

**Baie D'Urfé Library**  
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**Annual General Meeting of**  
**February 22, 2021**  
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# **Baie D'Urfé Library**

## **AGENDA**

### **Annual General Meeting of**

**February 22, 2021**

- 1. Calling the meeting to order**
- 2. Approval of the agenda**
- 3. Approval of the minutes of the AGM of February 24<sup>th</sup>, 2020**
- 4. President's Report**
- 5. Treasure's Report**
- 6. Librarian's Report**
- 7. Committee Reports:**
  - A. Adult English Book Selection Report**
  - B. Adult French Book Selection Report .**
  - C. Junior Section Report**
  - D. Periodicals Report**
  - E. Audiovisual Report**
  - F. Report on Exhibitions**
- 8. Volunteers**
- 9. Election of Examiner of the Financial Statement**
- 10. Proposed Modification to the Constitution**
- 11. Report of the Nominating Committee and Election of Officers**
- 12. Questions and comments from the public**
- 13. Adjournment**

**Bibliothèque de Baie-D'Urfé**  
**Ordre du jour**

**Réunion annuelle générale du**

**22 février, 2021**

- 1. Ouverture de la séance**
- 2. Approbation de l'ordre du jour**
- 3. Approbation du procès-verbal du 24 février 2020**
- 4. Rapport du président**
- 5. Rapport du trésorier**
- 6. Rapport du bibliothécaire**
- 7. Rapports des comités**
  - A. Achat de livres anglais adultes**
  - B. Achat de livres français adultes**
  - C. La section junior**
  - D. Les revues**
  - E. L'Audio-visuelle**
  - F. Les expositions**
- 8. Les bénévoles**
- 9. Élection d'un vérificateur fiscal**
- 10. Modification de la Constitution**
- 11. Rapport du comité des nominations et l'élection des officiers**
- 12. Questions et commentaires du public**
- 13. Levée de la séance**

# Baie D'Urfé Library

## Minutes of the Annual General Meeting

### February 24, 2020 at 7:30 pm

**Officers Present:** Elise Titman, president  
Nadia Bissada , vice-president  
Doug Cole, treasurer  
Philip Cumyn, secretary

**Library Staff:** Christopher Marsh

**Members of the Public:** Mayor Maria Tutino            Alex Jenkins  
Nahid Aminroaia                                    Dianne Perdue  
Nadia Bissada                                        Lynda Phelps  
Sophie Dutoy                                         Herb Pidcock  
Heidi Ektvedt                                        Toby Skeie  
Margaret Hallahan                                 Manon Tourigny

1. President Elise Titman called the meeting to order at 7:35 pm and established that there was a quorum.
2. Herb Pidcock moved the approval of the agenda, he was seconded by Toby Skeie and the motion was carried.
3. Doug Cole moved that the minutes of the Annual General Meeting of February 25<sup>th</sup> 2019 be adopted as presented, Nadia Bissada seconded the motion and it was carried.
4. **President's Report** (prepared by Elise Titman)

Elise summarized her report, a copy of which is attached. Key points include the fact that the year saw increases in the collection size, the membership and the number of volunteers helping out. Elise then thanked the staff and volunteers, and in particular, the members of the Executive

for their dedication. And lastly she thanked the Town and the Province for the financial support they provide.

**5. Treasure's Report** (prepared by Doug Cole)

Doug reviewed the highlights of his report. These include:

	2019	2018
Total assets at year end	30,768	17,345
Surplus for the year	13,423	(2,068)
Total year end surplus	30,768	17,345

Doug's detailed report is attached as is Paul Fortin's review of the 2019 financial statement. Doug indicated that he was particularly pleased with the increase in the year end surplus as it allows a cushion in case there is a delay in receiving the first installment of the Town's grant at the beginning of the year.

**6. Librarian's Report** (prepared by Christopher Marsh)

Christopher summarized his report which is attached as are his reports on membership, interlibrary loans, circulation and books etc. in the collection.

Key statistics include:

Membership	2490, 94% of whom live in Baie D'Urfé
Collection size	32,482 items
Circulation	18,022 items.

**7. Committee Reports:**

**A. Adult English Book Selection Report** (prepared by Herb Pidcock)

Herb summarized his report; a copy of it is attached.

At this point Manon Tourigny asked why were new books loaned out for three weeks when other libraries limit the loan of them to one week? The President, Elise Titman, answered that such a policy of limiting the borrowing of new books (but not other books) to one week is possible in libraries where the staff are on the desk on a regular basis but it was considered to be too complicated for a volunteer run library where many of those at the desk are only on duty once a month.

**B. Adult French Book Selection Report** (prepared by Sophie Dutoy)

Sophie read her report to the public; her report is attached and as the report is in French, an English version of it is also attached.

In a brief discussion following Sophie's presentation, Manon Tourigny indicated that our computer system allows people to find out what new books are on the shelves and that people from at least one other library have been known to consult our system for ideas for French books for their own library.

Following Sophie's presentation Mayor Tutino asked whether Sophie had noticed any increase in francophone patronage and Sophie replied perhaps a little but it was not significant.

**C. Junior Section Report** (prepared by Beverley Beauchamp)

In Bev's absence, Margaret Hallahan, one of the members of the Junior Section's Committee, read Bev's report; a copy of it is attached. Of particular interest is the fact that the Junior Section Committee members meet once a week to ensure that the Junior Section shelves are in order.

**D. Periodicals Report** (prepared by Dianne Perdue-Lillie)

Dianne read her report; a copy of it is attached.

**E. Audiovisual Report** (prepared by Kitty Wilkes)

Kitty's report is attached.

**F. Report on Exhibitions** (prepared by Toby Skeie)

Toby summarized his report and a copy of it is attached.

