

MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held Jan. 13, 2015 at 12:00 p.m. at the library.

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

Montague: n/a

and Mary Kate Laphen (Librarian)

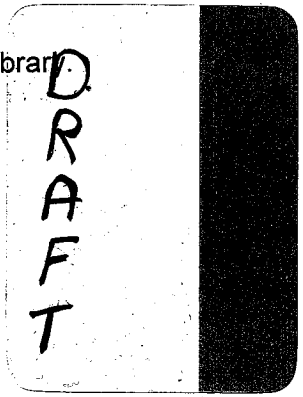
Absent:

Meeting called to order at 12:10 pm.

1. **Conflict of Interest:** None.

2. **Adoption of Agenda:** ADOPTED.

3. **Approval of Minutes:** Minutes from Dec. 9/14 meeting – APPROVED.



4. Correspondence:

- Capacity-Building Grant: Public libraries are receiving a special Capacity-building grant from the provincial government in 2015. These are earmarked for IT and related technology. Our library will be receiving \$3,000 to be spent by Sept. It was noted that the new board will want to move up our technology planning in light of this.

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

6. **Friends of the Library Report:** Recently had their annual lunch and meeting. A copy of their financial statement for the year was passed on the the board. The Friends contributed \$2400 to the library in 2015. The Friends have made plans for spring 2015.

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

8. Other Business:

a. **Budget 2015 Update:** Have not had any updates on this. Budgets are still under consideration by the Councils.

b. **Heritage Merrickville Grant Update:** Still pending. The Historical Society is still planning to go forward with the application. The deadline has been extended.

c. **Performance Review for Staff:** Our new staff person has completed her probationary period. Mary Kate will be doing a review with her this month. Assistant Librarian performance review template reviewed by board.

d. **Year-End/Annual Report:** Mary Kate is beginning to compile year-end use statistics in preparation for the Annual Report and Provincial Survey. Board members are invited to suggest items or changes to the Annual Report.

e. **Tool Library:** As a point of interest, John drew the board's attention to a recent newspaper article about a tool library.

9. **Next meeting:** Since the new board has not yet been appointed, the next meeting has been scheduled for Tues, Feb. 10 at **12:30 pm – NOTE NEW TIME!**

Meeting concluded.

Librarian _____

Chairperson _____

Librarian's Report for Dec/14 – Jan/15

Statistics:

Dec	2014	2013	2012	2011
Patrons	975 +44%	677 -10%	751 -10%	837 +13.5%
(Kids/Teens)	(185 / 45)	(95 / 38)	(159 / 43)	(199 / 43)
(Progs)	134-in (13 prgs in) 179-out of Lib, (2 prgs +9 CVs out)	(80-in, 115-out of Lib) (7 prgs / 3-prgs out + 5 CV out)	(92-in, 217-out) (6 prgs + 1 CV-in / 2 prgs-out + 11 CV out)	(111-in, 232-out) (2 CV- in, 11 CV-out)
Mtg Rm users	0 (0 mtgs)	20	23	39
Circulation	2086 +11%	1872 -9%	2057 -1%	2075 +10%
(Adult/Child)	(A-1361, J-689, T-36)	(A-1356, J-461, T-55)	(A-1315, J-645, T-97)	(A-1236, J-741, T-98)
Internet use (+wireless):	266 +83% (223 / 39w / 4 EL)	145 -20% (109 / 33w / 3 EL)	181 -14% (153/ 24w/ 4 EL)	210 +28% (163+36w+1EL)
ILL borrowed/lent:	103 / 61	87 / 60	58 / 55	44 / 40
E-collection use (approx.)	OverDrive: 215 (circ) Eresources: 15 sessions 48 searches	OverDrive: 137 (circ) Eresources: 28 sessns	Total: 158+ sessions/circs	Total: 150+ sessions/circs

December was much busier than last year, reflecting the new hours and additional open hours during the week between Christmas and New Year's. Our holiday hours were a success. Visits were up a lot, esp. by kids, and the additional programs, including participation in Christmas in Merrickville, boosted visits. Internet use was also way up. Circulation of kids' material was up, but adult circulation remained much the same, although ebook circulation remains up substantially from last year. Evening use continues to be low.

Programs & Services:

StoryTime: Attendance continued to be fairly good in Dec. All is going well.

Lego Club: Continuing as a Sat. morning drop-in. Attendance continues low, but it's easy to run.

Read To Every Kid: continues til January. Will announce the winner at our Family Literacy Day StoryTime on Sat, Jan. 24

Art Workshop: Debbie Alexander will run another one of these this month.

Afterschool Christmas Crafts: had moderate attendance, but this was hampered by snow days. Participants enjoyed it. Will consider running again next Dec.

