

Regular Meeting–September 21, 2015

A regular meeting of the Perth and District Union Public Library Board was held on Monday, September 21, 2015 at 5:00p.m.

In attendance were:

John Gemmell, Deputy Mayor, Town of Perth, **Chair**

Erika Heesen, CEO

Lynn Marsh, Secretary-Treasurer

Jennifer Dickson, Councillor, Tay Valley

Carol Rigby, Tay Valley

Heidi Taber, Tay Valley

Ted Parkinson, Drummond/North Elmsley

John Kalbfleisch, Drummond/North Elmsley

George Sachs, Councillor, Drummond/North Elmsley

Regrets:

Richard Morris, Town of Perth

Lynda Kanelakos, Town of Perth

John Gemmell called the meeting to order at 5:03 p.m.

Declaration of interest - none

Approval of previous minutes

15-55 The minutes of the June 15, 2015, meetings approved by a motion from George Sachs and seconded by Carol Rigby.

Carried.

Additions and approval of agenda

Delegations

- a. John Gemmell, on behalf of the Perth & District Sports Hall of Fame

CEO's Report

**Perth & District Union Public Library
CEO's Report
September 2015**

Usage statistics:

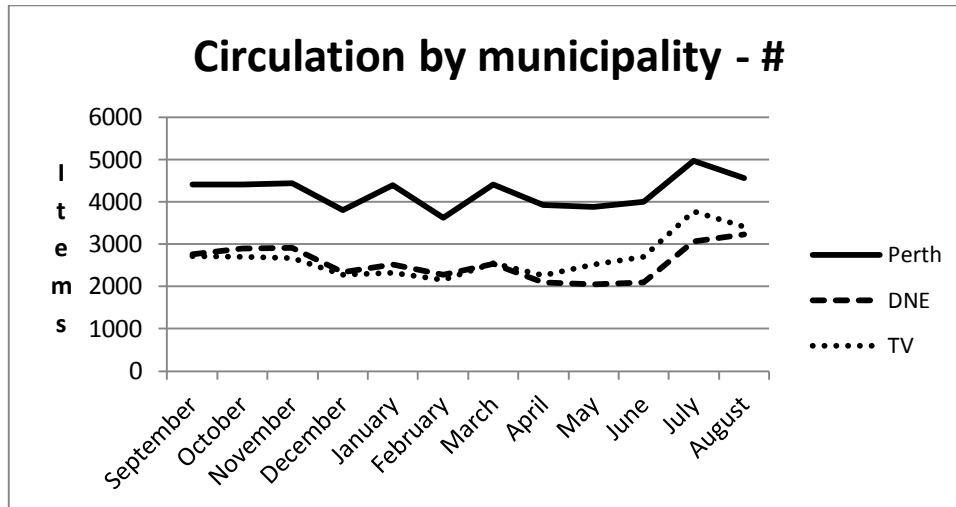
| Metric | June 2015 | June 2014 | Percent change |
|-------------------|-----------|-----------|----------------|
| Total circulation | 9,394 | 8,660 | ▲ 8.5% |
| - % Perth | 42.5% | 41.9% | ▲ 1.4% |
| - % Drummond/NE | 22.3% | 27.5% | ▼ 18.9% |

| | | | |
|--------------------|--------|--------|-----------|
| - % Tay Valley | 28.7% | 26.0% | ▲ 10.4% |
| - % other | 6.5% | 4.6% | ▲ 41.3% |
| Membership | 6751 | 7,261 | ▼ 7.0% |
| - % Perth | 40.6% | 39.9% | ▲ 1.8% |
| - % Drummond/NE | 26.5% | 26.4% | No change |
| - % Tay Valley | 28.0% | 29.0% | ▼ 3.5% |
| - % other | 4.9% | 4.6% | No change |
| Public computers | 1030 | 694 | ▲ 48.4% |
| Teen computers | 167 | 125 | ▲ 33.6% |
| Wireless sessions | 450 | 400 | ▲ 12.5% |
| Electronic uses | 2,477 | 37,107 | ▼ 93.3% |
| E-book downloads | 977 | 1,129 | ▼ 13.5% |
| Website visits | 14,750 | 12,554 | ▲ 17.5% |
| People entering | 9,376 | 6,609 | ▲ 41.9% |
| Questions answered | 581 | 571 | ▲ 1.8% |
| Volunteer hours | 43.5 | 61 | ▼ 28.7% |
| Programs | 18 | 22 | ▼ 18.2% |
| Program attendees | 242 | 261 | ▼ 7.3% |

