

Baie D'Urfé Library
Documents for the
Annual General Meeting of
February 28, 2022
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Baie D'Urfé Library

AGENDA

Annual General Meeting of

February 28, 2022

- 1. Calling the meeting to order**
- 2. Approval of the agenda**
- 3. Approval of the minutes of the AGM of February 22nd, 2021**
- 4. President's Report**
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- 6. Librarian's Report**
- 7. Committee Reports:**
 - A. Adult English Book Selection Report**
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- 8. Volunteers**
- 9. Election of Examiner of the Financial Statement**
- 10. Report of the Nominating Committee and Election of Officers**
- 11. Questions and comments from the public**
- 12. Adjournment**

Bibliothèque de Baie-D'Urfé

Ordre du jour Réunion annuelle générale du 28 février 2022

- 1. Ouverture de la séance**
- 2. Approbation de l'ordre du jour**
- 3. Approbation du procès-verbal du 22 février 2021**
- 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. Rapport du comité des nominations et l'élection des officiers**
- 11. Questions et commentaires du public**
- 12. Levée de la séance**

Baie D'Urfé Library

Minutes of the Annual General Meeting

February 22, 2021 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:

Linda Audet
Cloudagh Basserman
Beverly Beauchamp
Andrew Belcher
Joanne Casey
Antonella Di Marino
Sophie Dutoy
Heidi Ektvedt*
Paul Fortin
Andrea Gilpin**
Margaret Hallahan
Wanda Lowensteyn**
Sandra Munro
Christine Muhling
Lynda Phelps**
Herb Pidcock
Yolanda Rodriguez
Janet Ryan**
Tobby Skeie
Manon Tourigny
Kitty Wilkes

* Mayor of Baie D'Urfé

**Member of council

Given the Covid epidemic, the meeting was held on Zoom.

1. Calling the meeting to order

President Elise Titman called the meeting to order at 7:38 pm and established that there was a quorum.

2. Approval of the Agenda

Herb Pidcock moved the approval of the agenda, he was seconded by Toby Skeie and the motion was carried.

3. Approval of the Minutes of the 2020 AGM

Nadia Bissada moved that the minutes of the Annual General Meeting of February 24th 2020 be adopted as presented, Manon Tourigny seconded the motion and it was carried.

4. President's Report (prepared by Elise Titman)

Elise summarized her report, the key event of the year being the Covid epidemic which caused the complete closure of the library for parts of the year and its opening under very controlled conditions for most of the rest of it. The details are given in Elise's report; a copy of the report is attached.

Elise then thanked the staff and the volunteers including the members of the Executive for their support. And lastly she thanked the Town Council and the Province for the financial support they provided.

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

Doug reviewed the highlights of his report and indicated that the library had had a good year. He was particularly pleased that, in spite of the epidemic, it had been possible to maintain the staff at full salary.

Doug's detailed report is attached as is Paul Fortin's review of the 2020 financial statement.

6. Librarian's Report (prepared by Chris Marsh)

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

Manon Tourigny asked two questions concerning the policies and criteria for weeding books from the collection. Chris referred to provincial standards for the collection size relative to

population, which in the library's case is well above norms and the limitations of shelf space requiring regular revision of the collection, adding that weeding criteria include circulation figures, condition of the book, and literary value.

Lynda Phelps commented that weeding is always a mental struggle and that congratulated Chris on his handling of it.

7. Committee Reports:

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

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

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

Sophie summarized her report, a copy of which is attached. As the report is in French, a copy of an English translation is also attached.

Sophie thanked the members of the French Book selection Committee and in return was thanked by Manon Tourigny, one of its members.

C. Junior Section Report (prepared by Beverley Beauchamp)

Bev summarized her report, a copy of which is attached. She thanked the members of her committee and indicated in particular that a key part of their activities consisted of checking the state of the Junior section book shelves and of their books.

Mayor Ektvedt then asked about the language of the books bought over the year and Bev answered that 58% were in English, 38% were in French and the rest were audio-visual items.

D. Periodicals Report (prepared by Chris Marsh for Dianne Perdue Lilley)

As Dianne had resigned at the end of the year, the Periodicals Report (prepared by Chris) was tabled.

Elise Titman then introduced Yolanda Rodriguez who, Elise said, is taking over the responsibility for periodicals along with Danielle Brabander.

E. Audiovisual Report (prepared by Kitty Wilkes)

Kitty summarized her report, indicating that she had managed to spend her budget. She then thanked John Ahrens, Chris Marsh and Linda Audet for their help during the year.

F. Report on Exhibitions (prepared by Toby Skeie)

Toby summarized his report and a copy of it is attached. In effect there had been only one exhibition during the year because of the Covid epidemic. However, he indicated those whose works he had planned to exhibit during 2020 have agreed to having their work shown once conditions allow.

Elise Titman commented that she really appreciated the exhibits as they brighten up the library.

8. Volunteers (prepared by Margaret Hallahan)

Margaret summarized her report and thanked the volunteers, of whom there presently are 82. A copy of Margaret's report is attached.

Elise indicated that the monthly library articles in the News and Views were prepared by Nadia Bissada and she thanked Nadia for her work over the past year.

9. Election of Examiner of the Financial Statement

Doug Cole stated that Paul Fortin had offered to review the 2021 books for the library and a motion to accept his offer was moved by Doug, seconded by Elise Titman and carried. Paul, who was present, signified his agreement.