**8. Volunteers** (prepared by Margaret Hallahan)

Margaret summarized her report; key points include the fact that there are at present 83 volunteers of whom 13 became part of the team this year. A copy of Margaret's report is attached.

**9. Election of Examiner of the Financial Statement**

Doug Cole stated that Paul Fortin had offered to review the 2020 books for the library and a motion to accept his offer was moved by Doug, seconded by Philip Cumyn and carried.

## **10. Report of the Nominating Committee and the Election of Officers**

As past president and thus chairman of the Nominating Committee, Philip Cumyn indicated that he had received nominations for the following:

Elise Titman for President  
Nadia Bissada for Vice President  
Doug Cole for Treasurer and  
Philip Cumyn for Secretary.

Philip then asked if there were any other nominations and as there were none, declared the above slate of officers acclaimed.

## **11. Questions and comments from the public**

While there were no questions, Mayor Tutino thanked the library executive and volunteers for all they had done for the library. She went on to say that she was particularly gratified by the activities the library provides for young children in the community and that the library seems to be becoming a gathering point for young families.

## **12. Adjournment**

Philip Cumyn moved to adjourn the meeting at 8:50 pm.

For approval  
Philip Cumyn (Secretary)

# **Bibliothèque de Baie-D'Urfé**

## **Procès-Verbal de l'Assemblée générale**

**Le 24 février, 2020 à 19h30**

**Officiers présents**                      Elise Titman, Présidente  
Nadia Bissada , Vice-Présidente  
Doug Cole, Trésorier  
Philip Cumyn, Secrétaire

**Personnel de la Bibliothèque:**

Christopher Marsh

**Membres du Public:**

Maire Maria Tutino	Lynda Phelps
Nahid Aminroaia	Herb Pidcock
Sophie Dutoy	Tobby Skeie
Heidi Ektvedt	Dianne Perdue
Margaret Hallahan	Manon Tourigny
Alex Jenkins	

- 1) Le nombre de membres présents étant suffisant pour un quorum, la présidente Elise Titman a déclaré la séance ouverte à 19h35.
- 2) La motion pour l'adoption de l'ordre du jour a été proposée par Herb Pidcock et appuyée par Tobby Skeie.
- 3) La motion pour l'adoption du procès-verbal de l'Assemblée générale du 25 février 2019 a été proposée par Doug Cole et appuyée par Nadia Bissada.
- 4) Rapport de la Présidente (préparé par Elise Titman)

Elise Titman a présenté un sommaire de son rapport (copie ci-incluse).

Les points saillants de son rapport incluent les suivants; il y avait une augmentation du nombre d'articles de la collection, du nombre de membres de la bibliothèque et du nombre de ses



bénévoles. Ensuite Elise a remercié les employés et les membres du comité exécutif pour leur dévouement ainsi que la ville de Baie D'Urfé et la province pour leur support monétaire.

**5) Rapport du Trésorier (préparé par Doug Cole)**

Doug a souligné les grandes lignes de son rapport, à savoir:

	2019	2018
Total de l'actif à la fin de l'année	30,768	17,345
Surplus pour l'année	13,423	(2,068)
Total du surplus à la fin de l'année	30,768	17,345

Le rapport détaillé de Doug est ci-inclus ainsi que le rapport de Paul Fortin des états financiers de l'année 2020. Doug a indiqué qu'il était vraiment heureux de voir l'accroissement du surplus à la fin de l'année car ce dernier nous fournira un coussin monétaire si jamais il y avait un retard dans la réception de l'octroi de la ville au début de l'année.

**6) Rapport du Bibliothécaire (préparé par Christopher Marsh)**

Chris a présenté un sommaire de son rapport, (copie ci-incluse). Ses données clés incluent les suivantes:

Nombres de membres	2490, dont 94% résident à Baie D'Urfé
Taille de la Collection	32,482 articles
Circulation	18,022 articles.

**7) Rapports des Comités:**

**a. Rapport de la Sélection des livres anglais pour adultes (préparé par Herb Pidcock)**

Herb a lu son rapport, dont une copie est ci-incluse.

À ce point Manon Tourigny a demandé la raison pour laquelle on pouvait emprunter des nouveaux livres pour trois semaines tandis qu'on ne pouvait les emprunter que pour une semaine d'autres bibliothèques. La présidente, Madame Titman, a répondu que la politique mentionnée était possible chez les bibliothèques où les préposés travaillent d'une façon régulière mais elle était un peu complexe pour une bibliothèque où les préposés sont des bénévoles dont plusieurs ne travaillent qu'une ou deux fois par mois.

**b. Rapport de la sélection des livres français pour adultes (préparé par Sophie Dutoy)**

Sophie a lu son rapport (en français); une copie est ci-incluse ainsi qu'une copie du rapport en anglais.

Suite à la présentation de Sophie, Manon Tourigny a remarqué que les nouveaux livres sont indiqués comme tels dans notre catalogue et qu'elle savait que des gens d'autres bibliothèques consultaient notre catalogue pour des idées pour leur propre bibliothèque.

Ensuite, Madame Tutino a demandé si on a remarqué un accroissement du nombre de membres francophones et Sophie a répondu que s'il y en avait une augmentation, elle n'était pas significative.

**c. Rapport de la Section Junior (préparée par Beverley Beauchamp)**

En raison de l'absence de Beverley, Margaret Hallahan, membre du Comité de la Section Junior, a lu le rapport; une copie du rapport est ci-incluse.

De plus, Margaret a indiqué que les membres de ce comité se réunissaient à la bibliothèque une fois par semaine afin d'assurer que les étagères de la section soient bien organisées.

**d. Rapport des revues (préparé par Dianne Perdue-Lillie)**

Dianne a lu son rapport; une copie du rapport est ci-incluse.

