

Pembroke Public Library

Trustees Meeting Agenda February 13, 2020 6:30 PM

Minutes of January Meeting

Old Business

Town meeting articles submitted re PT wage and minimum wage increase
New state earmark tech arriving in children's room

Director's Report

Youth Services Report

Reference Librarian Report

Financial Updates

Maintenance

Room and exterior painting and repair completed-mostly, finishing in spring
Trustees Room chair rails, pending
Roof shingles-again, will call roofer in March

Friends News

Foundation news

Architect RFP, plan on March submission to Town Manager

New Business

Health and Wellness LSTA grant application in process

Any unscheduled business following posting of agenda...

Posted 2/11/20, 11:40AM

**Director's Monthly Report January 2020
Pembroke Public Library**

Circulation

	2017	2018	2019	2020
Adults	4948	5303	5997	5787
YA	391	304	471	343
Children	3144	2953	4095	3967
TOTAL:	8483	8560	10563	10097
Downloads				
Overdrive	751	1318	1738	1848
Hoopla	-	-	-	157
Online resources Usage	-	1098	1289	889
Museum Passes	42	42	56	50
Patrons registered for new cards	61	44	88	66
Mobile App renewals/holds	13	34	145	405
Non-resident borrowing	1489	1484	2067	2080
Overdrive patron registration	24	17	36	26
Items loaned to other libraries	2251	2170	2646	2808
Item borrowed from other libraries	1520	1426	1973	1899
Virtual Catalog loaned	19	27	27	21
Virtual Catalog borrowed	10	14	39	36+1
Passport applications	-	-	-	74
Visitor Count	-	-	9158	8020

Collections	2017	2018	2019	2020
Items added	598	598	508	482
Items discarded	659	659	718	275
Items marked Missing	20	20	14	27

Events	2017	2018	2019	2020
Adult programs	15	15	14	15
Adult attendees	105	105	99	183
Youth events	27	27	24	31
Youth attendees	524	524	526	848

Computer Use	2017	2018	2019	2020
Internet and Office	683	706	626	700
Juvenile	120	157	178	182
Total	803	863	804	882

The meeting room was used 19 times this January and 33 last. The Trustees Room was used 15 times this January and 9 last. The Local History Room was once this January and last January.

Staff and other news:

The Media Studio equipment, iMac, podcasting kit, camera, green screen, etc., ordered with the help of PACTV with Comcast funds, has arrived. A decision needs to be made as to where the Mac will live, one idea is in an alcove but we would then we need noise reducing walls, or the History Room. We are getting a quote to drop an Internet line to those locations, then which works best will be determined. The Director attended an LSTA grant workshop in anticipation of applying for a Health and Wellness Grant. The furnace filters were replaced and phones repaired.

Key:

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

Program	# of Programs	Child/Teen Attendance	Adult Attendance
Storytime	6	97	76
Baby Lapsit	4	50	46
Block Party Playtime	1	20	15
Mini Movers*	1	19	13
Raising a Reader*	4	60	54
LEGO Club	1	22	16
Puppies & Pages	1	9	7
Kids Craft: Tic-Tac-Toe To-Go (ages 7-12)	1	17	10
Teen Puzzle Race (ages 12-18)	1	9	n/a
Scavenger Hunt (Cookies Capitals N-Z)	1 (ongoing)	119	n/a
CNK Off-Site Visit	2	31	3
Bryantville First Grade Visits	4	76	4
North Pembroke First Grade Visit	4	68	7
Kids Program Total	30	588	251
Teen Program Total	1	9	n/a
TOTALS	31	597	251
Number of Volunteers	0 adults + 6 teens = volunteers		
Volunteer Hours	0 adult hr. + 19 teen hr. = 19 hours		

January Programs:

--Our Teen Puzzle Race program was a HUGE hit! Three teams of three assembled 100 piece puzzles; they enjoyed it so much that they switched puzzles and raced again! Another Race is planned for March.