10. Modifying the Constitution

At Elise Titman's request, Philip Cumyn indicated that Doug Cole had been treasurer for the last three years, that no one has been found to replace him and that he (Doug) had agreed to stay on for the moment. Philip then said that as the constitution limits an officer to serving three consecutive years it was necessary to change the constitution. In detail Article 9 section iv of the constitution presently reads:

The four Officers of the Library shall hold office for one year, but may be re-elected each year for a maximum of two subsequent years. After serving three years in a particular office, he or she may not be re-elected to that office until an interval of at least one year has elapsed.

As had been discussed and approved at the Executive Meeting of February 8th 2021,

Philip then moved that Article 9 section iv of the constitution be changed to read:

The four Officers of the Library shall hold office for one-year and may be re-elected each year for a maximum of two subsequent years. Under normal circumstances after serving three years in a particular office, he or she may not be re-elected to that office until an interval of at least one year has elapsed. However, when no one can be found to fill the office, the officer may be elected to a maximum of three subsequent one year terms.

The motion was seconded by Nadia Bissada and carried.

12. 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 the following nominations:

Nadia Bissada for President
Sophie Dutoy for Vice President
Doug Cole for Treasurer and
Joanne Casey for Secretary.

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

13. Questions, comments and thanks

Nadia Bissada thanked Elise Titman for all her efforts over the past year.

Mayor Ektvedt asked the treasurer, Doug Cole, what he planned to do with the \$10,000.00 that the CNR had indicated to the Town it would donate to the library. Doug indicated that the library would decide once it gets the grant and Mayor Ektvedt said that she would follow up on the matter with the CNR.

Mayor Ektvedt then, on behalf of the Town, thanked the library executive, its volunteers and staff for all their efforts over the past year.

Elise Titman noted that Philip Cumyn was retiring from the executive and had, while on the library executive, been responsible for audio-visual matters and for exhibitions and had served as vice president, president, past president and secretary. Elise then expressed her thanks to him and held up a plaque she was going to present to him “thanking him for his many years of dedicated volunteer service to our library”.

. **14. Adjournment**

Nadia Bissada moved to adjourn the meeting at 8:45 pm.

Issued for approval
Philip Cumyn (Secretary)
2021-02-24

Bibliothèque Baie D'Urfé

Compte rendu de la réunion annuelle générale

22 février, 2021 à 19:30

Officiers présents: Elise Titman, président
Nadia Bissada , vice-président
Doug Cole, trésorier
Philip Cumyn, secrétaire

Personnel de la bibliothèque: Christopher Marsh

Membre du public:

Linda Audet
Cloudagh Basserman
Beverly Beauchamp
Andrew Belcher
Joanne Casey
Antonella Di Marino
Sophie Dutoy
Heidi Ektvedt*
Paul Fortin
Andrea Gilpin**
Margaret Hallahan
Wanda Lowensteyn**
Sandra Munro
Christine Muhling
Lynda Phelps**
Herb Pidcock
Yolanda Rodriguez
Janet Ryan**
Tobby Skeie
Manon Tourigny
Kitty Wilkes

*Maire de Baie-D'Urfé

**Membre du conseil

Compte-tenu de la pandémie, la réunion a eu lieu sur la plateforme Zoom.

1. Ouverture de la séance

La président, Elise Titman, a ouvert la séance à 19:38 et a mentionné que le quorum a été atteint.

2. Approbation de l'ordre du jour

Herb Pidcock a approuvé l'ordre du jour, il a été appuyé par Toby Skeie et la motion a été adoptée

3. Approbation du compte rendu de l'Assemblée générale annuelle (AGA) de 2020

Nadia Bissada a proposé que le compte rendu de l'AGA du 24 février 2020 soit approuvé tel que présenté, Manon Tourigny a appuyé cette proposition qui a donc été adoptée.

4. Rapport du président (préparé par Elise Titman)

Elise a résumé son rapport. L'élément-clé de celui-ci est la pandémie du COVID qui a occasionné la fermeture de la bibliothèque pour une partie de l'année et sa réouverture sous contrôle très strict pour le restant de l'année. Les détails sont donnés dans son rapport dont une copie est jointe à ce compte rendu.

Elise tient aussi à remercier le personnel et les bénévoles, incluant les membres de l'exécutif pour leur support. Elle voudrait finalement remercier le conseil municipal ainsi que la province pour leur support financier.

5. Rapport du trésorier (préparé par Doug Cole)

Doug a révisé les grands titres de son rapport et a indiqué que la bibliothèque a eu une bonne année. Il a été particulièrement content que, en dépit de la pandémie, il a été possible de maintenir le plein salaire du personnel.

Le rapport détaillé de Doug est joint à ce compte rendu ainsi que l'examen des états financiers de 2020 préparé par Paul Fortin. .

6. Rapport du bibliothécaire (préparé par Chris Marsh)

Chris a résumé son rapport, qui est joint à ce compte rendu, sur le statut de l'adhésion, les prêts entre bibliothèques, la circulation du matériel ainsi que sur le statut de la collection.

Manon Tourigny a posé deux questions concernant les politiques et les critères en place pour l'élagage de livres de la collection. Chris a fait référence aux standards provinciaux pour une collection d'une bibliothèque en relation à la population desservie. La bibliothèque excède de beaucoup cette norme. Ceci, combiné avec les limites d'espace, requiert donc une révision constante de la collection. Les critères d'élagage incluent les statistiques d'emprunt, l'état physique du livre ainsi que la valeur littéraire.

