



Pembroke Public Library  
Trustees Meeting Agenda  
**January 18, 2023 at 7:00 PM**  
**Trustees' Room**

**MINUTES OF PREVIOUS MEETING(S):**

November 16, 2022

**FOUNDATION NEWS:**

Plans and idea sessions  
Fundraising update

**OLD BUSINESS:**

Recognition of former Trustee, Lyn Dionne

**REPORTS:**

October – Youth Services, Adults/Reference Librarian and Director  
November – Youth Services, Adults/Reference Librarian and Director  
December – Youth Services, Adults/Reference Librarian and Director

**NEW BUSINESS:**

Search Committee updates  
    ALA Job Listing  
FY 24 Action Plan  
Budget planning FY 24  
    Friends commitment for ongoing programs funding  
Capital planning  
Building update  
Presentation of policies to be updated  
    Customer Service Policy  
    Web Link Policy  
    Request for Reconsideration of Library Materials Policy  
Request for Reconsideration  
Patron suggestion for placement of Aunt Flo dispenser  
Staff Holiday party  
Any unscheduled business following the posting of the agenda



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

*Meeting Minutes for November 1, 2022*

**ATTENDING:** Stephanie Ciciotti, Mary Beth Courtright, Larissa Curley, Sean Fitzpatrick (Chair), Brian Maser (Town Counsel), Jill Taylor, and Marcie Walsh-O'Connor (Director).

**OPEN MEETING:** Sean Fitzpatrick, Chair, called the meeting to order at 7:00 P.M.

**EXECUTIVE SESSION:** Larissa made a motion to move to Executive Session, Stephanie seconded. Roll call vote at 7:01 P.M. to enter executive session under MGL c.30A, Sec. 21(a)(1) – To discuss the discipline or dismissal of, or hear complaints or charges brought against an employee, staff member, or individual: Larissa – yes, Jill – yes, Mary Beth – yes, Stephanie – yes, Sean – yes.

The Chair publicly announced the purpose of Executive Session, being the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member, or individual. Sean stated that the Board would reconvene in open session after executive session.

The Board reconvened in open session at 9:26 P.M. Marcie and Brian exited the meeting at 9:27 P.M. and Kathy Benvie joined the meeting at 9:29 P.M.

**UNSCHEDULED BUSINESS:** Mary Beth moved to form a new Director Screening/Search Committee, to include two Trustees, two staff members, and one member of the public body. Stephanie seconded and it was so voted. Sean Fitzpatrick will Chair the Committee.

Stephanie made a motion to appoint Kathy Benvie as Interim Library Director, as of Friday, November 4, 2022 at 4:00 P.M., Mary Beth seconded and it was so voted.

Jill moved to accept the draft job description for the position of Library Director, to be finalized and listed publicly on or after Friday, November 4, 2022 at 4:00 P.M. Mary Beth seconded and it was so voted. Application reviews will begin on December 15, 2022.

Stephanie asked whether or not there's an exit interview process. Sean will investigate.

Kathy requested that Melissa, Stephanie, and Janet receive a pay increase due to their increased workloads. She will speak to Bill on the matter with the full support of the Board.

The next Trustee meeting is scheduled for Wednesday, November 16, 2022 at 7:00 P.M.

Jill moved to adjourn, Mary Beth seconded; the meeting was adjourned at 9:57 P.M.

Respectfully submitted,  
Jillian Taylor, Secretary



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

*Meeting Minutes for November 16, 2022*

**ATTENDING:** Kathy Benvie (Interim Director), Stephanie Ciciotti, Larissa Curley, Steve Curley (Foundation), Bob DeMarzo (Foundation President), Sean Fitzpatrick (Chair), Paul Grandsall (Foundation), Melissa McCleary (Youth Services Librarian), and Jill Taylor.

Sean Fitzpatrick, Chair, called the meeting to order at 7:10 P.M.

**MINUTES OF PREVIOUS MEETING(S):** Jill moved to take this item out of order, so Bob DeMarzo may provide a Foundation update prior to the review of previous meeting minutes. Larissa seconded, and it was so voted. Following the Foundation update, the minutes from the September 21, 2022 meeting were reviewed. Stephanie moved to accept the minutes as written, Larissa seconded, and it was so voted. Review of the minutes of the November 1, 2022 open meeting have been tabled to the next meeting. The minutes of the November 1, 2022 executive session were reviewed. Stephanie moved to accept the minutes with a minor grammatical correction, Larissa seconded, and it was so voted.

