

## MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held Feb. 13, 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. Conflict of Interest:** None.

**2. Adoption of Agenda:** Motion to adopt agenda with addition under Other Business. Moved by Wendy. APPROVED.

**3. Approval of Minutes:** Motion to approve minutes from Jan. 9/18 meeting. Moved by Carole. APPROVED.

**4. Correspondence:** None

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

**6. Friends of the Library Report:** The Friends had their annual lunch in January. Next meeting in March.

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

**8. Other Business:**

a) **Updates:**

i. **Budget 2018:** The budget has not been passed. Council is looking for further cuts to operating costs. This may take some time, as it may involve a line-by-line review and the interim treasurer is part-time.

ii. **Building:**

- **Firewall Server:** Replacement of the firewall server should take place this week.
- **Water:** OCWA finally solved an ongoing problem. The problem was with the equipment, not the water.
- **Painting:** Will reconsider our options, due to current short-staffing.

iii. **Performance Reviews:**

- Both CEO and staff reviews have been completed.

iv. **ILDS Grant:** Have final cost for eResources. Am reviewing options for additional purchase. Deadline is Mar. 30.

v. **Lions' Plaque:** In progress. The plaque is with the foundry for repainting.

**b) Year-End Statistics/ Annual Report:** reviewed year-end use statistics for 2017. These numbers will be used in the Annual Report and the provincial Annual Survey. The draft of the Annual Report, including financial summary is expected to be available for review by the end of Feb.

**c) Comparative Library Statistics:** John presented some additional comparative statistics re: annual costs/capita and cost/hour of service/1000 residents based on the provinces 2016 library data. Mary Kate will include this data when she presents the Annual Report to Council.

**d) Planned Giving:** Still pending results from review from lawyer. Next steps will be setting up the appropriate financial mechanisms – setting up the fund, and how to arrange the financial end with the municipal office; how to recognize donors; inform them of tax benefits to the estate, etc. Some of this may have to wait until a new Treasurer is in place. After this will move on to marketing.

**e) OLA Conference Report:** Mary Kate reported back on the OLA conference, and how the sessions relate to ongoing library projects, such as programming and community engagement.

**9. In Camera:** Matter pertaining to an identifiable individual(s).

**10. Next meeting:** Tues, Mar. 13, 2018 at 12:30 at the Library.

Meeting concluded.

Librarian \_\_\_\_\_

Chairperson \_\_\_\_\_

## Librarian's Report for Feb/18

### Statistics:

Jan	2018	2017	2016	2015
<b>Patrons</b>	<b>1160 -10%</b> w/mtgs 1191	<b>1294 +3%</b> w/mtgs 1294	1259 <b>+8.5%</b> w/mtgs 1280	1159 <b>+35%</b>
<b>(Kids/Youth)</b>	305 (92 / 213)	336 (107 / 229)	290 (114 / 176)	265 (96 / 169)
<b>(Progs)</b>	111-in (16 prgs in) 52-out of Lib (4-prgs, 1 CV)	135-in (17 prgs, 1 CV in.) 58-out of Lib (2-prgs, 3 CVs)	136-in (17 prgs - in) 41- out of Lib (6 prgs -out)	(134-in, 41-out of Lib) (16 prgs in / 5-prgs + 1 CV out )
<b>Mtg Rm users</b>	31 (3 mtgs)	0 (no mtgs)	21 (3 mtgs)	19 (3 mtgs)
<b>Circulation</b>	2377 <b>-3%</b> OverDrive: 290(circ) TOTAL: 2667 <b>-2.5%</b>	<b>2460 +4%</b> OverDrive: 275(circ) TOTAL: 2735	2359 <b>-4.5%</b> OverDrive: 224(circ) TOTAL: 2583	2475 <b>+12%</b> OverDrive: 263(circ) TOTAL: 2738
<b>(Adult/Child)</b>	(A-1595, J-724, T-58)	(A-1587, J-798, T-68)	(A-1568, J-742, T-49)	(A-1699, J-732, T-44)
<b>Internet use (+wireless):</b>	<b>273 -20%</b> (228 / 31w / 14 Tab)	<b>343 -2%</b> (288 / 47w / 8 EL)	351 <b>+9%</b> (284 / 60w / 7 EL)	321 <b>+49%</b> (255 / 52w / 14 EL)
<b>ILLs borrowed/lent:</b>	99 / 90	124 / 91	113 / 107	81 / 79

January was down somewhat from last year, but much more lively than in December. There were a few very slow days, and it has been generally slow in the evenings, which brought down our numbers. We have had some offers of new programs.

### Programs & Services:

#### Children's Programs:

**StoryTime:** Attendance has generally been pretty good, in spite of a lot of illness.

**Lego Club:** Generally small turnout, but up from Dec.

**Read To Every Kid:** This has finished. "King Baby" (Beaton) was the winning story.

**Art Workshops:** Kenna McCall has come forward to run art workshops for youth (12+). She will run one during March Break, and possibly with our Youth Group, if we can get that going. Gloria will focus on her efforts on workshops for 8-11s and the adult group.

**Youth Group:** Our first session didn't fly, so we are rethinking the time slot.

**March Break:** am just starting to plan this. Have the art workshop and a special coding day (Drew Avis offered to run this) lined up. Expect focus on maker and STEAM activities for 5-12 year olds, and use some of our tech. Working on this is a priority for this week.

**PlayGroup:** Continuing to do my weekly story visits.

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

**Schools:** Went to Wolford School to read the winning Read to Every Kid book. Am helping out with Merrickville School's new Coding Club, and will be judging the public speaking.

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

#### Adult Programs:

**Library Book Club:** Our book club continues to do well. They just gave the library a donation for books.

**Off The Shelf:** Continuing to have good attendance.

**Adult Art Group:** This is going very well and the group is very enthusiastic.

**Friday Movies:** Am reconsidering this program due to low participation.

**Photoshop workshop:** Now have a leader and an audience. Will set up a date for next month.

**Museum Passes:** Continuing to be very popular.

**Internet:** Internet use is up and down with overall visits.

**InterLibrary Loans:** Have picked up from last month. We are lending quite actively lately.

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

**Pools:** Will be rotating the LP books this month and the DVDs in March.

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

**Collection:** The winter bestsellers are coming in. Have added the new DVDs and am gradually adding the

new kids' books.

**Volunteers:** The volunteer situation is good. They continue to shelve, process books, package interlibrary loans, work on our genealogy scanning project.

**Donations:** We received a donation from the Book Club, and from individuals.

**Facilities:** See Other Business 8.a.ii. above.

**Publicity/Outreach:** The usual outlets: Phoenix, webpage, Facebook updates, signs, and flyers. Have updated the eResources on our webpage. In contact with the schools re: publicizing art programs, etc. NG Times article on Laurie Carter & her art display in the library.

**Partnerships/Outreach:**

- Schools: see above.
- Municipality: continuing as staff liaison for the Canada Day Committee, managing social media, and a have a bit of involvement re: summer student grants,.

**Professional Development, Meetings, etc:** Went to the OLA Superconference; have a Small Libraries audio meeting, and some training through SOLS coming up in Feb and March. Continue to attend municipal senior management/staff meetings.

**Grants, etc:** Working to finish the ILDS grant before the end of March. Have begun collecting data for the Annual Library Use Survey (required for the provincial grant).

**Plans for month:** Priorities are the March Break program, finishing the Annual Report, and spending the ILDS grant (and completing post-project report). Then would like to focus on programming, esp. vis-à-vis ideas from the conference. Plus the usual library business and municipal obligations.