**e. Rapport de l'audiovisuel (préparé par Kitty Wilkes)**

Le rapport de Kitty est ci-incluse.

**f. Rapport sur les expositions (préparé par Toby Skeie)**

Toby a présenté un sommaire de son rapport; une copie du rapport est ci-incluse.

**8) Bénévoles (préparé par Margaret Hallahan)**

Margaret a présenté un sommaire de son rapport; une copie étant ci-incluse. Le rapport inclut le fait que nous avons 83 bénévoles, incluant 13 qui se sont ajoutés au cours de l'année.

**9) Choix du Réviseur des États financiers**

Doug Cole a indiqué que Paul Fortin a offert de réviser les écritures pour 2020 pour la bibliothèque et une motion pour accepter cette offre a été proposée par Doug, appuyée par Philip Cumyn et approuvée.

## 10) Rapport du Comité des Nominations et Élection des Officiers

Philip Cumyn, en tant qu'ancien président et donc Président du Comité des Nominations, a indiqué qu'il a reçu les nominations suivantes:

- i. Elise Titman pour le poste de Président
- ii. Nadia Bissada pour le poste de Vice-Président
- iii. Doug Cole pour le poste de Trésorier
- iv. Philip Cumyn pour le poste de Secrétaire

Philip a ensuite demandé s'il y avait d'autres nominations et comme il n'y en avait aucune, a déclaré les officiers ci-dessus élus par acclamation.

## 11) Questions et Commentaires par le Public

Maire Tutino a remercié le Comité exécutif de la Bibliothèque ainsi que ses bénévoles pour tout ce qu'ils ont fait pour la bibliothèque. De plus, elle a indiqué qu'elle était heureuse de voir que la bibliothèque fournissait des activités pour les jeunes et que la bibliothèque est devenue un point de rassemblement pour les jeunes familles.

## 12) Levée de Séance

La motion pour lever la séance a été proposée par Philip Cumyn à 20h50.

Soumis pour approbation  
Philip Cumyn (Secrétaire)

# Baie D'Urfé Library

## Compiled Reports for the Year 2020

### 1. **President's Report** (Submitted Elise Titman, President)

This has been an exceptional year for the Baie D'Urfé Library.

On Friday, March 13<sup>th</sup>, 2020 three weeks after last year's Annual General Meeting the library was closed to the public due to Covid-19. The Whiteside Taylor building was closed. On March 24<sup>th</sup> we went into complete lock down; our staff went home and the book bin was taped closed. Library business as we knew it came to a complete halt.

The year has been a roller coaster ride.

There was a steep learning curve in March and April as Chris and Linda learned to conduct the library business from home. Buying Committees also learned to work from home. Working with the Provincial Library Association our staff invested a lot of time developing our **Phased Re-Opening Policy**. From the first moment we were focused on getting back to normal whatever the new normal would be.

By May our Executive meetings as well as other library activities; book club, writing group, Knit Night, Lego night and Storytime were taking place on Zoom.

From complete lock down in March we progressed to a phased re-opening starting in May. In Phase I Chris and Linda came back on site, the book bin was reopened with volunteers emptying the book bin and quarantining the books for three days and no contact loans service started. By July we were in Phase II with controlled access to the library and volunteers at the circulation desk. Given that many of our volunteers fell in the "vulnerable" age category (over 65) it was remarkable that we had enough volunteers to open six afternoons and two evenings a week in Phase II. It was also impressive that despite the limited access in September our circulation almost matched the circulation of September 2019. In October unfortunately with the increased number of cases of Covid-19 in Montreal we had to revert to Phase I with the library closed to the public but with no contact loans and a functioning book bin. Books are now only quarantined for 1 day. As I write this, we continue to be in Phase I.

We were fortunate during this unusual year to have experienced staff and an experienced Executive.

Chris Marsh has been our librarian since June 2018 and Linda Audet our library technician since 2015.

Our Executive Committee has remained unchanged since our 2018 AGM

Officers;

- Elise Titman**-President
- Nadia Ahrens**- Vice-President & News & Views
- Doug Cole**- Treasurer
- Philip Cumyn**- Past President & Secretary

**Bev Beauchamp**- Junior Committee

**Sophie Dutoy**- French book selection

**Margaret Hallahan**- Volunteer Coordinator

**Dianne Perdue-Lillie**- Magazines

**Herb Pidcock**- English book selection

**Tobby Skeie**- Exhibitions, Computers

**Kitty Wilkes**-Audio-Visuals

During this year our Collections (books, DVD's, magazines, audiobooks & CD's) have been maintained and our Membership has increased, however, as you might imagine, our Circulation numbers have dropped significantly. Public events (visiting authors & writers) have not happened at all.

One positive event in 2020 was the installation of our shiny new book bin.

### **Thanks**

I would like to thank Chris and Linda for providing the professional expertise, good humour and patience necessary to run an otherwise volunteer operated recreational library, especially during these unusual times. Their adaptability and positive attitude during this year has been most appreciated by the Executive, the volunteers and library patrons.

I would particularly like to thank the members of the Executive who have adapted to working remotely so smoothly. At every monthly meeting I am impressed by the dedication, enthusiasm and thoughtfulness that these volunteers bring to their various responsibilities.

The loyalty of our volunteers is as impressive as usual in this unusual year. I look forward to communicating in person with library volunteers in the not-too-distant future.

Thank you to the Baie-D'Urfé Town Council for its continued support. Not only does the Town provide the space housing the library but it also provides almost 90% of the funds required to run it. This year we are especially grateful for the Town's help in supplying PPE for the library and installing plexi glass screens around the circulation desk in a timely manner and also supplying technological expertise in these unusual times. We are grateful to Mayor Ektvedt and members of Council for their continued and generous support. And finally we are grateful to the Ministère de la Culture et des Communications de Québec for its financial support.

