

## MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held Nov. 13, 2018 at 12:30 p.m. at the library.

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

Montague: Wendy Simpson-Lewis

and Mary Kate Laphen (Librarian)

Regrets: Victor Suthren

Meeting called to order at 12:40 pm.

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

**2. Adoption of Agenda:** ADOPTED.

**3. Approval of Minutes:** Minutes from Oct. 9/18 meeting – APPROVED.

Minutes from Oct. 23/18 meeting – APPROVED.

**4. Correspondence:** None

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

**6. Friends of the Library Report:** The Friends held their AGM in October. They will be providing funds for several projects, including the chalkboard wall, new DVD shelving unit, etc. They continue to discuss new fundraising ideas.

**7. Financial Report:**

- **2018 Financial Update:** Reviewed the year-to-date financial report (operating account) and the information provided by the municipal treasurer re: the library's reserve.
- **Resolution re: transfer of funds:** Motion to transfer bequest money received in 2018 from the operating account to the library reserve. Moved by John, seconded by Carole. APPROVED. *[see attached resolution]*
- **Library Reserve:** Due to ongoing issues re: the library reserve, the board recommends that a separate bank account be set up for the library reserve, including bequests and large donations received, once the new board is in place. It is anticipated that this would also be used in relation to the planned giving campaign.  
John Harris will draft a letter to the Treasurer and CAO letting them know of the board's intent to pursue this in the new term.

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

**9. Other Business:**

- i. **Building Work (Exterior):** Reviewed the report from the CBO re: the exterior work needed on the building. There is a substantial amount of work needed and the recommendation is that it be done next year. Discussed jurisdiction, given that the municipality owns the building. Discussed financial aspects, given that the 2019 budget is upcoming. Mary Kate will forward the report to the CAO, and consult on how best to proceed.
- ii. **End of Term Report:** Reviewed 2014 End of Term report and made notes on achievements and items to include in this term's report. John will draft and forward to Mary Kate. Will endeavor to have it ready for review at the December meeting.
- iii. **Strategic Plan Review:** Reviewed the 2013-18 Strategic Plan Workplan and evaluated our success at meeting the goals and objectives of the plan. The board is pleased to note that we were successful in accomplishing or making progress on a high percentage of these goals. Discussion of some items to be considered by the new board in the next strategic planning process (see list).
- iv. **Planned Giving:** This will be an item for the next board / strategic plan. This board has gathered information and addressed legal aspects (re: bequests). The next step is to address the financial aspects (including setting up a separate account and financial management), to be followed by addressing recognition and marketing.

**11. Next meeting:**

- Tues, Dec. 11, 2018 at 12:30 at the Library. Budget meeting.

Meeting concluded.

Librarian \_\_\_\_\_

Chairperson \_\_\_\_\_

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

### Statistics:

Oct	2018	2017	2016	2015
<b>Patrons</b>	<b>1322 -2 %</b> w/mtgs 1344	1346 +10% w/mtgs 1371 +12%	1221 -19% w/mtgs 1230	1512 +9% w/mtgs 1530
<b>(Kids/Youth)</b>	342 (105 / 237)	370 (154 / 216)	383 (101 / 282)	436 (190 / 246)
<b>(Progs)</b>	124-in (12 prgs, 1 CV- in) 190-out of Lib, (5-prgs, 9 CV)	162-in (17 prgs in) 302-out of Lib (7-prgs, 12 CV)	143-in (18 prgs in) 325-out of Lib (6-prgs, 11 CV)	142-in (20 prgs + 3 CVs-in) 299- out of Lib (4-prgs + 14 CV - out)
<b>Mtg Rm users</b>	22 (3 mtgs)	25 (3 mtgs)	9 (2 mtgs)	18 (2 mtgs)
<b>Circulation</b>	2208 <b>-11%</b> OverDrive: 390(circ) TOTAL 2598 <b>-6%</b>	2492 <b>+7.5%</b> OverDrive: 276(circ) TOTAL: 2768 <b>+7%</b>	2312 <b>-12%</b> OverDrive: 267(circ) TOTAL: 2579 <b>-7%</b>	2623 <b>-8%</b> OverDrive: 162(circ) TOTAL: 2785
<b>(Adult/Child)</b>	(A-1555, J-627, T-26)	(A-1739, J-708, T-45)	(A-1444, J-814, T-54)	(A-1701, J-860, T-62)
<b>Internet use (+wireless):</b>	<b>279 -17%</b> (238 / 34w / 7 Tab)	303 0% (233 / 45w / 25 Tab)	303 -22% (297 / 29w / 7 EL)	387 -11% (298 / 74w / 15 EL)
<b>ILLs borrowed/lent:</b>	86 / 104	79 / 86	96 / 87	121 / 125

As usual October is a significantly busier month than September. Overall, visits were down a bit from last Oct. (fewer visits from kids). Circulation, was down, however ebook use had a big jump.