**FOUNDATION NEWS:** *Status of new equipment and kick-off* – Bob mentioned Julie Thompson (PACTV) would like the Foundation to meet with staff to go over training.

*Review of goals* – Bob shared that the library addition is going to encompass a lot of things, such as a larger space for the Children’s area. The Foundation would like to develop a plan in the coming months for definitive opportunities they can focus on.

*Fundraising* – The Foundation is expecting another generous donation. Bluestone has also made multiple donations. Fundraising is going well; there will be bigger promotions in the future to raise additional funds.

*Commitment by the Trustees to allow naming rights of a building addition for a major donor* Bob would like it on record that the Trustees would agree to allow a new addition to be officially named after the donor’s family. Paul wanted to share that Debbie, before she retired, mentioned a need for additional space, primarily in the Children’s area. What happens when a facility decides to increase a space? You hire an architect to do a study to determine what the needs are. There is a preliminary design. From that, you distill down how much space is needed for each activity. A study should be done so we understand what the staff believes the needs are, taking into account what the desires of the benefactor are. It can take a couple of months but, from there, you do your conceptual design and go forward into construction design. Bob responded that this is in the Foundation’s future plans, as they work toward achieving their goals. Jill made a motion to agree that the Trustee’s would allow naming rights, Stephanie seconded, and it was so voted.

*Design/uses of an addition* – Potential options are repurposing the Children’s craft room or Children’s area for STEM purposes, moving Children’s to a new area of the building.

*Needs of the library that the Foundation should consider funding* – Bob wants to be sure not to interfere with Friends’ plans. Kathy suggested study rooms as a focus of the Foundation’s plans. Patrons ask frequently for quiet study space. One possibility has been to convert our front alcoves to study spaces. Other libraries have little pods brought into the building that are self-contained and meant to be independent study rooms. Stephanie has heard from patrons that other libraries are better for work and study, because it’s too noisy in our library. She agrees that the need for study spaces should be a top priority. Sean offered that potential opportunities for the pods would be to allow for video calls, so those calls don’t disrupt other patrons’ work or study. Jill added that the mobility of the use of pods for study spaces is very appealing; they can be rearranged easily. Per Bob, computers and technology are also high-priority items. Melissa requested funding for more programming options; Steve suggested that the Friends could cover this.

Steve, Bob, and Paul departed the meeting at 7:32 P.M.

**OLD BUSINESS:** *Meeting Room update* – A PACTV representative is coming in again tomorrow to continue the work on the technology upgrades. Kathy is coordinating with Julie Thompson at PACTV regarding staff training on the new technology. Bob and Steve (Foundation) will also receive the training.

*Recognition of former Trustee, Lyn Dionne* – The memorial book plates for Lyn have been created. Melissa brought one in for show and tell. Melissa will calculate the cost of the books which are dedicated to Lyn so the Trustees can reimburse the library.

**NEW BUSINESS:** *Staff job descriptions and performance reviews* – This project is temporarily on the back burner.

*Capital planning* – Kathy spoke to Bill (Town Manager) to determine what has been submitted, in terms of Capital requests and budget. Bill will reconnect with Kathy after she returns from personal time off. Jill inquired about temporary staff salary adjustments; those have been taken care of.

*Building update* – The boiler company still needs to replace a part; they recently brought the wrong part and were unable to complete the work. The building does have heat, which is the important part. The library has procured a new copier. The water fountains are still not running clear water at the moment. Kathy will touch base with the water department for assistance. Kathy spoke to Sabrina about custodial work that has been challenging due to our custodian being shared with other departments. Kathy had Servpro out to thoroughly clean the public restroom floors and will have them return to seal the floors to help keep them cleaner, longer. The hope is that the town will cover a portion of that expense. Stephanie asked about the status of the Aunt Flo hygiene product machines. Kathy says extensive carpentry work will be needed. It’s possible that one of our custodians could perform the work. Stephanie suggested putting out baskets of products, temporarily, which Melissa will do.

*State Aid* – The Pembroke Public Library was a part of the first group of State Aid award recipients approved by the MBLC, with a \$19,812 initial payment awarded for FY2023.