| Metric | July 2015 | July 2014 | Percent change |
|-------------------|-----------|-----------|----------------|
| Total circulation | 12,483 | 13,239 | ▼ 5.7% |
| - % Perth | 39.8% | 38.9% | ▲ 2.3% |
| - % Drummond/NE | 24.5% | 26.2% | ▼ 6.5% |
| - % Tay Valley | 30.2% | 30.3% | No change |
| - % other | 5.4% | 4.6% | ▲ 17.4% |
| Membership | 6,806 | 7,314 | ▼ 6.9% |
| - % Perth | 40.5% | 39.7% | ▲ 2% |
| - % Drummond/NE | 26.5% | 26.7% | No change |
| - % Tay Valley | 28.1% | 28.8% | ▼ 2.4% |
| - % other | 4.9% | 4.7% | No change |
| Public computers | 1,092 | 1,066 | ▲ 2.4% |
| Teen computers | 168 | 207 | ▼ 18.8% |
| Wireless sessions | 550 | 550 | No change |
| Electronic uses | 1,413 | 5,390 | ▼ 73.8% |
| E-book downloads | 1,053 | 1,222 | ▼ 13.8% |
| Website visits | 15,942 | 8,049 | ▲ 98% |

| | | | |
|--------------------|--------|--------|---------|
| People entering | 12,343 | 12,723 | ▼ 3% |
| Questions answered | 624 | 879 | ▼ 29% |
| Volunteer hours | 119.75 | 93 | ▲ 28.8% |
| Programs | 78 | 83 | ▼ 6% |
| Program attendees | 480 | 536 | ▼ 10.5% |

| Metric | August 2015 | August 2014 | Percent change |
|--------------------|-------------|-------------|----------------|
| Total circulation | 11,838 | 12,071 | ▼ 19.3% |
| - % Perth | 38.6% | 40.3% | ▼ 4.2% |
| - % Drummond/NE | 27.2% | 26.7% | No change |
| - % Tay Valley | 28.8% | 27.7% | ▲ 4% |
| - % other | 5.3% | 5.3% | No change |
| Membership | 6,883 | 7,362 | ▼ 6.5% |
| - % Perth | 40.6% | 39.7% | No change |
| - % Drummond/NE | 26.4% | 26.6% | No change |
| - % Tay Valley | 28.2% | 28.9% | No change |
| - % other | 4.8% | 4.7% | No change |
| Public computers | 1088 | 971 | ▲ 12% |
| Teen computers | 215 | 241 | ▼ 10.8% |
| Wireless sessions | 550 | 550 | No change |
| Electronic uses | 536 | 6,619 | ▼ 92% |
| E-book downloads | 1,064 | 1,034 | ▲ 2.9% |
| Website visits | 14,800 | 7,772 | ▲ 90.4% |
| People entering | 10,888 | 11,508 | ▼ 5.4% |
| Questions answered | 641 | 839 | ▼ 23.6% |
| Volunteer hours | 96.25 | 91 | ▲ 5.8% |
| Programs | 76 | 72 | ▲ 5.5% |
| Program attendees | 228 | 424 | ▼ 46.2% |



Finance, building and governance

I issued final invoices for the library levy to all three municipalities, and we have received all final levy payments for 2015. Our charitable organization return has been submitted. The Annual Survey of Public Libraries has been submitted, and the Public Libraries Operating Grant application (PLOG) is in progress.

The 11th Annual Jim Noble/RBC Dominion Securities Golf Classic supporting the Summer Literacy Program raised a record \$48,214 this year. Total fundraising and grants for that program again exceeded \$50,000 this year. Excess beyond what was required to run the program will be moved into the endowment fund.

I purchased our capacity grant items and submitted the final report to the province. We purchased JAWS software for the accessible computer, LittleBits for use in children/teen programs, joined the OverDrive Advantage program (\$1000 content credit, allowing us to purchase additional eBooks for our patrons) and purchased 1 new Kobo and eBooks for lending to teens.

The main project has of course been the Fire Hall. To date, the highlights are that the re-wiring, painting, and new carpeting has been completed. Next steps are the installation of cabinetry, purchasing of new furnishings & computers, and moving of existing furnishings & equipment.

We have also provided tours and library information to three of our four federal election candidates.