PlayGroup: I am continuing my regular story visits, although there have been several cancellations this month. They continue to be a small group this year.

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

Schools: Will visit other Merrickville Gr.1 later this month. Will be contacting Wolford school about visits to the primary classes.

Groups (Cubs, Brownies, etc): No news

Adult Programming:

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

Off The Shelf: The December program had a good turn out, as did a special Off the Shelf event in early January. The regular program is also running this month, and then will take Feb. off.

Other programs: The Mac Computer workshop is continuing this month. Most of the health programs on hiatus for the winter. We will revisit when the weather improves.

Upcoming: John will be running a tax seminar in Feb. Not much else is planned. Programming for tweens/teens is still under consideration.

Museum Passes: Not as busy as expected over the holidays, but still moving.

Internet: December internet use was high for Dec. – reflects the library being open more.

InterLibrary Loans: Interlibrary loan requests were very high this month – many book club requests, and some heavy users.

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

Pools: The DVD pool will be rotating later this month.

Meeting Room: no meetings were booked this month.

eResources: eBook/eAudio continue to be much higher than last year, although down from last month (probably reflecting the season). Other eResources were low.

Collection: Purchased a lot of new books at the Scholastic sale (lots of real bargains), and new DVDs in the

post-Christmas sales. Will be adding these over the next few months.

Volunteers: The volunteer situation is OK. They continue to process, shelve, package ILLs, etc. Have been giving out our appreciation gift certificates

Donations: Received some end of year donations. The book bundle sales were reasonably good this year.

Facilities: The alarm monitoring system has been changed. This will reduce our monthly charge.

Publicity/Outreach: No Phoenix in January, but continue to use the webpage, Facebook updates, signs, and flyers. Vic will inquire about a presentation of the SOLS material for new councilors, possibly at a Council meeting or at their upcoming training session.

Partnerships/Outreach: Nothing new this month.

Professional Development, Meetings, etc: Will be "attending" a couple of information webinars. Linda has completed the SOLS course on library eResources.

Grants, etc: The Capacity Building Grant! (see above)

Plans for month: Will work on the year-end stats and annual report, do Linda's review, look into technology spending and youth programming, plus the usual.

MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board’s meeting was held Feb. 10, 2015 at 12:30 p.m. at the library.

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

Montague: n/a

and Mary Kate Laphen (Librarian)

Absent: Victor Suthren

Meeting called to order at 12:35 pm.

1. Conflict of Interest: None.

2. Adoption of Agenda: ADOPTED.

3. Approval of Minutes: Minutes from Jan, 13/15 meeting – APPROVED.

Follow-up re: tool library: John has looked into this further and it is not something that is within our library’s capability.

4. Correspondence:

- **SOLS Annual Report:** received a copy of this. It is available for board perusal.
- **SOLS Handbook for Municipal Councilors:** received email indicating that this is available. It is rather long, so the “Spotlight on Ontario Libraries for Municipal Councilors” may be more appropriate.

5. Questions/ Presentations from Public: None.

6. Friends of the Library Report: No report.

7. Librarian’s Report: see below.

8. Other Business:

- a. **Budget 2015 Update:** No news. The budgets are still under consideration. Mary Kate checked with Montague, but there has been no request for a presentation re: our budget.
- b. **Heritage Merrickville Grant Update:** The Historical Society has submitted the application for this.
- c. **Performance Review for Staff:** Mary Kate has completed the post-probationary staff performance review. Everything is good on the staff front.
- d. **Council Tour of Facilities:** Although a presentation on the library was not included in the Councilor training session, the councilors will be doing a tour of municipal facilities, which will include the library. This may give an opportunity to review the info from the SOLS pamphlet for councilors.
- e. **Year-End Statistics:** reviewed the year-end use statistics.
- f. **Annual Report:** The Annual Report is a work in progress. Mary Kate will send out for review before next meeting. Next, Mary Kate will put together the 2014 financial summary section. This should also be ready for approval at the March meeting.
- g. **Technology Plan/Capacity Building Grant:** Once March Break is over, we need to work on the technology plan, and then we will be able to determine how to use the grant. John has volunteered to be on the committee for this.
- h. **Board Applications:** the application forms are not out yet, but should be soon. In the meantime, the board continues on...

9. Next meeting: Since the new board has not yet been appointed, the next meeting has been scheduled for Tues, Mar. 10 at **12:30 pm!**

Meeting concluded.

