



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

January is always a busy month as I wrap up the old year and start a new one. The Branches started their new routines and everyone has ideas for changes in their libraries and great ideas for keeping in touch with our patrons.

We were successful in receiving funding from the Safe at Home Manitoba – ‘Safe Inside Your Walls’ grant which caused a flurry of activity. The application was submitted in early December but we received approval the last week of January. The criteria for accepting the funds are that we had to fulfill our commitment to Safe at Home programming by March 31<sup>st</sup>. This kicked off a brain-storming session which developed into an amazing list of virtual workshops, story-telling, author interviews and all types of crafting, cooking and learning projects. Everyone submitted ideas and when our ‘Safe Inside Your Walls’ project is done we will have a whole outline of other events to videotape and present online.

We, the Branch Administration, have often discussed how we could better use our social media & YouTube channel to reach out to people. This grant has provided the catalyst for creating the virtual programming we can continue to offer for as long as there is interest from our patrons.

And last but not least, thank you to the Board for providing us with our new cardigans and jackets. They look amazing and the staff are proud to wear them.

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

I had several ongoing projects in addition to my regular cataloguing that kept me busy in January. The start of a new year meant that it was time to create the 2021 blocks so all the branches sent their 2020 large print books, DVDs, audiobooks, and playaways to the office. I scanned and sorted the items into 5 blocks again and created block labels and lists. A huge thank you to the Winkler staff that helped out by cutting and applying all the labels and stickers to the block items, because of their help I was able to get the blocks ready and sent out to the branches on time instead of scrambling last minute to finish.

We have also recently purchased more tablets and eReaders with funds from various grants. I've been cataloguing and labelling all our new devices so that they can be available for use soon. We added 8 Fire HD 8 tablets, 5 Kobo Libra H20 eReaders, 3 Acer tablets, and 1 Microsoft Surface Go tablet for patrons to check out and use to access eBooks, games, and much more. We will also have 5 iPads that staff can use for tasks such as filming and editing videos for virtual programming.

I'm still in the process of preparing new story kits and will be placing our next large Whitehots orders next month.

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

In January we had a virtual Family Literacy Night PJ Party. This year, due to covid restrictions, we had to do things a little differently to provide and perform reading activities; nevertheless, all branches took part in reading books for our young patrons virtually. The videos were made available by private link for three days on our YouTube channel from January 27<sup>th</sup> to January 30<sup>th</sup>. I received feedback from some schools that they were sharing the link with all their families, an analytical report will be provided at a later date.

Currently we are working on scheduling and videos for the ‘Safe Inside Your Walls’ project. I am planning on at least 15 craft videos in February and March, and inviting some skilful and talented professional photographers and nutritionists to share their knowledge and tips with us and patrons.

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

Contact-less pick up is still going strong and patrons are very appreciative on the phone and happy to be able to take out items.

We had our first meeting with the people that will head up our fundraising committee, it went very well and we have an amazing group! We are very fortunate to have such great people on our committee.

All the branches taped stories for our online PJ party and we finished up our Winter Fun event in READsquared. Many people participated and we had lots of tickets sold in our prize raffle.

We did a lot of work on the website for January, including adding a 'Donate Now' button for patrons to be able to donate directly using their credit card.

For February we anticipate keeping very busy with pick-ups and other jobs in the library, I am also doing an online reading event with Gretna school for one afternoon, and I am looking forward to that!

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

Although disappointed not to be able to open our doors this past month, Manitou branch continued to be busy in January with holds pick-ups, and answering calls and emails from patrons.

Towards the end of the month, we were advised that SCRL had received funding through the MB Safe at Home grant, and staff began brainstorming ideas about people in the community that we could contact to help out with instructional and recreational videos for our Safe Within Your Walls virtual programming. We were able to recruit a number of Manitoba authors, as well as local business owners, musicians and artisans to be featured in Zoom interviews and videos, as well as a number of volunteer readers for story times. Filming will commence in early February and continue into March.

Our book club met on January 29<sup>th</sup> via Zoom, and staff also completed re-organization of the basement, and sorting of craft and program supplies.

We have also been preparing to order some new books from the upcoming spring catalogues and have completed annual staff reviews.

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

Cathy and Jess were able to spend some time in Miami this month working on plans for the new layout for our Branch. We are excited to see the changes coming and hope it will improve flow with the new entrance. There were some sewer issues in the building at the end of the month and the library had to be closed to staff for two days. Donna has started her regular weekly shifts; it has been very helpful to get to work together for a few hours a week and we are hoping to get her trained to take over magazines.

We celebrated Family Literacy with an online story time this year. I thought it turned out great, but I missed having a live audience! I was able to read 2 new books this year, and am grateful that that Access Copyright has made online story times possible during Covid. Thank you Tetiana and Linda for their awesome editing skills, Miami is hoping to contribute some sewing, cartooning, and 'book bites' videos for the Safe at Home project.

Plans are in place with Miami school to host an 'I Love to Read' session using Google Classroom in February. I will be reading some stories, and then we will have a discussion about how we choose books for the library. I am hoping to come away with a list of requests for my February book order. We had great success the last time we did this, and I saw quite a few new kids in the library checking out their requests. They were excited to see their suggestions appear on the shelves.

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### **Morden Branch Administrator's Report – submitted by Gail Hildebrand**

January has been a quieter month as far as patron requests go. I'm told that's normal and that Covid or not, it's a quiet month. The City of Morden finished doing some renovations to my office, and they removed some built in benches that no one ever seemed to sit on. I'm waiting for some additional shelving in the JE section where the stage was removed to expand our BE collection. They repainted our chalkboard wall in that area as well, so everything is looking nice and fresh!

The staff has been very patient with all the rearranging and changes as we have been going through things and organizing the library. I can't believe I've been here a whole month already! It's been busy but I'm enjoying getting to know everyone and working together with them to serve our loyal patrons.

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

January was a busy month in the Winkler branch. We came back after the New Years break to find that patrons had placed 670 holds in the three days we were gone. The staff managed to get all of the books checked out to patrons and packaged for pick up by the end of the day. Since then, we have seen an increase in the number of holds placed on a daily basis, we average 200 to 300 holds on most days. I think the Winkler staff has done an excellent job of getting holds to patrons, despite all the challenges.

During January we also took part in preparing a virtual Family Literacy Night, since we still are unable to have patrons in the library, and it seemed to go over fairly well. January is also the first month since October where we haven't had any staff changes, and it has allowed everyone to get into the rhythm of working together. A large part of the month was also dealing with the 2020 block and preparing the 2021 blocks for circulation. We managed to get all the blocks processed and sent out in record time and the staff did a great job getting everything done.

In February one of our main focuses will be working on the Safe Inside Your Walls program. There is a lot of work to be done and it will take an all branches effort to get everything done by the deadline. As usual we will of course do whatever we can to continue helping our patron's access library materials while we are closed.

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