

## MINUTES OF THE PORT COLBORNE PUBLIC LIBRARY BOARD MEETING

Tuesday October 4<sup>th</sup>, 2016 – 6:00 p.m.  
Port Colborne Public Library Auditorium

### ATTENDANCE

**BOARD:** J. Mayne V. Catton, M. Cooper, H. Cooper, B. Higgins, B. Ingram, C. MacMillan

**STAFF:** J. Parry, S. Therrien

**REGRETS:** J. Frenette, A. Kennerly, S.Luey, P. Senese,

- 1) INVOCATION
- 2) CHAIRPERSON'S REMARKS
- 3) **APPROVAL OF AGENDA**

MOVED BY **H. Cooper** SECONDED BY **B. Ingram**

***That the agenda for the October 4<sup>th</sup>, 2016 meeting be adopted as circulated.*** Carried.

- 4) DECLARATION OF CONFLICT OF INTEREST – none
- 5) DELEGATIONS – none

- 6) **MINUTES OF THE PREVIOUS MEETING**

MOVED BY **B. Ingram** SECONDED BY **H. Cooper**

***That the minutes for the August 30<sup>th</sup>, 2016 meeting be adopted as circulated.*** Carried.

- 7) BUSINESS ARISING FROM THE MINUTES – none

- 8) **AGENDA ITEMS**

- a) **2017 Operating Budget – 1<sup>st</sup> draft**

The Director reviewed the operating budget in line by line detail. The library was able to stay within the recommended 2% overall increase. The Board approved the budget as presented except for an increase to the adult non-fiction print collection. The budget will be submitted to Treasurer Peter Senese for review and presentation to City Council.

MOVED BY **C. MacMillan** SECONDED BY **V. Catton**

***That the Port Colborne Public Library Board approves the 2017 draft operating budget as amended on October 4, 2016.*** Carried.

- b) **Collection of Newspapers on Microfilm**

The Director reported on the use of the library's collection of local newspapers on microfilm. The collection dates from 1898 and is contained on approximately 1,000 reels. Statistics kept over the last three years show an average of one user per month. Over half of the circulation of microfilm reels is by the Wilson Archives staff members who borrow the reels for use in the Archives for specialized historical research. The Director recommended that the collection be moved (with cabinets) to the Archives building. The library would continue to purchase and catalogue the collection with a location code of "Archives". The collection would get more use if housed in the Archives building and Library patrons could be directed to that facility. Archives staff would collect and report usage information for the library's circulation statistics.

MOVED BY **H. Cooper** SECONDED BY **C. MacMillan**

***That the Port Colborne Public Library Board accepts the recommendation that the collection of newspapers on microfilm be housed in the Wilson Archives building, and further that the library continue to purchase the resource and catalogue the reels.*** Carried.

**c) King Street Sign Rental Policy**

The Library relies on revenue generated through the rental of its illuminated King St. Sign to balance the operating budget. It has been the practice to reserve the sign for city special events such as Flavours and Canal Days. However, the decision in 2016 not to use the sign for these events resulted in a significant loss of revenue for the library. The Board directed, that beginning in 2017, library staff contact Special Events in January to confirm bookings for their events. In this way, library staff will know earlier enough if they are able to offer sign rental to the community during the popular summer months.

**d) Response to Patron Complaint**

The Board approved the Director's response to the recent patron complaint about an exhibit in the library. The letter will be sent out by the Director on behalf of the Chairman of the Board.

9) COMMITTEE REPORTS

a) Accessibility Advisory Committee - none

10) ADMINISTRATIVE BUSINESS

Correspondence - none

**Public Relations Report**

**a) Port Colborne Public Library News and Events Fall 2016**

**b) Summer Reading Club Report – Susan Therrien**

The report, (appended to these minutes) reflects another successful summer programme. Librarian Susan Therrien and all of the Library staff are to be commended for their enthusiasm and stamina!

MOVED BY **H. Cooper** SECONDED BY **B. Higgins**

***That the Public Relations report be received for information purposes.*** Carried.

Chief Executive Officer's Report - none

Treasurers Report - none

**Directors Report**

a) HVAC repairs

MOVED BY **B. Ingram** SECONDED BY **J. Mayne**

***That the Director's report be received for information purposes.*** Carried.

Circulation Report - none

11) BOARD MEMBER'S ITEMS

Cheryl MacMillan has offered to approach elementary schools in Port Colborne and ask them about barriers to visiting the library with classes. (The library has seen a drastic reduction in the number of classes that visit the library since schools lost their funding for buses) The Chair looks forward to her findings.

