

## MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held Dec. 11, 2018 at 12:30 p.m. at the library.

Present: M-W: Brian Reid, John Harris, Sue Birta,

Montague: Wendy Simpson-Lewis

and Mary Kate Laphen (Librarian)

Regrets: Carole Roberts, Victor Suthren

Meeting called to order at 12:37 pm.

**1. Declaration of Pecuniary Interest:** None.

**2. Adoption of Agenda:** Moved by Wendy, Seconded by Sue. ADOPTED.

**3. Approval of Minutes:** Minutes from Nov. 13/18 meeting – Moved by John, Seconded by Wendy. APPROVED.

**Follow-up:** Letter to the CAO/Treasurer re: Reserve account deferred to January

**4. Correspondence:** None

**5. Questions/ Presentations from Public:** None

**6. Friends of the Library Report:** The Friends have agreed to sponsor Kanopy, a video streaming service for 2019.

**7. Librarian's Report:** see below.

• **Holiday Closing:** The Library will be closed Dec 24 –Jan 1, except for Fri, Dec 28 and Sat Dec 29

**8. Other Business:**

- i. **Building Work (Exterior):** The contracted porch roof repair has been completed; however, additional work will need to be done, due to water damage. Brian is seeking 3 rough estimates for the cost of the repairs as outlined in the CBO report, in order to assist with 2019 budgeting for this project; however, it is complicated by the fact that the building belongs to the town rather than to the library board. Mary Kate has been unsuccessful in her attempt to set up a meeting with the CAO to discuss this, but will try again.
- ii. **Budget 2019:** Reviewed preliminary work on the budget. As there is not yet any information on municipal budget guidelines or any expected changes to costs associated with payroll that may affect the library, the budget remains a work in progress. Comments by the Treasurer at last night's Council meeting suggest that the municipal staff is looking at a draft budget for January or February. Mary Kate will see if she can get anything more firm in terms of dates.
- iii. **End of Term Report:** Reviewed John's draft of this report. John will have the final version for next meeting. Discussed how to deliver this to the new Council, as well as other pertinent information. It was agreed that this would be most useful if it took place before Council appoints the new board. Mary Kate's request to the CAO to have the Library included in the new Council's orientation was turned down; however, we can make a presentation to Council. Mary Kate will follow up on that.
- iv. **Performance Review:** The board will begin the CEO's annual performance review after the Jan. board meeting (or will arrange another time when all the board is available).

**11. Next meeting:**

- Tues, Jan. 8, 2019 at 12:30 at the Library. To be followed by CEO performance review.

Meeting concluded.

Librarian \_\_\_\_\_

Chairperson \_\_\_\_\_

## Librarian's Report for Nov-Dec/18

### Statistics:

Nov	2018	2017	2016	2015
<b>Patrons</b>	<b>1102 -9.5%</b> w/mtgs 1119	1218 -15% w/mtgs 1227 -16.5%	1440 +8.5% w/mtgs 1470	1325 +5% w/mtgs 1347
<b>(Kids/Youth)</b>	270 (84 / 186)	360 (114 / 246)	413 (111 / 302)	338 (132 / 206)
<b>(Progs)</b>	78-in (10 prgs, ) 31-out of Lib, (5-prgs, 0 CV)	139-in (19 prgs in) 42-out of Lib (6-prgs, 0 CV)	183-in (25 prgs, 2 CVs in) 17-out of Lib (3-prgs, 0 CV)	86-in (14 prgs, 1 CV in) 22- out (4-prgs, 0 CV)
<b>Mtg Rm users</b>	17 (3 mtgs)	9 (2 mtgs)	30 (4 mtgs)	22 (3 mtgs)
<b>Circulation</b>	2039 <b>-5.5%</b> OverDrive: 319(circ) TOTAL 2358 <b>-3%</b>	2158 -10% OverDrive: 275(circ) TOTAL: 2433 -7%	2410 +0.5% OverDrive: 215(circ) TOTAL: 2625	2394 -13.5% OverDrive: 207(circ) TOTAL: 2601
<b>(Adult/Child)</b>	(A-1440, J-554, T-45)	(A-1502, J-623 T-33)	(A-1542, J-802, T-66)	(A-1588, J-738, T-8)
<b>Internet use (+wireless):</b>	<b>223 -28%</b> (191 / 20w / 12 Tab)	311 -20.5 (238 / 55w / 18 Tab)	392 +21% (327 / 53w / 12 EL)	324 -9% (257 / 59w / 8 EL)
<b>ILLs borrowed/lent:</b>	93 / 62	89 / 95	113 / 88	101 / 68