*December holiday closings* – Holidays this year are on Sundays, so the library will be closed. The library will also be closed on the following Mondays in observance of those holidays. The library will close at 1:00 P.M. the day before Thanksgiving, rather than 2:00 P.M. Kathy would like to know if the Trustees would approve of closure of the library on the Saturdays

prior to Christmas Day and New Year's Day (yes). Kathy would like a policy to be developed regarding holiday closures so that there is consistency, going forward.

*Consideration for a date change for December Trustee meeting* – Kathy and Larissa will both not be able to attend the December meeting. Jill made a motion to postpone all agenda items for December and meet on January 18, 2023. Larissa seconded and it was so voted.

*Director's update* – A few staff members will receive Narcan training this week. Kathy would like the Trustees to consider a return to the practice of having the Chair of the Trustees possess a key to the building and access to the building's alarm code. She also suggested that the Trustees perform a periodic review of library policies. Four policies are in need of update and will be addressed in the January meeting. Those four are the Customer Service Policy, the Weblink Policy, the Fundraising Policy, and the Policy on Lending to Decertified Libraries. The Director should be responsible for overseeing the rotation schedule of policy reviews. The Trustees will review and consider changes to all four policies at the January meeting.

Kathy imparted information about where we are with building needs. Many of the needs that have existed for a time are still in need of attention. The meeting room needs paint and putty. The parking lot is continuing to deteriorate. The lines of the parking lot need to be repainted and the lights are in poor condition. We've lost an additional light, so the parking lot is becoming dangerously dark at night. Windows are also in desperate need of replacement.

Staff scheduling should be revamped. The library Trustees' policy requiring a full-time staff member to be present when two part-time staffers are working has not yet been enforced. Our part-time staff members are able to earn more working for other libraries, so there is a fair amount of turn over. The position names and salaries will need to be evaluated and improved.

Accounting and supporting systems for the library. Some errors have been found in the Financial Reports from FY2022 that have been reported to the Trustees. Some overdue, unpaid bills have been discovered. Kathy will make sure they are paid as soon as possible. Sean suggested we establish a Treasurer position on the Board who will oversee the financials and, in particular, compare the town reports to the Director's financial reports. Jill suggested that person also manage the information related to the library's Trust Funds, ensuring year-end reports match the figures on our reports. Stephanie volunteered to fill that position, but no official action has yet been taken.

*ALA job listing* – The library is not a member of the American Library Association. The ALA has a job board which would increase attention given to our Library Director job posting. Jill asked the Trustees whether or not they would like to pay to place the Director position on their job board. Stephanie suggested we wait until January to consider placing a paid ad, as we may have appropriate candidates to consider by the December 16 job posting deadline. The ALA institutional membership has already been funded; Kathy will see that the library joins the Association.

The next Trustee meeting is scheduled for Wednesday, January 18, 2023 at 7:00 P.M. Jill moved to adjourn, Larissa seconded; the meeting was adjourned at 9:11 P.M.

Respectfully submitted,

Jillian Taylor, Secretary

Youth Services Report to the Trustees: October 2022  
 Submitted November 14, 2022 by Melissa McCleary

Program	# of Programs	Child/Teen Attendance	Adult Attendance
Storytime (ages 2 – 5)	5	88	79
Baby Lapsit (ages 0 – 2)	1	7	6
Playtime (ages 0-5)	2	29	23
Music Makers with Ms. Bethany (ages 0 – 4)	1	25	18
LEGO Club	1	13	11
Puppy Dog Tales	1	7	4
Writing Workshop: The Peculiar Haunting of You (grades 3 – 6)	1	10	8
Boo's There?: An Author Storytime Visit (ages 3 – 7)	1	21	8
Witch's Storytime with Miss Kiki (ages 4 – 8)	1	13	8
Scavenger Hunt: Pumpkin Costumes	1 (passive)	230	n/a
BOO-tacular (open to all ages/youth)	1	80	50
Teen Anime Club (ages 11 – 15)	1	3	n/a
Teen Take & Make: Witch's Broom Pencil (ages 12 – 18)	1 (passive)	47	n/a
<b>AGE GROUP TOTALS</b>	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	9	149	126
<i>Kids Program (ages 6-11) Total</i>	7	374	89
<i>Teen Program (ages 12-18) Total</i>	2	50	n/a
<i>General Audience (all ages) Total</i>	n/a	n/a	n/a
<b>TOTALS</b>	<b>18</b>	<b>573</b>	<b>215</b>
Number of Volunteers	3 adults + 8 teens = <b>11 volunteers</b>		
Volunteer Hours	3 adult hrs + 22 teen hrs = <b>25 hours</b>		