Lynda Phelps a ajouté que l'élagage de livres était un défi mental constant et a félicité Chris pour la façon dont il s'est chargé de cette tâche.

7. Rapport des comités:

A. Rapport du comité de la sélection de livres adultes anglophones (préparé par Herb Pidcock)

Herb a résumé son rapport ci-joint.

B. Rapport du comité de la sélection de livres adultes francophones (préparé par Sophie Dutoy)

Sophie a résumé son rapport ci-joint. Étant donné que le rapport est rédigé en français, une copie de la traduction anglaise a aussi été fournie.

Sophie voudrait remercier les membres de son comité et, en retour, Manon Tourigny (un membre de ce comité) l'a remerciée.

C. Rapport de la section des jeunes (préparé par Beverley Beauchamp)

Bev a résumé son rapport ci-joint. Elle a remercié les membres de son comité et a indiqué en particulier qu'une partie importante de leurs activités consistait de vérifier et de maintenir à jour l'état de la collection juvénile.

La mairesse Ektvedt a demandé le statut linguistique des livres achetés durant l'année et Bev a répondu que 58% étaient de langue anglaise et 38% de langue française et que le reste était des documents audio-visuels.

D. Rapport de la section des périodiques (préparé par Chris Marsh pour Dianne Perdue Lilley)

Puisque Dianne a démissionné de son poste à la fin de l'année, le rapport a été rédigé et déposé par Chris.

Elise a présenté Yolanda Rodriguez qui va prendre la responsabilité de la sélection, de l'achat et de la préparation des magazines avec l'aide de Danielle Brabander.

E. Rapport du comité d'achat audio-visuel (préparé par Kitty Wilkes)

Kitty a résumé son rapport ci-joint. Elle a indiqué qu'elle a réussi à dépenser son budget. Elle a ensuite remercié John Ahrens, Chris Marsh et Linda Audet pour leur aide durant l'année.

F. Rapport des expositions d'art (préparé par Toby Skeie)

Toby a résumé son rapport et une copie est fournie ci-jointe. Il n'y a eu qu'une exposition durant l'année due à la pandémie. Toutefois, il a indiqué les artistes dont les œuvres étaient prévues à l'horaire pour 2020 ont accepté de participer à une exposition ultérieure dès que les conditions le permettront.

Elise a commenté qu'elle appréciait beaucoup les expositions qui enjolivent la bibliothèque.

8. Bénévoles (préparé par Margaret Hallahan)

Margaret a résumé son rapport et a remercié les bénévoles qui sont présentement 82. Une copie de ce rapport est jointe à ce compte rendu.

Elise a indiqué que les articles mensuels parus dans l'Entre-nous sont préparés par Nadia Bissada et elle a remercié Nadia pour son travail lors de la dernière année.

9. Élection du vérificateur des rapports financiers

Doug Cole a mentionné que Paul Fortin a offert ses services pour réviser les comptes de 2021 pour la bibliothèque. Il a proposé d'accepter cette offre. Proposition qui a été ensuite appuyée par Élise Titman et qui a été adoptée par l'assemblée. .

10. Modification de la constitution

À la demande d'Elise Titman, Philip Cumyn a indiqué que Doug Cole a été le trésorier lors des trois dernières années, que personne ne s'est proposé pour le remplacer et que Doug s'est porté volontaire pour rester à ce poste pour le moment. Philip a ensuite mentionné que la constitution limite les mandats des officiers à trois années consécutives et qu'il était donc nécessaire d'amender la constitution. En gros, l'Article 9 section iv de la constitution se lit comme suit présentement :

Les quatre officiers de la bibliothèque doivent être en fonction pour une année mais peuvent être réélus chaque année pour un maximum de deux années consécutives. Après avoir été en fonction pendant trois années au même poste, il ou elle ne peut pas être réélu à ce même poste pour un intervalle d'au moins un an.

Comme il a déjà été mentionné et approuvé à la rencontre de l'exécutif du 8 février 2021, Philip a donc proposé que l'Article 9 section iv de la constitution soit modifié pour être lu comme suit :

Les quatre officiers de la bibliothèque doivent être en fonction pour une année mais peuvent être réélus chaque année pour un maximum de deux années consécutives. Normalement, après avoir été en fonction pendant trois années au même poste, il ou elle ne peut pas être réélu au même poste pour un intervalle d'au moins un an. Toutefois, si personne ne se présente pour combler ce poste, l'officier peut être réélu pour un maximum de trois années consécutives.

La proposition a été appuyée par Nadia Bissada et approuvée.

11. Rapport du comité des mises en candidature et d'élection des officiers

En tant qu'ancien président du comité exécutif et donc président du comité des mises en candidature, Philip Cumyn a mentionné qu'il a reçu la liste des candidats suivante :

Nadia Bissada pour présidente
Sophie Dutoy pour vice-présidente
Doug Cole pour trésorier et
Joanne Casey pour secrétaire

Philip a ensuite demandé s'il y avait d'autres mises en candidature et, puisqu'il n'y en a pas eu, il a donc déclaré les candidats ci-haut nommés élus.

12. Questions, commentaires et remerciement

Nadia Bissada a remercié Élise Titman pour tous ses efforts lors de l'année précédente.

La mairesse Ektvedt a demandé au trésorier, Doug Cole, qu'est-ce qu'il planifiait faire avec le \$10 000 que le CN avait octroyé à la bibliothèque. Doug a indiqué que la bibliothèque prendra une décision à ce sujet lorsqu'elle recevra la subvention et la mairesse a dit qu'elle fera un suivi à ce sujet avec le CN.

