

# West Grey Public Library Board Minutes

January 17, 2017

West Grey Public Library – Durham Branch

Present: Tim Dyck, Bonnie MacIntyre, Gerri Grant, Malcolm Beddoe, Rob Thompson

Staff: Chief Librarian/CEO, Kim Priestman

Guest (s): Don Marshall

Regrets: Denise Edwards, Dyan Jones

## Call to Order

Meeting called to order at 8:30am by Chair, Tim Dyck.

## Agenda

Moved by: Malcolm Beddoe

Seconded by: Bonnie MacIntyre

**That the agenda of the January 17, 2017 meeting be approved.**

**Carried**

## Declaration of Interest

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

## Delegation

Don Marshall attended the meeting but will return in February in order to address the whole Board.

## Minutes

Moved by: Bonnie MacIntyre

Seconded by: Tim Dyck

**That the minutes of December 21<sup>st</sup>, 2016 be adopted.**

**Carried**

## Business Arising

Kim Storz spoke with the Elmwood Chamber of Commerce. They are ok with the e-readers remaining in the Elmwood Resource Centre but all West Grey Public Library patrons can use them. It was asked if the Board would waive the \$25 deposit fee to assist with patrons wanting to use the device.

**Motion to impose the \$25.00 deposit fee for the E-Readers for West Grey Public Library.**

**Moved by: Malcolm Beddoe**

**Seconded by: Rob Thompson**

**Carried**

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### Accounts Payable

Moved by: Malcolm Beddoe  
Seconded by: Bonnie MacIntyre

**That the invoices, as presented on the Council/Board Report dated January 12, 2017 in the amount of \$8,471.53 (A/P December invoices) be paid.**

Carried

### Correspondence

### Strategic Plan

**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.

**Motion to have Rob Thompson replace Don Marshall on the Facilities Committee.**

Moved by: Bonnie MacIntyre

Seconded by: Tim Dyck

Carried

### Board Members' Advocacy

### Other Business and Federation News

Bonnie MacIntyre wanted to thank Don Marshall for his hard work and dedication over the last two years on the West Grey Public Library Board.

WGPL has joined the West Grey Chamber of Commerce. Meetings will be held at the Durham Branch on the 2<sup>nd</sup> Tuesday of the month.

WGPL has joined the West Grey COA (Council on Aging) Community Advisory Committee.

Joining these groups will help the Library learn what is happening in the community.

The Chamber has voted to waive the fee for the WGPL, as they will be meeting at the Durham branch.

There was some discussion around the Chamber of Commerce, and the Library being a member.

The 2017 revised budget was presented to Council on Tuesday January 10, 2017. Committee of the whole has recommended the budget for Council approval. Hopefully the bylaw will be passed at the Feb. 6 Council meeting.

## West Grey Public Library Board Minutes

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Malcolm Beddoe and Tim Dyck will attend the OLA Awards ceremony on Thursday February 2<sup>nd</sup>, to receive the Joyce Cunningham Award on behalf of the Board.

Kim Storz has written a notice to be placed on the Website and Facebook announcing the West Grey Public Library Board being the recipient of the Joyce Cunningham Award. Tim Dyck will review. Once the award is presented on February 2<sup>nd</sup> 2017 at the OLA Super Conference, the Board will advertise.

Rob Thompson wanted to know if the Elmwood Book Club members were counted in the stats in the Elmwood Resource Centre, yes they are.

He asked if there was signage going up in Elmwood to advertise the Resource Centre. Kim Storz said a sandwich board is placed in front of the Lutheran Church similar to what is in Ayton and Neustadt. Bonnie MacIntyre let Rob know that the Board thought it to be dangerous to have staff putting a sandwich board out each day on the Main Street in Elmwood.

Kim Storz asked Rob Thompson if signs could be placed for each Library, similar to those for the Arenas. This will help patrons or new members find the Libraries in each town.

Kim Storz mentioned that the statistics would continue to be taken in the Elmwood Resource Centre as well as the other branches.

Rob Thompson will take back the above information to Council. He will also let Council know that all building issues are discussed with Steve Ayerhart. Steve will assist with quotes or pricing. All building issues are brought to the Board, and then sent to Council if not included in the Library budget.

### **Next Meeting**

The next regular meeting of the West Grey Public Library Board will be held on Tuesday February 21st at 8:30 am, at the West Grey Public Library – Durham Branch.

### **Adjournment**



Chair Tim Dyck

23 Feb/17

Date

## 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 West Grey.

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

November saw 31 visitors. Of those 31 visitors, we were able to see that 5 were from Bruce County and 1 from West Grey.

December saw 31 visitors.

### 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 0 WIFI users

December 2016

November 2 computer users and 0 WIFI users

December 1 computer user and 5 WIFI users

December - Elmwood fiction collection was refreshed once and the non-fiction was mostly removed and replaced.

### **FINANCIAL UPDATES**

2017 budget was revised and presented to Council. Committee of the whole has recommended the budget for Council approval. Hopefully the bylaw will be passed at the Feb. 6 Council meeting.

