

REGULAR MEETING – November 19, 2012

A regular meeting of the Perth and District Union Public Library Board was held on Monday, November 19, 2012, at 4:30 p.m.

In attendance were:

A. Churchill, Reeve, Drummond/North Elmsley
N. Fennell, Town of Perth
J. Gemmell, Deputy Mayor, Town of Perth
E. Goldman, Chief Librarian
J. Kalbfleisch, Drummond/North Elmsley
A. McLean, Town of Perth
C Rigby, Tay Valley
B. Sutton, Tay Valley
J. Wickware, Drummond/North Elmsley

Regrets

R. Darling, Councillor, Tay Valley
M. Lamping, Secretary-Treasurer

J. Gemmell called the meeting to order at 4:30 p.m.

DECLARATION OF INTEREST

None

APPROVAL OF PREVIOUS MINUTES

12-35 Moved by B. Sutton and seconded by A. Churchill that the minutes of the October 15, 2012, meeting be approved as circulated.

Carried.

BUSINESS ARISING FROM THE MINUTES

None

DELEGATIONS

None

CORRESPONDANCE

- 1) A letter from Claire Smith at Foodsmith's noting that the library is the November recipient of the store's Bring Your Own Bag program.
- 2) An email from Joanne Sparks on behalf of Friends of the Tay Watershed thanking the library for its involvement in Watershed Discovery Day in September.

- 3) A letter from Anderson Foss with regard to further disbursement from the estate of Kenneth Henry Gray.
- 4) A letter from the Federation of Ontario Public Libraries outlining membership benefits.
- 5) A letter from the Ontario Library Boards Association with an updated copy of the "Cut to the Chase" handout for board members.

LIBRARIAN'S REPORT

Usage statistics:

Metric	October 2012	October 2011	Percent change
Total circulation	11,550	10,742	▲ 7.5%
- % Perth	43.7%	42.7%	▲ 2.3%
- % Drummond/NE	21.7%	24.5%	▼ 11.4%
- % Tay Valley	29.5%	27.7%	▲ 6.5%
- % other	5.1%	5.0%	▲ 2%
Public computer sessions	722	749	▼ 3.6%
Wireless sessions	450	300	▲ 50%
Electronic uses	39,753	19,235	▲ 106.7%
Website visits	11,550	7,330	▲ 57.6%
People entering	10,231	9,890	▲ 3.4%
Questions answered	773	780	▼ 0.9%
Volunteer hours	97	62	▲ 56.5%
Programs	19	19	No change
Program attendees	358	451	▼ 20.6%

Finance and building

The library was audited for re-accreditation on October 24. Peggy Malcolm from SOLS and Linda Chadwick from the Brockville Public Library served as auditors. A few policies and plans required updating for this process. The Policy Committee is reviewing these new policies. We met 160 of the 163 requirements for the accreditation, for a rate of 98.1 percent. The audit will be approved officially by the Ontario Public Library Guidelines Monitoring Council later in November. The full report has been distributed to board members.

We received an addition \$2,000 donation from the estate of Kenneth Henry Gray. We had previously received \$2,000 from this estate in 2011.

The Friends of the Library raised just over \$1,000 at their annual bake sale on November 3. Thanks to staff member Penelope Bass, who donates her time (and baking talents) each year to organize this event.

The Foodsmiths Bring Your Own Bag program benefits the library in November. Each year, this results in a donation of several hundred dollars. Please take the time to thank the store while shopping there this month (with your own reusable bag).

Electrical work was completed in the building to add necessary outlets, fix lighting, and comply with the electrical inspector's concern about cables running through doorways. There are new outlets behind the circulation desk, in the front lobby, and in the upstairs office, as well as an electrical pole that will provide power for the new computer setup.

The teen section has been redecorated with furniture that will be more appealing to the kids and also allow them to rearrange the seating as they require. This flexibility is recommended by the latest literature in how young people work together.

The first floor reading area has been moved to the southeast corner of the building to make room for the new computers. The new location also has better natural light and brings the newspapers and magazines together in one space.

