

West Grey Public Library Board Minutes

December 21st, 2016
West Grey Public Library – Durham Branch

Present: Tim Dyck, Don Marshall, Bonnie MacIntyre, Dyan Jones, Denise Edwards

Staff: Chief Librarian/CEO, Kim Priestman

Guest (s):

Regrets: Gerri Grant, Malcolm Beddoe

Call to Order

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

Agenda

Moved by: Bonnie MacIntyre

Seconded by: Denise Edwards

That the agenda of the December 21st, 2016 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.

Minutes

Moved by: Don Marshall

Seconded by: Bonnie MacIntyre

That the minutes of November 16th, 2016 be adopted.

Carried

Business Arising

Accounts Payable

Moved by: Don Marshall

Seconded by: Denise Edwards

That the invoices, as presented on the Council/Board Report dated December 9, 2016 in the amount of \$11,863.65 (A/P November invoices) be paid.

Carried

Correspondence

A letter was received from the Elmwood Chamber of Commerce in regards to the KOBO readers donated.

Kim Storz will contact the Elmwood Chamber.

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Strategic Plan

Dyan Jones would like the Board to investigate a Green Policy and see if this will work with the Strategic Plan.

West Grey Public Library is hoping to start working with the Community Advisory Group in 2017. More to come on this in the New Year.

West Grey Public Library will also be looking at growing the Outreach program currently in place.

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

Other Business and Federation News

On Tuesday December 20th, the Durham branch closed early due to lack of heat, at the time of closing the temperature in the building was 57. A part was ordered and replaced on Wednesday December 21st.

On Thursday December 15th, the Elmwood Resource Centre was closed due to weather; Durham and Neustadt remained open until 6pm, as local staff was safe to travel home.

Meeting dates for 2017 will be:

Tuesday January 17th, February 21st, March 21st, at 8:30am

April 19th, May 17th, June 21st, September 20th, October 18th, November 15th, at 6pm.

Tuesday December 19th at 8:30am.

Malcolm Beddoe will attend the 2017 OLA Super conference at the beginning of February.

The Board of West Grey Library acknowledges receipt of the resolution # 442-16 regarding the Elmwood Resource Centre from the Council of West Grey.

Don Marshall suggested the budget come in under a 2% increase.

Motion to approve the amended draft 2017 budget.

Moved by: Bonnie MacIntyre

Seconded by: Dyan Jones

Carried

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Next Meeting

The next regular meeting of the West Grey Public Library Board will be held on Tuesday January 17th at 8:30 am, at the West Grey Public Library – Durham Branch.

Adjournment



Chair Tim Dyck



Date

November 2016

ADMINISTRATION

November was an amazing month in the Durham branch, we saw 50 new members sign up for a card, and 1500 people visit the branch. Classes have shown interest in visiting the branch monthly; we have had 3 classes already in November.

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 West Grey and 10 from Bruce County.

November saw 34 visitors. Of those 34 visitors, we were able to see that 5 were from Bruce County and 1 from West Grey.

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
November 2 computer users and 0 WIFI users

FINANCIAL UPDATES

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

PROGRAMMING/EVENTS

Weekly Children's programs
Card Making in Elmwood

November 2016

STATISTICAL REPORTS & SUMMARIES

Social Media Stats

Facebook

495 Facebook friends

WEBSITE

NOVEMBER:

PAGE VIEWS 4281

NUMBER OF VISITS 1319

OUTREACH PROGRAM

ELMWOOD: 2 PATRONS

SERENITY: 4 PATRONS

ABBNEYFIELD: 5 PATRONS

DURHAM: 2 PATRONS

Program	Attendance	Comments
Durham Book Club	6 in November	
Neustadt Noon Hour Book Club	4 in November	
Neustadt Evening Book Club	4 in November	
Neustadt Writer's Group	4 in November	Held the 3 rd Thursday of the month.
Elmwood Book Club	4 in November	
Elmwood Christmas Exchange	1 in Elmwood	
Elmwood Card Making	4 in November	Card-making workshop - Lamlash Hall



Child & Youth Services Librarian Report
November 2016

Submitted by Kendra Hawley

This Month	<ul style="list-style-type: none"> • Spruce Ridge & Normanby Kindergarten Registration – 32 families • PA Day activities – maxed out in Durham, no registrants in Ayton • Class visit from one Kindergarten class from Spruce Ridge. Looking to set up connections with other teachers • Ordered the Fall 2016 books for Children & Teens 		
In the works	<ul style="list-style-type: none"> • Programs for December including 'Tis the Season party at each branch and NOON Year's Eve celebrations • Planning for programs and partnerships in 2017 including Forest of Reading Programs • Preparing children's iPads for use in the library branches 		
September Programming /Events	Program	Attendance	Comments
	Ayton Story Time	0	Partnering with Ontario Early Years
	Durham Story Time	52	Partnering with Ontario Early Years
	LEGO Club	AYT – 0 DUR - 12 ELM – 0 NEU - 5	Castles
	Tween/Teen Program	DUR – 2	The attendees enjoyed themselves and have invited friends for the December activity
	Kindergarten Class visit	20 students	See note above
	Mad Science	AYT – 0 DUR - 12	Balloon Science

Patron Traffic	
Child YTD	3308
Teen YTD	1147
Adult YTD	15466
Total Visit YTD	19921
New Patron	
Month	54
Year to date	282
Circulation	
Month	3771
Year to date	35999
Wifi	
Month	92
Year to date	1240
Computer	
Month	237
Year to date	1819
Overdrive -- Audio	
Month	140
Year to date	1514
Overdrive -- Ebooks	
Month	370
Year to date	4616
New Users YTD	50
New Users 2015 YTD	42
ILLO YTD	
2016 Requester Rec'd Total	1524
2015 Requester Rec'd Total	1774
2016 Responder Ship Total	1459
2015 Responder Ship Total	1665

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	3330
Dec	2498	2646	
Total	33532	32136	29978

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	51
Dec	161	4	
Total	1910	657	754

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	234
Dec	228	225	
Total	3309	3491	3338

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	156
Dec	231	194	
Total	2813	2874	1929

Total Circ YTD

39158

35999

Patron Traffic

Month	West Grey Library Totals					Questions	Calls
	Child Visits	Teen Visits	Adult Visits	Visit Total	Visit Total		
January	221	70	1404	1695	1695	238	146
February	254	98	1311	1663	1663	159	167
March	336	125	1500	1961	1961	190	145
April	317	104	1408	1829	1829	240	114
May	234	122	1340	1696	1696	152	112
June	282	99	1541	1922	1922	199	141
July	452	126	1327	1905	1905	195	145
August	421	139	1455	2015	2015	270	171
September	219	98	1409	1726	1726	171	159
October	202	64	1080	1346	1346	248	67
November	370	102	1691	2163	2163	317	139
December	0	0	0	0	0	0	0
TOTAL TO DATE:	3308	1147	15466	19921	19921	2379	1506