

## MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held Mar. 8, 2016 at 12:30 p.m. at the library.

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

Montague: Wendy Simpson-Lewis  
and Mary Kate Laphen (Librarian)

Absent: Brian Reid, Victor Suthren,

Meeting called to order at 12:50 pm.

**1. Acting Chair:** In Brian's absence, Carole agreed to act as Chair for this meeting.

**2. Conflict of Interest:** None.

**3. Adoption of Agenda:** ADOPTED.

**4. Approval of Minutes:** Minutes from Feb. 9/16 meeting – APPROVED.

**5. Correspondence:** Received an email with the newly-published 2014 Ontario Library Statistics. Mary Kate will forward to the board.

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

**7. Friends of the Library Report:** Their next meeting will be in April to prepare for the spring fundraisers.

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

**9. Financial Statement:**

- **2014 Auditted Financial Statement:** this was just received by the municipal office. The board has asked Mary Kate to inquire about one figure in the statement for next meeting.
- **2015 Year-End Financial Report:** reviewed the unaudited year-end statement of accounts for 2015.

**10. Other Business:**

**a. Updates:**

- **Budget 2016:** still pending.
- **Website Redesign/ Capacity Building Grant:** this is proceeding. The billing is expected to meet the deadline for the grant.
- **Registered Charity Status:** still pending – awaiting the annual report and year-end financials.
- **Computers – Windows 10 updates:** All of the public computers, except one have been switched over to Windows 10. There are some continuing issues with the wireless and sound, but workarounds are in place while we figure them out. The switch over continues to prove time-consuming.

**b. 2015 Annual Report:** Reviewed Annual Report and Financial Summary - APPROVED. The board congratulates Mary Kate on a fine report. Mary Kate is scheduled to present the report to Merrickville-Wolford Council on Mar. 14, and will contact Montague Council to set up a presentation date. Once the new annual report is up on our website, it was suggested that we ask the municipalities to post a link on their sites.

**c. Policy Review:**

- **Programming Policy** – reviewed and Approved

**10. Next meeting:** Regular date (Apr. 12) may be a problem. Will set date by email. This will be our annual planning meeting

Meeting concluded.

Librarian \_\_\_\_\_

Chairperson \_\_\_\_\_

## Librarian's Report for Feb-Mar/16

### Statistics:

February	2016	2015	2014	2013
<b>Patrons</b>	1211 <b>+17%</b> w/mtgs 1234	1033 <b>+20.5%</b>	856 <b>-16.5%</b>	1027 <b>-3%</b>
<b>(Kids/Youth)</b>	299 (125 / 174)	280 (111/169) <b>+57%</b>	178	245
<b>(Progs)</b>	104-in (13 prgs, 1 CV - in) 54- out of Lib (3 prgs+ 2 CV - out )	(81-in, 83-out of Lib) (12 prgs in / 5-prgs + 3 CV out )	(95-in, 70-out of Lib) (11 prgs + 1 group visit in / 5-prgs + 2 CVs out )	(166-in, 86-out of Lib) (12 prgs in / 5 prgs + 2 CV out )
<b>Mtg Rm users</b>	23 (4 mtgs)	42 (4 mtgs)	29 (5 meetings)	22
<b>Circulation</b>	2492 <b>-3.5%</b> 2726 w/ ebks	2583 <b>+19%</b>	2165 <b>-12.5%</b>	2475 <b>-16.5%</b>
<b>(Adult/Child)</b>	(A-1683, J-759, T-50)	(A-1469, J-790, T-68)	(A-1531, J-584, T-50)	(A-1617, J-756, T-102)
<b>Internet use (+wireless):</b>	275 <b>-20%</b> (223 / 46w / 6 EL)	<b>343 +51.5%</b> (258 / 75w / 10 EL)	226 <b>-15%</b> (198 / 25w / 3 EL)	266 <b>-3%</b> (206/ 50w/ 10 EL)
<b>ILL borrowed/lent</b>	94 / 104	81 / 79	92 / 90	72 / 78
<b>E-collection use (approx.)</b>	OverDrive: 234 (circ) Eresources: : 88 sessns 140 searches	OverDrive: 213 (circ) Eresources: 13 sessns 103 searches	OverDrive: 142 (circ) Eresources: 95 sessns 319 searches	OverDrive: 85 (circ) Eresources: 131 ssns

February visits were up from last year, in spite of the many snow days. Some very busy days as well as some quite slow ones. Programs did well and ILLs were busy, but computer use and circulation were down (probably related to the weather). The combination of completing the Annual Report, preparing for March Break, and dealing with the computers has meant a lot of extra hours this month.

### Programs & Services:

#### Children's Programs:

**StoryTime:** Is going well. We have some new faces.

**Lego Club:** Continues as a Sat. morning drop-in, has picked up a bit from Jan.

**March Break:** Activities are planned, including an art workshop, origami, and a tech activity; currently in the publicity stage – had a nice article in the NG Times about this, as well as our usual methods.

**Drama Club:** I was planning to bring this back in Apr, but the kids from the Afterschool speeches showed up this month asking for it, so we ran it. The snow days interfered, but if they come, we will run. Will start publicizing again for Apr.

**PlayGroup:** I am continuing my weekly story visits.

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

**Schools:** Did 2 class visits, and we are still providing books for some teachers. The Ste-Marg class has started visiting again.

**Groups (Cubs, Brownies, etc):** Nothing new.

#### Adult Programs:

**Library Book Club:** Our book club continues to go well.

**Off The Shelf:** February was well-attended and well-received.

**Movie Club:** had a much higher attendance this month.

**Museum Passes:** The Museum of History is currently in demand. We are looking into passes for the new Aquatarium. Passes are usually in demand over March Break.

**Internet:** Use was down this month, possibly related to the bad weather.

**InterLibrary Loans:** Interlibrary loans continued to be quite busy this month (incoming and outgoing).

**Seniors Home:** Rosebridge Manor still getting books (month loan). No loans to Hilltop this month.

**Pools:** The new LP pool came in this month. Pools continue to be popular.

**Meeting Room:** The meeting room was used by library programs, the Fair Board, a parent group, the Knitting Club, and a new group called the Creative Bloq this month.

**Website/eResources:** The library website is temporarily being hosted by the company that has revamped the municipal website, while we transition to the new site.

**Collection:** Am working on the spring/summer bestseller order.

**Volunteers:** The volunteer situation continues to be good.

**Donations:** Have received donations of DVDs and books.

**Facilities:** No problems.

**Publicity/Outreach:** Usual column in the Phoenix this month, as well as our webpage news, Facebook updates, signs, and flyers. March Break activities were promoted in an NG Times article, and on the school facebook pages.

**Partnerships/Outreach:** The Historical Society is working on a display for in the library.

**Professional Development, Meetings, etc:** I attended the senior management team meeting with the new interim CAO. The Small Libraries Committee meeting is postponed to Mar. 23. I will be doing a webinar on SOLS' LearnHQ training webportal tomorrow.

**Grants, etc:** Capacity Building Grant deadline: Mar. 25.

**Plans for month:** present the Annual Report, run March Break programs, continue with the new website development process, continue with the Win 10 updates and related problems, and the usual. Upcoming: board planning meeting in April, new light fixtures.