## **2. Financial Statements**

**BIBLIOTHÈQUE BAIE-D'URFÉ LIBRARY**

**Financial Statements**

Year Ended December 31<sup>st</sup> 2020

(Unaudited)

Submitted on behalf of the Executive Board

Elise Titman, President

Douglas Cole, Treasurer

*Elise A. Titman*

*Douglas Cole*

Date: *February 11, 2021*

Date: *February 11, 2021*

**BIBLIOTHÈQUE BAIE-D'URFÉ LIBRARY**

**Balance Sheet**

**As at December 31<sup>st</sup> 2020**

(Unaudited)

	2020	2019
	\$	\$
<b>Assets</b>		
Cash	37,659	30,768
<b>Total Assets</b>	<u>37,659</u>	<u>30,768</u>
<b>Surplus</b>		
Surplus for the year	6,891	13,423
<b>Total Surplus</b>	<u>37,659</u>	<u>30,768</u>

# BIBLIOTHÈQUE BAIE-D'URFÉ LIBRARY

## Statement of Revenues and Expenses

Year Ended December 31<sup>st</sup> 2020

(Unaudited)

	2020	2019
	\$	\$
<b>Revevue</b>		
Municipal Grant	140,000	130,000
Provincial Grant	15,233	18,234
Provincial Grant Interest	523	570
Fines	485	1,302
Discards	68	297
Mon-resident Fees	80	379
Other	3514	1,902
<b>Total Revenue</b>	<b>159,903</b>	<b>152,684</b>
<b>Expenses</b>		
Adult Books	42,476	38,486
Junior Books	13,597	12,685
Periodicals	2,639	2,258
Audio-visual	2,771	2,399
Library Supplies	2,294	3,230
Salaries & Employee Benefits	75,479	71,045
Furniture & Equipment	7,514	1,115
Administration	4,369	4,830
Telephone/Internet	428	566
Property Rental	0	0
Sundry	1,120	1,469
Activities	325	1,178
<b>Total Expenses</b>	<b>153,012</b>	<b>139,261</b>
<b>Excess of Revenue over Expenses</b>	<b>6,891</b>	<b>13,423</b>



**Paul E Fortin, CPA, CA**

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**To the Members of the Baie D'Urfé Library**

I have examined the records of the Baie D'Urfé Library as presented to me. In the circumstances, I confirm that the Balance Sheet as of December 31, 2020 (Assets of \$37,659) and the Statement of Revenues and Expenses for the year then ended (Surplus of \$6,891) are in accordance with the accounting records.

**Aux Membres de la Bibliothèque Baie D'Urfé Library**

J'ai examiné les livres comptables de la Bibliothèque Baie D'Urfé tel que présentes. Dans les circonstances, je confirme que le bilan au 31 décembre 2020 (Actif de 37 659\$) et L'État des revenus et dépenses pour l'exercice terminé à cette date (Surplus de 6 891\$) sont en accord avec les livres et documents comptables.

31 janvier 2021



Paul E Fortin

106 Marlin Crescent, Pointe Claire, Quebec, Canada – H9S 5B3  
email: paul.fortin\_@sympatico.ca

### 3. **Librarian's Report** (Submitted by Christopher Marsh)

#### Services

The library's core service continues to be the loaning of fiction and non-fiction books, along with other library materials, to meet the recreational needs of our community. During the library's closure due to the COVID-19 pandemic, access to our collection was provided through our **No Contact Loan service**. There were a total of 506 No Contact Loan appointments during the four months that this service was offered in 2020. Our lending services continue to be supplemented by our participation in the **inter-library loan program**, through which we borrow and lend books to and from other libraries.

Before the library's closures, residents made use of our technological services through our **free internet, public computer, and tablet**. The library also served as a community hub where **after-school tutors** and groups like the **Baie-D'Urfé Language Group (BULG)** frequently met. We also continue to offer literature to the community through **Little Free Libraries** located around the city. Lastly, our **home delivery program** was successful again this year.

#### Children's Programming

This summer, the library offered a virtual edition of the **TD Summer Reading Club**, which motivates youth to develop their literacy skills and read all summer long. The Club's weekly activities were offered through YouTube videos and a weekly email. To encourage reading during the summer, the library offered a **Bookopoly Reading Challenge**, where youth kept track of their reading all summer long. At the end of the summer, prizes were handed out to participants who submitted their Bookopoly boards. The monthly **Lego Club** nights were offered again this year, and were done virtually when possible. Youth volunteer Natasha Drouin provided virtual editions of our **Children's Craft Hour** and **Bedtime Storytime** through our Facebook page. Prior to the library's closure, the library offered **Books-to-Film Nights** and **Chess and Checkers** activities as well.

#### Adult Programming

The **English Book Club** has continued this year, and was offered through Zoom during the pandemic. An **author visit** from local writer Susan Doherty was also organized for our book club members and was well attended. The **French book discussion group**, la Soirée des lecteurs, was a success again this year and this activity was also offered through Zoom. Prior to the pandemic, the **Library Film Club** was offered with the help of Audio Cine Films Inc. **1-on-1 technology help** sessions were offered as requested, where patrons were taught different skills and were provided with technical assistance.

The library continues to offer the **Baie-D'Urfé Writers' Circle**, where library patrons meet every month to share their writing projects. Library patrons also participated in the monthly virtual **Knit Night** activity, where members can knit and work on their projects in a group. At the end of the year, patrons participated in the **Secret Santa Books**, where they selected a mystery wrapped book from our holiday display. A **Family History workshop** was offered to the community in collaboration with the Quebec Family History Society, where patrons learned about completing research for their family trees.

