

MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held Jan. 12, 2012 at 7:00 p.m. at the library.

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

Montague, Elaine Empey

and Mary Kate Laphen (Librarian)

Absent: Dianne Coates

Meeting called to order at 7:05 pm.

1. Declaration of Conflict of Interest (pecuniary): None.

2. Adoption of Agenda: ACCEPTED, with addition of Audited Financial Statement.

3. Approval of Minutes: Dec. 8, 2011 minutes – APPROVED.

Business Arising:

- Reviewed report from Public Works on library building/maintenance check.

4. Correspondence: None.

5. Questions/ Presentations from Public: None.

6. Friends of the Library Report: The Friends presented their financial report for 2011 (see file copy). The group raised \$6,018 for the library. The board expressed their appreciation for the Friends' efforts.

7. Librarian's Report : see below.

- Discussion of programming ideas, including a tax tips seminar.

8. Other Business:

a. Selection of Board Chair: Brian Reid was acclaimed as Chair for 2012.

b. Audited Financial Statement 2010: Statement was distributed to Board for review.

c. Policy Review: Reviewed, updated & approved the following policies:

- Policy-Creation policy
- Board By-laws
 - Question raised re: Byl-18 (Audit) - should something be added about meeting with the auditor re: questions about the audited financial statement? Consensus was that nothing needed to be put in the bylaws about this; and that questions would go first to the Treasurer - Mary Kate to make inquiries about this.
- Advocacy policy
- Public Relations policy

d. Building Updates:

i. Building Idea: Brian is still looking into this.

e. Community Needs Assessment Update:

- Reviewed & finalized the updated version of the survey.
- Decided to put the survey in the Phoenix as a full-page ad, as cost is relatively low.
- Will also have copies distributed to Montague (by Board), and copies at the library & municipal office.
- Mary Kate will make an online version for the website and make inquiries for a downtown collection point.

9. Next meeting: Feb. 16/12 (in deference to Mary Kate's birthday obligations).

Meeting concluded.

Librarian

Chairperson

Librarian's Report for Dec/11- Jan/12

Statistics:

| December | 2011 | 2010 | 2009 | 2008 |
|-----------------------|--------------------------|-----------------------|-----------------------|------------------------|
| Patrons | 837 +13.5% | 737 +9% | 678 | 657 |
| (Kids/Teens) | (199 / 43) | (124 / 50) | (124 / 50) | (144 / 50) |
| (Progs) | (111-in, 232-out of Lib) | (40-in, 219-out) | (53- in, 294-out) | (36- in, 219 -out) |
| (Class visits) | 13 (2 in, 11 out) | 7 (7 out) | | |
| Meeting Rm users | 39 | 11 | 37 | 3 |
| Circulation | 2075 +10% | 1880 +7.5% | 1748 | 1832 |
| (Adult/Child) | (A-1236, J-741, T-98) | (A-1177, J-592, T-78) | (A-1120, J-532, T-96) | (A-1015, J-704, T-113) |
| Internet (+wireless): | 210 (163+36w+11T) +28% | 164 (136+28w) +0% | 163 (142+21w) | 169 |
| ILL borrowed/lent: | 44 / 40 | 63 / 52 | 84 / 51 | 61 / 23 |
| E-collection use | 150 sessions | 122+ sessions | | |

December use (visits, circulation, computer use, program attendance) was up substantially from last year - partly due to very good program attendance and mild weather. January looks to be rather slow - partly due to worse weather.

Programs & Services

StoryTime: Continuing to go well, but attendance has been down in January (lots of bad weather & illness).

PlayGroup/Well-Baby: Continuing to visit regularly (~3X/month for PG, 1X/month for WB). Still going well.

Daycare: Continuing to do monthly visits. Teachers continue to borrow books.

Schools: Class visits from the Fr. School have been on hiatus for holidays & other priorities - teacher is planning to resume when current unit is done. Made Xmas visits to primary classes at Merr., Wolf., & Mont. Schools. Have started publicizing new World Book e-resources with teachers.

Groups (Cubs, Brownies, etc): Nothing new this month.

Read to Every Kid Campaign: Will be having a wrap-up event (announce winners) in combination with Family Literacy Day on Jan. 28.

Off The Shelf: December program (also had Giocosos Strings) was packed & went really well. Very popular.

Library Book Club: our 2 book clubs continue.

Museum Passes: Popular over the holidays.

Internet: Use continues to be steady. We have a number of regular users.

InterLibrary Loans: Have been slower due to holidays.

Seniors Home: Rosebridge Manor still getting books (month loan).

Pools: Nothing new this month. They continue popular.

Meeting Room: This month the meeting room was used by: Bereavement Art group, book clubs, Off the Shelf, knitting club, 2 card groups, and exam proctoring.

eResources: Generally fairly low, except for ebooks, which are really picking up. There continues to be a lot of inquiries from people who've just gotten/are getting an e-reader (several per week).

Collection: Lots of winter bestsellers are starting to come in. Purchased a lot of kids books & French books (see below under Grants) at the Scholastic sale in December. Also purchased a lot of DVDs in the post-Xmas sales (see below under Grants). I believe we've ended up more or less on budget for the year. Have weeded the adult non-fiction.

Volunteers: All is pretty good, except have been shorthanded this month for the genealogy scanning (although new scanner is now set up). Doing usual processing, shelving, ILL packaging, etc.,

Donations: The raffle & book bundles went well. The Friends have given the library money for the various projects/items they are supporting

Facilities: See *Building Update*. The new display unit is finished & in place.

Publicity/Outreach: Publicizing events, e-resources on website, in EMC, and signs & flyers (no Phoenix for Jan.). Talking to parons, teachers, re: e-resources. Added new feature to website to promote new books. No time for Facebook page in Dec. - has been deferred until the Annual Report/Year-end is done.

Professional Development, Meetings, etc: Nothing this time of year.

Grants, etc: Finally received provincial grant for 2011 (in mid-Dec.). Have been notified that we have received an unexpected grant to purchase kids' French books. Am finalizing plans for the Capacity-Building grant - have used some of it to expand the DVD collection.

Plans for month: Family Literacy Day program, begin compiling year-end figures/info, add new materials, complete purchasing for grants (CB & Fr), create online survey & related, publicize eresources & ebooks, more weeding?, start Annual Report? Plus the usual.