

MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held Apr. 10, 2018 at 12:30 p.m. at the library.

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

Montague: Wendy Simpson-Lewis

and Mary Kate Laphen (Librarian)

Regrets:

Meeting called to order at 12:40 pm.

1. Disclosure of Pecuniary Interest: None.

2. Adoption of Agenda: Motion to adopt agenda with addition under Other Business. Moved by John, seconded by Victor. APPROVED.

3. Approval of Minutes: Motion to approve minutes from Mar. 13/18 meeting. Moved by John, seconded by Wendy. APPROVED.

4. Correspondence:

- Merrickville-Wolford Council passed a resolution in support of the FOPL library funding proposal that the library forwarded after our last meeting.
- The Ontario government has announced that it is acting on this proposal and will revise/increase the operating grant formula and fund an Ontario Digital Library!

5. Questions/ Presentations from Public: None

6. Friends of the Library Report: The Friends will be having their AGM on Apr. 13 and will discuss their fundraising plans, etc.

7. Librarian's Report: see below.

8. Other Business:

a) **Updates:**

i. **Budget 2018:** Intending to pass it at the Apr. 23 meeting. See 8c re: budget revisions

ii. **Building:**

- **Firewall Server:** Have not been having problems with the internet dropping, so it seems the old server was the cause of the problem.
- **Lion's Plaque:** still a work in progress. John will address.

iii. **Annual Report:** Have taken the report to Merrickville-Wolford Council. They did not require my presentation, but seemed pleased with the report. Will be presenting to Montague Council on Apr. 17. The report is on our website, and there was a nice article about it in the North Grenville Times.

b) **Budget Revisions:** the municipal grant is capped at 1.75%, so we need to revise our budget to reflect that amount. Reviewed draft revised budget. APPROVED. Mary Kate will forward.

c) **ILDS Grant:** Purchasing was completed within the deadline and the post-project report has been submitted. Mary Kate did a show and tell of some of the equipment purchased and its anticipated use.

d) **Changes re: Employment Standards Act:** Mary Kate attended a webinar on the new requirements re: Employment Standards. This requires some changes in the way that we handle vacation time for Linda, and some signed agreements re: work hours and vacation time for Mary Kate. Agreements have been signed and will be kept on file.

e) **Planned Giving:** Mary Kate will proceed with having this reviewed by the municipal lawyer. Have not yet made contact with any other libraries doing this; however, research indicates that we need to create appropriate policy and procedures. Will contact SOLS to help find library connections. When the new treasurer is in place, will contact re: financial arrangements.

f) **10th Anniversary of new library building:** Have decided to celebrate this during our October Open House and recognize the Lions at that time. There will be cake. Will consider adding some other special events during the year.

9. Next meeting: Tues, May 8, 2018 at 12:30 at the Library.

Meeting adjourned.

Librarian _____

Chairperson _____

Librarian's Report for Mar/18

Statistics:

| March | 2018 | 2017 | 2016 | 2015 |
|----------------------------------|--|---|--|---|
| Patrons | 1399 -6% w/mtgs 1419 -5.5% | 1486 +2% w/mtgs 1502 | 1452 -2.5% w/mtgs 1501 | 1490 (1547 w/mtgs) |
| (Kids/Youth) | 399 (131 / 268) | 503 (183 / 320) | 435 (163 / 272) | 518 (241 / 277) |
| (Progs) | 172-in (20 prgs in) 34-out of Lib (5-prgs) | 261-in (26 prgs, 2 CV / grps in, 15-out of Lib (2-prgs, 0 CVs out) | 171-in (18 prgs- in) 28- out of Lib (5 prgs- out) | (267-in, 38-out of Lib) (24 prgs in / 4-prgs + 1 CV out) |
| Mtg Rm users | 20 (3 mtgs) | 16 (3 mtgs) | 29 (5 mtgs) | 57 (5 mtgs) |
| Circulation | 2407 -8% OverDrive: 355 (circ) TOTAL: 2762 -2% | 2628 +4.5% Overdrive: 328 TOTAL: 2956 | 2511 -14% Overdrive: 237 TOTAL: 2748 | 2918 +7.5% Overdrive: 227 TOTAL: 3145 |
| (Adult/Child) | (A-1597, J-746, T-64) | (A-1615, J-947, T-66) | (A-1676, J-757, T-78) | (A-1887, J-964, T-67) |
| Internet use (+wireless): | 328 -53% (271 / 34w / 23 Tab) | 388 +13% (311 / 61w / 16 EL) | 344 -19% (282 / 59w / 3 EL) | 427 +65% (331 / 73w / 23 EL) |
| ILLs borrowed/lent: | 107 / 84 | 147 / 114 | 92 / 93 | 158 (B) / 112 (L) |

March was down from last year. Although evenings are picking up and there were many busy days, there were several slow mid-week days that brought down our numbers. Also, visits by kids and youth were down from previous years. March Break was not as well attended as I would have liked, but the programs seemed to bring families to the library, and it was quite busy during those times.

Programs & Services:

Children's Programs:

StoryTime: Going well.

BabyTime: a group of moms has expressed interest in this. Monday mornings seems to be the best time slot for them (but my day off), however, I will be running as a 5-week program.

March Break: as mentioned, attendance was lower than hoped for, and contributed to our lower number of kids/youth for the month. However, there were a number of people/families coming to the library along with the kids participating.

PlayGroup: Continuing to do weekly story visits.

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

Schools: nothing new this month.

Groups (Cubs, Brownies, etc): n/a.

Adult Programs:

Library Book Club/ Off the Shelf /Adult Art Group: are all doing well and continuing popular.

Photoshop workshop: This was quite successful and Chris will be running a follow-up one in April.

Museum Passes: Quite busy this month.

Internet: Internet use is up and down with overall visits. Lots of use by kids during March Break.

InterLibrary Loans: Down from last year's high, but continue to be fairly busy.

Seniors Home: Rosebridge Manor still getting books (month loan). Hilltop is getting books rather irregularly

Pools: New DVD pool is in. Will be switching to new MAPsacks soon.

Meeting Room: The meeting room was used by the Fair Board and Knitting Club, and some individuals (for meetings) as well as for library programs.

Collection: Went to the big spring Scholastic book sale. Will be able to start weeding soon.

Volunteers: The volunteer situation continues good. They continue to shelve, process books, package

interlibrary loans, work on our genealogy scanning project.

Donations: n/a

Facilities: David Dunn is our new Art in the Library artist. The Generlink is supposed to be installed this week (this was delayed because they have been on back order since December).

Publicity/Outreach: The usual outlets: Phoenix, webpage, Facebook updates, signs, and flyers. Article on Annual Report in NG Times.

Partnerships/Outreach:

- United Church: drop-off for book donations for their book sale, and have been assisting with sorting. Ain return, I can take books for the library.
- Municipality: continuing as staff liaison for the Canada Day Committee and the Merrickville 225 committee and am involved in a Recreation Advisory Board project, managing social media and municipal website, will be doing hiring for summer camp counsellors soon.

Professional Development, Meetings, etc: attended the webinar on Employment Standards; the next Small Libraries Committee meeting is in May.

Grants, etc: ILDS grant is done. Have entered most of the data for the provincial annual survey (for the provincial operating grant); will be entering the financial data and submitting later this week.

Plans for month: Will need to get the new ILDS purchases up and running. Will work on programming and outreach. Collection management (weeding). Plus the usual library business and municipal obligations – particularly hiring for the summer camps.