

Regular Meeting–January 18, 2016

A regular meeting of the Perth and District Union Public Library Board was held on Monday, January 18, 2016 at 5:00p.m.

In attendance were:

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

Erika Heesen, CEO

Lynn Marsh, Secretary-Treasurer

Richard Morris, Town of Perth

Jennifer Dickson, Councillor, Tay Valley

Carol Rigby, Tay Valley

Heidi Taber, Tay Valley

John Kalbfleisch, Drummond/North Elmsley

George Sachs, Councillor, Drummond/North Elmsley

Ted Parkinson, Drummond/North Elmsley

Regrets:

Lynda Kanelakos, Town of Perth

John Gemmell called the meeting to order at 5:00 p.m.

Declaration of interest - none

Approval of previous minutes

16-01 The minutes of the Dec 21, 2015, meetings approved as amended by a motion from Richard Morris and seconded by George Sachs.

Carried.

Additions and approval of agenda

Add – Strategic Plan

Delegations - none

CEO's Report

Perth & District Union Public Library
CEO's Report
January 2015

Usage statistics:

Metric	Dec 2015	Dec 2014	Percent change
Total circulation	8,732	8,953	▼ 2.5%
- % Perth	46.3%	42.5%	▲ 8.9%
- % Drummond/NE	22.1%	26.2%	▼ 15.7%
- % Tay Valley	25.7%	25.5%	No change
- % other	5.8%	5.8%	No change

Membership	7,121	7,566	▼5.9%
- % Perth	40.9%	39.9%	▲2.5%
- % Drummond/NE	26.1%	26.7%	▼2.3%
- % Tay Valley	28.2%	28.7%	No change
- % other	4.9%	4.7%	No change
Public computers	722	758	▼4.8%
Teen computers	177	153	▲15.7%
Wireless sessions	450	450	No change
Electronic uses	2,569	31,317	▼91.8%
E-book downloads	1,067	1,117	▼4.5%
Website visits	15,100	12,674	▲19.1%
People entering	9,060	9,376	▼3.4%
Questions answered	494	664	▼25.6%
Volunteer hours	52	103	▼49.5%
Programs	38	34	▲11.8%
Program attendees	346	290	▲19.3%

Annual statistics

Metric	2015	2014	Percent change
Total circulation	116,719	126,460	▼ 7.7%
- % Perth	43.3%	42.4%	▲ 2.1%
- % Drummond/NE	24.5%	26.3%	▼ 1.8%
- % Tay Valley	26.7%	25.8%	▲ 3.5%
- % other	5.6%	5.5%	No change
Membership	7,121	7,566	▼5.9%
- % Perth	40.9%	39.9%	▲2.5%
- % Drummond/NE	26.1%	26.7%	▼2.3%
- % Tay Valley	28.2%	28.7%	No change
- % other	4.9%	4.7%	No change
Public computers	10,592	10,244	▲3.4%
Teen computers	2,190	2,387	▼8.3%
Wireless sessions	5,600	5,550	▲0.9%
Electronic uses	251,685	469,862	▼46.4%
E-book downloads	12,097	13,402	▼9.7%
Website visits	181,611	156,080	▲16.4%
People entering	121,825	124,478	▼2.1%
Questions answered	7,120	9,067	▼21.5%

Volunteer hours	944	1,390	▼32.1%
Programs	473	508	▼6.9%
Program attendees	3,998	5,382	▼25.7%
Study room uses	172	210	▼18.1%
Home delivery items	2,263	2,107	▲7.4%
Interlibrary loans rec'd	2,368	2,300	▲3%
Interlibrary loans sent	1,555	1,372	▲13.3%

Finance, building and governance

The 2016 budget has been submitted to all municipalities. Tay Valley Township and Drummond/North Elmsley Township have passed their respective budgets, and Perth will likely pass their budget in January or February.

I have submitted our application for funding from Young Canada Works for our Children's Program Assistant, who assists with planning and executing the Summer Reading Club.

Donation revenue in 2015 was more than \$70,000.

Programming, staff and services

All staff performance evaluations were completed in December 2015. Bob Mikels has continued as our IT contractor for this year, and Lynn Marsh has continued as our Secretary/Treasurer.

Overall, library numbers were steady in 2015 over 2014. The dip in volunteer hours and attendance numbers can be attributed to decreased capacity to run programs and recruit volunteers during the interim period. The dip in circulation, while small, is similar to last year, and may be a reflection of declining print circulation (which can be seen in libraries across Ontario). Electronic uses dipped significantly, and this can be attributed to the change in login procedures for TumbleBooks introduced in June. Of particular note, eBook circulation and home deliveries remained steady.

With the assistance of a new volunteer, Laurie has launched teen 'Music Mashups' as a new Wednesday program. It is a small but steady group thus far that uses our media lab to mix and create music tracks.

Rachel has wrapped up the last sessions of Storytime and Babytime in December – both programs were steadily well attended overall this fall. There were also six class visits this month. The 712 Club had good attendance and assistance from the teen volunteers new and old. There were two families at Goodnight Moon Family Storytime. Rachel also visited a Babytalk session at the Perth Dance Studio (run by OEYC/Cindy Goodfellow, who runs the weekly playgroup here at the library). There were eighteen moms and babies in attendance and Rachel signed up 14 of them for library membership.

16-02 The librarian's report was received on a motion by Jennifer Dickson and seconded by Ted Parkinson.

Carried.

Financial Report

16-03 The monthly financial report was received on a motion by John Kalbfleisch and seconded by Heidi Taber.

Carried.

Correspondence and communications

- a. Humm – Resolution Inspiration at your Library

Advocacy Reports

-none

Committee reports

- a. Property – report from meeting of January 11

16-04 The property committee report was received on a motion by Ted Parkinson and seconded by Carol Rigby.

Carried.

- b. Policy – no report
- c. JPEC update

Policy Review

- a. 2.C-3 Tangible Capital Assets

16-05 Motion to accept Policy 2.D-13as presented. Moved by Carol Rigby and seconded by George Sachs.

Carried.

Unfinished/New Business

- a. Advocacy training for the board set for March 7 at 6pm.
- b. Strategic Plan – review the current plan at the next meeting.

Upcoming dates

Policy Committee – Monday, February 8 @ 5:00 pm
Joint Pay Equity Committee – Friday, February 12 @ 9:30am
Library Board Meeting – Monday, February 22 @ 5:00pm
Property Committee – Monday, April 11 @ 6:00 pm

16-06 Motion to adjourn moved by Richard Morris at 5:50pm.

Chairperson

Secretary-Treasurer