**October Program Highlights:**

--BOO-tacular made a spectacular comeback! As noted by our estimated numbers, we had strong attendance and everyone had a lot of fun. We collaborated with the Council on Aging this year to give our patrons more chances for games and trick-or-treating; the CoA provided a crossing guard to help families safely pass between buildings. Many caregivers made it a point to speak to staff about how much they and their children enjoyed the event.

**Other:**

--Arranged for visit from WIC (Women, Infants, & Children Nutrition Program) representative after November's Little Music Maker event.

--Met with South Shore Family Network Advisory Council Coordinator to start the process of making Pembroke Public Library an ASQ (Ages & Stages Questionnaire) contact facility; this program is a screening tool to help caregivers stay up-to-date on their child's developmental progress and provides early intervention services when needed. ASQ is being provided to the MA south shore via a grant.

## Reference Requests (Reference Desk only):

<b><u>Total requests:</u></b>	<b><u>22</u></b>
General information:	6
Technology:	4
Research:	1
Item requests:	7
Readers' Advisory:	1
<u>Passports:</u>	<u>3</u>
In person:	9
Phone:	7
Email:	4
Website forms:	2

## In-depth Reference help included:

- Setting up a hoopla account and using it to search for and download music.
- Using the Libby app to deliver eBooks to a Kindle.

## Adult Events:

### **Total: 15 events with 145 attendees, including:**

- Monday, October 3<sup>rd</sup>: Movie Matinee, *Where the Crawdads Sing* (Attendance: 22)
- Tuesday, October 4<sup>th</sup>: Book Club, *The Reading List* (Attendance: 12)
- Wednesday, October 5<sup>th</sup>: Rug Hooking for Beginners with Carol Smith (Attendance: 3)
- Monday, October 17<sup>th</sup>: Movie Matinee, *Mrs. Harris Goes to Paris* (Attendance: 18)
- Monday, October 24<sup>th</sup>: Movie Matinee, *Hello, Bookstore* (Attendance: 9)
- Tuesday, October 25<sup>th</sup>: Genealogy Night (Attendance: 6)
- Monday, October 31<sup>st</sup>: Movie Matinee, *Ghostbusters: Afterlife* (Attendance: 10)
- Tuesdays October 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, and 25<sup>th</sup>: Knitting (4 events, total attendance: 27)
- Wednesdays October 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, and 26<sup>th</sup>: Yoga (4 events, total attendance: 38)

## Projects included:

- Accepting passport applications and monitoring the passport appointment schedule and transmittal forms. Agents processed 124 applications this month.
- Ordering Adult books, AV materials, and eBooks and audiobooks for our library collection, as well as eBooks and audiobooks for the SAILS network OverDrive collection.
- Planning all Adult events; creating flyers, calendars, and publicity blurbs; updating the website and EventKeeper; and publicizing on social media.
- Compiling and publishing the monthly Pembroke Public Library newsletter, and checking the daily LibraryAware-generated genre newsletters to make sure all books listed are available in the SAILS network.
- Leading the Book Club meeting and getting books for club members, and leading and finding resources for the genealogy group meeting.
- Answering all submissions from the "ask a question" form on the website and creating recommended reading lists for Adult Readers' Advisory forms.
- Creating and maintaining Adult book displays.
- Weeding the Fiction, Mystery, and Science Fiction collections.