La mairesse, au nom du Conseil, a ensuite remercié l'exécutif de la bibliothèque, ses bénévoles et son personnel pour tous leurs efforts durant la dernière année.

13. Levée de Séance

Motion pour lever la séance proposée par Nadia Bissada à 20h45.

Soumis pour approbation
Philip Cumyn (Secrétaire)

Baie D'Urfé Library

Compiled Reports for the Year 2021

1. **President's Report** (Presented by Nadia Bissada)

Good evening everyone and welcome to our 2022 General Assembly!

the Baie-D'Urfé library is fortunate enough to be managed and supported by a unique team comprised of the staff, the Executive and the volunteers.

Our staff: **Christopher Marsh**, our Librarian, and **Linda Audet**, our library technician

The Executive:

Sophie Dutoy – Vice-President & French Book Selection

Doug Cole – Treasurer

Joanne Casey – Secretary

Elise Titman: Past President

Bev Beauchamp- Junior Committee

Herb Pidcock- English book selection

Tobby Skeie- Exhibitions ,

Kitty Wilkes-Audio-Visuals

Yolanda Rodriguez - Magazines

Margaret Hallahan- Volunteer Coordinator ,

Due to health reasons, Margaret Hallahan is not with us today. We wish her a full and prompt recovery.

.

And starting this month, we are happy to welcome a new member of the Executive, **Tony Brown** who will be taking care of the library presence and message in the N&V magazine.

As for our volunteers, we count over 70 volunteers – most of them are providing the service at the library's reception desk during its opening hours while others are helping our staff in the workroom or are part of the purchasing committees.

And it is thanks to this exceptional team that the library managed to surf the challenges of the last couple of years.

Last Year, February 2021, Elise, our past president, as she delivered her end of year report described the 2020 year as being “an exceptional year”, and indeed it was, in a way never seen before. But we learned and we adjusted!

Now in February 2022, my report for the past year has a lot of déjà vu. The library reopened in n February 2021; a health protocol ensuring the safety of our staff, volunteers and patrons was already in place and we all complied with and respected the health restrictions: limited numbers of visitors at any given time, masks, sanitizers, etc. As for activities,. Zoom continued to be our main avenue, using it for Book Clubs, Writers' Circles, Knit Night and Soirée des lecteurs.

Despite the Covid situation, TD Summer Club 2021 was a success, with 28 registrations. Upon registration, Chris prepared and offered each of our young participants a fun bag containing all what they need to take part in online activities that he offered.

In August , a suggestion submitted by our Librarian to abolish the fines for late book returns was unanimously approved by the Executive. The change of policy was announced via our different channels of communication (our website, FB, mailchimp, etc.). It did not result in any undue delay in the return

of books and was positively received by all. Abolishing the fines was in line with other libraries trying to encourage reading and circulation of books.

The library continued with its reduced hours and health protocol but then late in the fall, just when we started to see real light at the end of the tunnel, and feeling cautiously optimistic about resuming in-person activities, along came Omicron, pulling us back to renewed health restrictions. The library closed on December 23 for the holiday period, but reopened only January 10th in a no-contact loan mode of operation. Thankfully, the number of cases peaked already and today the outlook is positive once again (for now!)_. The library reopened on February 7th and as of March 1st, it will be open once again a couple of evenings to allow more convenient access to the working patrons. It may be that a resumption of some in-person activities is not far behind. We sure hope for the best, but we are aware of the uncertainty of the Covid situation, and are prepared to adjust again, if and when needed. . .

Thanks

A very special appreciation to our staff, Chris and Linda : – they managed a very challenging working context and were able to go through it while providing consistently friendly and effective service to both volunteers and patrons. In the absence of Margaret Hallahan, Chris is also coordinating the volunteers at the desk and I thank him for taking on this additional responsibility

I also would like to thank the members of the Executive. It is a privilege to be working with such a competent and dedicated group; our meetings are productive, and effective , and pleasant! It is my first year as President and I really appreciated all the support and help that the members of the group provided. A special thank you to Elise for her support during challenging times.

And of course, a big thank you to our volunteers, whose dedication, availability and flexibility helped us maintain the library's door open and the services available during this challenging year.

Thank you to the Baie-D'Urfé Town Council, Mayor Ekdtvedt and council members, for their continued and generous support. Not only does the Town provide us with the space housing the library, but it also provides most of the funds required to run it. We also like to thank the Administration and particularly Antonella de Marino and Public Works for their effective response whenever there is a need or an issue to be addressed.

We are also grateful to the Ministère de la Culture et des Communications du Québec for its financial support.

2. Treasurer's Report (Submitted by Doug Cole)

Financial Statements (See pdf file)

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 closures due to the COVID-19 pandemic, access to our collection was provided through our **No Contact Loan service**. Our circulation services were made even more accessible this year as we transitioned to a **No-Fine Policy**, which reduces barriers by ensuring that there are no financial penalties for returning items a few days late. 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. While the library was open to the public, residents made use of our technological services through our **free internet, public computer, and tablet**. 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.

Programming

The **English Book Club** has continued this year, and was offered through Zoom throughout the year. The **French book discussion group**, la Soirée des lecteurs, was a success again this year and this activity was also offered through Zoom. **1-on-1 technology help** sessions were offered as requested, where patrons were taught different skills and were provided with technical assistance. This was important for the community, as many came to the library asking for assistance downloading their **Vaccine Passport**. 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.