### **STRATEGIC PLANNING**

### **BRANCH UPDATES/PLANS/INITIATIVES**

### **FACILITY INFORMATION**

A new light was added to the rear of the Durham Branch.

Lights were replaced above the desk in Ayton.

A new outside light is required in Ayton, Steve is working on this.

Ayton branch was closed Friday Dec 30<sup>th</sup> due to the walkway and driveway was not ploughed. We had over 3 to 4 feet of snow at the entrance left by the street plow.

### **STAFFING UPDATES**

### **STAFF TRAINING INITIATIVES/ACTIVITIES/SUMMARIES**

I will be attending the OLA Super Conference at the beginning of February.

I just completed the Collection Development course and will be signing up for a Library Budget course.

### **LIBRARY SYSTEM ISSUES/UPDATES**

### **FRIENDS GROUPS UPDATES/SUMMARIES**

The Friends have purchased three iPads with a grant from the Community Foundation. Two of the iPads will be used for children under 8 to be used in the library.

December 2016

**STATISTICAL REPORTS & SUMMARIES**

**Social Media Stats**

**Facebook**

517 Facebook friends

**WEBSITE**

**DECEMBER:**

**PAGE VIEWS 4654**

**NUMBER OF VISITS 1296**

**OUTREACH PROGRAM**

**ELMWOOD: 2 PATRONS**

**SERENITY: 4 PATRONS**

**ABBEYFIELD: 5 PATRONS**

**DURHAM: 2 PATRONS**

Program	Attendance	Comments
Baking Competition – Ayton	16	Annual baking competition for all ages
Durham Book Club		No meeting in December
Durham Author Visit	6	Tony Luciani
Elmwood Book Club	3 in December	
Elmwood Christmas Exchange	0 in Elmwood	Cancelled due to weather. No one signed up.
Elmwood Card Making		Cancelled in December. Will now be held on the 3 <sup>rd</sup> Thursday
Neustadt Noon Hour Book Club	4 in December	
Neustadt Evening Book Club	7 in December	
Neustadt Writer's Group	4 in December	Held the 3 <sup>rd</sup> Thursday of the month.

<p><b>This Month (December)</b></p>	<ul style="list-style-type: none"> <li>• Class visits from 2 Kindergarten classes from Spruce Ridge &amp; the Grade 1/2 class from the New Tribes Academy.</li> <li>• Programs for December included: 'Tis the Season party (Ayton, Durham, Neustadt), NOON Year's Eve celebration (Durham, Neustadt), Story Time (Durham, Ayton), Lego Club (Durham), and Holiday Scavenger Hunt (All branches)</li> <li>• Preparing children's iPads for use in the library branches. These iPads were purchased by the FOL through a grant provided by the Community Foundation Grey-Bruce.</li> </ul>
<p><b>In the works</b></p>	<ul style="list-style-type: none"> <li>• Planning for programs in 2017 including a Winter Reading Club, Forest of Reading Programs, March Break, and the TD Summer Reading Club.</li> <li>• Connections with schools and community groups/services</li> <li>• Finish cataloguing the 2016 book orders and evaluate the collection to make the most of the 2017 purchasing budget</li> </ul>
<p><b>Regular and Special Programming/ Events</b></p>	<p>With 3 people filling this position in 2016 (plus the Durham Branch move), we tried to maintain a balance of programs and transitions.</p> <ul style="list-style-type: none"> <li>• Programs held: 114</li> <li>• Total attendees: 890</li> <li>• Regular programs: Story Time (Ayton &amp; Durham), Creativity Sparked (Ayton &amp; Neustadt), Inventology (Durham), Lego Club (All branches), Tween/Teen Fun (Durham).</li> <li>• Special programs: Elephant &amp; Piggie Pizza Party, March Break, KidzGROOVE, Kindergarten Registrations, Class Visits, NOON Year's Eve, Mad Science (PA Day)</li> </ul>
<p><b>Summer Reading Program</b></p>	<p>TD Summer Reading Club</p> <ul style="list-style-type: none"> <li>• 55 summer programs</li> <li>• 278 summer attendees</li> <li>• 71 attended the Kick off show (Hands On Exotics)</li> <li>• 110 registered for the SRP</li> <li>• 1,317 hours of reading logged</li> </ul>

Patron Traffic	
Child YTD	3602
Teen YTD	1203
Adult YTD	16819
<b>Total Visit YTD</b>	<b>21624</b>
New Patron	
Month	17
Year to date	299
Circulation	
Month	3217
Year to date	39158
Wifi	
Month	80
Year to date	1320
Computer	
Month	146
Year to date	1965
Overdrive -- Audio	
Month	117
Year to date	1631
Overdrive -- Ebooks	
Month	390
Year to date	5011
New Users YTD	57
New Users 2015 YTD	42
ILLO YTD	
2016 Requester Rec'd Total	1664
2015 Requester Rec'd Total	1774
2016 Responder Ship Total	1588
2015 Responder Ship Total	1665





# WGPL Statistics

## Circulation

Branch	Nov-15	Nov-16	Variance	Dec-15	Dec-16	Variance2
Durham	2539	3330	31%	2646	2770	5%
Ayton	249	156	-37%	194	108	-44%
Elmwood	0	51		4	42	950%
Neustadt	215	234	9%	225	297	32%