## The library online

We continue to communicate with our users online through our **Facebook** account, **Instagram account**, and our monthly **email newsletter**. Library patrons continue to make use of their **online accounts** to reserve and renew books. The library's **website** attracts regular visitors, as residents make use of our **online catalogue**, **recommended reading slideshow**, and **new arrival pages** available to patrons. Our online presence was essential to library activities this year, as we provided programs using Zoom, YouTube, and Facebook.

## Thanks

I would like to thank all of our great volunteers for the hard work, dedication, and time that they put into library activities. Even though they weren't in as often as they usually are, the time that they put in was vital to the success of the library during the COVID-19 pandemic. I would like to specifically thank the library's executive, who were a helpful source of guidance as we overcame the obstacles that 2020 had to offer. I would also like to thank the city for the services and assistance that they provide. They gave us essential resources to keep volunteers and patrons safe during the pandemic, and were incredibly helpful when the library encountered difficulties, like when the workroom flooded. Lastly, I would like to thank Linda Audet, our library technician. Linda completed a number of essential tasks for the library in 2020, including cataloging and weeding the collection. More importantly, she is someone that is always thinking ahead and always has great insight to provide, which was important as we figured out how to operate the library during the closures. And of course, as I share the workroom space with her, I'm always very pleased with how quickly the books are processed. Thank you Linda!

## **Membership report**

The library has 2546 current members. 94% of our members are Baie-D'Urfé residents; the remaining are non-resident members from a variety of neighboring towns. 83% of our members are adult and over 16% are juvenile members (under 13 years of age). 80% of our members are declared as Anglophone, while 20% have declared themselves as francophone. We are proud to offer free membership to all Baie-D'Urfé residents, and affordable fees for our out-of-town members.

## **Inter-Library-Loan statistics / Statistiques des Prêts-entre-bibliothèques**

ILL borrowed from other libraries	172
PEB empruntés à d'autres bibliothèques	
ILL loaned to other libraries	225
PEB prêtés aux autres bibliothèques	

Collections	2020 circulation	Circ. as % of collection <sup>1</sup>	Circ. as % of total circ. <sup>2</sup>
<b>ADULT-ADULTE</b>			
Adult Fiction	2901	40%	32%
Romans Adultes	540	18%	6%
Adult Graphic Novels	31	26%	0%
BD Adultes	47	25%	1%
Adult Non-fiction	730	20%	8%
Documentaires adultes	163	11%	2%
<b>JUVENILE-JEUNESSE</b>			
Juvenile Fiction	216	15%	2%
Romans Jeunesse	185	20%	2%
Juv. Graphic Novels	157	75%	2%
BD Jeunesse	232	73%	3%
Juvenile Non-fiction	163	9%	2%
Documentaires Jeunesse	81	8%	1%
Picture Books	301	18%	3%
Albums Illustrés	216	17%	2%
Board Books	72	45%	1%
Livres Cartonnés	37	38%	0%
Easy Readers Fiction	225	24%	2%
Lectures Faciles - Romans	335	42%	4%
Easy Readers Non-fic.	28	9%	0%
Lectures Faciles - Documentaires	23	10%	0%
<b>YA – ADO</b>			
YA Fiction	174	23%	2%
Romans Ados	45	10%	0%
YA Non-fiction	19	12%	0%
Documentaires Ados	9	10%	0%
YA Graphic Novels	22	29%	0%
BD Ados	5	33%	0%
<b>AV &amp; OTHER – AUDIO-VISUEL &amp; AUTRE</b>			
Adult Audio Books	116	26%	1%
Livres Audio Adultes	41	30%	0%
Juvenile Audio Books (EN&FR)	6	4%	0%
Juvenile Kits (EN&FR)	53	32%	1%
Adult Music CDs	12	1%	0%
Juvenile Music CDs	8	14%	0%
Juvenile DVDs	213	30%	2%
Adult DVDs	480	30%	5%
Teen DVDs	37	31%	0%
<b>Totals</b>	<b>9089</b>	<b>28%</b>	

<sup>1</sup> Number of circulations divided by number of total items in this collection (i.e. English Adult Fiction) multiplied by 100.

<sup>2</sup> The circulation of this collection, divided by the total circulation of the full library collection multiplied by 100.

2020	Total Added	Total discarded	Total in Catalogue	% of total collection <sup>3</sup>	Collection refreshment rate <sup>4</sup>
<b>ADULT-ADULTE</b>					
Adult Fiction	454	588	7266	22%	6%
Romans Adultes	228	436	3083	9%	7%
Adult Graphic Novels	10	0	120	0%	8%
BD Adultes	18	0	188	1%	10%
Adult Non-fiction	191	135	3644	11%	5%
Documentaires adultes	105	151	1476	5%	7%
<b>JUVENILE-JEUNESSE</b>					
Juvenile Fiction	87	6	1434	4%	6%
Romans Jeunesse	16	20	904	3%	2%
Juv. Graphic Novels	52	0	208	1%	25%
BD Jeunesse	11	0	316	1%	3%
Juvenile Non-fiction	75	18	1815	6%	4%
Documentaires Jeunesse	18	6	1018	3%	2%
Picture Books	117	37	1628	5%	7%
Albums Illustrés	54	78	1295	4%	4%
Board Books	16	0	160	0%	10%
Livres Cartonnés	2	1	98	0%	2%
Easy Readers Fiction	78	3	927	3%	8%
Lectures Faciles - Romans	88	1	802	2%	11%
Easy Readers Non-fic.	16	5	299	1%	5%
Lectures Faciles - Documentaires	1	10	230	1%	0%
<b>YA – ADO</b>					
YA Fiction	53	5	748	2%	7%
Romans Ados	10	7	453	1%	2%
YA Non-fiction	0	0	164	1%	0%
Documentaires Ados	0	0	92	0%	0%
YA Graphic Novels	1	0	77	0%	1%
BD Ados	0	0	15	0%	0%
<b>AV &amp; OTHER – AUDIO-VISUEL &amp; AUTRE</b>					
Adult Audio Books	35	6	451	1%	8%
Livres Audio Adultes	13	0	136	0%	10%
Juvenile Audio Books (EN&FR)	1	0	140	0%	1%
Juvenile Kits (EN&FR)	9	1	165	1%	5%
Adult Music CDs	7	0	924	3%	1%
Juvenile Music CDs	0	0	56	0%	0%
Juvenile DVDs	7	101	712	2%	1%
Adult DVDs	96	22	1601	5%	6%
Teen DVDs	4	1	121	0%	3%
<b>Totals</b>	<b>1873</b>	<b>1638</b>	<b>32766</b>		<b>6%</b>

