

# Pembroke Public Library

## Trustees Meeting Agenda January 9, 2020 6:30 PM

Minutes of December Meeting

Old Business

Fines (Tabled at prior meeting)

Director's Report

Youth Services Report

Reference Librarian Report

Financial Updates

State money for technology-arrived

Maintenance

Room and exterior painting and repair completed-mostly, finishing in spring

Trustees Room chair rails, pending

Several boiler issues repaired, sent bill for emergency funds transfer to

Advisory

Friends News

Foundation news

Architect RFP, in process, plan on January submission to Town Manager

New Business

Way to get Trustees to know staff (Lyn's topic)

Minimum wage increase

Town Meeting, possible articles, capital requests already submitted

Any unscheduled business following posting of agenda...

Posted 1-6-20, 4:10PM

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

*Meeting Minutes for December 12, 2019*

**ATTENDING:** Mary Beth Courtright, Larissa Curley, Sean Fitzpatrick, Melissa McCleary (Youth Services Librarian), Jill Taylor, Deborah Wall (Library Director), and Carol Watches.

Larissa Curley, Chairperson, called the meeting to order at 6:40 P.M. The minutes of the November meeting were read. Mary Beth made a motion to accept minutes as written, Carol seconded, and it was so voted.

**OLD BUSINESS:** Once media equipment is purchased by PACTV, they will train the library's staff on how to use the equipment.

**DIRECTOR'S REPORT:** The Director's Report for November was read. The library has been busy; the visitor count for the month of November was 8042. Circulation has increased over last year, despite last year's numbers being hefty!

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

**YOUTH SERVICES REPORT:** The Youth Services Report for November was read. The llama teen painting workshop went well – the llamas all came out great!!

Mary Beth 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 November was read. There were a total of 45 reference requests this month, including several technical requests related to setting up e-mail accounts. Stephanie was busy with events all month!

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

**FINANCIAL REPORT:** The Financial Report for November was reviewed. Passport applications are proving to be a steady source of income, which is badly needed.

Jill moved to accept the Financial Report as printed, Mary Beth seconded, and it was so voted.

**MAINTENANCE:** Most of the painting has been completed, but the window edges will need to be painted once the weather improves. Chair rails for the Trustee's Room are still on the future to-do list.

The remaining boiler repairs have been completed. There were repairs to circuit boards and valves, as well as leak repair.

**FOUNDATION NEWS:** Debbie plans to work on the RFP for architects for building expansion. No other Foundation news.

**NEW BUSINESS:** The Annual Report is complete and is brilliantly put together. The library has served the community well, this fiscal year.

The FY20 budget has been submitted to the Town Manager.

Debbie has compiled an Action Plan for FY21. There are some excellent goals set up for this coming year.

The next meeting of the Board of Trustees will be held on Thursday, January 9, 2020 at 6:30pm.

Mary Beth moved to adjourn the meeting, Carol seconded. The meeting was adjourned at 7:25 P.M.

Respectfully submitted,

Jillian Taylor  
Secretary

**Director's Monthly Report December 2019  
Pembroke Public Library**

**Circulation :**

	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Adults	4801	4698	5220	5492
YA	267	291	395	299
Children	2456	2332	3489	3088
<b>TOTAL:</b>	<b>7524</b>	<b>7321</b>	<b>9104</b>	<b>8879</b>
Overdrive total:	944	1088	1356	1737
Hoopla total:	-	-	-	84
Online resources Usage	-	1324	1140	502
Museum passes	34	35	53	41
Overdrive patron registration	10	18	20	13
Patrons registered	31	36	39	39
Mobile holds/renewals	25	38	77	331
Non-resident borrowing	1341	1229	1512	1181
Items loaned to other libraries	1873	1909	2148	2438
Item borrowed from other libraries	1276	1372	1602	1757
Comcat loaned	12	31	19	17
ComCat borrowed	10	20	28	22+3
Passports	-	-	41	45
Visitor count	-	-	5632	6650

<b>Collections</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Items added	599	625	453	500
Items discarded	568	435	1040	332
Items marked Missing	21	9	13	16

<b>Events</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Adult programs	10	13	11	14
Adult attendees	117	117	94	116
Youth events	21	18	22	18
Youth attendees	548	582	669	452

*The youth services and adult reference reports contain more details.*

<b>Computer Use</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Internet	714	614	571	552
Juvenile	113	106	115	144
Total	827	720	686	755

The meeting room was used 20 times both this December and 32 last. The Trustees Room was used 9 times this December as well as last. The Local History Room was used twice this December and once December.

