

Regular Meeting–September 19, 2016

A regular meeting of the Perth and District Union Public Library Board was held on Monday, September 19, 2016 at 5:30p.m.

In attendance were:

Heidi Taber, Tay Valley

Erika Heesen, CEO

Lynn Marsh, Secretary-Treasurer

Richard Morris, Town of Perth

John Kalbfleisch, Drummond/North Elmsley

Jennifer Dickson, Councillor, Tay Valley, **Acting Chair**

George Sachs, Councillor, Drummond/North Elmsley

Lynda Kanelakos, Town of Perth (maternity leave of absence)

Regrets:

John Gemmell, Deputy Mayor, Town of Perth

Ted Parkinson, Drummond/North Elmsley

Carol Rigby, Tay Valley

Jennifer Dickson called the meeting to order at 5:28 p.m.

Declaration of interest - none

Approval of previous minutes

16-42 The minutes of the June 20 & July 18, 2016 meetings approved by a motion from Richard Morris and seconded by John Kalbfleisch.

Carried.

Additions and approval of agenda

Delegations – none.

CEO's Report

Perth & District Union Public Library
CEO's Report
September 2016

Usage statistics:

| Metric | June 2016 | June 2015 | Percent change |
|-------------------|-----------|-----------|------------------|
| Total circulation | 9,370 | 9,394 | ▼ 0.3% |
| - % Perth | 42.5% | 42.5% | No change |
| - % Drummond/NE | 21.6% | 22.3% | ▼ 3.1% |
| - % Tay Valley | 29.4% | 28.7% | ▲ 2.4% |

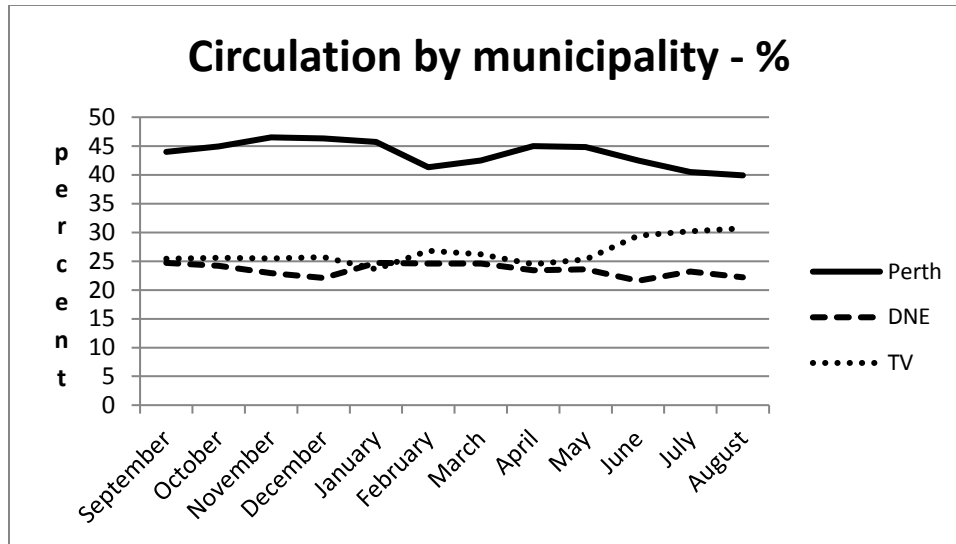
| | | | |
|--------------------|-------|-------|------------------|
| - % other | 6.6% | 6.5% | No change |
| Membership | 5,996 | 6,751 | ▼ 11.2% |
| - % Perth | 41.4% | 40.6% | ▲ 2% |
| - % Drummond/NE | 25.8% | 26.5% | ▼ 2.6% |
| - % Tay Valley | 28.1% | 28.0% | No change |
| - % other | 4.9% | 4.9% | No change |
| Public computers | 744 | 1030 | ▼ 27.8% |
| Teen computers | 122 | 167 | ▼ 26.9% |
| Wireless sessions | 450 | 450 | No change |
| Electronic uses | 5,207 | 2,477 | ▲ 110.2% |
| E-book downloads | 1,410 | 977 | ▲ 44.3% |
| Website visits | 1,267 | n/a* | n/a |
| People entering | 9,307 | 9,376 | ▼ 0.7% |
| Questions answered | 645 | 581 | ▲ 11% |
| Volunteer hours | 58.5 | 43.5 | ▲ 34.5% |
| Programs | 39 | 18 | ▲ 116.6% |
| Program attendees | 300 | 242 | ▲ 24% |