Programming, staff and services

One Book, One Community programs are well under way. The Death Café was attended by 17 people, and we're looking forward to Janet Hepburn's visit on Saturday, October 3 at 1:00 at the Library. We've also had good media coverage in the local papers, radio, and on YouTube! Unfortunately, the Perth Chapter of the Ottawa Writers Festival has just announced that due to low ticket sales, their events have been cancelled. They were a major supporter in bringing Janet this year, and we may need to focus on community events (instead of an author visit) for our One Community, One Book program next year. Julie and

I have put together a monthly 'Lifelong Learning' program plan for the year, on the last Friday morning of the month, with the first program on Zentangle taking place on September 25. Laurie has had great success with her Craft-T-Tween program over the summer, and will be continuing it once a month during the school year. We also began to circulate the MAPsacks, a partnership with Brockville Public Library, Rideau Lakes Public Library, the Leeds-Grenville Stewardship Council and the Rideau Valley Conservation Authority (RVCA), that circulates knapsacks filled with nature-related activities and a RVCA pass.

When Elizabeth resigned, we signed a contract with Bob Mikels for extra hours of IT service during the interim period. These hours were not all used, and I have extended that contract, with the remaining hours, to the end of the year. Our website was recently hacked, and special thanks to Bob for catching it and Lynda for reinstalling our WordPress websites.

Our pages Emily and Mitchell have headed off to university, and we have hired Brynn Hansen (formerly a summer and casual page) and Ketsia Green (a library technician student at Mohawk College) as our new regular pages. We have also hired Silas Jordan (previously an OWLS volunteer) as this year's OWLS Homework Club Coordinator. Library assistant Lessia Broadbent (on maternity leave) has officially resigned, and the process is underway to find her replacement. The staff has completed their job fact sheets for the pay equity review, and the pay equity committee meets to review them Sept. 29, Oct. 1 & 2.

I had the opportunity to meet Wanda at the Lanark Highlands Library at the beginning of the summer to discuss the Summer Literacy Program (we currently coordinate 16 spots in Lanark) and with Lynn McIntyre of the Perth & District Community Foundation. I also attended the August Perth Community Development Committee meeting. The most recent meeting of the Friends was on September 14, and they are currently planning their fundraising activities for the year. Starting in September, Baby Talk, provided by the Health Unit, has moved from the library to one of the Ontario Early Years playgroups, where they hope to make better connections with parents. We are currently selling the 200th anniversary calendar at the Library, and we are the recipient of Foodsmiths "Bring Your Own Bag" donation program for the month of September.

15-56 The librarian's report was received on a motion by Jennifer Dickson and seconded by Ted Parkinson.

Carried.

Financial Report

15-57 The monthly financial report was received on a motion by Jennifer Dickson and seconded by Ted Parkinson.

Carried.

Correspondence and communications

- a. SOLS – Leadership By Design course available online
- b. Enbridge – 1% increase to gas charges
- c. Newspaper articles

Advocacy Reports

George Sachs has been busy volunteering in the fire hall.
Jennifer Dickson is always working on how to advocate in her own township.
Carol Rigby helped Erika with political visitors. She also had an article published.

Committee reports

- a. Property – report from meeting of June 22

15-58 Motion to accept the property report by Carol Rigby and seconded by Ted Parkinson.

Carried.

- b. Policy – report from meeting of Sept 14

15-59 Motion to accept the policy report by Jennifer Dickson and seconded by Carol Rigby.

Carried.

15-60 Motion for Policy Committee to refer the Tangible Assets Policy to the Property Committee for review. Forwarded by Carol Rigby and seconded by George Sachs.

Carried.

Policy Review

15-61 Motion to approve policies 2.F-2 Interlibrary Loan, 3.C Collection Development Plan, 3.E Accessibility Plan 2015-17, and 2.G-7 Membership, as presented. Moved by John Kalbfleisch and seconded by Heidi Taber.

Carried.

Notice of Motion for Procedural By-Law amendment

Unfinished/New Business

- a. Fire Hall Update presented by Erika. Cabinetry options were discussed.

15-62 Motion to proceed with option 2 quote from Home Hardware for the cabinetry. Forwarded by Jennifer Dickson and seconded by John Kalbfleisch.

Carried.

- b. Database statistics update.

Heidi Taber left the meeting at 5:34pm

Upcoming dates

Pay Equity Committee Training – Tuesday, September 29, 2015
Pay Equity Committee Job Evaluation – Thursday, October 1, 2015
Property Committee – Monday, October 5 @ 6:00 pm
Library Board Meeting – Monday, October 19 @ 5:00pm
Policy Committee – Monday, November 9 @ 5:00 pm

15-63 Motion to adjourn moved by George Sachs at 6:45.

Chairperson

Secretary-Treasurer