**Staff and other news:**

The library sponsored the pajama drive again for the Pembroke Community Christmas. The 2019 Ornament sales benefited the Friends of the PPL, it was different this year as Sally Dean retired. This year it was an image by Becky Haletky and sold very well. Hoopla is being used moderately so we increased the limit to 7 from 5.

**Key:**

*Pink = Babies & Toddlers, Blue = Early Elementary & Family, Purple = Late Elementary/Tweens, Green = Teens, \* = Guest*

Program	# of Programs	Child/Teen Attendance	Adult Attendance
Storytime	5	64	54
Baby Lapsit	3	33	29
Mini Movers*	1	13	6
LEGO Club	1	23	16
Puppies & Pages	1	6	3
Kids Craft: Sock Snowpals (ages 7-12)	1	13	10
Teen Craft: Sock Snowpals (ages 12-18)	1	4	n/a
Snowman Storytime (ages 3-7)	1	17	11
Hobomock First Grade Visit (off-site)	3	51	7
Scavenger Hunt (Cookies Capitals A-M)	1 (ongoing)	92	n/a
<b>Kids Program Total</b>	16	299	129
<b>T(w)een Program Total</b>	2	17	10
<b>TOTALS</b>	18	316	136
Number of Volunteers	4 adults + 5 teens = 9 volunteers		
Volunteer Hours	4 adult hr. + 10.5 teen hr. = 14.5 hours		

**December Programs:**

- One of our planned storytimes was cancelled due to a snow day. The library was open but very few people braved the cold and ice.
- Many caregivers were excited to see an after-school storytime so I will consider bringing this back as a more regular event.
- The first grade storytime visits at Hobomock were a hit with the title *How to Give Your Cat a Bath in Five Easy Steps* by Nicola Winstanley (this title was also read at North Pembroke and Bryantville last month) with everyone eager for the upcoming bi-monthly visits.



*Meet William (left with blue scarf) and Dumpling (right with brown scarf)! Two new Sock Snowpals created with love and care.*

**Looking Towards January:**

- We will begin hosting Raising a Reader with Big Ryan, a 6-week workshop sponsored by South Shore Family Network.

**Other:**

- Mattakeesett Garden Club made their yearly donation to youth services. A thank you will be sent to acknowledge their wonderful generosity.
- Visited Ventress Library (Marshfield) and saw a demonstration of their Cricut.

# December 2019 Reference/Adult Services Report

Stephanie McBain  
1/6/2020

## Reference Requests (Reference Desk only):

**Total requests: 42**  
General information: 2  
Technology: 27  
Research: 1  
Item requests: 12  
In person: 37  
Phone: 2  
Email: 3

Month	September 2019	October 2019	November 2019	December 2019
<b>Total requests</b>	66	74	45	42

## In-depth Reference help:

Spent approximately 3 hours and 15 minutes on one-on-one technology help this month, which included:

- Downloading files from a CD, attaching them to an email, and uploading them to Google Drive.
- Creating a resume using a Word template.
- Using the scanner and saving to a flash drive.
- Filling out an online employment application and assessment.
- How to reset an email password.
- Creating and using a Gmail account.

Spent approximately 45 minutes on research help this month, which included:

- Locating a yearbook photo of Arthur S. Mounce, a Pembroke resident who died in WWII, for his memorial at the U.S. WWII Cemetery in Margraten, Netherlands.

