

MINUTES OF THE SOUTH SHORE REGIONAL LIBRARY BOARD  
MAY 13, 2008, 6:00 P.M. AT THE THOMAS H. RADDALL LIBRARY

Present: Vice Chair Tom Sheppard  
Mrs. Cynthia Bruhm  
Councillor Karen Dempsey  
Councillor Robert Myra  
Councillor Susan MacLeod  
Mr. Alan Wilson  
Ms. Cheryl Stenström, Secretary/Treasurer  
Mr. Jeff Mercer, Branch/Extension/Systems Librarian  
Ms. Cathy MacDonal, Mobile/Technical Services Librarian  
Mrs. Lynn Robart, Recorder

Regrets: Councillor Beverlee Brown  
Councillor Heather Ann Getson  
Chair Marie Hogan Loker  
Mrs. Wilma Stewart White  
Mr. Don Zwicker

Cate Bird represented the Staff Association.

A thank you note was received from Marie Hogan Loker thanking staff and board for their kind gift while she recovers from her recent surgery.

A thank you note was received from Patrice d'Entremont for a donation made to Bryony House in memory of her mother-in-law.

MINUTES

Motion: “THAT the South Shore Regional Library Board accepts the Minutes of April 15, 2008.”

MYRA/MacLeod All in favour. Motion carried.

CHEQUES MARCH & APRIL 2008

Motion: “THAT the South Shore Regional Library board receives the list cheques totalling \$76,978.72 and \$8,225.16 for March and April respectively.”

DEMPSEY/Myra All in favour. Motion carried.

PUBLIC RELATIONS REPORT

The May 2008 Public Relations Report was circulated with Notice of Meeting.

PROVINCIAL APPOINTEES

Clara Dugas has not reoffered as provincial appointee. So, there will be two new faces on our Board in the near future.

GREENFIELD UPDATE

The sub-committee met previous to the Board Meeting and a draft Memorandum of Understanding for service was reviewed. This will be sent to the participating parties by Friday, May 14, 2008. Anyone interested in seeing the Memorandum of Understanding, please contact Headquarters.

Motion:                   “THAT the South Shore Regional Library Board proceed with on going negotiations with the Greenfield Resource Center for a Greenfield Public Library.”  
Wilson/Myra           All in favour. Motion carried.

MOBILE UPDATE

Mobile #2 will not pass its motor vehicle inspection without a number of repairs, the sum of which would cost more than the vehicle is worth. We still have Mobile #1 and the staff looking at different options on providing service to the patrons.

Motion:                   “THAT the South Shore Regional Library Board discontinues Mobile #2 service on May31st and staff will review stops.  
WILSON/Bruhm       All in favour. Motion carried.

LUNENBURG COUNTY LIFESTYLES CENTER UPDATE

Councillor Dempsey said that we have two thirds of the \$30 million and that next step is applying/unobtaining the Federal Government’s \$10 million contribution. Councillor Dempsey will continue to give support to the Library as the progress goes on. Once we hear from the Federal Government, then plans can be finalized.

NEW FACE OF THE PUBLIC LIBRARY – see attached

PROVINCIAL LIBRARY FUNDING UPDATE - see attached

FINANCE UPDATE

The Finance Committee has met once and the biggest highlight is the significant increase of funds allotted for library materials, which is 10% of our overall budget. The Finance Committee will meet again after the official audit and with the auditor.



**1 South Shore Regional Library  
Public Relations Report for the Board  
April 2008**

Peggie has prepared applications this month to TD Friends of the Environment to request funds to purchase environmentally-themed books and DVDs; she also applied to the United Way on our behalf for a Coordinator for the WOW Reading Challenge program.

Huge sale, huge success. The extensive weeding of our backup collection resulted in a larger number of books for sale than usual. On Sunday, even after selling books for two boxes for \$5, there were still a number left over. After expenses proceeds of approximately \$4,500 were raised. The Friends will decide at their next meeting whether or not to introduce Friday night sale hours from 5-8 p.m. at the next sale.

The Friends of the Library are hosting a fundraising evening at Guppy's Family Restaurant (4744 Highway #10) in New Germany on Wednesday, May 14<sup>th</sup> from 4 - 8 p.m. Guppy's will donate 20% of the sales to the Friends of the Library. Treat yourself to supper out on May 14<sup>th</sup> and support the library at the same time. It's a win-win situation!