<sup>3</sup> Number of items in this collection divided by the number of items in the total library collection, multiplied by 100. Nombre des articles dans cette collection divisé par le nombre des articles dans la collection totale, multiplié par 100.

<sup>4</sup> Percentage of the total collection that is new items purchased this year (items added divided by collection total multiplied by 100). Pourcentage de la collection qui est des nouveaux articles acheté cette année (articles ajouté divisé par la collection total multiplié par 100)

#### **4. Committee Reports:**

##### **A. Adult English Book Selection Report (Submitted by Herb Pidcock)**

Our Committee was pleased to be able to continue obtaining new books last year, in the same quantity as planned in January, in spite of the difficulties caused by the Covid-19 virus. We did our best to deserve your confidence and to spend our budget wisely.

I must to thank the Members of our Committee: Marlene Fisher, Tobby Skeie and Jennifer Williams for the extra hours of research they worked last year, preparing and sending me electronic lists of recommend books with the details and book reviews on-line that very adequately replaced our meetings in person, and enabled me to select the best books for aquisition.. I am fortunate that they are continuing to serve in 2021. Also a big thank you to our Professionals: Chris and Linda who continue to be a pleasure to work with.

Competition from TV, smart phones, kindle and social media seems not to have had much effect on the thousands of new English language books and translations of foreign books still being published in print. Our local bookseller Librairies Clio in Pointe Claire has given us excellent service obtaining books we chose from publishers in Canada, the USA and UK ,and delivering them to my address instead of the Library.

Our budget for 2020 was \$25,000 which we spent almost exactly. The details are as follows:

We divided our budget into \$23,000 for printed books plus \$2,000 for audio (talking) books. Our actual costs were \$23,002.37 for 680 books in print and \$2,002.08 for 42 audio books mostly on CDs. The average cost of printed books was \$33.86/book, an increase of 5.65% over the average of \$32.02/book in 2019, reasonable considering that the average had changed very little during the two previous years.

The average cost of audio books was \$47.67/audio book, an increase of 13.5% over the average of \$42.00/audio book in 2019.Unfortunately audio books on CDs at a reasonable cost are getting more difficult to find.

We received a total of only 63 suggestion slips for the year which is an average of 5.7 per month compared with an average of 10 per month in previous years, probably because of the restricted access to the library.

Our Committee was asked to complete our deliveries and invoicing by November 30<sup>th</sup> 2020 so as many books as possible could be processed in the workroom by the end of the year. Librairies Clio were able to oblige and met our delivery and budget requirements .Our orders to Amazon for audio books were also received in November.

##### **B. Rapport – Sélection de Livres Français (Soumis par Sophie Dutoy)** (For English text see end of Complied Reports)

##### **NOTRE BUDGET :**

Le budget de 2020 pour l'acquisition de livres en langue française était originellement de \$ 16 000 mais a été augmenté en fin d'année afin de nous permettre d'acheter plus de livres d'auteurs québécois, initiative encouragée par le gouvernement .

Nous avons donc terminé l'année en ayant dépensé \$ 17 449.81 qui nous ont permis d'acquérir 517 livres et 13 livres parlants.

### **COMMENT LE BUDGET A ÉTÉ DÉPENSÉ :**

Des 517 livres, 180 sont d'auteurs québécois, constituant 35% de l'ensemble des livres achetés ce qui représente une augmentation d'environ 4% par rapport à l'année précédente.

63% du budget a été consacré à l'achat de romans : littérature générale, policiers, romans historiques, fantastiques, anticipation, biographies, nouvelles, etc.

Les essais et livres d'intérêt général divers, représentent 32,50% de nos achats et les bandes dessinées 4.50%.

Comparativement, en 2019, 77% avaient été consacrés aux romans, 20% aux essais et livres d'intérêt général et 3% aux bandes dessinées.

Si nous mettons en parallèle les catégories des livres achetés et celles des livres empruntés nous constatons que pour que l'offre réponde à la demande, nous devrions acquérir plus de romans au détriment des documentaires. Une analyse plus poussée nous montre aussi que dans le groupe « fiction ( ou romans ») les catégories les plus populaires sont les romans adultes général, les romans policiers et thrillers, les romans historiques et les biographies. Toutefois, ces observations reposent sur des données recueillies au cours d'une année très différente des autres.

En effet, les statistiques assemblées par notre bibliothécaire montrent que la circulation des livres francophones a chuté de 46% par rapport à l'année 2019, ce qui reflète la diminution de la circulation générale, toutes catégories confondues, laquelle a subi une baisse de 49,50%, attribuable à la Covid.

Nous devons donc être prudent lorsque nous considérons ces observations comme pouvant servir de base à des orientations d'achats car elles ne reposent pas sur des données recueillies dans des circonstances normales.