Looking Towards February:

--February will feature several events during the week of school break including watercolor workshops and a visit from the Snow Sisters (a.k.a. copyright-free Anna and Elsa).
 --Our DIY Valentine Station will be available throughout the first two weeks of February.



Teens quickly assemble a 100-piece kitten puzzle for prizes and bragging rights.

Other:

--Tech grant purchases have been made for the youth dept. including two AWEs (touch screen computers pre-loaded with educational apps) and two OPACs.
 --Proposal for "1,000 Books Before Kindergarten" program funding submitted to the Friends.

January 2020 Reference/Adult Services Report

Stephanie McBain
2/3/2020

Reference Requests (Reference Desk only):

Total requests:	35
General information:	10
Technology:	19
Research:	1
<u>Item requests:</u>	<u>5</u>
In person:	32
Phone:	2
Email:	1

Month	October 2019	November 2019	December 2019	January 2020
Total requests	74	45	42	35

In-depth Reference help:

Spent approximately 1 hours and 15 minutes on one-on-one technology help this month, which included:

- Formatting pictures in Word.
- How to print only certain pages of a document.
- Setting up an online account to apply for jobs.
- Editing a PDF online.

Adult Events:

Total: 15 events with 183 attendees, including:

- Thursday, January 2nd: Writers' Group (Attendance: 2)
- Monday, January 6th: Movie Matinee, *Ad Astra* (Attendance: 17)
- Tuesday, January 7th: Book Club, *Inheritance* (Attendance: 17)
- Wednesday, January 8th: Adult Crafternoon, Snowman Bath Salts (Attendance: 2)
- Wednesday, January 8th: Adult Craft Night, Snowman Bath Salts (Attendance: 8)
- Monday, January 13th: Movie Matinee, *Judy* (Attendance: 16)
- Tuesday, January 14th: Knitting & Crochet Group (Attendance: 11)
- Monday, January 27th: Movie Matinee, *Once Upon a Time in Hollywood* (Attendance: 34)
- Tuesday, January 28th: "Tales from the Home of the World's Worst Weather" with Will Broussard from Mount Washington Observatory (Attendance: 36)
- Tuesday, January 28th: Knitting & Crochet Group (Attendance: 5)
- Thursday, January 30th: Genealogy Group (Attendance: 7)
- Wednesdays January 8th, 15th, 22nd, and 29th: Yoga (4 events, total attendance: 28)

Month	January 2017	January 2018	January 2019	January 2020
Total programs	10	15	14	15
Total attendance	141	105	99	183

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 and Genealogy Group meetings and Adult Craft sessions.
- Compiling the monthly PPL newsletter and writing the Upcoming Adult Events and Popular in Pembroke features.

