

## MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held Apr. 12, 2016 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)

Absent:

Meeting called to order at 12:42 pm.

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

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

**3. Approval of Minutes:** Minutes from Mar. 8/16 meeting – APPROVED.

**4. Correspondence:** None.

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

**6. Friends of the Library Report:** The Friends met in April to set the dates for the garage sale and plant sale fundraisers (May 7, May 28). The group will be doing newspaper articles to attract new members.

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

**8. Financial Statement:**

- **Question re: 2014 Audited Financial Statement:** there are issues regarding the 2014 statement. This is deferred until matters are resolved.

**9. Other Business:**

**a. Updates:**

- **Budget 2016:** Mary Kate met with the finance subcommittee to discuss our budget request. The budget is likely to be finalized later this month.
- **2015 Annual Report:** The presentation to Merrickville-Wolford Council went well. Mary Kate will be presenting to Montague Council at their Apr. 19 meeting. The report is up on the library's website.
- **Pay Equity:** At the Small Library Committee meeting, it was mentioned that the government has been checking for compliance re: pay equity requirements. This hasn't been reviewed since 2005. Mary Kate will be contacting the Treasurer about this, once the budget process has slowed down.
- **Occupational Health & Safety:** This is also being checked for compliance. I believe that we are meeting the requirements.
- **Registered Charity Status:** still pending – awaiting the audited financial statements.
- **Website Redesign/ Capacity Building Grant:** The 2015-6 Capacity Building Grant is completed, and the post-project report has been submitted. The designers have finished their part of the work, and Mary Kate has been trained re: maintaining the site. Mary Kate will be loading content on the site, with the goal of switching over completely around the end of April.
- **Computers – Windows 10 updates:** See Librarian's report.

**b. Planning:**

- Reviewed the Strategic Plan Workplan 2105 update, and the proposed 2016 Workplan update.
  - Action items for spring:
    - Target groups and ways to connect with them will be discussed at the May meeting.
    - A portion of the bequest will be used for some work needed on the building and to refurbish the meeting room.
    - The board will investigate investment options for the bulk of the bequest.
  - Mary Kate to send a link to the Ontario Public Library Guidelines for future consideration.

**c. Other Business:**

- **Instrument Lending:** Brian brought up the idea of lending musical instruments (this is done in some libraries). As with a previous suggestion re: tool lending, It was felt that there are too many difficulties for a small library (space, maintenance, limited demand, etc.) for this to be worth pursuing at this time.

**10. Next meeting:** Tues, May 10 at 12:30 at the Library.

Meeting concluded.

Librarian \_\_\_\_\_

Chairperson \_\_\_\_\_

## Librarian's Report for Feb-Mar/16

### Statistics:

March	2016	2015	2014	2013
<b>Patrons</b>	1452 <b>-2.5%</b> w/mtgs 1501	1490 (1547 w/mtgs) <b>+33%</b>	1116 (1168 w/mtgs) <b>-5.5%</b>	1182 (1214 w/mtgs) <b>-15%</b>
<b>(Kids/Youth)</b>	435 (163 / 272)	518 (241 / 277) <b>+74%</b>	(298)	(364)
<b>(Progs)</b>	171-in (18 prgs- in) 28- out of Lib (5 prgs- out )	(267-in, 38-out of Lib) (24 prgs in / 4-prgs + 1 CV out )	(158-in, 40-out of Lib) (17 prgs in / 4-prgs out )	(174-in, 56-out of Lib) (15 prgs in / 3-prgs out )
<b>Mtg Rm users</b>	29 (5 mtgs)	57 (5 mtgs)	52 (8 mtgs)	32
<b>Circulation</b>	2511 <b>-14%</b> 2748 w/ ebks	2918 <b>+7.5%</b> (3145 w/ebks)	2710 <b>-2%</b> (2828 w/ebks)	2760 <b>-21.5%</b> (2879 w/ebks)
<b>(Adult/Child)</b>	(A-1676, J-757, T-78)	(A-1887, J-964, T-67)	(A-1803, J-847, T-60)	(A-1784, J-855, T-121)
<b>Internet use (+wireless):</b>	<b>344 -19%</b> (282 / 59w / 3 EL)	<b>427 +65%</b> (331 / 73w / 23 EL)	<b>258 -22%</b> (224 / 26w / 8 EL)	<b>330 +14%</b> (256/ 65w/ 9 EL)
<b>ILL borrowed/lent</b>	92 / 93	158 (B) / 112 (L)	88 / 93	93 / 75
<b>E-collection use (approx.)</b>	OverDrive: 237 (circ) Eresources: : 23 sessns 262 searches	OverDrive: 227 (circ) Eresources: 20 sessns 154 searches	OverDrive: 118 (circ) Eresources: 99 sessns 253 searches	OverDrive: 119(circ) Eresources: 302 sns