**Director's Monthly Report for October 2022**  
**Pembroke Public Library**

<b>Circulation</b>	<b>Oct 2019</b>	<b>Oct 2020</b>	<b>Oct 2021</b>	<b>Sept 2022</b>	<b>Oct 2022</b>
Adults	6139	4516	4151	4153	4040
YA	482	317	259	359	319
Children	4588	3455	3514	4275	4057
<b>Total:</b>	11209	8338	7924	8787	8416
Overdrive total:	1683	1858	1942	2938	1956
Hoopla total:	97	225	260	302	368
Kanopy total:				85	135
NY Times total:				21	26
Online Resources Usage	1171	831	676	617	300
Museum passes	43	10	34	32	40
Patrons registered	68	26	54	102	54
Overdrive patron registration	11	14	19	32	18
Mobile holds/renewals	329	618	428	583	435
Non-resident borrowing	2252	1652	1716	4284	1633
Items loaned to other libraries	2798	2514	2029	6260	2171
Item borrowed from other libraries	2107	1985	1344	4455	1476
ComCat loaned	20	15	13	11	21
ComCat borrowed	21+3	26+1	28	21 7PTP	27+3 PTP
Passports	40	22	53	72	124
Visitor count	9312	2537	6234	5204	6960

<b>Collections</b>	<b>Oct 2019</b>	<b>Oct 2020</b>	<b>Oct 2021</b>	<b>Sept 2022</b>	<b>Oct 2022</b>
Items added	788+949 (hoopla)	426	660	509	570
Items discarded	1033	980	322	381	897
Items marked Missing	26	22	20	26	13

<b>Events</b>	<b>Oct 2019</b>	<b>Oct 2020</b>	<b>Oct 2021</b>	<b>Sept 2022</b>	<b>Oct 2022</b>
Adult programs	16	3	11	16	15
Adult attendees	136	71	82	114	145
Youth events	28	5	15	15	18
Youth attendees	1179	120	507	416	573

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

<b>Computer Use</b>	<b>Oct 2019</b>	<b>Oct 2020</b>	<b>Oct 2021</b>	<b>Sept 2022</b>	<b>Oct 2022</b>
Internet	686	143	247	309	257
Juvenile	220	0	110	309	187
Total	1046	143	357	618	444

This October the meeting room was used 37 times. Trustees Room was used 10 times.

**Staff and other news:**

October brought 3 new staff members and one Page going into an Aide position. Halloween's Boo-tacular presented an opportunity to collaborate with the CoA, very successful on all fronts.



Youth Services Report to the Trustees: November 2022  
 Submitted December 5, 2022 by Melissa McCleary

Program	# of Programs	Child/Teen Attendance	Adult Attendance
Storytime (ages 2 – 5)	7	137	103
Baby Lapsit (ages 0 – 2)	2	13	12
Playtime (ages 1 – 5)	2	29	24
Music Makers with Ms. Bethany (ages 0 – 4)	1	22	15
Spanish Fun with Miss Esther (ages 2 – 5)	1	15	11
LEGO Club	1	9	7
Puppy Dog Tales	1	10	6
The Power of the Post with USPS (ages 7 – 12)	1	16	11
Scavenger Hunt: Turkey Feathers	1 (passive)	229	n/a
Teen Anime Club (ages 11 – 15)	1	3	n/a
Needle Felting with Pop-Up Art School (ages 13+)	1	7	n/a
Teen Take & Make: Pom Pom Animals	1 (passive)	48	n/a
<b>AGE GROUP TOTALS</b>	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	13	216	165
<i>Kids Program (ages 6-11) Total</i>	4	264	24
<i>Teen Program (ages 12-18) Total</i>	3	58	n/a
<i>General Audience (all ages) Total</i>	n/a	n/a	n/a
<b>TOTALS</b>	<b>20</b>	<b>538</b>	<b>189</b>
Number of Volunteers	4 adults + 5 teens = <b>8 volunteers</b>		
Volunteer Hours	3.25 adult hrs + 12 teen hrs = <b>15.25 hours</b>		

**November Highlights:**

- Every teen who attended the Needle Felting workshop absolutely loved it. One caregiver shared a photo of a needle felt mouse her daughter created after they pick up more supplies. We hope to host Pop-Up Art again for an even bigger group.
- Miss Esther visited for a trial Spanish Fun class and caregivers expressed enthusiastic interest in having her back. Again, we hope to host her in the future for more sessions.
- A representative from the United States Postal Service, George Kippenhan, visited to teach children about how communities are connected through the post and to do an official stamp dedication. George also dedicated a plaque to declare the Library an official Stamp Dedication location. The plaque will be hung when possible.

**Other:**

- Weeded Easy/Early Reader fiction and nonfiction to make space for more out-facing and inviting displays.
- Attended NARCAN training with other Library Admin staff.
- Joined Director Search Committee.
- Began research to update various Library policies.