La pandémie nous a obligé de changer nos habitudes et beaucoup de personnes ont emprunté et prêté des livres à des amis ou se sont plongé dans ceux qu'ils avaient chez eux et n'avaient jamais lu, plutôt que de parcourir le catalogue de la bibliothèque sur internet, commander et prendre rendez-vous pour ramasser les livres demandés. Il faut espérer qu'elles reprendront le chemin de la bibliothèque quand celle-ci rouvrira ses portes et que les membres retrouveront le goût de se replonger dans tout ce qu'elle offre.

Nous examinerons à ce moment comment évolue la circulation et détermineront nos choix en concordance.

### **PRIX MOYEN DES LIVRES :**

Le prix moyen des livres, québécois et étrangers confondus, était de \$ 32.58 mais en prenant chaque groupe de livres séparément, on constate que le prix moyen des livres édités localement est \$ 27.66 tandis que celui des livres étrangers est de \$ 35.21.

### **SUGGESTIONS :**

Nous avons reçu 36 suggestions d'achat de livres en 2020 ce qui est une augmentation notable par rapport aux 23 reçues en 2019. Tous les livres ont été achetés sauf un qui a été emprunté à une autre bibliothèque.

## **C. Junior Section Report** (Submitted by Bev Beauchamp)

### **Book Selection**

The purchasing team for English books are Sandra Munro (picture books, jr. graphics), Bev. Beauchamp (easy reader, jr. graphics), Margaret Hallahan (jr.fiction), Wanda Lowensteyn (young adults) and Susan Murphy (non-fiction).

On the French side we have, Sandra Munro (albums, bandes dessinées), Bev. Beauchamp (faciles, romans, bandes dessinées), Roxana Robles Gil (ados) and Susan Murphy (documentaires).

Mimi Winlow purchases DVD's and Bev. Beauchamp purchases CD's and kits in both English and French. In the past we had 2 major buying sprees; 1 in the spring and 1 in the fall. This year we will be spreading out our purchases from March -November.

### **Purchases**

We adjusted our budget to reflect the circulation numbers from 2019: 58% English, 38% French and 6% AV. 80% was apportioned to fiction and 20% to non-fiction.

401 English books, 270 French books and 30 AV items were purchased for a total of \$13,536.50.

English purchases are made from Babar and French purchases are from Monet.

### **Shelf Maintenance**

Margaret Hallahan, Sandra Munro, Susan Murphy and Bev. Beauchamp met weekly in January and February to shelf-read, weed, decorate and organize displays. This activity stopped in March due to Covid restrictions.

### **TD Summer Reading Program**

Because of Covid restrictions the program was organized virtually by Christopher Marsh. His on-line activities were excellent, including several you-tube tutorials!

### **Appreciation**

Sincere thanks to the above-mentioned committee members who had to adapt to making their purchases on-line and also for respecting the deadlines for submitting their invoices.

Christopher Marsh and Linda Audet are always very co-operative and we appreciate their assistance and advice.

We also greatly appreciate the work of the book processing and book mending volunteers.

It is a pleasure to coordinate the work of the junior section and I look forward to hopefully seeing everyone in the library sometime in the new year!

## **D. Periodicals Report** (Submitted by Christopher Marsh for Dianne Perdue Lillie)

In 2020, the budget allocated to the Periodicals collection of \$2750 allowed us to purchase a bilingual, diverse collection of magazines. The monthly circulation for this collection is high, indicating its continued popularity with our patrons. The current collection covers a wide variety of topics that are of interest to our patrons, including current events, sports, exercise, hobbies, geography, home life, fashion, science/technology, and psychology. Titles such as "Bon appétit," "Canadian House & Home," and "Country Life" continue to be some of our most popular magazines. We also continue to purchase new Periodicals that are of interest to the



community, such as the recent addition “Paris Match.” In addition to our bilingual adult collection, our library offers numerous magazines for teens and children as well. Thank you to Dianne Perdue Lillie for all the work that she put into developing our Periodicals collection, and to Linda Audet for her work on this collection during the library’s closures.

**E. Audiovisual Report (Submitted by Kitty Wilkes)**

The Audio/Visual purchasing team was made up of the following members:

John Ahrens Popular Music CDs

Kitty Wilkes Adult DVDs

<u>Purchases for the year</u>	<u>Acquisitions</u>	<u>Cost of Purchase</u>	<u>Budget</u>	<u>Remaining</u>
Popular Music CDs	7	100.28		
Adult DVDs	96	2631.58		
Totals		2731.86	2750.00	18.14

I want to thank John Ahrens for his continuing service in purchasing popular CDs and thanks to Chris & Linda for their DVD suggestions throughout the year.

**F. Report on Exhibitions (Submitted by Toby Skeie)**

The year 2020 was not our best.

In early March, an exhibit of by **Danielle Bradbender** had just been mounted when the COVID forced a shut-down of the library.

Planned exhibits put on hold were:

- The **Baie d’Urfe Watercolour Group** would show a selection of their work,
- An exhibit of **AVH students’** work,
- The **Cub Scouts** would put on a show of their Kub Kars/ Trucks,
- **Razieh Kiannezhad**, had a series of decorative plates to show,
- **Joyce Yan** was to show some of her new print techniques

**5. Volunteers (Submitted by Margaret Hallahan)**

The past 12 months have created a unique situation from the stand point of the Library Volunteers.

For the circulation desk volunteers, which is our largest group, it has had a serious impact on our scheduling.

During February and early March, we were operating normally - Monday to Friday afternoons and evenings, Wednesday mornings and Saturday and Sunday afternoons. On Friday, March 13th, we closed the library indefinitely to all services, due to Covid-19 restrictions imposed by the Quebec Government.