## Adult Events:

**Total: 14 events with 116 attendees, including:**

- Monday, December 2<sup>nd</sup>: Movie Matinee, *The Peanut Butter Falcon* (Attendance: 10)
- Tuesday, December 3<sup>rd</sup>: Book Club, *Beartown* (Attendance: 6)
- Thursday, December 5<sup>th</sup>: Writers' Group (Attendance: 2)
- Monday, December 9<sup>th</sup>: Movie Matinee, *Where'd You Go, Bernadette* (Attendance: 12)
- Tuesday, December 10<sup>th</sup>: Knitting & Crochet Group (Attendance: 5)
- Wednesday, December 11<sup>th</sup>: Adult Crafternoon, Tea Light Snowman Ornaments (Attendance: 4)
- Wednesday, December 11<sup>th</sup>: Adult Craft Night, Tea Light Snowman Ornaments (Attendance: 8)
- Thursday, December 12<sup>th</sup>: Delvena Theatre Company Presents *A Christmas Carol* (Attendance: 10)
- Monday, December 16<sup>th</sup>: Movie Matinee, *The Goldfinch* (Attendance: 14)
- Monday, December 23<sup>rd</sup>: Movie Matinee, *Little Women* (Attendance: 10)
- Monday, December 30<sup>th</sup>: Movie Matinee, *Downton Abbey* (Attendance: 19)
- Wednesdays December 4<sup>th</sup>, 11<sup>th</sup>, and 18<sup>th</sup>: Yoga (3 events, total attendance: 16)

Month	December 2016	December 2017	December 2018	December 2019
<b>Total programs</b>	10	13	11	14
<b>Total attendance</b>	117	127	94	116

## Projects included:

- Planning Adult events; creating flyers, posters, and publicity blurbs; updating the website and EventKeeper; publicizing on Facebook; and compiling the monthly Adult Events calendar.

- Leading the Book Club meeting and Adult Craft sessions.
- Compiling the monthly PPL newsletter and writing the Upcoming Adult Events and Popular in Pembroke features.
- Checking the LibraryAware-generated genre newsletters to make sure all books listed are available in the SAILS network.
- Ordering upcoming and newly released CDs, DVDs, and Historical Fiction books for the library's collection.
- Accepting passport applications and monitoring the passport appointment schedule and transmittal forms.
- Maintaining all rotating endcap displays and creating a "Snow Is Falling and Books Are Calling" (books with snow on the cover) display for the front table.
- Updating the Fiction and Nonfiction Adult Readers' Advisory binders with lists 2019 award winners and top books.
- Attending a meeting at the Plymouth Public Library for the "This Land" collaborative library program.

