

# Trent Lakes Public Library

Stephanie McPherson, BA, MA, MLIS

CEO/Chief Librarian



# Agenda

- Legislation and Policies
- Budget
- Council and the Library
- Our Team
- Library Services and Programs
- Statistics



# Legislation

The library is governed by the **Public Libraries Act**, R.S.O. 1990, c. P.44

<https://www.ontario.ca/laws/statute/90p44>

The library must also follow all relevant legislation such as the Employment Standards Act, Occupational Health and Safety Act, Freedom of Information and Protection of Privacy Act, etc.



# Policies

The Library Board is responsible for the Library's policies which are separate from the Municipality's policies.

- The library's policies are based on a combination of provincial regulations as well as guidelines provided by the Ontario Library Service.
- Human Resources policies align with the Municipal policies.

<https://www.trentlakeslibrary.ca/en/about-us/policies.aspx>



# Budget

\$291,440 total budget

- Library costs include:
  - Services (programs, books, e-books and eAudiobooks, DVDs, magazines, computers, etc.)
  - Building expenses (hydro, propane, insurance, janitorial supplies, etc.)
  - Staff costs (UIC/CPP/OMERS/WCB, wages, training)



# Budget

Library revenues include:

- Municipal levy - \$239 590 in 2022
- Provincial grants - \$29 073 in 2022
- Fundraising including Good Buy Room, book sales, donations, etc.
- Other grants when available (e.g. Canada Post grant in 2022, Connectivity grant from OLS, etc.)



# Council and the Library

- There is typically one Council Representative on the Library Board
- I do an annual budget presentation and try to do a library update annually during Ontario Public Library Week.



# Our Team

## Library Board

- Governed by the *Public Libraries Act*
- Consists of 7 members of the community including one Council Representative
- Library Board is the employer of Library Staff



# Our Team

- Stephanie McPherson – CEO/Chief Librarian
- Susan Warren – Branch Manager in Cavendish
- Kim Fernandes – Library Assistant in Buckhorn, runs children's programming
- Joanne O'Heron – Library Assistant in both branches
- 1 vacant position for Library Assistant in Buckhorn branch



# Our Team

# Stephanie McPherson

- MA in History, Master's of Library and Information Science
- Started at TLPL in 2013
- Worked at CKLPL and at museums prior to Trent Lakes
- Favourite part of her job at TLPL is seeing and helping many different people every day. She loves to see the excitement in people, especially the children, when the new books arrive. She also enjoys teaching people about new technology.



# Our Team

Susan Warren

- Branch Manager at TLPL since 2006.
- She works the Helen Bowen branch in Cavendish.
- Sue says that the favourite part of her job is meeting people and talking with everyone in the community.



# Our Team

## Kim Fernandes

- Library Assistant at TLPL since 2013.
- Completed the EXCEL program through the Southern Ontario Library Service in 2016.
- Kim says that her favourite part of her job at TLPL is helping to organize the children's book collection. She also loves running the Story Time program in the Buckhorn branch.



# Our Team

## Joanne O'Heron

- Started at TLPL in April 2022
- Taking Library Courses
- Works in both Cavendish and Buckhorn branches
- Says the favourite part of her job is meeting and helping the community



# Our Team



Buckhorn branch



**5 George Street, Buckhorn**

Winter hours:

Tues. – Friday : 10-4:30

Saturday : 10-4

Summer hours:

Tues. – Friday : 10-5:00

Saturday : 10-4

# Our Team



- Good Buy Room
  - Second-Hand Store
  - All proceeds go towards the library
  - Volunteer driven

**Good Buy Room**

Thurs – Fri : 10-4

Saturday : 11-3

# Our Team

32 Community Complex Dr., Cavendish  
(Off the 507)

Winter hours:  
Wednesday: 10-4  
Saturday : 10-4

Summer Hours:  
Tuesday- Wednesday: 10-4  
Saturday : 10-4



**Cavendish branch**

# Library Services & Programs

## Technology support

- E-Readers and e-Books
- Laptops and tablets
- Catalogue support
- One-on-one support
- Internet and e-mail assistance

A photograph of a young woman with dark hair, smiling and looking down at a tablet device she is holding. She is wearing large black over-ear headphones. The image is partially covered by a blue diagonal overlay on the left and a pink diagonal overlay on the bottom right.