The Province will invest \$10-million in the proposed Lunenburg County Lifestyles Centre. Premier Rodney MacDonald and Health Promotion and Protection Minister Barry Bernet made the announcement today, May 6, in Bridgewater. "One of the government's five immediate priorities is creating safer, healthy communities," said Premier MacDonald. "Today, we have taken concrete action towards helping Lunenburg County residents lead healthier, more active lives." A release issued by the Premier's Office indicated that the \$31.5-million Lunenburg County Lifestyle Centre will include twin skating rinks, one six-lane, 25-metre pool, and fitness and meeting space. Although there was no mention of a library in the premier's announcement, the LCLC Steering Committee are still very much in support of the 'full meal deal' (the above components plus a library and library administration space). The centre is a joint undertaking by the Town of Bridgewater and the Municipality of the District of Lunenburg. We have received letters of support for the library's inclusion in the Lifestyles Centre from MLAs Michael Baker, Judy Streach, Carolyn Bolivar-Getson and MP Gerald Keddy.

The branding exercise continues. The branding committee has narrowed down the choices submitted by Hot Off the Press to one. Hot off The Press has refined that choice and given us several alternatives and colour combos to choose from. Now we will take it to the Communications Committee to see if we can make a final decision. We anticipate having a final logo ready by the end of May.

Work continues on the long range plan. Specifics this month included staff evaluations.

PR Staff attended the very popular Knowledge Festival at Parkview School in April. Students there were interested to learn about our upcoming summer programs and the services we offer year round. Local author Marq de Villiers read to over 2 dozen interested guests from his book *Timbuktu: The Sahara's Fabled City of Gold* at the Lunenburg Library on Saturday, May 3<sup>rd</sup>.

The WOW Reading Challenge is over for the year. Seven schools participated from Lunenburg and Queens Counties. Results are still being tabulated but surveys from the parents and kids strongly indicate they would like to see the program repeated. In total, the kids from these schools read 48,114 books between November 2007 and March 2008!! Results will be announced by the Minister of Education in early June. Watch for a BIG winner in our area!!!

Our summer line-up of programs will be advertised in the Rec Guide once again. The deadline for July-August programs is very soon, with delivery coming in late June.

Teresa Workman  
Public Relations Coordinator



**To:** South Shore Regional Library Board  
**From:** Cheryl Stenström, Chief Librarian  
**Issue:** 'The New Face of Your Library' campaign

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*- For information only, no action required. -*

**Background information:**

The committees formed under the Long Range Plan are looking at a number of fairly significant items. In addition, this Board in whole and through its sub-committees have begun to address other weighty issues that have arisen. Many of these issues will have an impact on the public and suitable communication should follow.

Behind all of this work lies our revised mission statement and core business definition. The notions of reading, discovering, learning and sharing underlie each question these committees examine. Appropriate consultation and research are being folded into the decisions as well. The results are showing a refreshed focus on the Library's collections, accessibility of books for the public and strategic moves towards improvements in these areas.

**Rationale:**

Since many of the issues being examined will result in positive changes for the public, the senior staff has been using the working title of 'The New Face of Your Public Library' to encompass the initiatives that will be launched, publicized and promoted. They will be launched as a single campaign in early autumn to coincide with Canadian Library Month.

The initiatives falling under this campaign include:

- 1 a membership drive based on the findings of the Membership Development Committee
- 2 any revisions to mobiles and rural service, based on the findings of the Mobile Facilities Committee, the work the Mobile/Technical Services Librarian is doing in reviewing Rural Services, and the Finance Committee
- 3 any revisions to branch hours
- 4 most visibly to the public, the new logo, name, 'look' and overall branding of the Library
- 5 the launch of any partnership services in Greenfield
- 6 any revisions to the borrowing policy (e.g. moving to a 3-week loan period from 4 to ensure greater availability/turn over of items and to align with other systems in the province in anticipation of further cooperation through the Nova Scotia Library consortium; the possible introduction of any book processing fees based on branch staff and Finance committee input)

The major direction on each of these items will be determined by mid-June.

May 5, 2008

### **Funding Review Task Force**

- 7 A standard for library collections has been set and costed. Work on developing further standards has been identified as a priority.
- 8 Standards for staffing and service models can be developed during the life of the agreement.
- 9 A strategic review component has been identified to allow regional libraries to undertake a review of their service models in order to set standards for staffing levels.
- 10 A technology refresh component has been identified.
- 11 CompassPoint Management Group is currently compiling its report. The financial consultant met with chief librarians in each of the regions to review the cost pressures each region faces.
- 12 The task force has agreed to the following MOU objectives:
  - Provide stable, multi-year operating funding to library boards to enable long range planning
  - Address the costs of delivering core services
  - Each region experiences an increase during the life of the agreement
  - Transparent, updated funding formula that uses most recent available adjusted census data
  - Identify and achieve best practice service delivery models, benchmarks and innovative approaches by year 3.

