

West Grey Public Library Board Minutes

November 16th 2016
West Grey Public Library – Durham Branch

Present: Tim Dyck, Don Marshall, Bonnie MacIntyre, Dyan Jones, Malcolm Beddoe, Gerri Grant, Denise Edwards

Staff: Chief Librarian/CEO, Kim Priestman

Guest (s):

Regrets:

Call to Order

Meeting called to order at 6pm by Chair, Tim Dyck.

Agenda

Moved by: Gerri Grant

Seconded by: Dyan Jones

That the agenda of the November 16th, 2016 meeting be approved as amended.

Carried

Declaration of Interest

It is recorded that there were no declarations of pecuniary or conflict of interest or the general nature thereof.

Minutes

Moved by: Malcolm Beddoe

Seconded by: Bonnie MacIntyre

That the minutes of September 21, 2016 and October 19, 2016 be adopted.

Carried

Business Arising

Moved by: Denise Edwards

Seconded by: Malcolm Beddoe

That a committee be formed consisting of Bonnie MacIntyre, Kendra Hawley, and Kim Storz will assist the Lions.

Ralph Clark will make an appointment with Kim Storz to discuss local history materials he may have available for the Library.

Dyan Jones will send an advertisement to the Spotlight thanking all the supporters for the assistance of the move.

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Accounts Payable

Moved by: Bonnie MacIntyre
Seconded by: Dyan Jones

That the invoices, as presented on the Council/Board Report dated November 9, 2016 in the amount of \$3,850.50 (A/P October invoices) be paid.

Carried

Correspondence

A confirmation was received that the submission for the Joyce Cunningham Award was received.

Strategic Plan

Library Service Review

A letter will be sent asking Council to meet with the Board to discuss the future of library services.

The Board will have a meeting to discuss the library service.

Board and Council will meet to review and discuss library services.

The Board has asked Kim Storz to present a review of the library service, which will include the vision for 2017 (using Strat Plan) and near future as well as review of usage and circulation statistics.

Meeting will take place Monday December 5th at 8am.

Personnel Committee (Gerri and Dyan)

Policy Committee (Denise and Malcolm)

Facility Committee (Malcolm, Don, Gerri, Dyan)

Mandate:

In accordance with the West Grey Public Library Strategic Plan, the Facilities Committee will conduct bi-annual inspections of its libraries to provide the Library Board updates of the current conditions of all facilities.

Board Members' Advocacy

Dyan Jones, Malcolm Beddoe and Kim Storz were invited to the Meaford Library Board meeting on Wednesday November 16th, to discuss the new Durham branch and the success of the move.

Dyan Jones attended the SOLS Trustee meeting. West Grey Public Library was recognized for all the hard work and accomplishments over the past two years. The next meeting is in April and may be held at the new Durham branch.

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Other Business and Federation News

Malcolm Beddoe noted Elmwood usage was 2.8% and Durham 60% of the overall West Grey Public Library usage stats for October.

The Board would like to develop of Code of Conduct in 2017.

Discussion was held in regards to possibly holding Board meetings in the daytime for the winter season.

The Finance Committee met and the following items are being asked to change:

Deleted Board from all accounts except mileage and membership

Move revenue and building maintenance under West Grey Public Library

Footnotes does not include Elmwood, loss of revenue, and capital budget to include air conditioning and ventilation

Moved by: Malcolm Beddoe

Seconded by: Denise Edwards

Motion to accept the amended draft 2017 budget.

Next Meeting

The next regular meeting of the West Grey Public Library Board will be held on December 21st 2016 at 6pm, at the West Grey Public Library – Durham Branch.

Adjournment



Chair Tim Dyck

Dec 29/16

Date

ADMINISTRATION

The move to the new Durham building was a success. The support and assistance by the Lions and volunteers made the day a success.

Thank you to the Board for all of the support you provided to staff during the move.

October in the new Durham branch has been very successful, we have had many new people coming in and getting a library card, our stats are up, children's programs are being very well attended, and classes are calling and asking if they can come visit the Library.

ELMWOOD RESOURCE CENTRE UPDATE

March saw 72 visitors. Of those 72, we were able to gather that 26 people were from Bruce County and 10 from West Grey.

April saw 47 visitors. Of those 47, we were able to gather that 19 were from Bruce County and 14 from West Grey.

May saw 58 visitors. 23 of the 58 visitors attended the Master Gardener Presentation and we did not find their address. Of the 35 library visitors, we were able to gather that 10 were from Bruce County and 4 from West Grey.

June saw 56 visitors. Of the 56 visitors, we were able to gather 25 were from Bruce County and 17 were from West Grey.

July saw 58 visitors. Of the 58 visitors, we were able to gather 25 were from Bruce County and 8 were from West Grey.

August saw 77 visitors of those we were able to gather that 26 were from Bruce County and 11 from West Grey.

September saw 38 visitors. Of the 38 visitors, we were able to gather 11 were from Bruce County and 14 from Grey County.

October saw 32 visitors. Of those 32 visitors, we had 17 from Grey County and 10 from Bruce County.

Computer usage:

February 2 computer users and 2 WIFI users

April 2 computer users and 2 WIFI users

May 3 computer users

June 4 computer users

July 3 computer users and 6 WIFI users

August 0 computers users

September 1 computer users

October 0 computer and WIFI users

FINANCIAL UPDATES

A draft budget is ready for approval.