PEMBROKE PUBLIC LIBRARY
FISCAL YEAR 2020 WORKSHEET

2/14/2020

		FY20	adjustments	adj. Budget	Expended	Balance	% of total budget
Director Salary	00016101-510101	\$93,465.00			\$58,861.44	\$34,603.56	62.98%
Assistant Director	00016101-510103	\$60,356.00			\$38,010.39	\$22,345.61	62.98%
Full Time Salaries	00016101-510110	\$263,062.00			\$162,477.06	\$100,584.94	61.76%
P-T Pages	00016101-510123	\$15,079.00			\$9,767.90	\$5,311.10	64.78%
P-T Salaries - Aides	00016101-510124	\$133,472.00			\$81,264.72	\$52,207.28	60.89%
Overtime	00016101-510130	\$0.00			\$0.00	\$0.00	
Sunday Opening hours	00016101-510138	\$13,000.00			\$8,989.48	\$4,010.52	69.15%
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)	
Personnel Services		\$582,680.00			\$368,807.65	\$213,872.35	63.30%
Heating Fuel	00016102-521030	\$14,000.00			\$6,369.90	\$7,630.10	45.50%
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			\$3,252.10	(\$252.10)	108.40%
Postage	00016102-534020	\$1,200.00			\$270.52	\$929.48	22.54%
Purchase of Services	00016102-538000	\$26,000.00	\$4,987.50	\$30,987.50	\$26,945.89	\$4,041.61	103.64%
Facilities/Maint Supplies	00016102-543000	\$2,000.00			\$2,642.51	(\$642.51)	132.13%
Custodial Supplies	00016102-545000	\$2,000.00			\$1,950.08	\$49.92	97.50%
Library Materials	00016102-558040	\$5,900.00			\$4,561.06	\$1,338.94	77.31%
Program Supplies	00016102-558050	\$1,200.00			\$600.00	\$600.00	50.00%
Technology Supplies	00016102-558090	\$2,000.00			\$1,175.00	\$825.00	58.75%
Travel	00016102-571100	\$1,000.00			\$296.18	\$703.82	29.62%
Dues	00016102-57310	\$400.00			\$225.00	\$175.00	56.25%
General Expense		\$59,800.00			\$48,455.88	\$11,344.12	81.03%
Books	00016102-558030	\$90,000.00			\$54,505.62	\$35,494.38	60.56%
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%
Grants total		\$22,480.04	\$12,564.09	\$35,044.13	\$16,783.61	\$18,260.52	74.66%
State Grant (Earmark for technology)	0365-520000	\$25,000.00			\$7,414.92	\$17,585.08	29.66%
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%
Trusts Total		\$61,614.65				\$61,614.65	0.00%
Passport Program Revenue	018-0610-0269-0-0-0-R	\$14,352.61	\$13,405.00	\$27,757.61	\$0.00	\$27,757.61	
Passport Program Expenses	018-0610-0269-0-0-0-E	\$0.00			\$1,280.16	(\$1,280.16)	
Materials expenses from PP Income					\$12,135.20	(\$12,135.20)	
Passport Expense-Payroll	018-0610-0269-0-0-0-P	\$0.00			\$0.00	\$0.00	
Passport Program Net:		\$14,352.61	\$13,405.00	\$27,757.61	\$13,415.36	\$14,342.25	48.33%
Library Gifts Balance	018-0610-0263-0-0-0-E	\$4,225.54	\$5,264.10	\$9,489.64	\$5,642.03	\$3,847.61	59.45%
Fines Balance	018-0610-0261-0-0-0-E	\$19.00	\$5,344.06	\$5,363.06	\$3,790.83	\$1,572.23	70.68%

**Proposed Articles for Annual Town Meeting, May 2020
Pembroke Public Library**

To see if the town will vote to amend Schedule C, Classification and Compensation By-law by upgrading the hourly rate of:

Library Page, Schedule SC-24, retroactive to January 1, 2020, at the rate of:

Current: Step 1: \$12.47	2 nd Step: \$13.08	3 rd Step: \$13.75
Proposed: Step 1: \$13.22	2 nd Step: \$13.83	3 rd Step: \$14.51

Library Aide, Schedule SC-14, retroactive to January 1, 2020, at the rate of:

Current: Step 1: \$17.03	2 nd Step: \$18.22	3 rd Step: \$19.49
Proposed: Step 1: \$17.78	2 nd Step: \$18.97	3 rd Step: \$20.24

or take any action relative thereto.

Submitted by Library Trustees

This article is in response to MGL c.151 § 1, which raised the minimum wage on January 1, 2020 to \$12.75 and will continue to increase it each January until 2023 in \$.75 per hour increments. The library page position has never been a "minimum wage" position, nor should it be. This article adjusts for the increase. The Library Aide line should be raised to keep the parity of the two positions. The library is not asking for any line increase for this in FY20, it will be covered by existing funds.