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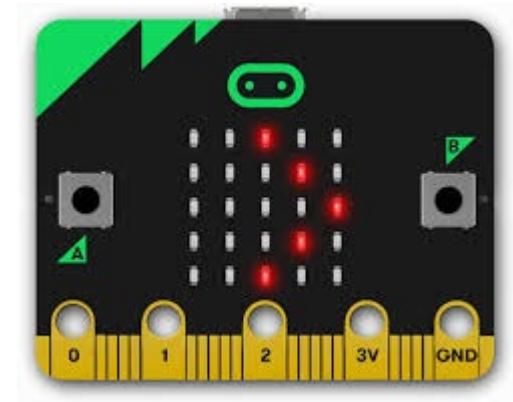
Read anywhere, anytime.  
[www.trentlakeslibrary.ca](http://www.trentlakeslibrary.ca)

A small version of the Trent Lakes Public Library logo, featuring the stylized river and trees above the text "Trent Lakes Public Library".

# Library Services & Programs

## MakerSpaces and Technology

- The library has developed new programs to help people of all ages develop coding skills.
- Many new books about coding and scratch code
- Cricut machine



# Library Services & Programs

## Yarn Exchange

- The Buckhorn library has a Yarn Exchange program where people can take yarn or drop off extra yarn which allows everyone to have access to yarn, which is normally an expensive hobby. It also helps reduce landfill waste when there is leftover yarn from projects.
- We encourage people to make items for our local shelters – we have free patterns available for hats, mittens, sweaters, etc. Pet blankets make for perfect beginner projects too!



# Library Services & Programs

## LGBTQ2S+ Space

Trent Lakes Public Library has established a dedicated section in both the Buckhorn and Cavendish branches as part of our efforts to challenge homophobia and transphobia while fostering an environment that is inclusive of gender identity and gender expression. There is also a dedicated place on our website with the list of all of our Q-munity books and resources.



# Library Services & Programs



## Programs Offered:

- Computer Assistance at both Cavendish and Buckhorn branches
- Story Time at Buckhorn branch (including a visit from Trent Lakes Fire & Rescue)
- Youth Group at Cavendish branch
- Summer Tween Program at Buckhorn branch
- Take-home crafts at Buckhorn branch
- Yarn Exchange Program
- Reader's Advisory (book suggestions)



