

MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held Oct. 10, 2013 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 7:10 pm.

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

2. Adoption of Agenda: ACCEPTED.

3. Approval of Minutes: Sept. 19, 2013 minutes – APPROVED.

4. Correspondence: None.

5. Questions/ Presentations from Public: None.

6. Friends of the Library Report: The Friends have some new members. The next fundraiser is the Christmas Basket raffle thanks to Mrs. McGarrigle's (donated basket). The Friends are considering the spring garage sale, but it may be too close to the plant sale.

7. Financial Statement: Reviewed by board. Request that the Account numbers (from Chart of Account) be included on future Financial Statements.

8. Librarian's Report : see below.

9. Other Business:

a. Building Report Update:

i. Natural gas: follow- up question from board.

ii. Computer Problems: There have been technical problems with renewing the virus protection on the library computers (some of the computers won't update, partly related to network issues). This is being resolved, but is taking a lot of staff time.

iii. Toilet Problem: There may be an intermittent problem with the toilets either overflowing or leaking - the situation is being monitored.

b. Capacity Building Grant: As hardware and software are eligible expenses for this grant, We have used some of the grant money to buy a projector for programming, and to replace the black & white printer (which has a few problems). We are looking at upgrading the operating system and Office software on the public computers and purchasing the Adobe software for the genealogy scanning project. This can be purchased at a major discount through Tech Soup. We are also considering purchasing larger monitors and large print keyboards for more of the computers, and putting remaining funds into ebooks.

c. Strategic Plan Update:

i. Staffing Update:

- Discussed report and agreed to proceed as suggested. Mary Kate will include in proposed budget for next meeting, and will co-ordinate with Brian re: developing presentation.

ii. Accessibility Update:

- Mary Kate is working on getting all the volunteers and Friends trained.

iii. Survey Results:

- Report on results deferred to next month (lack of time), however have been mining for program ideas, etc..

iv. Timeline Tracking:

- Reviewed Strategic Plan timeline. We are on track.

10. Next meeting: Nov. 14, 2013. Budget meeting!

Meeting concluded.

_____ Librarian

_____ Chairperson

Librarian's Report for Oct /13

Statistics:

September	2013	2012	2011	2010
Patrons	1156 -4%	1202 +4%	1152 +15%	1002 +8.5%
(Kids/Teens)	(261 / 67)	(301/71)	(274/75)	(197/82)
(Progs)	(136-in, 50-out) (12 prgs / 4 prgs +1 CV-out)	(189-in, 36-out) (12 prgs + 2 CV-in, 4prgs-out)	(140-in, 67-out -incl. 2 CV)	(45-in, 51-out)
Meeting Rm users	19 (4 mtgs)	36	42	39
Circulation	2586 -11%	2911 +7%	2713 +16.5%	2328 +11%
(Adult/Child)	(A-1708, J-803, T-75)	(A-1703, J-1071, T-137)	(A-1602, J-949, T-162)	(A-1360, J-854, T-103)
Internet (+wireless):	302(248/47w/7 EL) +13.5%	266 (221/31w/14 EL) -8%	290 (246/31w/13EL)	290 (236/54w) +20%
ILL borrowed/lent:	62 / 88	92/111	75/103	80/80
E-collection use (approx)	OverDrive: 134 Eresources: 107 sessions	total-313+ sessions	total-180 sessions	total-108 sessions

September was down from last year, except for internet use. This seems to have been mostly due to a drop in kids' visits/circulation because we are not getting regular class visits from Ste-Marguerite's this fall.

Programs & Services:

StoryTime: Going well, attendance is not as high as last year, but better than I had feared (when so many of our regulars have gone to kindergarten and/or off maternity leave). Have several new "regulars".

Lego Club: Continuing as a Sat. morning drop-in. Attendance is up and down, but kids continue enthusiastic, and it has great PR value.

Juice Jam: Polly Beach ran this. It was well-attended (although many people were late) and fun.

Read To Every Kid: Has started. The StoryTime crowd is very enthusiastic and the books are circulating.

Halloween Howl: Will be doing a Sat. Halloween children's program later this month.

PlayGroup: PlayGroup has started up again, I am continuing my regular story visits (although will miss some in Oct. due to meetings).

Daycare: Continuing monthly visits & loan of books.

Schools: I have touched base with the Merrickville PS teachers re: library resources, and have loaned some books to teachers and done an eResource workshop with Gr. 6. Halloween visits to primary grades are planned. Halloween visits have been scheduled for Wolford & Montague schools. I will talk with the teachers about library resources then. Curriculum changes are planned for next year - will see what effect this has.

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

Library Book Club: Our book club continues.

Adult Programming:

Off The Shelf: has starting up again. Attendance was down this month because it had to be rescheduled.

Wellness Talks: Has started up again after a summer hiatus. Turnout has been low, so we are going to try an afternoon timeslot for the fall.

Other: Diana Beresford-Kroeger is doing a talk about her new book & film this month. It should be well-attended. We are also having another genealogy workshop, which is generating interest.

Upcoming: Our cookbook swap had to be cancelled, but there was interest, so will try again later. We are hoping to have another local author reading in Nov., and there is someone interested in starting a poetry group. We are looking for other programming ideas.

Museum Passes: Slower, but continue to circulate.

Internet: has been up in Sept. Wireless use is continuing strong.

InterLibrary Loans: Slower in Sept., but picking up again in Oct. Lending to other libraries is still high.

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

Pools: Received new DVD pool. Will be getting new Large Print pool later in Oct.

Meeting Room: The meeting room use is picking up - the Fair Board, Knitting Club, and card group are back, and it was used for an outside agency's meeting. Several library programs will also be using the space.

eResources: eBook/eAudio use is continuing to grow slowly. Other eResources have low use, but class workshop may increase.

Collection: The fall bestsellers continue to come in - many were sponsored from Adopt-a-Book. Will need to weed Adult fiction soon (Nov?).

Volunteers: The volunteer situation is fine. Am working on accessible customer service training.

Donations: have received many book donations. Adopt-a-Book money is coming in, as the fall books arrive. Received \$100 patron donation.

Facilities: See Building report.

Publicity/Outreach: The usual Phoenix column, plus an article in the EMC, and weekly EMC notices, webpage, Facebook updates. Publicity for October programs primarily, and new books.

Professional Development, Meetings, etc: Will be some webinars & a workshop in Oct. as well as attending the Small Libraries Committee meeting.

Grants, etc: Montague grant has been received. See also Capacity Building Grant.

Plans for month: I will be: running Halloween programs/visits; attending meetings & training; purchasing grant items; working on budget & related; following-up on volunteer training; Nov. program planning; plus the usual library business.