### Programs & Services:

#### Children's Programs:

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

**Lego Club:** Continues as a Sat. morning drop-in. Attendance is very irregular.

**Tech Club:** This has not been getting the interest we'd hoped for. Will have to rework it a bit in the new year.

**Read To Every Kid:** Has just started. The books have started circulating, but need to work on promotion

**Afterschool Youth Group:** We've getting more afterschool kids. They are interested in the computers and hanging out, not programs, so we're rolling for that for now.

**Halloween Activities:** The Saturday Halloween StoryTime program was fairly well attended (and went very well), but didn't get the preschool audience I'd hoped for. The Halloween Costume Photo Shoot doesn't do very well here, but was a hit at the Firefighters' Halloween Kids Party. We had a lot of positive feedback from parents.

**PlayGroup:** Continue to visit most weeks. It's going well.

**Daycare:** Continuing monthly visits to the toddlers and preschoolers & loan of books on request. Did a visiting StoryTime for their book sale (Nov. 3)

**Schools:** Did class Halloween visits to primary grades for Merrickville and Montague schools.

**Groups (Cubs, Brownies, etc):** Beavers/Cubs used the library when community centre was unavailable.

#### 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:** continues popular

**Museum Passes:** Use is slower now that summer is over, but they are still popular.

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

**InterLibrary Loans:** Still quite busy although have lost a book club. Lending to other libraries is still high..

**Seniors Home:** Rosebridge Manor still getting books (month loan). Hilltop seems to have put this on hiatus.

**Pools:** The new LP pool has arrived.

**Meeting Room:** The meeting room was used by library programs, the Fair Board, the Knitting Club, and the Friends of the Library.

**Collection:** Have ordered eResources for 2019 – the Friends of the Library will sponsor these. Have been

asked about subscribing to a new eResource (Kanopy), am looking into this. Have added a DVD shelving unit to relieve crowding (also sponsored by the Friends). Spending is on track for the end of the year. Will wrap up with dvds and the big Scholastic sale. Am about to pre-order the winter bestsellers. Weeding continues as time permits.

**Volunteers:** The volunteer situation is fine. Am about to purchase appreciation gift certificates for them.

**Donations:** Have had a number of donations of DVDs and some books.

**Facilities:** Had electrician in to replace the ballasts on 3 of the fluorescent tube lights. Received CBO report on Building Repairs (see item #9a).

**Publicity/Outreach** Am doing the usual Phoenix column, the webpage, Facebook updates, signs, and flyers – and the Open House. The Open House went well re: the Lions Club and generally, but it was a bit slow (possibly due to Jazzfest?). Unfortunately none of the Councillors attended (other than Vic). I put together a short video about the new building project for the Open House; it is now posted on Facebook.

**Partnerships/Outreach:** Visits to the schools & daycare for Halloween. Green screen photos as the Firefighters Halloween party and will be doing as part of Christmas in Merrickville in Dec. Have not heard anything from Trails Society re: the StoryTrail. Re: municipality: have met with the new Economic Development Officer, have Emergency Management Training coming up this month, continue to do the municipal facebook page, will not be supervising the Summer Camps next year (they've decided to shift that to the Treasurer).

**Professional Development, Meetings, etc:** In addition to upcoming EMT, have been doing some webinar training. Am considering attending OLA conference next January.

**Grants, etc:** Have received the Provincial Operating Grant; although the increase promised by the former government has not materialized. However, the Internet Connectivity funding is going through, so we will receive reimbursement for our internet subscription.

**Plans for month:** I will be: preparing the draft 2019 budget, end of year collection shopping (DVDs and Scholastic sale), setting up Christmas visits to the schools, Christmas in Merrickville photo shoot, continuing with weeding, looking into Kanopy service, arranging programming for the new year, plus the usual library business.