

**Pembroke Public Library**

**Trustees Meeting Agenda November 19<sup>th</sup>, 2020 6:30 PM REMOTE**

Participation email at: [dwall@sailsinc.org](mailto:dwall@sailsinc.org)

Minutes of October Meeting

Old Business

Curbside and reopening updates, plan to increase hours

FY22 Budget

Director's Report

Youth Services Report

Reference Librarian Report

Financial Updates

Building Maintenance

Friends News-2020 Ornament!

Foundation news

New Business

New hire procedure

FY20 Annual Report

Any unscheduled business following posting of agenda...

Topic: Trustees Meeting

Time: Nov 19, 2020 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/99436521794?pwd=TGZzeUpERkQ3K2FENWxqbzlpODhlUT09>

Meeting ID: 994 3652 1794

Passcode: 673288

One tap mobile

+13126266799,,99436521794#,,,,,0#,,673288# US (Chicago)

+16465588656,,99436521794#,,,,,0#,,673288# US (New York)

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Posted 11-13-20, 11:09AM

**Director's Monthly Report for October 2019  
Pembroke Public Library**

<b>Circulation (by item category)</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Adults	5283	5763	6139	4516
YA	273	482	482	317
Children	2950	4746	4588	3455
<b>TOTAL:</b>	<b>8512</b>	<b>10991</b>	<b>11209</b>	<b>8338</b>
<b>Downloads</b>				
Overdrive	1117	1535	1683	1858
Hoopla	-	-	97	225
Online Resources Usage	1811	1793	1171	831
Museum passes	41	41	43	10
Patrons registered	58	64	68	26
Overdrive patron registration	19	25	11	14
Mobile circ/renewals/holds	32	89	329	618
Non-resident borrowing	1360	2007	2252	1652
Items loaned to other libraries	2175	2433	2798	2514
Item borrowed from other libraries	1531	1843	2107	1985
ComCat loaned	27	19	20	15
ComCat borrowed	32	25	21+3	26+1
Passports	-	-	40	22
Visitor count	-	8768	9312	2537

<b>Collections</b>	<b>October 2017</b>	<b>October 2018</b>	<b>October 2019</b>	<b>October 2020</b>
Items added	685	645	788+949 (hoopla)	426
Items discarded	747	713	1033	980
Items marked Missing	77	14	26	22

<b>Events</b>	<b>October 2017</b>	<b>October 2018</b>	<b>October 2019</b>	<b>October 2020</b>
Adult programs	17	15	16	3
Adult attendees	170	140	136	71
Youth events	29	32	28	5
Youth attendees	589	1087	1179	120

*The full Youth Services and adult reference reports are attached.*

<b>Computer Use</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Internet	793	748	686	143
Juvenile	127	182	220	0
Total	920	930	1046	143

There was no meeting room used this month. This October the meeting room was used 28 times, Trustees Room was used 15 times, and The Local History Room was used twice last year.

**Staff and other news:**

The state annual (ARIS) and financial reports were filed and we meet minimum requirements. The MBLC made accommodations for the closings of libraries in March. Curbside and walk-in services are going well; we are looking to expand hours for walk-ins. People are still discovering that we are open, and thrilled that we allow browsing. Work is beginning on the FY22 budget, the Town Manager is asking for level services, which is better than level funding.

Report to the Trustees: November 2, 2020  
 OCTOBER Virtual Programming Youth Services Report  
 Submitted by Melissa McCleary