## November 2022 Reference/Adult Services Report

Stephanie McBain  
12/1/2022

### Reference Requests (Reference Desk only):

<b>Total requests:</b>	<b>18</b>
General information:	2
Technology:	7
Item requests:	7
Readers' Advisory:	1
<u>Passports:</u>	<u>1</u>
In person:	9
Phone:	3
Email:	6

### In-depth Reference help included:

- Accessing the Libby website using a Kindle and downloading books to the Kindle library.
- Navigating the Massachusetts tax website.
- Uploading files from a phone to an email.

### Adult Events:

#### **Total: 17 events with 127 attendees, including:**

- Tuesday, November 1<sup>st</sup>: Book Club, *A History of Wild Places* (Attendance: 13)
- Wednesday, November 2<sup>nd</sup>: "Common Loons and Other Cool Birds of New England" with Roz Kubek (Attendance: 5)
- Monday, November 7<sup>th</sup>: Movie Matinee, *The Outfit* (Attendance: 9)
- Monday, November 14<sup>th</sup>: Movie Matinee, *Yellow Rose* (Attendance: 8)
- Wednesday, November 16<sup>th</sup>: "Seasonal Poetry of Autumn and Winter" with Roz Kubek (webinar, attendance: 9)
- Monday, November 21<sup>st</sup>: Movie Matinee, *Four Good Days* (Attendance: 5)
- Monday, November 28<sup>th</sup>: Movie Matinee, *The High Note* (Attendance: 7)
- Tuesday, November 29<sup>th</sup>: Genealogy Group (Attendance: 2)
- Tuesdays November 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup>: Knitting (5 events, total attendance: 30)
- Wednesdays November 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup>, and 30<sup>th</sup>: Yoga (4 events, total attendance: 39)

### Projects included:

- Accepting passport applications and monitoring the passport appointment schedule and transmittal forms. Agents processed 98 applications this month.
- Ordering Adult books, AV materials, and eBooks and audiobooks for our library collection, as well as eBooks and audiobooks for the SAILS network OverDrive collection.
- Planning all Adult events; creating flyers and publicity blurbs; updating the website and EventKeeper; and publicizing on social media.
- Compiling and publishing the monthly Pembroke Public Library newsletter, and checking the daily LibraryAware-generated genre newsletters to make sure all books listed are available in the SAILS network.
- Leading the Book Club meeting and getting books for club members, and leading and finding resources for the genealogy group meeting.
- Answering all submissions from the "ask a question" form on the website.
- Creating and maintaining Adult book displays.
- Completing weeding of the Large Print, Paperback, and Graphic Novel collections.

- Working with the Council on Aging on the Words on Wheels program, which began this month, as well as helping them get books and movies for their monthly programs.
- Completing the online Passport Acceptance Agent recertification training.
- Serving on the Library Director Search Committee.

**Director's Monthly Report November 2022**  
**Pembroke Public Library**

<b>Circulation</b>	<b>Nov 2019</b>	<b>Nov 2020</b>	<b>Nov 2021</b>	<b>Oct 2022</b>	<b>Nov 2022</b>
Adults	5718	4262	4215	4040	3839
YA	430	266	271	319	282
Children	4138	3106	3689	4057	3309
<b>Total:</b>	<b>10286</b>	<b>7634</b>	<b>8175</b>	<b>8416</b>	<b>7960</b>
Overdrive total:	1643	1713	1859	1956	1841
Hoopla total:	84	237	250	368	336
Kanopy total:				135	82
NY Times total:				26	22
Online Resource Usage	541	660	731	300	463
Museum Passes	55	24	34	40	55
Patrons registered	50	20	70	54	49
Overdrive patron registration	18	22	13	18	19
Mobile holds/renewals	358	569	423	435	449
Non-resident borrowing	2145	1571	1855	1633	1955
Items loaned to other libraries	2562	2293	2143	2171	2160
Item borrowed from other libraries	2011	1858	1404	1476	1258
ComCat loaned	14	15	14	21	13
ComCat borrowed	28	19+1	43	27+3 PTP	23
Passports	47	16	76	124	98
Visitor Count	8042	1097	6635	6960	6627