November was down from last year, partly due to fewer kids' visits and programs, and fewer internet users. Like last year, November was quite slow around the end of the month (December slowdown seems to be starting earlier). This may be somewhat related to the weather.

### Programs & Services:

#### Children's Programs:

**StoryTime:** Attendance has been up and down this month, but going well.

**Lego Club:** Is pretty much on hiatus for Dec.

**Tech Club:** This is on hiatus for Dec.

**Read To Every Kid:** Running until January.

**Christmas in Merrickville green screen photo shoot:** This was endorsed by the CiM group, but didn't get much publicity. However, it went well and the final photos got a lot of positive feedback. I need to make up a sign for the future.

**PlayGroup:** Continue to visit most weeks. They have cancelled a few times in Nov, and only have 1 session in Dec.

**Daycare:** Continuing monthly visits to the toddlers and preschoolers & loan of books on request.

**Schools:** Will be doing Christmas visits to primary grades for Merrickville school. There were scheduling problems with Montague school, so will be doing January "winter" visits to them.

**Groups (Cubs, Brownies, etc):** Cubs used the library to work on their technology badge.

#### Adult Programs:

**Library Book Club:** Our book club continues to go well. Vic Suthren will be do an author visit in Dec or Jan

**Off The Shelf:** is doing well. One of the Rogue Poets wrote a poem about it. December should be well-attended (weather permitting).

**Museum Passes:** Use is slower now that summer is over, but they are still popular. One pass was lost by a patron, but we have been able to replace it.

**Internet:** Overall, not as busy except after school. Number of users is down, but is still getting a lot of extended use.

**InterLibrary Loans:** Steady demand. Fewer loan requests from other libraries this month.

**Seniors Home:** Rosebridge Manor still getting books (month loan).

**Pools:** The new DVD pool just arrived.

**Meeting Room:** The meeting room was used by library programs, the Rogue Poets for their book launch, the Fair Board, the Knitting Club, and the Historical Society.

**Collection:** Have ordered the 2019 winter bestsellers. Have purchased some DVDs (TV series) in Black Friday sales. Will be going to the big Scholastic sale this week. Spending is on track for the end of the year. Weeding continues as time permits.

**Volunteers:** The volunteer situation is fine. The gift certificates were appreciated by all.

**Donations:** Have had some end of year donations.

**Facilities:** The roof work has been completed (see *Other Business 8.i*). Have killed 2 mice. The remaining traps have been untouched.

**Publicity/Outreach** Am doing the usual Phoenix column, the webpage, Facebook updates, signs, and flyers.

**Partnerships/Outreach:** Am in discussions with local group re: movie nights & providing Kanopy access (see under item 6). Green screen photo shoot in conjunction with Christmas in Merrickville and Firefighters.

School visits planned. Am talking with the Historical Society re: their new website (being backup for updating). Continue to do the municipal facebook page.

**Professional Development, Meetings, etc:** Nothing this time of year, other than some webinars. Have registered for the OLA conference and arranged for Linda to cover here.

**Grants, etc:** Nothing right now, but have collected data for the Annual Library Use Survey (required for the provincial operating grant).

**Plans for month:** I will be: finishing the end of year collection shopping, continuing work on budget, Xmas visits to schools, continue with weeding, investigate some software (from webinars), performance reviews, look into programming for the new year, plus the usual library business. I will also be taking a little time off between Christmas and New Year's.