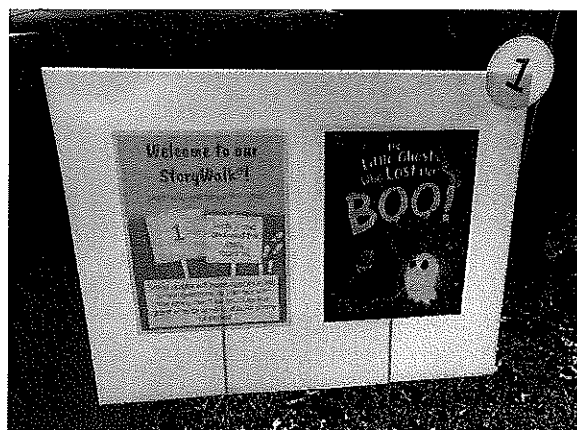
**Key:**

*Blue = Kids & Family, Green = Teens, \* = Guest*

Program	# of Programs	Child/Teen Attendance	Adult Attendance
Virtual Classroom Visits (Grade 1)	3	66	3
StoryWalk with Little Ghost	1 (passive)	34	15
LitLoot Subscription Boxes	1 (passive)	2	n/a
<b>Kids Program Total</b>	4	100	18
<b>Teen Program Total</b>	1	2	n/a
<b>TOTALS</b>	5	102	18

**October Programs:**

--Our StoryWalk® garnered very positive feedback! The stats for the program listed above are reflective of the number of treat bags we gave away in the library (patrons were instructed to visit inside after doing the Walk), but we're aware that a number of families did the Walk while we were closed to the public. The story was *The Little Ghost Who Lost Her Boo!* by Elaine Bickell; families walked around the front of the library to read the full book from the pages posted on lawn signs. Most signs had a note to caregivers about how they could interact with the story (i.e. How do you think Little Ghost feels? Can you hoot like an owl?) to encourage early literacy and build cognitive skills.



*Pages from a cute and interactive picture book were laminated and mounted on lawn signs. Families could enjoy the story while social distancing outdoors!*

--The new Reading Specialist (Annie Goode) for the local elementary schools is arranging visits for first grade classroom for virtual storytimes. I was able to visit with Bryantville and fully-virtual grade one students this month to read *Bone Soup* by Alyssa Capucilli and to answer questions about the library.

**Other:**

--Attended "Inclusive Design and Accessible Exhibits: Some Guidance for Libraries, Galleries, and Museums" webinar.

--We now have 19 PT Education Kits; the items are rarely checked in as they've become very popular with families and kids.

**Looking Toward November:**

--Another StoryWalk® will be planned for the week of Thanksgiving.

--We will be launching our first Take-and-Make craft based on the (very recently) popular game Among Us. Kids and teens can sign up to get supplies for a Shrinky Dink keychain; we will have 35 kits to giveaway.

## Reference Requests (Reference Desk only):

<b><u>Total requests:</u></b>	<b>19</b>
General information:	7
Technology:	7
Research:	1
Item requests:	1
Passports:	1
<u>Readers' Advisory:</u>	2
In person:	7
Phone:	7
Email:	1
Website forms:	4

## In-depth Reference help included:

- Attaching a file to an email.
- Freeing up cell phone storage.
- Searching on an iPad using Siri.
- Printing a webpage using screenshots.
- Wireless printing from an iPhone.

## Adult Events:

### **Total: 3 virtual events with 71 attendees, including:**

- Tuesday, October 6<sup>th</sup>: Book Club, *Washington Black* (Attendance: 10)
- Wednesday, October 7<sup>th</sup>: Short Stories, Big Impact: Another Perspective (Attendance: 5)
- Tuesday, October 20<sup>th</sup>: "Welcome to the Graveyard" with The Gravestone Girls (Attendance: 56)

## Projects included:

- Compiling and publishing the monthly Pembroke Public Library newsletter.
- Checking the LibraryAware-generated genre newsletters to make sure all books listed are available in the SAILS network.
- Planning Adult events, creating flyers and publicity blurbs, updating the website and EventKeeper, and publicizing on Facebook.
- Leading the Zoom Book Club meeting and getting books for club members.
- Monitoring online registration for the "Welcome to the Graveyard" program, communicating with registrants prior to the event, helping field questions during the event, and following up with people who requested a video.
- Answering all submissions from the "ask a question" form on the website.
- Selecting books and placing holds for all submitted adult Readers' Advisory form requests.
- Helping staff the main and Children's desks.
- Ordering Historical Fiction books, CDs, and DVDs for the library collection.
- Accepting passport applications and monitoring the passport appointment schedule and transmittal forms.
- Maintaining all Fiction endcap displays.
- Updating the telescope guide included in the kit for patrons to check out.
- Updating the Online Resources slideshow for the Circulation desk.
- Completing the Tutor.com training exercise.