| Metric | July 2016 | July 2015 | Percent change |
|-------------------|-----------|-----------|------------------|
| Total circulation | 12,413 | 12,483 | ▼ 0.06% |
| - % Perth | 40.5% | 39.8% | ▲ 1.8% |
| - % Drummond/NE | 23.2% | 24.5% | ▼ 5.3% |
| - % Tay Valley | 30.2% | 30.2% | No change |
| - % other | 6.1% | 5.4% | ▲ 13% |
| Membership | 6,089 | 6,806 | ▼ 10.5% |
| - % Perth | 41.4% | 40.5% | ▲ 2.2% |
| - % Drummond/NE | 25.6% | 26.5% | ▼ 3.4% |
| - % Tay Valley | 28.2% | 28.1% | No change |
| - % other | 4.8% | 4.9% | No change |
| Public computers | 864 | 1,092 | ▼ 20.9% |
| Teen computers | 155 | 168 | ▼ 7.7% |
| Wireless sessions | 550 | 550 | No change |
| Electronic uses | 3,259 | 1,413 | ▲ 130.6% |
| E-book downloads | 1,304 | 1,053 | ▲ 23.8% |
| Website visits | 1,217 | n/a* | n/a |
| People entering | 11,832 | 12,343 | ▼ 4.1% |

| | | | |
|--------------------|-------|--------|---------|
| Questions answered | 604 | 624 | ▼ 3.2% |
| Volunteer hours | 70.25 | 119.75 | ▼ 41.3% |
| Programs | 110 | 78 | ▲ 41% |
| Program attendees | 448 | 480 | ▼ 6.6% |

| Metric | August 2016 | August 2015 | Percent change |
|--------------------|-------------|-------------|----------------|
| Total circulation | 12,327 | 11,838 | ▲ 4.1% |
| - % Perth | 39.9% | 38.6% | ▲ 3.4% |
| - % Drummond/NE | 22.2% | 27.2% | ▼ 18.4% |
| - % Tay Valley | 30.7% | 28.8% | ▲ 6.6% |
| - % other | 7.2% | 5.3% | ▲ 35.8% |
| Membership | 6,195 | 6,883 | ▼ 10% |
| - % Perth | 41.5% | 40.6% | ▲ 2.2% |
| - % Drummond/NE | 25.6% | 26.4% | ▼ 3% |
| - % Tay Valley | 27.9% | 28.2% | ▼ 1.1% |
| - % other | 5% | 4.8% | No change |
| Public computers | 1008 | 1088 | ▼ 7.4% |
| Teen computers | 196 | 215 | ▼ 8.8% |
| Wireless sessions | 550 | 550 | No change |
| Electronic uses | 1030 | 536 | ▲ 92% |
| E-book downloads | 1334 | 1,064 | ▲ 25.4% |
| Website visits | 1324 | n/a* | n/a |
| People entering | 12002 | 10,888 | ▲ 10.2% |
| Questions answered | 859 | 641 | ▲ 34% |
| Volunteer hours | 97 | 96.25 | ▲ 0.8% |
| Programs | 107 | 76 | ▲ 40.8% |
| Program attendees | 503 | 228 | ▲ 120.6% |

*the website visits statistic has changed from number of pageviews to number of users, to better reflect the number of people using the website.



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 2016. Our charitable organization return has been submitted. The Annual Survey of Public Libraries and the Public Library Operating Grant application have been submitted.

We received \$3000 from the Rotary Club of Perth to support the OWLS tutoring program. We also were the recipient of Foodsmiths “Bring Your Own Bag” donation program for the month of July, and their Charity BBQ. Thanks to those who stopped by or helped out! Funds will go towards enhancing our DVD collection.

All pay equity payments and back pay payments resulting from the re-negotiated collective agreement have been paid to both current and former employees.

Planning for renovations/changes to library space continues. Changes to the lobby, former staffroom, and adding outdoor signs will be completed in the next month or so. After consultation with our new Teen Advisory Board (TAB), gender-neutral bathroom signs will be installed on the doors of each of our four public bathrooms. The TAB will also be assisting with a signage audit in the fall, with the results incorporated in the changes made in December.

The strategic plan survey in August garnered 419 responses. The winner of the iPad mini was Johana Lintaman. Meetings to create the new strategic plan will take place in October.