Programming and services

For Ontario Public Library Week, we collected library users' thoughts on why they love the library. These sheets decorated the circulation desk for the month of October. We also held the yarnbombing event on Tuesday, October 16. About 25 people participated as either knitters or readers, and their creations are decorating the front pillars. Both activities resulted in a lot of buzz for the library. This event resulted in a new informal knitting group that will meet at the library on the third Monday of the month in the afternoon.

The library sponsored one of the authors at the Backbeat Books First Edition Reading Series on November 17. We anticipate partnering further with John Pigeau, the store owner, on the planning of a literary festival for Perth for summer 2013.

We have two special programs planned for December from Sylvia Van Oort on creating holiday centrepieces and wreaths. Sylvia's programs were very popular last year. In addition, the following regular programs continue:

- Baby time, toddler time, and story time

- 7/12 Club

- Movies for kids, teens and adults

- Teen and adult book clubs

- Play group run twice a week at the library by the Ontario Early Years Centre

- Baby Talk run once a week at the library by the LLG District Health Unit

The entire adult nonfiction collection has been weeded to make space for new computers. This has resulted in a much more appealing and current collection.

Staff teams made plans for how to carry out aspects of the strategic plan in three areas:

technology, marketing/programming, and outreach to schools. These plans have been distributed to the board.

Staff and professional development

Rachel Warren has been hired as the new library specialist for children and teen services (Sue Snyder's position). Rachel has worked at the library since 2009, first as a page and later as a library assistant. In 2012, she job-shared with Sue and also completed a library technician degree from Mohawk College.

Rachel's library assistant hours are currently being advertised.

Laurie Murray completed a four-day course in using social media to connect with teens. Laurie and Rachel will be receiving iPad training on November 20 from the trainer who works with the Upper Canada District School Board. We will use the iPads, which were funded by the Friends, in programming for all ages.

We hosted a student, Amanda Desormeaux, as part of Take Your Child to Work Day on November 7. Amanda helped with children's programming, advised on our French language children's collection, and learned about the library's daily operations.

All staff were certified in Heartsaver AED first aid training on October 29. This training was provided as part of the grant through Lanark County and the Heart & Stroke Foundation that resulted in the placement of a defibrillator in the library building. The AED is located in the children's section adjacent to the stairs to the second floor.

ADVOCACY REPORTS

None

PROPERTY COMMITTEE

Progress on projects is outlined in the librarian's report.

POLICY COMMITTEE

C. Rigby discussed the past policy committee and advised the minutes are available for anyone interested.

C. Rigby noted that policies approved at the October meeting were misnumbered. The policies in question should be numbered as follows:

Governance: Board planning: Number amended to 2.B-3

Governance: Policy development: Number amended to 2.B-4

Operational, Public Services: Programming: Number amended to 2.G-6

12-36 Moved by C. Rigby and seconded by J. Wickware to accept amendments to the numbering of these three policies.

Carried.

12-37 E. Goldman discussed each of the following policies and plans, which were passed on a motion by C. Rigby and seconded by B. Sutton.

Carried.

Section 2: Policies

G: Operational Policies: Public services

2.G-13: Resource sharing and collaboration

Adopted: October 2002

Last review: November 2012

Background:

Public libraries work with limited resources and should endeavour to make the best use of municipal levies by sharing resources and collaborating with other libraries and agencies where possible. Sharing resources improves efficiency and efficacy, expands the library's reach, and develops networks of support and expertise that strengthen the entire community.

Policy:

Perth & District Union Public Library actively seeks opportunities for resource sharing and collaboration. These may include, but are not limited to, the following:

- 1) Within the library sector:
 - participation in pools (e.g., Rideau Large Print Pool) and consortia purchasing agreements (e.g., OverDrive)
 - participation in regional meetings of CEOs and children's librarians
 - information sharing through presentations at conferences, contributions to library publications, or participation in online discussions
 - active participation as both a lender and receiver of interlibrary loan materials. As stipulated in the *Public Libraries Act*, the library does not charge for interlibrary loan service. See Policy F-2, Interlibrary Loan Service.
- 2) Outside the library sector:
 - Library staff will be provided with the time, training, and resources required to make connections in the community with other service providers, government agencies, nonprofits, and businesses. This may include
 - participation in meetings and cross-sector training opportunities
 - making library space available to outside agencies with similar goals
 - use of other service providers to improve library programs and services
 - and availability of library staff to provide similar services for other agencies

partnerships for the development and/or implementation of new services and programs
cross-promotion of library services in other agencies' publicity and vice versa