PEMBROKE PUBLIC LIBRARY  
FISCAL YEAR 2021 WORKSHEET

11/17/2020

		FY21	adjustments	adj. Budget	Expended	Balance	% of total budget
Director Salary	00016101-510101	\$93,465.00			\$35,094.26	\$58,370.74	37.55%
Assistant Director	00016101-510103	\$60,356.00			\$22,662.43	\$37,693.57	37.55%
Full Time Salaries	00016101-510110	\$259,108.00			\$97,243.43	\$161,864.57	37.53%
P-T Pages	00016101-510123	\$15,079.00			\$5,514.74	\$9,564.26	36.57%
P-T Salaries - Aides	00016101-510124	\$135,472.00			\$40,703.26	\$94,768.74	30.05%
Overtime	00016101-510130	\$0.00			\$0.00	\$0.00	
Sunday Opening hours	00016101-510138	\$13,000.00			\$0.00	\$13,000.00	0.00%
Emergency Shelter Staffing	00016101-510139	\$1,000.00			\$0.00	\$1,000.00	0.00%
Longevity	00016101-510140	\$1,850.00			\$1,450.00	\$400.00	78.38%
<b>Personnel Services</b>		<b>\$579,330.00</b>			<b>\$202,668.12</b>	<b>\$376,661.88</b>	<b>34.98%</b>
Heating Fuel	00016102-521030	\$14,000.00			\$2,696.06	\$11,303.94	19.26%
Water	00016102-523000	\$300.00			\$0.00	\$300.00	0.00%
Office Equipment	00016102-524046	\$800.00			\$625.90	\$174.10	78.24%
Telecom	00016102-534000	\$3,000.00			\$1,790.81	\$1,209.19	59.69%
Postage	00016102-534020	\$1,200.00			\$143.74	\$1,056.26	11.98%
Purchase of Services	00016102-538000	\$26,000.00			\$20,121.35	\$5,878.65	77.39%
Facilities/Maint Supplies repairs	00016102-543000	\$2,000.00			\$2,715.18	(\$715.18)	135.76%
Custodial Supplies	00016102-545000	\$2,000.00			\$1,809.62	\$190.38	90.48%
Library Materials	00016102-558040	\$5,900.00			\$1,693.34	\$4,206.66	28.70%
Program Supplies	00016102-558050	\$1,200.00			\$0.00	\$1,200.00	0.00%
Technology Supplies	00016102-558090	\$2,000.00			\$2,124.28	(\$124.28)	106.21%
Travel	00016102-571100	\$1,000.00			\$0.00	\$1,000.00	0.00%
Dues	00016102-57310	\$400.00			\$225.00	\$175.00	56.25%
<b>General Expense</b>		<b>\$59,800.00</b>			<b>\$33,945.28</b>	<b>\$25,854.72</b>	<b>56.76%</b>
<b>Books</b>	00016102-558030	\$90,000.00			\$30,620.32	\$59,379.68	34.02%
Capital-painting	00030610-600134	\$1,192.18			\$0.00	\$1,192.18	0.00%
Capital-Building & Equipment	00030610-600138	\$16,033.75			\$3,963.24	\$12,070.51	24.72%
Library Incentive	18-610-4650-364	\$11,324.11		\$11,324.11	\$10,983.79	\$340.32	96.99%
Municipal Equalization	18-610-4650-362	\$7,672.49		\$7,672.49	\$6,356.95	\$1,315.54	82.85%
NRC	18-610-4650-368	\$0.00		\$0.00	\$0.00	\$0.00	
<b>Grants total</b>		<b>\$18,996.60</b>		<b>\$18,996.60</b>	<b>\$17,340.74</b>	<b>\$1,655.86</b>	<b>91.28%</b>
<b>State Grant (Earmark for technology)</b>	0365-520000	\$3,628.96			\$3,448.66	\$180.30	95.03%
Allison Darling (75% INT. YA books)	<b>All as of 6/30/20</b>	\$11,768.99				\$11,768.99	0.00%
Library Building Fund		\$319.55				\$310.79	0.00%
Center Library Trust Fund (any use)		\$5,291.80				\$5,291.80	0.00%
Center Library Trust Fund		\$20,922.79				\$20,922.79	0.00%
Della Chiesa (books only)		\$10,669.72				\$10,669.72	0.00%
Edna Raistrick (large print only)		\$4,233.22			\$1,339.00	\$2,894.22	31.63%
Irene Smith (interest only-YA ref. and non.)		\$9,860.41				\$9,860.41	0.00%
<b>Trusts Total</b>		<b>\$63,066.48</b>				<b>\$63,066.48</b>	<b>0.00%</b>
Passport Program Revenue	018-0610-0269-0-0-0-R	\$8,907.94	\$1,985.00	\$10,892.94	\$0.00	\$10,892.94	
Passport Program Expenses	018-0610-0269-0-0-0-E	\$0.00			\$0.00	\$0.00	
Materials expenses from PP Income					\$1,500.00	(\$1,500.00)	
Passport Expense-Payroll	018-0610-0269-0-0-0-P	\$0.00				\$0.00	
Passport Program Net:		\$8,907.94	\$1,985.00	\$10,892.94	\$1,500.00	\$9,392.94	13.77%
Library Gifts Balance	018-0610-0263-0-0-0-E	\$1,301.02	\$2,612.72	\$3,913.74	\$2,948.67	\$965.07	75.34%
Fines Balance	018-0610-0261-0-0-0-E	\$278.13	\$830.18	\$1,108.31	\$500.00	\$608.31	45.11%