This summer, the library offered 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 our popular **Grab-and-Go Craft Bags**. Early in the year, youth volunteer Natasha Drouin provided virtual editions of our **Children's Craft Hour** through Zoom.

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**.

Thanks

I would like to thank our outstanding circulation desk and workroom volunteers for the work, time and energy

that they put into library activities. Just like the first year of the pandemic, the work they did was vital to the library's success in 2021. I want to specifically thank the library's executive, whose insights were essential for the various policy changes that we made, including modernizing our **collection development procedures**, approving our **No-Fine Policy**, and changing our **expired membership strategy**. It was also a pleasure to work with the **CN Grant** Subcommittee, as we continue to work on improving the YA section. I would also like to thank the city for the services and assistance that they provide. They continue to be incredibly helpful whenever the library has questions or concerns. More specifically, I would like to thank Antonella Di Marino for her work addressing our noise concerns, which has made the workroom a satisfying place to work once more. Lastly, I would like to thank Linda Audet, our library technician. Linda once again completed a number of essential tasks for the library last year, including cataloging and weeding the collection. She is always willing to give her thoughts on how the library is running, and she uses her expertise to help solve problems in the library and answer any questions I have. Thank you for the great work, Linda!

Membership report (prepared by Christopher Marsh)

The library has 2347 current members. 96% of our members are Baie-D'Urfé residents; the remaining are non-resident members from a variety of neighboring towns. 85% of our members are adult and over 15% 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 PEB empruntés à d'autres bibliothèques	315
ILL loaned to other libraries PEB prêtés aux autres bibliothèques	388

Collections	2021 circulation	Circ. as % of collection ¹	Circ. as % of total circ. ²
ADULT-ADULTE			
Adult Fiction	3607	49%	28%
Romans Adultes	756	25%	6%
Adult Graphic Novels	26	19%	0%
BD Adultes	120	57%	1%
Adult Non-fiction	856	24%	7%
Documentaires adultes	252	17%	2%
JUVENILE-JEUNESSE			
Juvenile Fiction	397	32%	3%
Romans Jeunesse	205	24%	2%
Juv. Graphic Novels	460	159%	4%
BD Jeunesse	274	75%	2%
Juvenile Non-fiction	227	15%	2%
Documentaires Jeunesse	83	10%	1%
Picture Books	887	58%	7%
Albums Illustrés	353	28%	3%
Board Books	140	96%	1%
Livres Cartonnés	37	63%	0%
Easy Readers Fiction	427	44%	3%
Lectures Faciles - Romans	808	89%	6%
Easy Readers Non-fic.	77	30%	1%
Lectures Faciles - Documentaires	32	16%	0%
YA - ADO			
YA Fiction	165	25%	1%
Romans Ados	78	21%	1%
YA Non-fiction	16	22%	0%
Documentaires Ados	40	148%	0%
YA Graphic Novels	68	86%	1%
BD Ados	0	0%	0%
AV & OTHER – AUDIO-VISUEL & AUTRE			
Adult Audio Books	105	22%	1%
Livres Audio Adultes	8	5%	0%
Juvenile Audio Books (EN&FR)	1	2%	0%
Juvenile Kits (EN&FR)	98	49%	1%
Adult Music CDs	24	3%	0%
Juvenile Music CDs	25	45%	0%
Juvenile DVDs	158	24%	1%
Adult DVDs	433	24%	3%
Teen DVDs	13	11%	0%
Totals	12866	40%	

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

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

2021	Total Added	Total discarded	Total in Catalogue	% of total collection ³	Collection refreshment rate ⁴
ADULT-ADULTE					
Adult Fiction	616	614	7330	23%	8%
Romans Adultes	382	373	3060	10%	12%
Adult Graphic Novels	15	0	135	0%	11%
BD Adultes	24	0	211	1%	11%
Adult Non-fiction	187	315	3560	11%	5%
Documentaires adultes	166	144	1485	5%	11%
JUVENILE-JEUNESSE					
Juvenile Fiction	74	211	1255	4%	6%
Romans Jeunesse	47	114	853	3%	6%
Juv. Graphic Novels	91	1	289	1%	31%
BD Jeunesse	47	8	364	1%	13%
Juvenile Non-fiction	59	286	1543	5%	4%
Documentaires Jeunesse	48	267	800	3%	6%
Picture Books	123	180	1536	5%	8%
Albums Illustrés	55	104	1247	4%	4%
Board Books	11	26	146	0%	8%
Livres Cartonnés	6	46	59	0%	10%
Easy Readers Fiction	133	65	961	3%	14%
Lectures Faciles - Romans	120	3	911	3%	13%
Easy Readers Non-fic.	12	50	260	1%	5%
Lectures Faciles - Documentaires	8	31	203	1%	4%
YA - ADO					
YA Fiction	33	169	671	2%	5%
Romans Ados	13	87	376	1%	3%
YA Non-fiction	1	90	74	0%	1%
Documentaires Ados	0	50	27	0%	0%
YA Graphic Novels	2	0	79	0%	3%
BD Ados	0	0	15	0%	0%
AV & OTHER – AUDIO-VISUEL & AUTRE					
Adult Audio Books	63	21	486	2%	13%
Livres Audio Adultes	15	0	151	0%	10%
Juvenile Audio Books (EN&FR)	0	63	65	0%	0%
Juvenile Kits (EN&FR)	33	0	198	1%	17%
Adult Music CDs	0	106	819	3%	0%
Juvenile Music CDs	0	0	56	0%	0%
Juvenile DVDs	14	59	661	2%	2%
Adult DVDs	156	30	1798	6%	9%
Teen DVDs	0	0	120	0%	0%
Totals	2554	3513	31804		8%

³ 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.