To see if the town will vote to amend Schedule C, Classification and Compensation By-law for FY21 by upgrading the hourly rate of:

July 1st to December 31st, 2020:

Library Page, Schedule SC-24, at the rate of:

Current: Step 1: \$12.47	2 nd Step: \$13.08	3 rd Step: \$13.75
Proposed: Step 1: \$13.22	2 nd Step: \$13.83	3 rd Step: \$14.51

Library Aide, Schedule SC-14, at the rate of:

Current: Step 1: \$17.03	2 nd Step: \$18.22	3 rd Step: \$19.49
Proposed: Step 1: \$17.78	2 nd Step: \$18.97	3 rd Step: \$20.24

January 1st, 2021 to June 30, 2021:

Library Page, Schedule SC-24, at the rate of:

As proposed above: Step 1: \$13.22	2 nd Step: \$13.83	3 rd Step: \$14.51
Proposed with increase: Step 1: \$13.97	2 nd Step: \$14.58	3 rd Step: \$15.26

Library Aide, Schedule SC-14, at the rate of:

As Proposed above: Step 1: \$17.78	2 nd Step: \$18.97	3 rd Step: \$20.24
Proposed with increase: Step 1: 18.53	2 nd Step: 19.72	3 rd Step: 20.99

and raise and appropriate, or otherwise provide a sum of \$9,748 to be added to the amount voted under the Library Personal Services in the annual town meeting warrants or take any action relative thereto. *Any Cost of Living Increases approved in Article 2 would need to be applied to the above numbers.*

Submitted by Library Trustees

This article is in response to MGL c.151 § 1, which raised the minimum wage on January 1, 2020 to \$12.75 and will increase it again January 1st, 2021 and continue until 2023 in \$.75 per hour increments. The library page position has never been a "minimum wage" position, nor should it be. This article adjusts for the increases. The Library Aide line should be raised to keep the parity of the two positions.

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for January 9, 2020

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 December meeting were read. Mary Beth made a motion to accept minutes as amended (FY21 budget submitted, corrected from FY20), Carol seconded, and it was so voted.

OLD BUSINESS: Discussion on whether or not to eradicate fines has been tabled; will be discussed at an unknown future date.

DIRECTOR'S REPORT: The Director's Report for December was read. Circulation numbers remained steady, at 5,492 for December. The computer use number should be a total of 699 rather than 755; Debbie will amend the report.

Jill moved to accept the Director's Report as amended, Carol seconded, and it was so voted.

YOUTH SERVICES REPORT: The Youth Services Report for December was read. Storytime was popular, as always, and Kids Craft workshops (Sock Snowpals for two different age groups) were a hit.

Mattakeesett Garden Club made a generous contribution to Youth Services. We greatly appreciate their generosity!

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

REFERENCE LIBRARIAN'S REPORT: The Reference Librarian's Report for December was read. There were a total of 42 reference requests in December, and Stephanie hosted a number of adult events. The most popular event during the month was the Movie Matinee, *Downton Abbey*.

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

FINANCIAL REPORT: The Financial Report for December was reviewed. The budgeted amount for Custodial Supplies may not be sufficient for actual FY20 expenditures. Passport applications continue to be an excellent revenue source.

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

MAINTENANCE: No news.

FRIENDS NEWS: The large dollhouse the Friends raffled off to benefit the library raised over \$300! We appreciate all of the work the Friends do on the library's behalf.

FOUNDATION NEWS: No news.

NEW BUSINESS: PACTV has purchased the iMac and accompanying equipment and delivered it to the library. The library will even be getting a large light ring! Dan Rodriguez from PACTV is planning to train staff on the equipment; we're looking forward to offering fun new things!

State-wide minimum wage increased on January 1, 2020. The Town of Pembroke has not yet provided a way for part-time employees to have wages increased, so the issue will be addressed at Town Meeting.

Debbie has submitted a capital request for carpeting and computers to Town Hall.

The next meeting of the Board of Trustees will be held on Thursday, February 13, 2020 at 6:30pm.

Sean moved to adjourn the meeting, Jill seconded. The meeting was adjourned at 7:45 P.M.

Respectfully submitted,

Jillian Taylor
Secretary