STRATEGIC PLANNING

BRANCH UPDATES/PLANS/INITIATIVES

FACILITY INFORMATION

A security system has been added now to Durham.

STAFFING UPDATES

STAFF TRAINING INITIATIVES/ACTIVITIES/SUMMARIES

LIBRARY SYSTEM ISSUES/UPDATES

FRIENDS GROUPS UPDATES/SUMMARIES

The September book sale was an amazing success.

The FOL were successful in their grant request to the Community Foundation.

PROGRAMMING/EVENTS

Weekly Children's programs

Card Making in Elmwood

Watercolour workshop

Guess the pumpkin weight

STATISTICAL REPORTS & SUMMARIES

Social Media Stats

Facebook

487 Facebook friends

WEBSITE

SEPTEMBER:

PAGE VIEWS 4423

NUMBER OF VISITS 1458

OCTOBER:

PAGE VIEWS 4687

NUMBERS OF VISITS 1399

OUTREACH PROGRAM

ELMWOOD: 2 PATRONS

SERENITY: 4 PATRONS

ABBEYFIELD: 5 PATRONS

DURHAM: 2 PATRONS

ROCKWOOD: 2 PATRONS

Program	Attendance	Comments
Pumpkin Contest	86 entries	4 winners.
Durham Book Club	7 in September 7 in October	
Neustadt Noon Hour Book Club	4 in September 4 in October	
Neustadt Evening Book Club	5 in September 5 in October	
Neustadt Writer's Group	4 in September 5 in October	Held the 3 rd Thursday of the month.
Elmwood Book Club	4 in September 4 in October	
Watercolour Card Workshop	4 in Elmwood 4 in Ayton 3 in Neustadt	
Elmwood Card Making	5 in September 4 in October	Card-making workshop - Lamlash Hall

This Month	<ul style="list-style-type: none"> Continued weeding and inventory of children's collections Prepared for Durham branch move by organizing storage areas Moved the library and set up the child & teen areas Attended a meeting of local children's librarians on October 27 St. Peter & St. Paul's Kindergarten Registration – 11 children 		
In the works	<ul style="list-style-type: none"> Programs for November and December including monthly activities at each branch, PA day activities and NOON Year's Eve celebrations Monthly class visit from Spruce Ridge. Looking to set up connections with other teachers Spruce Ridge & Normanby Kindergarten Registrations 		
September Programming /Events	Program	Attendance	Comments
	Ayton Story Time	1	Partnering with Ontario Early Years
	Durham Story Time	12	Partnering with Ontario Early Years
	LEGO Party	NEU - 4 DUR - 3 AYT - 1 ELM - 0	Decorating minifigure craft LEGO board game Bridge building competition
	Tween/Teen Program	DUR - 5	
October Programming /Events	Program	Attendance	Comments
	Ayton Story Time	0	Partnering with Ontario Early Years
	Durham Story Time	18	Partnering with Ontario Early Years
	Halloween Party	NEU - 6 DUR - 5 AYT - 0 ELM - 0	Spooky stories & pumpkin crafts. Ayton & Elmwood were cancelled due to lack of signups.
	Tween/Teen Program	DUR - 2	Minute to win it games



Patron Traffic

Month	West Grey Library Totals					Calls
	Child Visits	Teen Visits	Adult Visits	Visit Total	Questions	
January	221	70	1404	1695	238	146
February	254	98	1311	1663	159	167
March	336	125	1500	1961	190	145
April	317	104	1408	1829	240	114
May	234	122	1340	1696	152	112
June	282	99	1541	1922	199	141
July	452	126	1327	1905	195	145
August	421	139	1455	2015	270	171
September	219	98	1409	1726	171	159
October	202	64	1080	1346	248	103
November	0	0	0	0	0	0
December	0	0	0	0	0	0
TOTAL TO DATE:	2938	1045	13775	17758	2062	1403

Circulation Stats

Durham Circulation Statistics			
	2014	2015	2016
Jan	2685	2734	2620
Feb	2539	2553	2724
Mar	2809	2598	2737
Apr	2785	2461	2841
May	2506	2643	2409
Jun	2541	2480	2725
Jul	3425	3250	3121
Aug	3246	2968	3122
Sep	2797	2569	2613
Oct	2972	2695	1736
Nov	2729	2539	
Dec	2498	2646	
Total	33532	32136	26648

Elmwood Circulation Statistics			
	2014	2015	2016
Jan	141	168	5
Feb	123	139	18
Mar	190	150	57
Apr	141	87	81
May	115	38	66
Jun	101	22	88
Jul	185	6	81
Aug	191	15	99
Sep	185	8	115
Oct	206	20	93
Nov	171	0	
Dec	161	4	
Total	1910	657	703

Neustadt Circulation Statistics			
	2014	2015	2016
Jan	298	278	313
Feb	191	273	312
Mar	257	363	217
Apr	241	271	335
May	215	313	243
Jun	303	306	230
Jul	266	393	379
Aug	367	333	325
Sep	241	287	390
Oct	423	234	360
Nov	279	215	
Dec	228	225	
Total	3309	3491	3104

Ayton Circulation Statistics			
	2014	2015	2016
Jan	224	303	190
Feb	211	220	165
Mar	256	263	176
Apr	241	179	240
May	248	214	199
Jun	247	274	141
Jul	232	274	213
Aug	254	196	199
Sep	284	218	129
Oct	206	290	121
Nov	179	249	
Dec	231	194	
Total	2813	2874	1773

Total Circ YTD

39158

32228