## **PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES**

*Meeting Minutes for October 8, 2020*

**ATTENDING:** Mary Beth Courtright, Larissa Curley, Lyn Dionne, Sean Fitzpatrick, Jill Taylor, Deborah Wall (Library Director), and Carol Watches.

Larissa Curley, Chairperson, called the meeting to order at 6:34 P.M. Larissa read Governor Baker's March 13, 2020 order regarding Open Meeting Law and virtual board meetings. The minutes of the September meeting were read. Lyn made a motion to accept minutes as written, Carol seconded, and it was so voted.

**OLD BUSINESS:** Building capacity has not yet reached the maximum of 65 patrons in the building at once. Patrons are now able to request an additional half hour of computer use.

Town Manager is concerned with the State's budget and whether or not promised funds will make their way to the Town. The library has been given a conservative budget to work with. A hiring freeze is still in place, town-wide.

Invoices for items which should be covered under the CARES Act were submitted to Town Hall for reimbursement. The library has also been approved to order the RFID system and add Tutor.com and Scholastic Teachables to its digital catalog.

Lyn made a motion to extend the moratorium on fines until such time as materials no longer need to be quarantined due to coronavirus precautions. The Trustees will revisit the issue at that time. Carol seconded the motion and it was carried unanimously.

**DIRECTOR'S REPORT:** The Director's Report for September was read. The library took Bronze in the Wicked Local Regional Reader's Choice Awards. The Friends of the Pembroke Library held a successful Book Sale at the end of the month.

Carol moved to accept the Director's Report, Mary Beth seconded, and it was so voted.

**YOUTH SERVICES REPORT:** The Youth Services Report for September was read. Representative Josh Cutler visited the library to check out technology purchases made possible by a grant he helped secure for the library. The Trustees plan to send a thank you letter to Rep. Cutler.

Carol moved to accept the Youth Services Report, as written, Sean seconded, and it was so voted.

**REFERENCE LIBRARIAN'S REPORT:** The Reference Librarian's Report for September was read. This month's virtual Book Club book was *The Prize Winner of Defiance, Ohio*. Eleven people attended this month's Book Club Meeting.

Mary Beth moved to accept the Reference Librarian's Report, as written, Lyn seconded, and it was so voted.

**ASSISTANT DIRECTOR'S REPORT:** The Assistant Director's Report for September was read. Commonwealth Catalog started back up this month, providing access to the state's library catalog.

Jill moved to accept the Assistant Director's Report as written, Mary Beth seconded, and it was so voted.

**FINANCIAL REPORT:** The Financial Report for September was reviewed. Passports continue to bring in much-needed funds.

Sean moved to accept the Financial Report as written, Lyn seconded, and it was so voted.