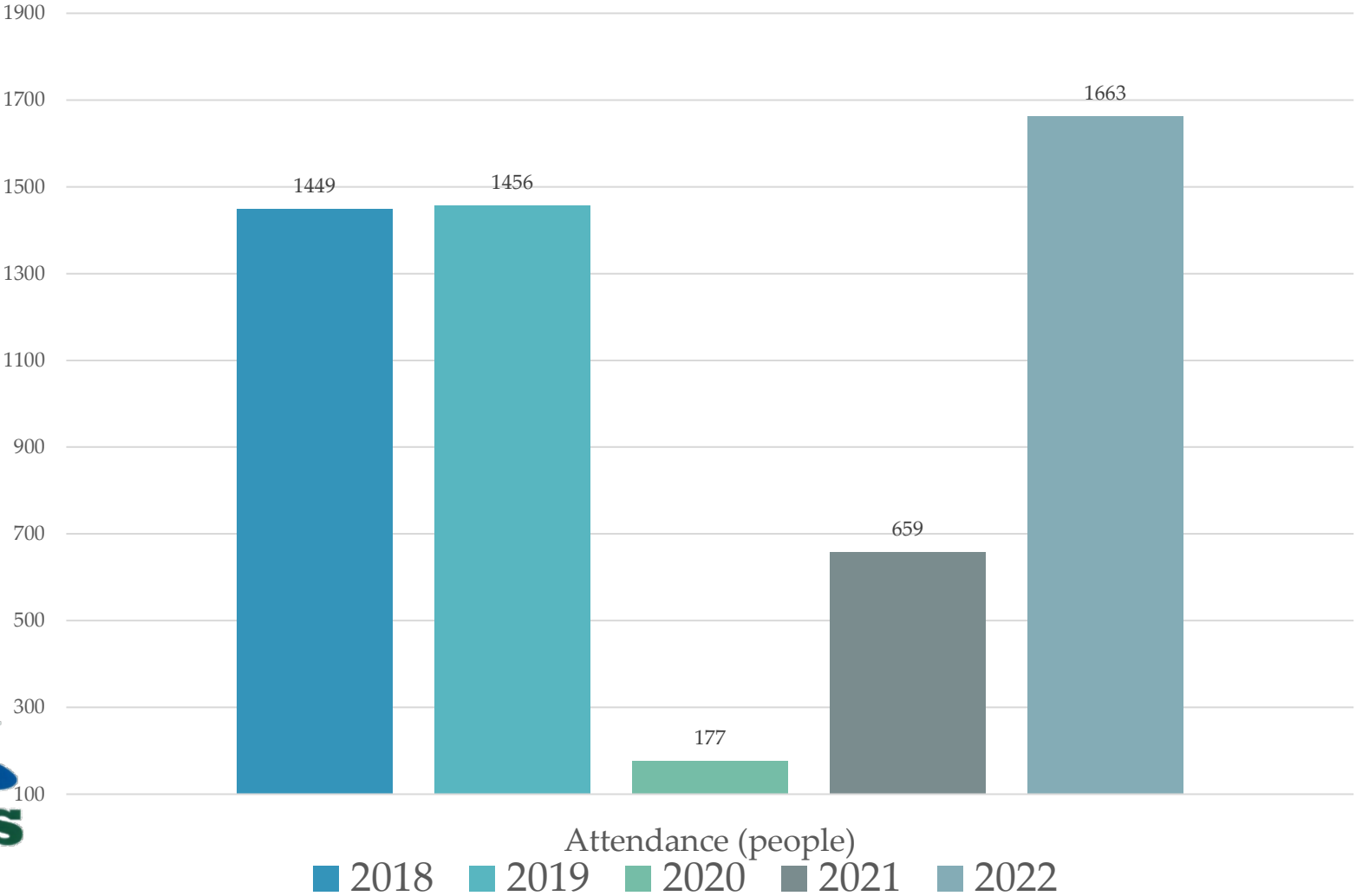
Municipality of  
**Trent Lakes**

# Statistics



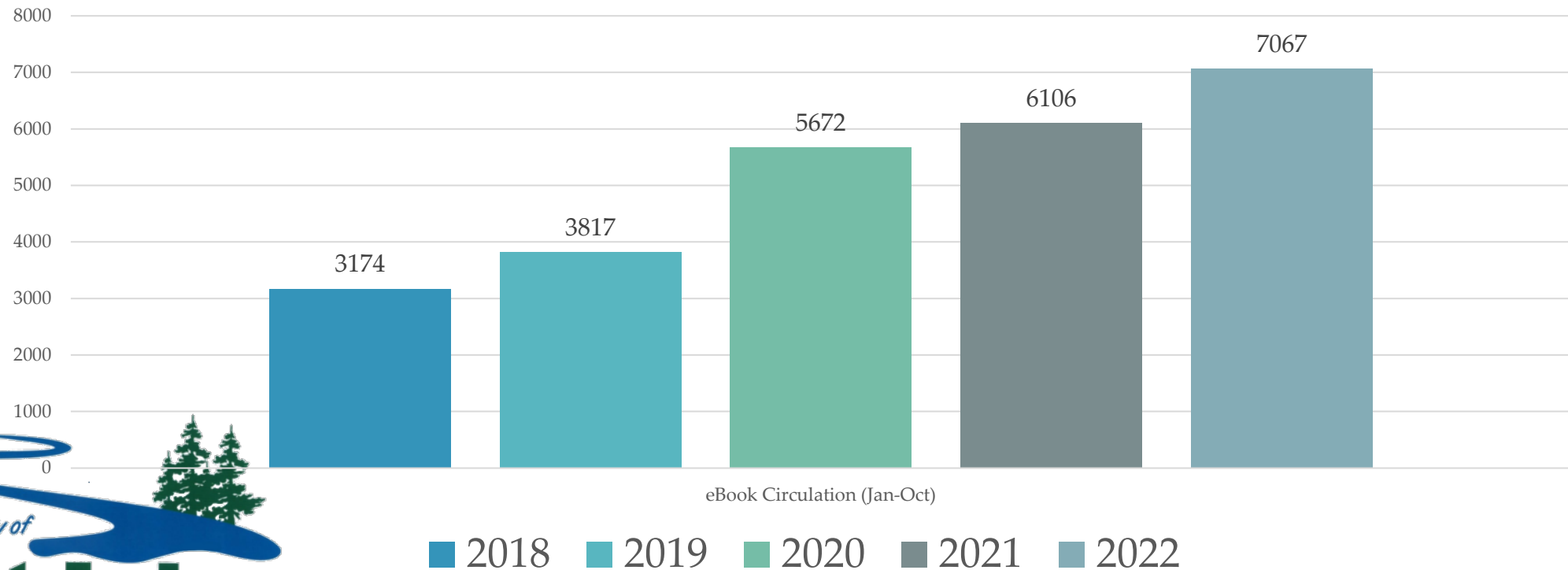
# Children's Programs Attendance

January-October 2018-2022



