacted by quite a few people, by email and phone, thanking us for taking the time to make the display and also had a bunch of new information and photos to add for next year. I was also contacted by the school and a few individuals that are interested in having their own copy of the display. The school was particularly interested because of the family connections mentioned in the display. A few patrons were wondering if I would make a Remembrance Day album on the facebook page so they can go back and look at the photos later. I am planning on doing this when I get time. As a side bonus, our facebook stats exploded this month! Post reach went up 770% and post engagement went up 1220%! The most popular Remembrance post reached 3032 people and had 206 reactions! (comments, likes, or shares). Normal numbers are 460 reached with 10-20 reactions.

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### **Morden Branch Administrator's Report – submitted by Linda Funk**

We had to make a number of quick course corrections in November, as provincial COVID-19 restrictions changed. For the most part, staff and patrons alike adapted quickly. Contactless hold pickup has been and continues to be very popular. Patrons have expressed their appreciation for our willingness to make recommendations and pick blocks of items for them.

We have had a few challenges due to the number of staff taking vacation time towards the end of the year, plus a few mandatory isolation periods. At one point, we were down to two available staff members, who put in a lot of effort to keep things going. Thank you to all the staff, and particularly Barb and Tracy! By the end of the month, we were basically back to our full complement of staff.

I came to the realization over the course of this month that, due to factors in my personal life, I was not able to give the Branch Administrator position the attention and energy it deserved. I decided to tender my resignation, and will be stepping down at the end of December.

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### **Winkler Branch Administrator's Report – submitted by Jess Martens**

November has been an interesting month. Manitoba moved to Code Red on November 10th and as a result the library closed and we switched to contactless hold pickup instead. So far contactless hold pickup has been going well, and patrons have responded positively. We have been preparing holds for patrons, covering and processing books and working on all the tasks we normally don't have time for so we have been staying quite busy. We have also been working on promoting our various databases and online options that patrons have access to from home. I was on vacation from the 16th – 20th and everything thing went fine while I was gone. Susi one of our clerks resigned on the 16th to pursue a career as an accountant and we wish her all the best in her endeavors. Susi's position will be taken by Raina and Laura, both are casual clerks that have worked in Winkler before so I am anticipating a smooth transition. All in all November has been a quiet month and we have worked mainly on making sure patrons can still access materials.

We will be closed for the month of December as well and we are encouraging patrons to continue accessing library materials. We will be continuing working on processing new books, shelf reading and catching up on other small tasks. I will be working on plans for the Reading Garden and working on a design that works well for patrons while also being set up in such a way that we can do programming as well. Other than that we will continue our contactless hold pick up system and continue helping patron's access materials from home via our catalog and online databases.

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