⁴ 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 représente des nouveaux articles achetés cette année (articles ajoutés divisés par la collection totale multipliés par 100).

5. Committee Reports

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

I am pleased to report that our Committee Members Marlene Fisher, Toby Skeie and Jennifer Williams continued with our Committee in 2021 and provided their reviews of great books on the wide variety subjects we need. We continued to exchange lists of recommended books and placed purchase orders by email. Book shipments continued to be delivered to my house while the Library was 'off limits' in the first part of the year but deliveries to the Workroom were allowed to resume in the Fall.

We have a close working relationship with our Professionals Chris and Linda to process Library Members requests and book deliveries and we work together to arrange for the flow of books to the Workroom to be spread evenly through the year. So we place regular orders, each for about 100 books, 6 weeks apart and each order is quickly followed by the next shipment.

We also send additional small 'add-on' orders to Clio whenever we collect 4 or 5 requests from the Library Members.

As we approach the year-end we arrange with Librarians Clio, our principal book supplier, for the last regular deliveries of the year to be completed by November 30. All other books they receive for us after that deadline are to be held back until after the New Year. This early delivery deadline allows some time at the end of the year for the processing of books to the Library shelves, and accounting the invoices.

In 2021 we spent a total of \$27,649 and with that we purchased 753 books in print at an average cost of \$33.44/book also 53 audio books on CDs at an average cost of \$46/audio book

With Chris in 2019 we made statistical circulation studies, over a period of the previous 6 years, of each of the 16 fiction genres and 15 non-fiction subjects we use for budget and purchase control (a genre is a subdivision of a subject, we have no subdivisions in non-fiction) and, the results were reliable lists of the authors preferred by our Library Members and the percentage of the budget that should be spent on each subject and genre. We preferred to continue using these tools in 2020 and 2021 even though the Covid-19 restrictions have affected circulation. We will be better able to analyse that situation when Covid-19 is over.

We received and purchased 85 book requests from our Library Members which is an average of seven requests per month. In a normal year we would expect to have ten request each month.

B. Rapport – Sélection de Livres Français (Soumis par Sophie Dutoy)

(For English text see end of Complied Reports)

PRIX MOYEN DES LIVRES :

Le prix moyen des livres québécois est \$ 26.98 tandis que celui d'auteurs édités à l'étranger est \$ 36.27, ce qui donne un prix moyen de \$ 32.48, tous livres confondus, soit un prix moyen identique au prix moyen général de 2020 (\$ 32.58) alors que les livres édités localement ont été légèrement moins coûteux en 2021 tandis que les livres étrangers sont passés de \$ 35.21 à 36.27, ce qui représente une augmentation de 3%.

En ce qui concerne les livres parlants, leur prix moyen est \$ 49.77.

RÉPARTITION DES ACHATS :

Ce budget nous a permis d'acheter 439 livres et 15 livres parlants; de ces 439 livres 179 sont d'auteurs québécois et 260 d'auteurs étrangers.

Les achats incluent :

- . les romans
- . les documentaires
- . les bandes dessinées (BD)

66.79 % du budget à été consacré aux romans, 29.02 % aux documentaires et 4.17 % aux bandes dessinées.

Comparé avec 2020, nous avons acheté presque 4% de romans en plus, 3.50% de documentaires en moins et près de 0.50% de bandes dessinées en moins.

Nous nous sommes donc plus approchés de la demande de nos abonnés.

En effet, 1128 livres francophones ont été empruntés cette année, dont 67.02% sont des romans, 22.34% des documentaires et 10.63% des bandes dessinées. Notre objectif pour cette année devrait donc être d'acquérir un peu moins de documentaires et un peu plus de BD et de garder le cap en ce qui concerne les romans.

Concernant les romans, les catégories les plus en demande, par ordre décroissant, sont :

- . roman adulte général
- . roman adulte policier
- . roman adulte historique
- . roman adulte biographique
- . roman adulte thriller psychologique

Nous constatons que nos achats en 2021 s'accordent exactement avec cette grille de catégories les plus populaires.

Dans notre analyse nous nous sommes aussi intéressés à l'intérêt de nos abonnés aux œuvres d'auteurs locaux versus les œuvres d'écrivains étrangers et nous avons constaté que des 1128 livres empruntés, 673 sont d'auteurs québécois et 455 d'auteurs étrangers ce qui se répartit de la façon suivante :

. romans :	419 (QC)	337 (ETR)
. documentaires	210 (QC)	42 (ETR)
. BD	44 (QC)	76 (ETR)

Si nous comparons ces données avec la répartition « livres québécois versus livres étrangers » achetés en 2021, nous arrivons à la constatation suivante :

. alors que presque 60% des livres empruntés sont d'auteurs québécois, seulement 40% de nos achats en 2021 étaient consacrés à des auteurs locaux.

Il sera difficile d'inverser cette tendance compte tenu du peu de livres québécois édités, comparé à ce que nous offre le marché international.

En 2021 nous avons quand même acquis 6% de livres d'auteurs québécois en plus par rapport à 2020. Notre tâche est de détecter un maximum de livres de qualité pour augmenter notre collection et rester vigilants pour promouvoir la littérature locale.

Suggestions :

Nous avons reçu 26 suggestions d'achat de livres en 2021 comparativement à 36 en 2020 et 23 en 2019. Tous ces livres ont été achetés.