<b>Collections</b>	<b>Nov 2019</b>	<b>Nov 2020</b>	<b>Nov 2021</b>	<b>Oct 2022</b>	<b>Nov 2022</b>
Items added	578	549	355	570	688
Items discarded	337	386	950	897	666
Items marked Missing	22	16	56	13	18

<b>Events</b>	<b>Nov 2019</b>	<b>Nov 2020</b>	<b>Nov 2021</b>	<b>Oct 2022</b>	<b>Nov 2022</b>
Adult programs	13	3	19	15	17
Adult attendees	96	30	134	145	127
Youth events	24	5	6	18	20
Youth attendees	666	122	530	573	538

*Fuller Adult Services and Youth Services reports are attached.*

<b>Computer Use</b>	<b>Nov 2019</b>	<b>Nov 2020</b>	<b>Nov 2021</b>	<b>Oct 2022</b>	<b>Nov 2022</b>
Internet	569	133	276	257	244
Juvenile	144	0	148	187	177
Total	779	133	424	444	421

In November the meeting room was used 35 times, and the Trustees Room was used 14 times.

**Staff and other news:**

The new Meeting room technology is up and running, staff have been trained in the basic use of the equipment. Kathy, Janet, Stephanie and Melissa attended a program hosted by Plymouth County Outreach on Narcan. Universal class has been reinstated as an online offering.

Youth Services Report to the Trustees: December 2022  
 Submitted January 5, 2023 by Melissa McCleary

Program	# of Programs	Child/Teen Attendance	Adult Attendance
Storytime (ages 2 – 5)	4	64	51
Baby Lapsit (ages 0 – 2)	2	13	11
Playtime (ages 1 – 5)	2	15	13
Music Makers with Ms. Bethany (ages 0 – 4)	1	25	25
LEGO Club	1	6	6
Scavenger Hunt: Arctic Animals	1 (passive)	154	n/a
Teen Anime Club (ages 11 – 15)	1	3	n/a
Teen Take & Make: Polar Bear Magnets (ages 12 – 18)	1 (passive)	42	n/a
Celebrations of Light with John Porcino	1	2	3
<b>AGE GROUP TOTALS</b>	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	9	117	100
<i>Kids Program (ages 6-11) Total</i>	2	160	6
<i>Teen Program (ages 12-18) Total</i>	2	45	n/a
<i>General Audience (all ages) Total</i>	1	2	3
<b>TOTALS</b>	<b>14</b>	<b>324</b>	<b>109</b>
Number of Volunteers	4 teen <b>volunteers</b>		
Volunteer Hours	8 teen volunteer <b>hours</b>		

**December Program Highlights:**

- Celebrations of Light, while small in attendance, was very popular with the audience. This program was funded by a Local Cultural Council grant for which the performer applied.
- Puppy Dog Tales for December was cancelled due to our heating issues in the Meeting Room.
- Playtime featured a pretend Hot Cocoa Station (cotton balls for marshmallows, popsicle craft sticks for peppermint sticks, etc.) alongside a tip sheet for grown-ups to encourage play and learning. This new addition was well received!

**Other:**

- Attended training for new PAC-TV equipment with other staff members.
- Researched and rewrote the following policies to present to the Trustees (included in Trustees packet): Customer Service, Web Link, Request for Reconsideration, and Lending to Decertified Libraries.
- Researched Fundraising policies in other libraries (sample included in Trustees packet).

## Reference Requests (Reference Desk only):

<b><u>Total requests:</u></b>	<b>19</b>
General information:	3
Technology:	5
Research:	3
Item requests:	7
<u>Passports:</u>	<u>1</u>
In person:	9
Phone:	5
Email:	5

## In-depth Reference help included:

- Sending files through email and using the Dropbox app.
- History and information on a teaching machine from the 1950s/60s that a patron found at a thrift store.
- Downloading books to a Kindle using Libby online.