Finally in June the Library re-opened under Phase I, "No Contact Loan Service". During this time, 3 volunteers (our book bin crew) emptied the exterior book bin, quarantined the books, CDs, etc, scanned previously quarantined items and re-shelved the items.

Phase II, started on July 6th, which allowed a limited number of patrons access to the Library for a short time. A small group of volunteers manned the desk. Luckily, at this time we had 6 new volunteers, who were our greeters at the exterior door. We re-opened Monday-Friday afternoons from 2:30 - 5:00 and Wednesday evenings 7:00 - 9:00. Our summer crew, two volunteers per shift, worked tirelessly through July and August every week. Over this time period, the new volunteers were trained to work on the circulation desk as well.

In September, some of our new student volunteers returned to school and were not able to continue their shifts. Many thanks to these young people who worked every week to keep our library working smoothly. However, at the same time, we were able to expand our schedule as some regulars returned, to include Tuesday evenings and Sunday afternoons.

Starting Oct. 1st, we were back to Phase I, and 2 volunteers emptying the book bin, etc. In November, we had 5 volunteers working the book bin crew and continued for a few months. Phase 2 is beginning again in mid February, in a similar format as the summer months.

Of course, there are other volunteers who work behind the scenes to guarantee our Library will continue to function well. Our Executive Committee have zoomed every month and continued to perform their duties. The Adult English, French, and Junior Buying Committees have still been active online. Many new books have been added to our collection. Magazines and Audio-Visual items have been added as well. The News and Views has kept everyone informed of our many changes over the past year.

It takes a large volunteer base to run our Library during normal times. Presently we have 82 volunteers. This amazing group, have continued to work on committees, circulation desk and performed whatever task was needed at the time to make our Library a meaningful part of our community. They have done a fabulous job.

## **Translation of the Report of the Adult French book**

### **Selection Committee**

#### **For the Annual General Meeting of February 22, 2021**

#### **OUR BUDGET:**

The 2020 budget for the purchase of French books was initially in the amount of \$16,000 and then got increased toward the end of the year in order to allow for the purchase of more French books by Quebec authors, an initiative encouraged by the Provincial government.

Hence, with the purchase of 517 books and 13 audio books, our final expenditures for the year totaled \$17,449.81

#### **DISTRIBUTION OF OUR PURCHASES:**

Out of the 517 books, 180 are by Quebec authors, representing 35% of all the books purchased this year, which is 4% more than last year.

63% of the budget was assigned to the purchase of fiction books: literature, thrillers, historical fiction, fantasy, science fiction, biographies, novels, etc

32.50% of the budget was assigned to non-fiction and general interest books and 4.50 to graphic novels.

In 2019, by comparison, 77% of the budget was assigned to fiction, 20% to non-fiction and general interest and 3% to graphic novels.

If we look closely at the type of books purchased and those circulated this year, we might be tempted to think that in order for the offer to meet the demand, we should purchase more novels and less documentary. In addition, a closer look at the stat's figures indicates that within the fiction books, the most popular are general novels, thrillers and mysteries, historical novels and biographies.

However, such a switch of purchasing strategy would be based on data collected during exceptional circumstances, at a time when our habits and routine had to be adjusted.

The statistics compiled by our Librarian indicate that the number of books circulated in 2020 are about 50% lower than those circulated in 2019, a decrease obviously due to the Covid situation. I do not believe though that any reliable conclusion could be made based on these statistics which should not influence our book selection criteria. These are exceptional times and the data collected during those times reflect exceptional behavioral by our patrons. The pandemic forced us all to change our habits to adjust; in the case of books, many library members, rather than going through the no-contact loan offered by the library, opted instead for book exchange among friends or reverted to the book collection they already have. It is hoped, and expected, that as the library is opening its doors once again, its members will resume the pleasure of exploring and enjoying its wide range of offerings

As libraries are re-opening, we will watch closely the pattern of book circulation to determine which direction to take going forward.

## **AVERAGE PRICE OF BOOKS:**

Quebecers and foreign books combined, the average price of the books is \$32.58. But considered separately, foreign books are 27% more expensive than books published in Quebec: \$35.21 for the former vs \$27.66 for the latter

## **SUGGESTIONS:**

In 2020, we have received 36 suggestions for book purchasing, representing a significant increase over last year when 23 suggestions were received. With the exception of one book, handled through interlibrary loans, all requested books were purchased.

## **OUR COMMITTEE:**

Our committee met only once in 2020, during the month of February. Afterwards given the Covid situation, we were no longer able to meet in person; all lists, with detailed info and comments, were sent to me by email by each of the committee members and then emailed to Monet. I personally visited Monet twice, end of November and early December.

As for our criteria for book selection, we continue to seek as much as possible new reliable and credible sources for references and information and most of the time we do cross-searches. And at this point, I would like to thank Manon Tourigny, Marjolaine Loevenich and Philippe Paulmier for their commitment and for the quality of their work and research, their contribution is invaluable!

## **AUDIO BOOKS:**

Very few audio books have been added to the collection in 2020 as we still have back orders to receive.

Before I finish my report, I would very much like to thank our library staff, Chris and Linda, for their competence, availability and willingness to help whenever needed. It is very reassuring to know that we can count on their collaboration.

## **About « *Soirée des Lecteurs* »**

Our meetings continued throughout 2020; during the warm weather we were able to meet outdoor, on the Fritz Farm grounds, thus complying with the health guidelines and social distancing. As the cold weather settled in, we continued our meetings through Zoom.

The group consists typically of 6 to 10 readers, mostly the same ones and occasionally with a new member.

Our exchanges are always quite interesting, stimulating and friendly, and often lead to informal and enriching discussions. The group will always welcome newcomers who enjoy reading and enjoy sharing this pleasure with other readers.

Respectfully submitted by Sophie Dutoy