13) NOTICES OF MOTION

14) DATE OF NEXT MEETING

15) ADJOURNMENT

MOVED BY **V. Catton** SECONDED BY **H. Cooper**

***That the meeting be adjourned.*** Carried.

**Port Colborne Public Library Summer Activities for Children 2016**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Sessions                                        | Programs and Activities                      | Attendance  | Revenue               | Expenses          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|----------------------------------------------|-------------|-----------------------|-------------------|
| <p><b>SPONSORS:</b><br/>7-Eleven, Avondale, Harvey's, McDonald's<br/>Safari Niagara, Zippy Zoom Playground,<br/>TD Bank, Toronto Public Library, and<br/>Library and Archives Canada.<br/><b>The Port Colborne Lions Club generously<br/>sponsored 3 programmes: Reptile Kingdom,<br/>The Charlie Show, Bubbleology Show.</b></p> <p><b>Total Reading club registration = 217</b><br/><b>Total # books read by participants = 2,462</b></p> <p><b>Volunteers: 7</b><br/><b>Many thanks to Board member<br/>Cheryl MacMillan and George Scott, Niagara<br/>Beeway beekeeper, for providing<br/>Programming.</b></p> <p><i>Librarian Susan Therrien designed and<br/>coordinated all aspects of the programme with<br/>the support of library staff. Programming not<br/>conducted by staff was provided by members<br/>of the community.*</i></p> | 1                                               | Red Cross Babysitting Course* (collects fee) | 15          | \$45.00               | \$0.00            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 2                                               | Story Time                                   | 26          | FREE                  | \$0.00            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 7                                               | Library BINGO                                | 130         | FREE                  | \$19.84           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 3                                               | St. John Ambulance Paws for Stories*         | 50          | FREE                  | \$0.00            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1                                               | Tot Time                                     | 9           | \$5.00                | \$2.25            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 4                                               | Summer Kids with Stacey                      | 44          | \$104.00              | \$45.89           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 4                                               | Crafts with Stacey                           | 35          | \$170.00              | \$92.13           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1                                               | All Abuzz About Bees with George Scott       | 25          | FREE                  | \$0.00            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 6                                               | Drama Club for Kids with Cheryl MacMillan    | 107         | \$30.00               | \$0.00            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 6                                               | Crafts with Margaret                         | 49          | \$220.00              | \$64.87           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 4                                               | Crafts with Jen                              | 25          | \$130.00              | \$30.32           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 7                                               | Arabella's Kids                              | 43          | \$42.00               | \$19.81           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 6                                               | Yoga with Nadia (collects fee)               | 51          | \$18.40               | \$0.00            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 7                                               | Learn to Draw with Kyla* (collects fee)      | 21          | \$0.00                | \$0.00            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1                                               | End-of-Summer Party Bubbleology Show         | 124         | FREE                  | \$401.95          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                 | End-of-Summer Party Supplies                 |             |                       | \$34.48           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1                                               | Reptile Kingdom Show—sponsored by Lions      | 80          | FREE                  | \$254.40          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1                                               | Charlie Show (magician)—sponsored by Lions   | 81          | FREE                  | \$361.62          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1                                               | Painting with Mary for Kids (collects fee)   | 1           | \$1.50                | \$0.00            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 7                                               | Therapy Tails                                | 62          | FREE                  | \$0.00            |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Red Cross People Savers' Courses (collects fee) | 20                                           | \$1.20      | \$0.00                |                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Volunteer Appreciation (8 x \$10 gift cards)    |                                              | \$0.00      | \$80.00               |                   |
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Reading Club Registration                       | 217                                          | FREE        | \$0.00                |                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                 |                                              | <b>1215</b> | <b>\$767.10</b>       | <b>\$1,407.56</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                 | PC Lions Donation for entertainment          |             | <b>\$1000.00</b>      |                   |
| <b>TOTALS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>73</b>                                       |                                              | <b>1215</b> | <b>\$1767.10</b>      | <b>\$1,407.56</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                 |                                              |             | <b>Total Revenue</b>  | \$1,767.10        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                 |                                              |             | <b>Total Expenses</b> | \$1,407.56        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                 |                                              |             | <b>Net Profit</b>     | \$359.54          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                 |                                              |             |                       |                   |

## Port Colborne Public Library Summer Activities for Children 2016

**Library Programming Mandate:** To offer a variety of activities for a nominal fee or at no cost. Ideally, library programmes operate on a cost-recovery basis. Note: Reptile Kingdom, The Charlie Show, and The Bubbleology Show were sponsored by the Port Colborne Lions Club. Tickets were free.

The aim of the Summer Reading Club is to provide a variety of activities for a nominal fee or at no cost. Ideally, the programme operates on a cost-recovery basis.

**COORDINATION AND DELIVERY:** Summer Activities were coordinated by Librarian, Susan Therrien. In-house craft programmes were designed and delivered by library staff, as was *Library Bingo*. Library staff is responsible for the design and dissemination of promotional material. Volunteers delivered specialized programming. Special thanks to volunteers Ellyanna Roseboom, Sage Cherevaty, Avery Laurin, Olivia Cunningham, Jade Anderson-Pfaff, and Lisa Van Der Wilt for assisting. In response to the recommendation from prior years, craft programmes were offered back-to-back.

### PROMOTION

- Summer Activities flyer – 8 ½ x 11 double sided. 1715 flyers were printed. Distributed to: Elementary schools = 1585 flyers ; Ontario Early Years, Homeschoolers Association, in-house = 130 flyers
- Activities were Advertised on: Website, Facebook, local and digital newspapers, in-house signage and print newsletter.

| <b>MUSEUM PARTNERSHIP</b>                                                                                                                                                                                                     | <b>Amount Remitted to Museum per Child</b> | <b>Number Registered for the Programme</b> | <b>Museum Revenue</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------|-----------------------|
| The Library and Museum collaborated on the Arabella's Kids programme. Three sessions were conducted by Museum staff and were held in the Archives. The library remitted \$3.00 per each registered participant to the Museum. | \$3.00                                     | 6                                          | \$18.00               |