**MAINTENANCE:** Air Handlers completed cleaning and maintenance of the system. While they were working on the roof, they found a few spots that felt "squishy". Debbie will follow up on the issue and forward the information to the Town Manager.

**FOUNDATION NEWS:** No news to report.

**FRIENDS NEWS:** The Book Sale was held outdoors for the first time ever. It was very well-attended; they raised \$1,600, which included \$200 in simple cash donations. The Trustees are very grateful for the work of the Friends and the support of the community.

**NEW BUSINESS:** The library purchases a new World Book Encyclopedia every year. This year, there were a lot of changes made and content added. Lyn made a motion to use a portion of the Della Chiesa line to purchase this year's version, Carol seconded, and it was so voted (unanimously).

Fall Town Meeting is still up in the air, so articles the library may or may not submit for inclusion have not yet been decided.

The next meeting of the Board of Trustees will be held on Thursday, November 12, 2020 at 6:30pm.

Sean moved to adjourn the meeting, Mary Beth seconded. The meeting was adjourned at 7:22P.M.

Respectfully submitted,

Jillian Taylor  
Secretary



# FY 2022 Library Budget Request

Version 1.00 Last Update 10/16/2020

	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2022 Dept Request	2022 Town Manager
Department Head	91,632	91,632	93,465	93,465	94,400	95,334	
Assistant Department Head	60,359	59,173	60,356	60,356	60,960	61,563	
Full Time Salaries	142,910	140,915	263,062	254,163	261,899	268,893	
Part Time Salaries - Aides	122,184	118,401	133,472	124,042	136,827	141,000	
Part Time Salaries - Pages	19,242	13,202	15,079	15,153	15,230	17,493	
Emergency Shelter	1,000	0	1,000	830	1,000	1,000	
Longevity	2,350	2,350	3,246	2,700	1,850	2,150	
Vacation Buyback	0	0	0	6,306	0	0	
<b>Wages &amp; Salaries</b>	<b>439,677</b>	<b>425,673</b>	<b>569,680</b>	<b>557,015</b>	<b>571,966</b>	<b>587,433</b>	<b>0</b>
Heating Fuel	14,000	12,197	14,000	11,103	14,000	14,000	
Telephone	3,000	4,871	3,000	4,987	3,000	5,000	
Water	300	386	300	323	300	300	
Postage	1,200	339	1,200	347	1,200	800	
Contracted Services	26,000	21,101	26,000	28,600	26,000	28,000	
Custodial Supplies	2,000	3,620	2,000	4,162	2,000	3,500	
Library Supplies	5,900	7,180	5,900	5,366	5,900	6,200	
Dues	400	213	400	371	400	400	
Travel & Meetings	1,000	656	1,000	288	1,000	800	
Building Repairs	2,000	3,966	2,000	1,950	2,000	2,000	
Technology	2,000	0	2,000	1,917	2,000	2,000	
Equipment	800	1,990	800	0	800	800	
Programs	1,200	1,815	1,200	718	1,200	2,000	
<b>General Expenses</b>	<b>59,800</b>	<b>58,314</b>	<b>59,800</b>	<b>60,132</b>	<b>59,800</b>	<b>65,800</b>	<b>0</b>
<b>Books</b>	<b>90,000</b>	<b>90,318</b>	<b>90,000</b>	<b>74,527</b>	<b>90,000</b>	<b>95,000</b>	<b>0</b>
<b>Department Total</b>	<b>589,477</b>	<b>574,305</b>	<b>719,480</b>	<b>691,674</b>	<b>721,766</b>	<b>748,233</b>	<b>3.67%</b>
							<b>-100.00%</b>

Director Note: Employees should either get a retro to July 1st, 2020 or a 3% in FY22 to account for a half year increase in FY21. The 2% voted was implemented as a 1% for the FY.

Highlighted lines show increase requests, with the exception of the Postage line. \$400 of that line was moved to Telephone to better reflect reality. The books line needs to increase to help meet state minimums. The library has relied on fines and they are, for all intents, gone. The Programs line was increased to meet request of staff responsible for planning events for public participation.

Outreach Worker 13,598 17,255 13,000 11,089 13,130

NOT a Library Position, removed