

MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held Oct. 10, 2017 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 12:35 pm.

1. Conflict of Interest: None.

2. Adoption of Agenda: ADOPTED.

3. Approval of Minutes: Minutes from Sept 12/17 and Sept 26/17 meeting – APPROVED.

4. Correspondence:

- **Kathleen Brown Fund:** The library has received a donation from the Investors Group Kathleen Brown Fund. Mary Kate has sent a letter of thanks. We may wish to transfer this to library reserves; if so, a resolution will be required – deferred to next meeting.

5. Questions/ Presentations from Public: None

6. Friends of the Library Report: The Friends' AGM will be October 27. The Mayor, CAO, and press have been invited for the plaque presentation.

7. Librarian's Report: see below.

8. Other Business:

a) Updates:

i. **Art in the Library:** Larry Thompson will be the next artist to display his work. It should be up soon.

ii. **Building:**

- **Painting:** Mary Kate will follow up re: Public Works doing the painting needed in the meeting room and upstairs.

iii. **Budget:** A draft library budget will be ready for next meeting. Our budget is due in Nov, as Council begins considering budgets in Dec.

iv. **ILDS Grant:** Grant has been received, along with further information on eligible items. Mary Kate and John will work on this.

v. **Lions' Plaque:** Repainting this is still pending. John is following up on this.

b) Open House: Finalized plans for the Library Open House on Oct. 14.

c) Planned Giving (see report):

- Discussed using the planned giving campaign to create a library endowment fund.
- As a first step, meeting with a financial consultant and/or lawyer would be required to investigate and set up an endowment fund. John has a contact who may be able to get us started with this process.
- Mary Kate will contact other small libraries to see if there are any with planned giving campaigns that we can get information from.
- Future steps: how to publicize/market planned giving.

9. Next meeting:

- Tues, Nov. 14, 2017 at 12:30 at the Library. **Budget Meeting!**

Meeting concluded.

Librarian _____

Chairperson _____

Librarian's Report for Sept-Oct/17

Statistics:

Sept	2017	2016	2015	2014
Patrons	1269 +2 % w/mtgs 1281	1245 -6.5% w/mtgs 1270	1332 -14% w/mtgs 1360	1556 +34.5%
(Kids/Youth)	345 (111 / 234)	359 (117 / 242)	356 (194 / 162)	490 (378 / 112)
(Progs)	87-in (13 prgs in) 20-out of Lib, (3-prgs, 0 CV)	99-in (14 prgs in) 35-out of Lib, (2-prgs, 1 CV)	97-in (14 prgs in) 14-out of Lib, (3-prgs out)	125-in (16 prgs in) 25-out of Lib, (3-prgs out)
Mtg Rm users	12 (2 mtgs)	25 (4 mtgs)	28 (5 mtgs)	66 (8 mtgs)
Circulation	1952 -18% OverDrive: 296(circ) TOTAL 2248 -14.5%	2379 -0.8% OverDrive: 256(circ) TOTAL 2635 +2%	2398 -21.5% OverDrive: 196(circ) TOTAL 2594	3056 +18% OverDrive: 147(circ) TOTAL
(Adult/Child)	(A-1249, J-658, T-45)	(A-1544, J-795, T-40)	(A-1542, J-789, T-67)	(A-1818, J-1156, T-82)
Internet use (+wireless):	293 -14% (244 / 36w / 13 Tab)	341 -4.5% (296 / 37w / 8 EL)	357 -18.5% (284 / 56w / 17 EL)	438 +45% (362 / 62w / 14 EL)
ILLs borrowed/lent:	101 / 91	125 / 78	76 / 78	113 / 105

September visits are up slightly from last year, but circulation and internet use are down, and program attendance was rather soft. This may be due to the unusually good weather. Afterschool visits have resumed, but many of our regulars are now in North Greenville schools, so are no longer coming.

Programs & Services:

Children's Programs:

StoryTime: Attendance has been somewhat low in September, as some of our regulars are now in school or daycare, but we have some new faces.

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

Read To Every Kid: Has just started. The books have started circulating and I am promoting it.

Afterschool Youth Group: We are still getting kids in afterschool on Wednesdays, and some other days, but we are not running activities at the moment.

Coding for Kids: Drew Avis has started up another programming session for Oct. and Nov. It is off to a good start.

Halloween Activities: I will be doing a Halloween StoryTime program at the Daycare's upcoming book sale, as I did last year. We will also be doing another Halloween Costume Photo Shoot using the green screen at the library on the same day. I will also be doing a Halloween photo shoot at the Firefighters' Halloween Party for Kids (this was well-received last year).

PlayGroup: PlayGroup has started up again, I am continuing my weekly story visits. They are still a small group.

Daycare: Continuing monthly visits to the toddlers and preschoolers & loan of books. See Halloween activities above.

Schools: Have facilitated a Story Walk-type activity for the Merrickville Kindergarten classes, run by Laura Lee Davies (UCLG Early Literacy Specialist) for this month. Also, Halloween visits to primary grades are scheduled for Merrickville and Montague schools. I am waiting to hear back from Wolford School.

Groups (Cubs, Brownies, etc): Will look into connecting with the leaders.

Adult Programs:

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

Off The Shelf: has starting up again. Attendance is quite good.

Friday Movies: did very poorly in Aug and Sept. I will monitor whether attendance picks up once the weather turns.

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

Internet: Was slower in Sept, but is still getting a lot of extended use, particularly by kids.

InterLibrary Loans: Were busy this month, with the book clubs starting up again.

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

Pools: The LP pools will be rotating in October; the DVD pool will rotate in November..

Meeting Room: The meeting room was used by library programs, the Fair Board, the Knitting Club, and the ESL teachers.

Collection: The fall bestsellers are coming in. Weeding continues, but has been slowed by other priorities.

Volunteers: The volunteer situation is good.

Donations: see Kathleen Brown Fund item (#4 above).

Facilities: see Building Update (item #8a).

Publicity/Outreach: Am doing the usual Phoenix column, the webpage, Facebook updates, signs, and flyers – and we have our upcoming Open House.

Partnerships/Outreach: Liaisoning with the Trails Society re: creating a permanent Story Trail in Merrickville (see upcoming activity activity). Visits to the schools & daycare for Halloween. Continuing to do the municipal facebook page. Will be working with the CAO on accessibility requirements, etc.

Professional Development, Meetings, etc: Attended the Small Libraries Committee meeting. Will be attending a mini-symposium in Perth later in Oct. Participated in 2 days of municipal Emergency Management Training in Sept, and have one more day upcoming. Continue to attend municipal Senior Management Team meetings regularly. I am considering trying to attend the OLA Superconference early next year.

Grants, etc: Have submitted the data for the Provincial Operating Grant; this should be received fairly soon. Have done the annual signing of the shared library services agreement with Montague Twp; Wendy reports that the grant should arrive soon. ILDS grant has been received.

Plans for month: I will be: prepping for the Open House; doing Halloween programs/visits; working on budget & related; deciding about eResources for 2017, finishing up the weeding, considering items for the ILDS grant; working on accessibility reporting; and revisiting programming ideas and community engagement (if time permits); plus the usual library business.