In most cases, such collaboration will be informal. However, in cases where there is shared funding, long-term use of library space, or other considerations, the library should consider engaging in a formal written agreement with the community partner. Such agreements will spell out the resources being provided, the time frame for the project, and how either party may end the agreement if desired. Such agreements must be signed by both parties and kept on file at the library. The library board will be informed of any such formal partnerships.

Section 2: Policies

E: Operational Policies: Public services

2.E-01: Safety, security, and emergency

Adopted: November 2012

Last review:

Background:

As a public institution, Perth & District Union Public Library is committed to the safety and security of its staff, volunteers, and users. This policy outlines that commitment.

Policy:

Perth & District Union Public Library is committed to the safety and security of its staff, volunteers, and users. The library board will establish policies to improve safety and security and insure emergency planning and procedures are in place. These include the following documents, which are subject to regular review by the library board:

Policies to protect the privacy and confidentiality of library patron records (G-9: Privacy and Confidentiality of Information) and personnel records (D-2 : Rights of the Employee)

Workplace violence and harassment policy (D-8). As required by amendments made in 2009 to the Ontario Occupational Health & Safety Act, the library board has established and will review annually its policy on workplace violence and harassment.

Staffing levels policy (D-9). This policy includes discussion of practices for staff working alone inside the building or on the library's behalf outside the building.

Patron code of conduct (G-11). This policy establishes standards for safe use of the building by the public.

Disaster plan. The library board will develop and maintain a disaster readiness plan and program.

Emergency procedures manual. The CEO will make this manual available to all staff and will review it annually. Staff will receive training as required in areas such as first aid, emergency evacuations, and health and safety. The steward of CUPE Local 2976-01 shall act as the Health & Safety Officer and bring any concerns to the CEO.

Collection Development Plan 2013

Perth & District Union Public Library

Updated October 2012

Background

Perth & District Union Public Library serves a population of approximately 19,500 people in three municipalities: the Town of Perth, Tay Valley Township, and Drummond/North Elmsley Township. About 6,000 people live in the urban centre of Perth, while the remaining population is spread over a rural area of 900 square kilometers. The area also has many summer residences, with the service population growing to an estimated 29,000 in July and August. As with many areas of rural Ontario, the population is aging. Perth is a destination for many retirees and has several senior living facilities. Other notable aspects of the population include several hundred children under age 18, attending six elementary schools and two high schools. A large portion of the working adults commute to other locations for work. Overall, Lanark County, where the library is located, has lower incomes and literacy rates compared to the average for the province.

Trends

Besides the aging population, factors affecting the library's collection include the trend toward e-books and the decline in services at school libraries.

School libraries: Children at area schools have less access each year to their school library collections. In addition, those collections are often out of date. Based on priorities in the library's 2012-16 strategic plan, library staff are working more closely with school library staff to make sure the library is supporting students. The library has no plans to add textbooks to its collection but will support the overall literacy, homework, and pleasure reading needs of students.

E-books: The library continues to keep an eye on the e-book sector. As part of a provincial consortium, the library provides access to several thousand fiction and nonfiction e-books and e-audiobooks through the Overdrive service. Use of this collection grew steadily in 2011 but has leveled off in 2012, indicating that ebook use may have reached a point of saturation in the region served, where many people lack high-speed internet access at home. The library does not intend to invest additional funds

in this area at the present time but will continue to market and support the existing collection.

Collection assessment

The library has a collection of 50,000 items in the following formats:

- regular print books for children, teens and adults
- large print books
- audiobooks on CD
- magazines
- music CDs
- video games
- DVDs
- e-books and e-audiobooks
- online reference material and databases

The adult collection has a budget of \$42,900 (68.4% of total collection budget), distributed as

- 56% for regular print – nonfiction/fiction
- 8% for large print
- 12% for audiobooks
- 9% for magazines
- 13% for ebooks and online resources
- 2% for DVDs (additional DVDs are purchased through Film Night International)
- All music CDs in the collection have been donated
- All items in the mass market paperback collection have been donated

Recent changes affecting this collection include the 2004 expansion to the second floor, where fiction books are housed and the 2011 separation of genre fiction (mystery, science fiction, fantasy).