# E-Book Downloads

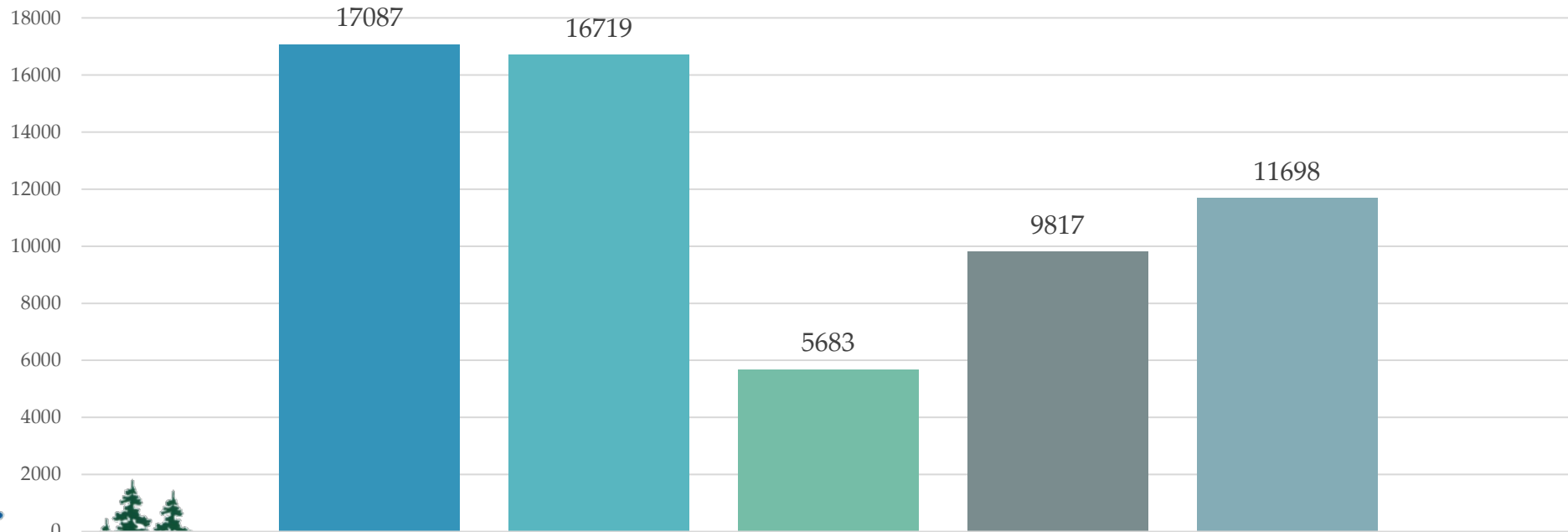
E-Book Circulation  
October 2018-2022



# Comparing Statistics

Circulation for Summer (2018-2022)