Librarian _____

Chairperson _____

Librarian's Report for Jan - Feb/15

Statistics:

January	2015	2014	2013	2012
Patrons	1159 +35%	859 -15.5%	1018 +5%	966 +7%
(Kids /Youth)	(96 / 169)	(155 / 54)	(220 / 70)	(183 / 51)
(Progs)	(134-in, 41-out of Lib) (16 prgs in / 5-prgs + 1 CV out)	(97-in, 33-out of Lib) (10 prgs in / 5-prgs out)	(136-in, 58-out of Lib) (12 prgs in / 5-prgs out)	(92-in + 1 CV / 41-out)
Mtg Rm users	19 (3 mtgs)	28	25	35
Circulation	2475 +12%	2204 -14%	2560 -4.5%	2683 +3%
(Adult/Child)	(A-1699, J-732, T-44)	(A-1503, J-648, T-53)	(A-1378, J-751, T-134)	(A-1699, J-872, T-112)
Internet use (+wireless):	321 +49% (255 / 52w / 14 EL)	215 -18% (179 / 28w / 10 EL)	263 +0% (185/ 76w/ 3 EL)	261 +24% (212+39w+10EL)
ILL borrowed/lent:	81 / 79	62 / 90	122 / 106	92 / 80
E-collection use (approx.)	OverDrive: 263 (circ) Eresources: 32 sessions 70 searches	OverDrive: 146 (circ) Eresources: 49 sessions	OverDrive: 91 (circ) Eresources: 59 sessns	Total: 209+ sessns/circs

Thanks to the new hours, January statistics are up considerably from last year. However, the extreme cold is having a negative effect, especially in the evenings. Things seem to be busier in Feb., with more moderate temperatures (although a lot of snow).

Programs & Services:

StoryTime: All is going well. Attendance was down in Jan., as usual.

Lego Club: Continuing as a Sat. morning drop-in. Somewhat better turnout lately.

Read To Every Kid/Family Literacy Day StoryTime: low turnout, but we had fun.

Art Workshop: last turnout was moderate (some last minute cancellations). Debbie Alexander will no longer be able to do them monthly after Feb, so I will be on the lookout for other artists, but will just make it less frequent for the short term, as we focus on...

Youth Group: I have found 2 girls who are interested in starting up a youth group (for ages 10-14). There will be having a meeting later in Feb. to kick this off. They are interested in showing movies, so I am looking into a license for this, and will talk to the Friends of the Library about sponsoring.

Books with Babies: An Early Literacy specialist from the OEYC (Ontario Early Years Centre) will be running this 6 week program at our library starting in March. It's for parents with babies 0-12 months.

March Break: is in the planning stages. I am hoping to have activities every weekday afternoon (to showcase our afternoon hours).

PlayGroup: I am continuing my regular story visits.

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

Schools: Visited MPS Gr.1. Will visit again and to Gr. 2 this month. Will visit Wolford school once my car is fixed. Have also loaned some books for class use.

Groups (Cubs, Brownies, etc): No news

Adult Programming:

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

Off The Shelf: Both Jan sessions were well attended. Is taking Feb. off.

Other programs: John's tax seminar for seniors is scheduled for Feb. The Mac Computer workshop had low attendance, but is scheduled again for Mar. The health programs continue on hiatus for the winter.

Museum Passes: Continue to circulate.

Internet: internet use was up considerably from last Jan. People also often spend a long time using it.

InterLibrary Loans: Interlibrary loans were high in Jan. There were a lot of requests, so Feb will also be high.

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

Pools: have received the new DVD pool. The LP pool will be rotating in early Mar.

Meeting Room: used by programs, the Fair Board and the Knitting Club in Jan. Also used by a parent group and the improve jam group in Feb.

eResources: OverDrive eBook/eAudio are continuing to do well (back up from Dec.) Other eResources continue low.

Collection: new books are coming in, some donated materials. Continuing to add the new DVDs and kids' books purchased in Dec.

Volunteers: The volunteer situation is OK. Will be adding 1 or 2 new volunteers shortly.

Donations: Just books this month.

Facilities: Nothing new this month, but the building/roof is very noisy in the extreme cold.

Publicity/Outreach: Phoenix, webpage, Facebook updates, signs, and flyers as usual.

Partnerships/Outreach: Will be hosting the Baby program (see above).

Professional Development, Meetings, etc: Will be "attending" a couple of information webinars on website apps for mobile devices, and on CELA resources (library resources for the print-impaired). There is a small libraries' committee meeting in April.

Grants, etc: Am compiling the data for the annual provincial survey as I complete the library's year-end reports. Deadline won't be until after March. Have received the Capacity Building Grant, will be working on this shortly (see 8g above).

Plans for month: Finish the annual report, compile financial summaries, compile data for provincial survey, continue planning for March Break, work with the Youth Group, plus the usual.