March visits were down from last year (which was unusually high), but the library is still keeping busy. March Break programs went well, but were not as well attended as last year. Circulation and internet use were also down from last year, but again still fairly high.

### Programs & Services:

#### Children's Programs:

**StoryTime:** Is going well. We have some new faces, but they come irregularly.

**Lego Club:** Continues as a Sat. morning drop-in. Low attendance but good PR value.

**March Break:** Activities went well, but lower attendance (fewer visiting grandchildren).

**Drama Club:** is going very well, and it is also attracting other kids to the library after school (they come here in groups).

**Youth Group:** One of the girls will be running a craft session this month.

**Art Workshop:** We're also combining Youth Group with another art workshop this month.

**Tech Programs:** We'll be running a stop motion animation activity in May, and some parents have offered to do workshops on computer coding and building model rockets for spring/summer – I'm hoping we can make this happen.

**Summer Reading Program:** This year's theme is "Wild". I am starting to think about activities. Will try to tie in with nature programming, as well as the rockets. We're also still thinking about some summer drama.

**PlayGroup:** I am continuing my weekly story visits.

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

**Schools:** We are still providing books for some teachers. Merrickville school has invited me to attend their Kindergarten registration.

**Groups (Cubs, Brownies, etc):** The butterfly garden (to be located behind the library) is going ahead this spring.

#### Adult Programs:

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

**Off The Shelf:** is still going well.

**Movie Club:** was cancelled this month due to freezing rain. Our new license is in place for the future, and we are getting a much better price on it, thanks to a SOLS purchasing agreement.

**Museum Passes:** Were in demand over March Break – esp. the new Aquatarium pass.

**Internet:** Use was moderate-high this month.

**InterLibrary Loans:** Interlibrary loans continued to be very busy this month (incoming and outgoing).

**Seniors Home:** Rosebridge Manor still getting books (month loan). No loans to Hilltop this month.

**Pools:** The DVD pool will rotate this month. Pools continue to be popular.

**Meeting Room:** The meeting room was used by library programs, the Fair Board, the Knitting Club, and a discussion group this month. It was also rented by Parks Canada for a meeting.

**Website/eResources:** I am busy working on loading content on to our new website. I hope to switch over to it by the beginning of May.

**Collection:** The spring/summer bestseller order has been sent in. I will look at weeding the adult fiction after the website is done.

**Volunteers:** The volunteer situation continues to be good.

**Donations:** Have received donations of DVDs. We are a drop-off spot for United Church book sale donations.

**Facilities:** No mice this winter. I am working on another clear-out of the storage area with one of the volunteers. No immediate problems other than Windows 10-related; however, it is time for another spring building check, and there are several areas that we should address in our 2016 planning.

**Publicity/Outreach:** Usual column in the Phoenix this month, as well as our webpage news, Facebook updates, signs, and flyers. There was an article in the paper about the Historical Society's display at the Library. I also attended one of the municipality's Public Meetings to represent the library.

**Partnerships/Outreach:** The Historical Society has put up their display here. As mentioned, I'll be going to K registration at Merrickville school. I will be working on the book selection committee of the Read to Every Kid campaign again this spring. A "Tub-tastic" from the Leeds & Grenville OEYC is on loan to us.

**Professional Development, Meetings, etc:** I went to the Small Libraries Committee meeting, which was very useful. I will be going to a Community Outreach meeting & workshop in May. I "attended" a webinar on SOLS' LearnHQ training webportal.

**Grants, etc:** Capacity Building Grant and Post-Project report are completed. The final Capacity Building Grant will be coming later this year. I have most of the figures ready for the Annual Survey/Provincial Grant form, but it is not yet available.

**Plans for month:** get the website switched over, start with plans for building, switch the laptop to Windows 10 and hopefully fix the current lingering problems, and if time permits, start weeding and working on summer program plans - plus the usual.