LIVRES PARLANTS :

Nous avons acheté 15 livres parlants d'auteurs étrangers en 2021 et constatons que cette présentation n'est pas très populaire.

Cette année nous allons nous informer de la disponibilité de livres parlants d'auteurs québécois et verront s'ils intéressent plus nos abonnés.

Il serait peut-être intéressant de faire une petite annonce dans NEWS & VIEWS pour ceux et celles qui ignorent que la bibliothèque offre ce produit.

RÉUNIONS DU COMITÉ DE SÉLECTION :

Dû aux restriction relatives à la pandémie, nous n'avons pas eu de réunions en 2021 et tous nos choix se sont échangés par courriel.

Nous continuons à étendre nos sources d'information et d'inspiration.

Avec Manon Tourigny, Marjolaine Loevenich et Philippe Paulmier, nous essayons de faire un choix aussi judicieux que possible et je tiens à les remercier pour leur excellent travail.

Les remerciements de notre comité vont aussi à Linda et Chris. Sans leur travail et leur esprit de collaboration, ces pages d'analyse des activités de 2021 n'auraient pas pu être produites. Leur disponibilité nous est très précieuse.

Quelques mots à propos des « SOIRÉES DES LECTEURS » :

Nos réunions se sont poursuivies tout au long de l'année avec une interruption en juillet et décembre.

Malheureusement elles ont dû se faire par Zoom ce qui est moins stimulant que n'étaient nos réunions en personne. Nous avons, malgré tout, réussi à garder entre 6 et 8 présences et espérons pouvoir bientôt nous rencontrer à la bibliothèque, comme par le passé.

Il va sans dire que nous aimerions convaincre plus de personnes à y participer; nos échanges sont souvent fort intéressants et enrichissants.

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 (early 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), Roxanne Nobles-Gill (ados) and Susan Murphy (documentaires).

Bev. Beauchamp also purchases DVD's, CD's and kits in both English and French.

This year we spread out our purchasing period: The 4 groups made their purchases for the first half of the year from March to June. These 4 groups completed their yearly purchases from August to November.

Purchases

The same division of budget was kept from 2019: 58% English, 38% French and 6% AV.

80% was apportioned to fiction and 20% to non-fiction.

414 English books, 267 French books and 14 AV items were purchased for a total of \$13,740.48. We ended the year over-budget by \$90.48.

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

AV items are ordered from Amazon when not available at Babar or Monet.

Shelf Maintenance

Margaret Hallahan, Sandra Munro, Susan Murphy and Bev. Beauchamp met weekly on Tuesday mornings when not restricted by closures due to Covid. They meet to shelf-read, weed, decorate and organize displays. In November we also did a re-organizing of shelving and display areas. We are pleased with the outcome!

TD Summer Reading Program

We were able to include in our purchases many books that were on the TD Summer Reads List. Christopher Marsh did a great job of organizing and carrying out the program - Congratulations, Chris!

Appreciation

Sincere thanks to the above-mentioned committee members who had to adapt to making their purchases online 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 Yolanda Rodriguez)

A budget of approximately \$2800 allows us to maintain and purchase a bilingual and diverse collection of periodicals. The pandemic affected circulation as expected, two magazines, Maison Demeure and Canadian Art, stopped publication, according to the publisher due to the pandemic.

Home trends, cooking and gardening topics continue to be the most popular magazines. Recent additions include Fine Gardening, Good Housekeeping, Architectural Digest and Hockey News. I would like to thank Danielle Brabander, for her help with cataloguing and shelving our large collection.

E. Audiovisual Report (Submitted by Kitty Wilkes)

The Adult Audio/Visual purchases for the year

John Ahrens Popular Music CDs

Kitty Wilkes Adult DVDs

<u>Purchases for the year</u>	<u>Additions</u>	<u>Cost of Purchase</u>	<u>Budget</u>	<u>Remaining</u>
Adult DVDs	147	2226.49	2500.00	273.51

I want to offer my sincere thanks to Chris & Linda for their DVD suggestions through out the year.

I would also like to take this time to acknowledge the contribution of John Ahrens to the A/V purchasing team. For several years he was responsible for purchasing the popular CDs for the library. I was always impressed with the interesting and varied musical selections he made. Though most of our work together was done via email rather than in person, his sudden passing was a shock to me and many others in our community. I am grateful for the opportunity to work with him.

F. Report on Exhibitions (Submitted by Toby Skeie)

2021 has not been the most active one for Exhibits.

At the beginning of the year, Joyce Yan exhibited some of her graphic printing techniques.

Thanks to Razieh Kiannezhad, this was followed in June with a display of plates decorated with Persian motifs.

We hope that the year to come will allow us to put on more exhibits.

8. Volunteers (Submitted by Chris Marsh for Margaret Hallahan)

The library has approximately 80 volunteers. Since our last AGM, several volunteers have informed us that they are no longer able to contribute and their efforts will be missed. But, a call for volunteers last year resulted in October resulted in many new faces joining our team.

The majority of our volunteers are those who work at our circulation desk. These helpful volunteers will allow us to open up for 19 hours a week as of March. In March, there will eight 2-2.5 hours shift per week, usually staffed by 2 individuals. Our volunteers contributed also significantly when our library was closed to the public and we offered No Contact Loans. This service was offered from Monday to Friday, 2:30 to 5:00. Thank you to all the volunteers who have helped at the circulation desk this year.