Under the auspices of the Town of Perth and Lanark County, we are participating in an Energy Management Project. Honeywell is the selected vendor, and will be performing a preliminary facility review that will make recommendations for energy-saving improvements at the library and other town facilities. Recommendations for the library will be brought to the property committee when completed, and the property committee will decide whether or not to go forward with any improvements.

Programming, staff and services

Over 100 adults participated in our summer reading club this year. This is a substantial success compared to previous years, and we will continue the same format for next year. Julie and I have been busy planning fall programs for adults. This fall's lifelong learning series will focus on finance, with sessions on retiring on a low income on September 30, Budgeting Basics on October 13 at 6:30pm, and Income Tax Basics November 10 at 6:30pm. We will be starting a new book discussion group, Coffee and Characters, on the third Saturday of the month, and a second French conversation group for beginners. In partnership with The Table and Transition Perth, the library will be hosting a Stuff Swap on Saturday October 1 from 10-1. In partnership with other Lanark County libraries, we will again be promoting One Book, One Community. Shortlist voting for the book is currently open.

In August, the library hosted a teen media camp, which was sponsored by Civitan and run by Sheldon and Gethyn Hatch. It was a success, with 6-9 teens participating each day. Their final project was live-streaming a television broadcast from the library. You can see the recording of it here: <https://youtu.be/tASnzjQI4dc>. A new Teen Advisory Board was launched in the spring, and in addition to signage, the TAB is working on adding genre labels to the teen collection and hosting a teen manga book club. Other teen programs for the fall include a teen book club and Craft-T-Tween.

Ketsia Snider has been promoted to Library Assistant to replace Adam Reese. Kendra Miller and Silas Jordan have been hired as Library Pages to replace Brynn Hansen and Ketsia Snider. Jasper Nault has been hired as a casual Library Page to fill in as needed.

At the beginning of September, we launched an email version of our monthly newsletter and weekly staff bookshelf. Community members can sign up for these emails at the library, on our website, and on our Facebook page.

Children's Specialist Report: In June, we wrapped up Babytime, Storytime and class visits until September. Three of our seven summer tutors started working in June to assist with planning and organizing the Summer Literacy Program and Summer Reading Club. We also held tutor training sessions and parent registration sessions. Throughout July and August we held four two-week sessions of the Summer Literacy Program. Our total number of Literacy Program children tutored was 105. 231 children and 50 teens participated in the Summer Reading Club. Our Summer Reading Club included programs for children every day Monday – Thursday at 2pm. Popular programs included Born to Amaze Magic Show with Chris Pilsworth, Little Ray's Reptiles and 'messy' crafts on Wild Wacky Wednesday. We changed registration for these programs to be drop-in in August, and saw an increase in attendance over last year as a result. We had about 100 people at our final Olympic-themed party and the winners of the two bike prizes (sponsored by Canadian Tire and Friends of the Library) were Sara De Paz and Brett Morrison.

16-43 The September 2016 CEO's report was received on a motion by Lynda Kanelakos and seconded by Richard Morris.

Carried.

Financial Report

16-44 The September 2016 monthly financial report was received on a motion by George Sachs and seconded by Heidi Taber.

Carried.

Correspondence and communications

- a. SOLS / OLA / FOPL re: Connectivity Funding Cuts
- b. Provincial Library Funding Review announced
- c. Letter from Foodsmiths
- d. News articles

16-45 George Sachs forwarded a motion to draft a letter in response to the Connectivity funding cuts. Seconded by John Kalbfleisch.

Carried.

Advocacy Reports

Heidi Taber discussed with Erika having library pop-ups in town.

Lynda Kanelakos shared a reddit post about a library that puts on their renewal notice slips facts like how much money is saved by borrowing books. Discussed adding messages to check-out slips.

Richard Morris discussed the many services offered at the library in a social setting.

Jennifer Dickson mentioned the museum passes socially.

Committee reports

- a. Property – no report
- b. Policy – no report

Policy Review - none

Unfinished/New Business

- a. Strategic Plan Update
- b. Space Planning Update

Upcoming dates

Policy Committee – Monday, September 26 @ 5:00 pm

Property Committee – Monday, October 3 @ 6:00 pm

Library Board Meeting – Monday, October 17 @ 5:30pm

16-46 Motion to adjourn moved by George Sachs at 6:31pm.

Chairperson

Secretary-Treasurer