Jan-October



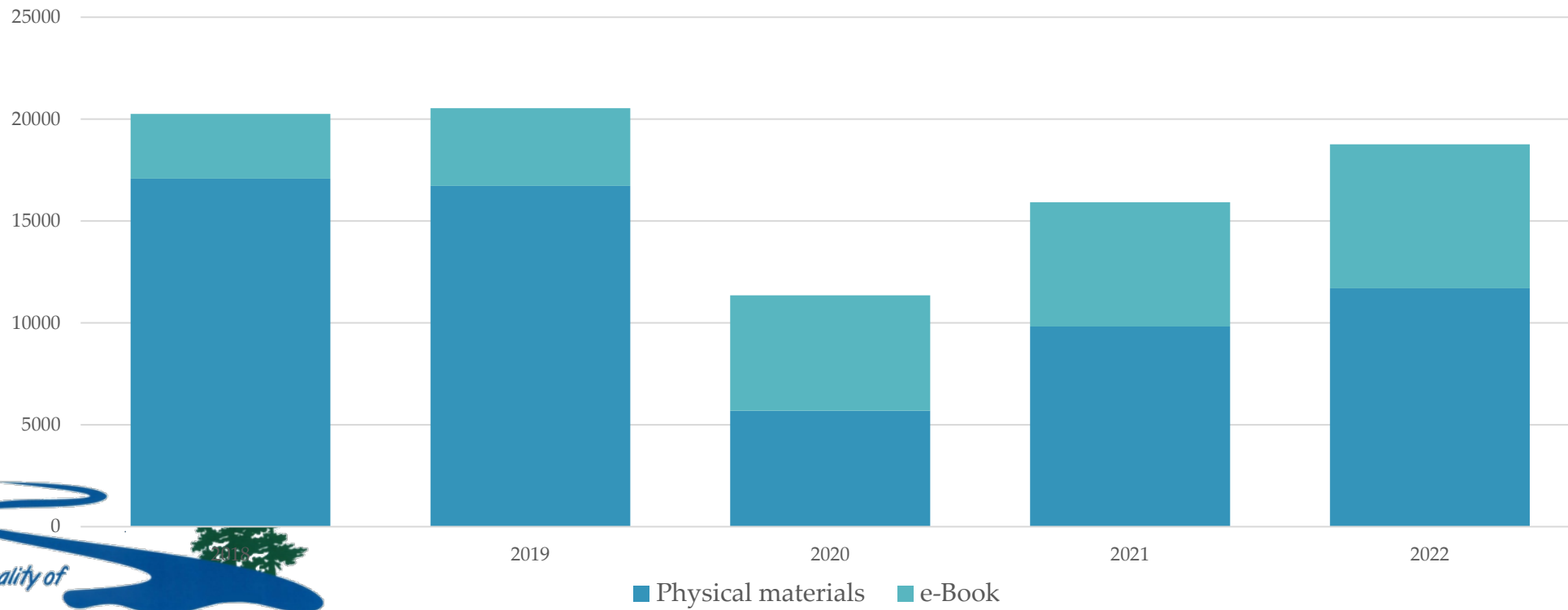
Circulation (physical materials)

■ 2018 ■ 2019 ■ 2020 ■ 2021 ■ 2022



# Comparing Statistics

Circulation Statistics  
Jan-October 2018-2022



# Library Services Value

What is the financial value of the library?



Value of Library Service (Jan-October 2022)		
Circulation	Library Service	Value of service (\$CDN)
11698	Books	\$350,940
6675	e-Books	\$100,125
1692	e-Audiobooks	\$42,300
507	Newspaper	\$760
1504	Magazine	\$7,520
2463	Children/Youth Programming	\$16,378
5650	Internet Use	\$33,900
578	Reference Questions	\$4,046
	<b>Total</b>	<b>\$555,969</b>



## Library Services Value

If local residents had purchased everything they borrowed at the library between **January and October** of 2022, it would have cost them **\$555,969**. The total library budget for 2022 is **\$291,440**.