Of course, many of our volunteers work behind the scenes, and many have more than one position. Our volunteers also work on the Executive Committee, the Junior and Adult English & French book buying Committees, our Magazines, the Audio-Visual collections, our exhibits, book repairs, training new volunteers, work room tasks and the News & Views. It is a very large undertaking and these activities require a lot of time and effort. Thank you to all of our volunteers working behind the scenes.

Lastly, I would like to thank Margaret Hallahan for her work. Her tasks involve coordinating the training of new volunteers and creating the monthly circulation desk schedule. This is a tough position, but she works hard, does a great job, and always has a good attitude. So thank you Margaret for the outstanding work you completed this past year.

9. Election of Examiner of the Financial Statement

10. Report of the Nominating Committee and Election of Officers

Report of the Nominating Committee – submitted by Elise A. Titman

The following library members have been nominated and accepted their nominations for Officers of the Library Executive.

President- Nadia Bissada

Vice-President- Sophie Dutoy

Treasurer- Doug Cole

Secretary-Joanne Casey

If there are no other nominations at or before the AGM, the slate will be declared elected by acclamation.

11. Questions and comments from the public

12. Adjournment

Translation of the Report of the Adult French book Selection Committee

For the Annual General Meeting of February 28, 2022

OUR BUDGET:

The 2021 budget allocation for the purchase of French adult books totaled \$15,000. The full amount was spent with a small overdraft of \$6.10.

AVERAGE PRICE OF FRENCH ADULT BOOKS:

The average price for French language books published in Québec is \$26.98 versus foreign books which is \$36.27. Thus, the average price is \$32.48 for both categories and as such the average price remained the same (for all intended purposes) as 2020 (\$32.58). Books published locally were slightly less expensive in 2021 versus foreign books which saw a 3% increase from \$35.21 to \$36.27.

For audio books, the average price is \$49.77.

BREAKDOWN OF PURCHASES:

The 2021 budget allowed us to purchase 439 books and 15 audio books: of these, 179 were by Quebec authors and 260 were by foreign authors.

Their distribution is broken down into 3 main types:

- Novels
- Non-fiction
- Graphic novels

The lion's share of the budget went to novels at 66.79%, and 29.02% to non-fiction and 4.17% to adult graphic novels.

When comparing to 2020, we purchased 4% more novels, 3.5% less non-fiction and approximately 0.50% less graphic novels.

These results demonstrate that we were more in tune with our patrons' requests.

1,128 French books were borrowed in 2021. The breakdown is as follows: 67.02% novels, 22.34% non-fiction and 10.63% graphic novels.

Therefore, this year's objective regarding the selection of books should be to acquire less non-fiction, a few more graphic novels and to stay on track with purchasing novels.

Now, regarding novels: the most popular categories are (in decreasing order):

Adult general category

Adult mystery (detective story)

Adult historical novel

Adult biographies

Adult psychological thrillers

We noticed that our purchases in 2021 are aligned with the top bestselling book categories.

In our analysis, we were also interested in our patrons' preferences: local authors were preferred over foreign writers. We noted that out of the 1,128 books borrowed, 673 were written by Quebec authors and 455 written by foreign authors.

This is the breakdown by type of books:

Novels:	419 (QC)	337 (Foreign)
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Non-fiction:	210 (QC)	42 (Foreign)
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Graphic novels:	44 (QC)	76 (Foreign)
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When comparing this data against the breakdown of Quebec books versus foreign books purchased in 2021, we offer the following conclusions:

While nearly 60% of French borrowed books are written by Quebec authors, only 40% of our purchases were for local authors.

It will be very difficult to reverse this trend, as we need to take into consideration that the Quebec publishing market produces less books in comparison to the global market.

That being said, in 2021, we managed to increase our purchases of Quebec authors by 6 % in comparison to 2020. Our role is to uncover a maximum of quality titles to add to our collection while remaining vigilant in promoting the local literature.

SUGGESTIONS:

We have received 26 suggestions for book purchases in 2021 in comparison to 36 in 2020 and 23 in 2019. All suggestions were purchased.

AUDIO BOOKS:

We bought 15 foreign audio books in 2021 and we observed that this format is really not popular.

This year, we will inquire about the availability of audio books from Quebec authors and we will monitor to see

if this sparks any interest from our patrons.

Perhaps, it would be worthwhile to advertise the availability of audio books in the *NEWS & VIEWS* as patrons might be unaware of such an offering at our library.

BOOK SELECTION COMMITTEE MEETINGS

Due to safety restrictions related to the pandemic, no meeting was held in 2021. All exchanges were done via emails.

We are always looking for ways to expand on our sources of information and inspiration. In collaboration with Marjolaine Loevenich, Philippe Paulmier and Manon Tourigny, we try to choose as wisely as possible and I would like to take this opportunity to thank them for their excellent work.

Our committee would also like to thank Linda and Chris. Without their valuable work and their close collaboration, this analysis of our 2021 activities would not have been possible. Their availability is greatly appreciated.

A few words on the French Book Club « SOIRÉES DES LECTEURS »:

We held meetings throughout the year, taking a break in July and in December 2021.

Unfortunately, we could only hold the meetings using Zoom. I find it less stimulating than the meetings held in person. Nonetheless, we managed to have between 6 to 8 people in attendance and we are hoping to be able to hold these meetings at the library, as we did before the pandemic.

It goes without saying that we would like to have more participants attending; our discussions have proven to be quite interesting and rewarding.

Respectfully submitted,

Sophie Dutoy