The teen collection has a budget of \$5,400 (8.6% of total collection budget), distributed as

- 47% for fiction and nonfiction
- 46% for graphic novels
- 3% for magazines
- 4% for video games (children's video games are included in the teen collection)

The children's collection has a budget of \$14,400 (23% of total collection budget), distributed as

- 2% for board books
- 25% for nonfiction
- 2% for early readers (I Can Read and Ready to Read)
- 25% for picture books
- 25% for chapter books

5% for audiobooks
10% for DVDs
2% for books in French
4% for graphic novels

Use (2011)

Adult collection = 62% of total use
39.6% for regular print – nonfiction/fiction
2.4% for large print
4% for audiobooks
1% for magazines
3.6% for ebooks and online resources
10.6% for DVDs
0.7% for CDs

Teen collection = 5% of total use
2.1% for fiction and nonfiction
2.5% for graphic novels
0.1% for magazines
0.3% for video games

Children's collection = 33% of total use
1.5% for board books
4.1% for nonfiction
1% for early readers (I Can Read and Ready to Read)
13% for picture books
3.9% for chapter books
4% for audiobooks
3.1% for DVDs
2% for books in French
0.4% for graphic novels

Goals

Based on analysis, the teen and adult collections are being slightly underused relative to their budgets, while the children's collection is being well used.

Conduct further analysis of breakdown in use for other years available (2010, plus 2012 at end of year) to determine longer-term trends, including collection use by classification.

In 2013, conduct user survey of collection needs and use and compare to existing data.

Continue weeding and updating of collection (started 2012) to improve use of poorly used subject areas and collections. The 2012 areas of focus were children's chapter books, 700s, 800s, 900s in adult collection, adult audiobooks. The 2013

areas of focus will be picture books, teen fiction, remainder of adult nonfiction. Based on results of survey, weeding, and analysis projects, adjust budget for 2014 accordingly.

UNFINISHED AND NEW BUISNESS

- 1) After discussion, it was agreed informally that Brian Sutton will organize a dinner for Susan Snyder after she retires December 31.
- 2) Board contribution to staff holiday gathering

12-38 Moved by B.Sutton and seconded by A.McLean that the board contribute \$550 toward the staff holiday dinner.

Carried.

- 3) Christmas Eve hours. Discussion was led by E. Goldman presenting options for hours of operation on December 24.

12-39 Moved by B.Sutton and seconded by C. Rigby that the library shift its open hours on Monday, December 24, to 10 a.m.-3 p.m.

Carried.

- 4) A. McLean presented a report from a SOLS regional Trustees Council meeting on November 3 in Elgin.
- 5) E. Goldman presented the report from the auditors for the library's re-accreditation.
- 6) E. Goldman presented options for updated vision statement, mission statement, and logo for the library.

12-40 Moved by C. Rigby and seconded by J. Kalbfleisch to accept the following vision statement: The Perth & District Union Public Library will be key to a stronger community by connecting people to information and to each other and by being a place for learning, discovery and growth.

Carried.

12-41 Moved by C. Rigby and seconded by B. Sutton to accept the following mission statement: The mission of the Perth & District Union Public Library is to maintain and improve the community's quality of life by providing access to information resources, building connections and creating an open and welcoming environment.

Carried.

12-42 Moved by A. Churchill and seconded by B. Sutton to accept logo option number 1, with direction to the CEO to work with the graphic designer on choosing brighter colours.

Carried.

- 7) E. Goldman led a discussion of revisions to the proposed 2013 library budget.

12-43 Moved by A. Churchill and seconded by N. Fennell to accept a 2013 library budget with a 2% increase in the levy request.

Carried.

Next regular meeting is **December 17, 2012.**

12-44 Motion to adjourn N. Fennell at 5:40 p.m.

Chairperson

Secretary-Treasurer