### **UNSM**

- Through communication from representative members on the task force, members of the Union of Nova Scotia Municipalities and regional libraries will be made aware of the report's contents.
- The report will be distributed to elected members of library boards, mayors, wardens and municipal CAOs when ready.
- The Provincial Librarian will be presenting on the library funding task force's progress at the Union of Nova Scotia Municipalities annual spring workshop on May 8<sup>th</sup> at 2:45 pm.

In response to the UNSM resolution passed last fall regarding library funding, it is expected that this year's budget increase as well as future increases will be met with proportional increases in municipal obligations.

### **Provincial budget update**

**Finance Minister Baker** announced an increase of \$500,000 in Provincial grants to the public libraries of Nova Scotia in his 2008-09 budget address. From the online version of the address: "In recognition of the valued and important contribution that public libraries make to lifelong learning, our annual grant to libraries will be increased by \$500,000."

The breakdown by library has not yet been released.

## Materials Selection Policy

Approved by the SSRL Board - May 2008

### Selection Policy

The South Shore Regional Library's purpose is to make recorded expressions of intellectual activity available to the residents of the municipalities of Lunenburg and Queens. The prime objective of the library is to meet the informational, education, recreational, and cultural needs of the public with a well-organized collection of materials. Materials in the Library's collection represent manifold points of view on countless subjects, are in various formats, and are intended for audiences of many educational levels and all ages.

The South Shore Regional Library's **Selection Policy** guides staff in choosing materials to be added to or withdrawn from the Library's collection and informs the public about the principles by which selections are made. This policy was approved and adopted by the South Shore Regional Library Board in October 1988, and revised and approved in May, 2008.

All residents of the Library's service area and all Library staff are welcome to recommend materials for inclusion in the Library's collection. Library Assistants and Librarians on staff regularly read reviews of available material and suggest items for acquisition. The Chief Librarian, operating within the Policies of the Library Board, is responsible for the ultimate choice of materials acquired and withdrawn. Material is selected according to the needs and demands of the community. Published reviews, publishers' advertisements, examination of the material, and requests from Library users are substantial factors in selection.

Selectors consider each item as a whole, heedful of any or all of the following factors:

- intended purpose
- intended audience
- attention of critics, reviewers, and the public
- popular demand, present and anticipated
- accuracy
- permanent value and timeliness
- presentation and intelligibility
- importance to our collection
- availability of similar material and information
- suitability of format for library use
- price

Although materials are purchased in all subject areas, we do not select materials specifically in support of school or university curricula.

The Library's collection may include:

- duplicate copies of material in high demand
- reference materials to be consulted on library premises
- audio books
- magazines and newspapers
- talking books for those unable to use printed materials
- information files containing pamphlets, newspaper clippings, etc.
- government documents
- paperbacks
- microforms
- video and other multimedia materials
- bibliographic tools, selection aids, and material dealing with library issues and development

All material is selected considering the factors listed above.

The resources of the entire collection are available to borrowers of all ages. Adults are responsible for guiding the choices of minors under their care and rejecting materials they find unsuitable.

A collection of materials for people up to fourteen years old is maintained to foster skill development, education, and recreation for this skill group. Some materials housed in the adult collection are designated as particularly suitable for teenagers.

### **Reconsideration of Material**

The South Shore Regional Library Board has adopted as policy the [Canadian Library Association Statement of Intellectual Freedom](#).

Library users may suggest that material be withdrawn from the collection. A library user may also formally request that a particular item be withdrawn, by completing a *Request for Reconsideration of Library Material* form. The Chief Librarian and appropriate staff will discuss requests with the individual. If the individual is not satisfied, the issue will be considered by the Library Board.

### **Gifts**

The Library accepts donations of materials in any format with the understanding that **staff may dispose of them in any way**. We make decisions about adding a donation to the collection on the same basis as we decided to purchase an item. When we do not add gift items to the collection, we normally sell them and use the resulting funds to purchase other materials.

The Library welcomes gifts of money and issues numbered receipts (for income tax purposes) for gifts over \$10.00. Gift funds are normally used to enhance the collection and gift materials are chosen according to the selection policy. A donor may suggest a special area in which a gift might be used. We place a bookplate identifying the donor (and the person honoured by the gift, when appropriate) in books purchased with gift funds. Gift books are part of the total collection, available to all borrowers, but are normally housed in the Library service point used by the donor.

### **Collection Maintenance**

Library Assistants and Librarians on staff regularly review collections in the area for which they are responsible, removing from public service points outdated or damaged material and items for which there is little demand.

Librarians decide whether these items can or should be repaired, replaced or removed from the collections. The same factors considered in selecting material for acquisition apply to these decisions.