## Adult Events:

### **Total: 12 events with 88 attendees, including:**

- Monday, December 5<sup>th</sup>: Movie Matinee, *A Christmas Story* (Attendance: 5)
- Tuesday, December 6<sup>th</sup>: Book Club, *The Forest of Vanishing Stars* (Attendance: 12)
- Saturday, December 10<sup>th</sup>: Pop-Up Art School, Evergreen Trees with Lights (Attendance: 12)
- Monday, December 12<sup>th</sup>: Movie Matinee, *Last Christmas* (Attendance: 5)
- Monday, December 19<sup>th</sup>: Movie Matinee, *Christmas in Connecticut* (Attendance: 4)
- Tuesdays December 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, and 27<sup>th</sup>: Knitting (4 events, total attendance: 25)
- Wednesdays December 7<sup>th</sup>, 21<sup>st</sup>, and 28<sup>th</sup>: Yoga (3 events, total attendance: 25)

## Projects included:

- Accepting passport applications and monitoring the passport appointment schedule and transmittal forms. Agents processed 117 applications this month.
- Ordering Adult books, AV materials, and eBooks and audiobooks for our library collection, as well as eBooks and audiobooks for the SAILS network OverDrive collection.
- Planning all Adult events; creating flyers, calendars, and publicity blurbs; updating the website and EventKeeper; and publicizing on social media.
- Compiling and publishing the monthly Pembroke Public Library newsletter, and checking the daily LibraryAware-generated genre newsletters to make sure all books listed are available in the SAILS network.
- Leading the Book Club meeting and getting books for club members.
- Creating and maintaining the Adult Book Club and New Nonfiction displays.
- Completing weeding of the Biography collection.
- Working with the Council on Aging for the Words on Wheels program, which currently has 3 participants, and ordering their Book Club books.
- Completing our annual Passport Acceptance Facility recertification packet.
- Attending a staff training on the new Meeting Room technology.
- Coordinating Meeting Room scheduling for both meetings and exhibits.
- Assuming some responsibilities of the Assistant Director including daily and weekly financial records.

**Director's Monthly Report December 2022**  
**Pembroke Public Library**

<b>Circulation</b>	<b>Dec 2019</b>	<b>Dec 2020</b>	<b>Dec 2021</b>	<b>Nov 2022</b>	<b>Dec 2022</b>
Adults	5492	3775	3951	3839	3739
YA	299	246	388	282	226
Children	3088	2270	2952	3309	2825
<b>Total:</b>	<b>8879</b>	<b>6291</b>	<b>7291</b>	<b>7960</b>	<b>6790</b>
Overdrive total:	1737	1911	1999	1841	1837
Hoopla total:	84	225	282	336	297
Kanopy total:	-	-	37	82	92
NY Times total:				22	21
Online resources Usage	502	583	845	463	745
Museum passes	41	3	24	55	41
Overdrive patron registration	13	18	17	49	22
Patrons registered	39	10	43	19	42
Mobile holds/renewals	331	523	320	449	285
Non-resident borrowing	1181	1375	1642	1955	1417
Items loaned to other libraries	2438	2340	1986	2160	2014
Items borrowed from other libraries	1757	1780	1261	1258	1175
ComCat loaned	17	15	12	13	4
ComCat borrowed	22+3	16	17+2	23	23+6
Passports	45	20	103	98	117
Visitor count	6650	1321	5205	6627	5883

<b>Collections</b>	<b>Dec 2019</b>	<b>Dec 2020</b>	<b>Dec 2021</b>	<b>Nov 2022</b>	<b>Dec 2022</b>
Items added	500	526	840	688	487
Items discarded	332	998	1237	666	445
Items marked Missing	16	11	89	18	6

<b>Events</b>	<b>Dec 2019</b>	<b>Dec 2020</b>	<b>Dec 2021</b>	<b>Nov 2022</b>	<b>Dec 2022</b>
Adult programs	14	1	18	17	12
Adult attendees	116	10	112	127	88
Youth events	18	2	10	20	14
Youth attendees	452	131	294	538	433

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

<b>Computer Use</b>	<b>Dec 2019</b>	<b>Nov 2020</b>	<b>Dec 2021</b>	<b>Nov 2022</b>	<b>Dec 2022</b>
Internet	552	66	249	244	262
Juvenile	144	0	113	177	180
Total	755	0	362	421	442

The Meeting Room was used 29 times in December. The Trustees Room was used 8 times in December.

**Staff and other news:**

The library sponsored the pajama drive again this year for the Pembroke Community Christmas. The Friends 2022 Ornament was very popular and the initial order of 300 ornaments sold out very quickly. The Library was well represented at the Tree Lighting, Melissa conducted two Storytimes and gave out To-Go Craft kits, Stephanie and Karen manned a table with a "guess the number of candies in the jar" and gave out bookmarks.