## Patron Traffic

Branch	Nov-15	Nov-16	Variance	Dec-15	Dec-16	Variance2
Durham	2539	1911	-25%	2646	1422	-46%
Ayton	207	61	-71%	175	83	-53%
Elmwood		31			31	
Neustadt	158	160	1%	171	167	-2%

Branch	2015	2016	Variance
Durham	17455	17327	-1%
Ayton	2193	1540	-30%
Elmwood	346	541	56%
Neustadt	2382	2216	-7%
<b>WGPL TOTAL</b>	<b>22376</b>	<b>21624</b>	<b>-3%</b>

## New Patrons

Branch	2015	2016	Variance
Durham	161	234	45%
Ayton	16	20	25%
Elmwood	3	16	433%
Neustadt	27	29	7%

## Circulation Stats

<b>Durham Circulation Statistics</b>			
	<b>2014</b>	<b>2015</b>	<b>2016</b>
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	3330
Dec	2498	2646	2770
<b>Total</b>	<b>33532</b>	<b>32136</b>	<b>32748</b>

<b>Elmwood Circulation Statistics</b>			
	<b>2014</b>	<b>2015</b>	<b>2016</b>
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	51
Dec	161	4	42
<b>Total</b>	<b>1910</b>	<b>657</b>	<b>796</b>

<b>Neustadt Circulation Statistics</b>			
	<b>2014</b>	<b>2015</b>	<b>2016</b>
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	234
Dec	228	225	297
<b>Total</b>	<b>3309</b>	<b>3491</b>	<b>3635</b>

<b>Ayton Circulation Statistics</b>			
	<b>2014</b>	<b>2015</b>	<b>2016</b>
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	156
Dec	231	194	108
<b>Total</b>	<b>2813</b>	<b>2874</b>	<b>2037</b>

Total Circ YTD                      40311            39158            39216



## Patron Traffic

Durham						
Month	Child Visits	Teen Visits	Adult Visits	Visit Total	Questions	Calls
January	161	61	1166	1388	189	121
February	173	78	1056	1307	143	144
March	224	97	1220	1541	129	121
April	221	82	1127	1430	214	87
May	132	85	1071	1288	130	95
June	195	83	1250	1528	179	119
July	320	97	1074	1491	162	121
August	289	113	1203	1605	230	154
September	146	74	1169	1389	138	130
October	156	46	825	1027	222	54
November	321	90	1500	1911	250	126
December	234	49	1139	1422	270	100
<b>TOTAL TO DATE:</b>	<b>2572</b>	<b>955</b>	<b>13800</b>	<b>17327</b>	<b>2256</b>	<b>1372</b>

Elmwood						
Month	Child Visits	Teen Visits	Adult Visits	Visit Total	Questions	Calls
January				0		
February	3	4	33	40	3	0
March	13	6	53	72	9	0
April	7	3	38	48	6	0
May	6	1	51	58	0	0
June	8	3	45	56	8	0
July	16	5	37	58	2	0
August	31	0	46	77	10	0
September	1	0	37	38	7	1
October	0	1	31	32	0	0
November	1	0	30	31	4	0
December	4	2	25	31	4	0
<b>TOTAL TO DATE:</b>	<b>90</b>	<b>25</b>	<b>426</b>	<b>541</b>	<b>53</b>	<b>1</b>



## Patron Traffic

Month	Ayton					
	Child Visits	Teen Visits	Adult Visits	Visit Total	Questions	Calls
January	36	6	85	127	33	18
February	37	13	82	132	8	17
March	81	13	106	200	13	15
April	56	10	98	164	7	15
May	61	13	91	165	14	14
June	26	8	60	94	1	15
July	76	9	72	157	9	14
August	62	10	90	162	10	9
September	33	14	39	86	16	4
October	27	15	67	109	15	9
November	27	11	23	61	22	9
December	24	4	55	83	8	9
<b>TOTAL TO DATE:</b>	<b>546</b>	<b>126</b>	<b>868</b>	<b>1540</b>	<b>156</b>	<b>148</b>

Month	Neustadt					
	Child Visits	Teen Visits	Adult Visits	Visit Total	Questions	Calls
January	24	3	153	180	16	7
February	41	3	140	184	5	6
March	18	9	121	148	39	9
April	33	9	145	187	13	12
May	35	23	127	185	8	3
June	53	5	186	244	11	7
July	40	15	144	199	22	10
August	39	16	116	171	20	8
September	39	10	164	213	10	24
October	19	2	157	178	11	4
November	21	1	138	160	41	4
December	32	1	134	167	18	16
<b>TOTAL TO DATE:</b>	<b>394</b>	<b>97</b>	<b>1725</b>	<b>2216</b>	<b>214</b>	<b>110</b>



## 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	67
November	370	102	1691	2163	317	139
December	294	56	1353	1703	300	125
<b>TOTAL TO DATE:</b>	<b>3602</b>	<b>1203</b>	<b>16819</b>	<b>21624</b>	<b>2679</b>	<b>1631</b>