PEMBROKE PUBLIC LIBRARY  
FISCAL YEAR 2020 WORKSHEET

1/11/2020

		FY20	adjustments	adj. Budget	Expended	Balance	% of total budget
Director Salary	00016101-510101	\$93,465.00			\$49,943.04	\$43,521.96	53.44%
Assistant Director	00016101-510103	\$60,356.00			\$32,251.24	\$28,104.76	53.44%
Full Time Salaries	00016101-510110	\$263,062.00			\$138,190.96	\$124,871.04	52.53%
P-T Pages	00016101-510123	\$15,079.00			\$8,268.94	\$6,810.06	54.84%
P-T Salaries - Aides	00016101-510124	\$133,472.00			\$68,602.50	\$64,869.50	51.40%
Overtime	00016101-510130	\$0.00			\$0.00	\$0.00	-
Sunday Opening hours	00016101-510138	\$13,000.00			\$7,041.26	\$5,958.74	54.16%
Emergency Shelter Staffing	00016101-510139	\$1,000.00			\$830.36	\$169.64	83.04%
Longevity	00016101-510140	\$3,246.00			\$2,300.00	\$946.00	70.86%
Vacation (buyback)	00016101-510162	\$0.00			\$6,306.30	(\$6,306.30)	-
<b>Personnel Services</b>		<b>\$582,680.00</b>			<b>\$313,734.60</b>	<b>\$268,945.40</b>	<b>53.84%</b>
Heating Fuel	00016102-521030	\$14,000.00			\$4,675.36	\$9,324.64	33.40%
Water	00016102-523000	\$300.00			\$167.64	\$132.36	55.88%
Office Equipment	00016102-524046	\$800.00			\$0.00	\$800.00	0.00%
Telecom	00016102-534000	\$3,000.00			\$2,807.09	\$192.91	93.57%
Postage	00016102-534020	\$1,200.00			\$188.64	\$1,011.36	15.72%
Purchase of Services	00016102-538000	\$26,000.00	\$4,987.50	\$30,987.50	\$25,925.33	\$5,062.17	99.71%
Facilities/Maint Supplies	00016102-543000	\$2,000.00			\$2,409.63	(\$409.63)	120.48%
Custodial Supplies	00016102-545000	\$2,000.00			\$1,950.08	\$49.92	97.50%
Library Materials	00016102-558040	\$5,900.00			\$4,444.25	\$1,455.75	75.33%
Program Supplies	00016102-558050	\$1,200.00			\$0.00	\$1,200.00	0.00%
Technology Supplies	00016102-558090	\$2,000.00			\$1,175.00	\$825.00	58.75%
Travel	00016102-571100	\$1,000.00			\$234.54	\$765.46	23.45%
Dues	00016102-57310	\$400.00			\$225.00	\$175.00	56.25%
<b>General Expense</b>		<b>\$59,800.00</b>			<b>\$44,202.56</b>	<b>\$15,597.44</b>	<b>73.92%</b>
<b>Books</b>	00016102-558030	<b>\$90,000.00</b>			<b>\$47,275.17</b>	<b>\$42,724.83</b>	<b>52.53%</b>
Capital-painting	00030610-600134	\$12,550.00			\$0.00	\$12,550.00	0.00%
Capital-flooring	00030610-600133	\$830.00			\$0.00	\$830.00	0.00%
Capital-Fire Alarms	001-0610-5864-s-1-9-s	\$9,052.00			\$9,052.00	\$0.00	100.00%
Capital-Building & Equipment	00030610-600138	\$18,000.00			\$1,966.25	\$16,033.75	10.92%
Library Incentive	18-610-4650-264	\$15,027.21	\$6,782.15	\$21,809.36	\$14,318.51	\$7,490.85	95.28%
Municipal Equalization	18-610-4650-262	\$6,097.53	\$3,936.67	\$10,034.20	\$2,465.10	\$7,569.10	40.43%
NRC	18-610-4650-268	\$1,355.30	\$1,845.27	\$3,200.57	\$0.00	\$3,200.57	0.00%
<b>Grants total</b>		<b>\$22,480.04</b>	<b>\$12,564.09</b>	<b>\$35,044.13</b>	<b>\$16,783.61</b>	<b>\$18,260.52</b>	<b>74.66%</b>
Allison Darling (75% INT. YA books) All as of 6/30/19		\$11,574.47				\$11,574.47	0.00%
Library Building Fund		\$313.77				\$310.79	0.00%
Center Library Trust Fund (any use)		\$5,204.24				\$5,204.24	0.00%
Center Library Trust Fund		\$20,576.95				\$20,576.95	0.00%
Della Chiesa (books only)		\$10,084.51				\$10,084.51	0.00%
Edna Raistrick (large print only)		\$4,163.30				\$4,163.30	0.00%
Irene Smith (interest only-YA ref. and non.)		\$9,697.41				\$9,697.41	0.00%
<b>Trusts Total</b>		<b>\$61,614.65</b>				<b>\$61,614.65</b>	<b>0.00%</b>
Passport Program Revenue	018-0610-0269-0-0-0-R	\$16,299.70	\$10,045.00	\$26,344.70	\$0.00	\$26,344.70	
Passport Program Expenses	018-0610-0269-0-0-0-E	\$0.00			\$884.96	(\$884.96)	
Materials expenses from PP Income					\$9,941.20	(\$9,941.20)	
Passport Expense-Payroll	018-0610-0269-0-0-0-P	\$0.00			\$0.00	\$0.00	
Passport Program Net:		\$16,299.70	\$10,045.00	\$26,344.70	\$10,826.16	\$15,518.54	41.09%
Library Gifts Balance	018-0610-0263-0-0-0-E	\$4,225.54	\$4,528.50	\$8,754.04	\$4,757.37	\$3,996.67	54.34%
Fines Balance	018-0610-0261-0-0-0-E	\$19.00	\$4,409.56	\$4,428.56	\$2,718.33	\$1,710.23	61.38%