

Pembroke Public Library

Trustees Meeting Agenda March 12, 2020 6:30 PM

Minutes of February Meeting

Old Business

Town meeting articles submitted re PT wage and minimum wage increase
Capitol requests adjustments

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

New Business

Any unscheduled business following posting of agenda...

Posted 3-10-20, 10:10AM

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

Circulation	2017	2018	2019	2020
Adults	5096	5356	5812	5734
YA	363	388	466	394
Children	3312	3188	4278	3978
TOTAL:	8771	8932	10556	10106
Downloads				
Overdrive	1002	1137	1644	1936
hoopla	-	-	-	153
Online Resource Usage	-	1158	859	941
Museum Pass Usage	66	67	70	74
Patrons registered	69	56	88	79
Overdrive patron registration	18	14	22	30
Mobile app renewals/holds	31	55	130	313
Non-resident borrowing	1456	1602	2060	1974
Items loaned to other libraries	2155	1975	2316	1882
Item borrowed from other libraries	1463	1516	1841+3	2762
Commonwealth Catalog loaned	14	18	26	30
Commonwealth Catalog borrowed	16	24	44	29+3
Passport Applications	-	-	56	97
Visitor Count	-	-	7964	8408

Collections	2017	2018	2019	2020
Items added	510	549	820	521
Items discarded	1405	161	715	1736
Items marked Missing	32	13	25	21

Events	2017	2018	2019	2020
Adult programs	8	11	12	13
Adult attendees	80	108	106	152
Youth events	24	21	25	27
Youth attendees	772	590	841	793

A fuller Youth Services and Reference Librarian report is attached.

Computer Use	2017	2018	2019	2020
Internet	637	767	614	637
Juvenile	176	167	180	256
Total	813	934	794	893

The meeting room was used 28 times this February and 27 last February. The Trustees Room was used 9 times this February and 12 last February. The Local History Room was used 3 times this month and 2 times last February.

Staff and other news:

Two town meeting articles were submitted, two capital and two personnel salary rates for Aides and pages in response to the increase in the MA minimum wage.

As I write this in March, we are watching the Coronavirus situation. Cleaning supplies are well stocked, the custodian is cleaning diligently and staff is sanitizing the circulation desks and public keyboards, etc. Best practices are in place and we are in communication with PEMA and the Health Agent daily.

Report to the Trustees: March 5, 2019
 February Youth Services Report
 Submitted by Melissa McCleary

Key:

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

Program	# of Programs	Child/Teen Attendance	Adult Attendance
Storytime	7	107	88
Baby Lapsit	4	68	53
Block Party Playtime	1	20	13
Raising a Reader*	2	34	28
LEGO Club	1	14	9
Puppies & Pages	1	13	9
Watercolor Bookmarks	1	12	8
Kindness Card Making*	3	25	15
Snow Sisters*	1	55	35
Winter Animal Scavenger Hunt (February Break only)	1 (passive)	66	n/a
DIY Valentine Station	1 (passive)	40	n/a
Hobomock First Grade Visit (off-site)	3	51	7
Headstart Marshfield Storytime	1	19	4
Kids Program Total	27	524	269
Teen Program Total	n/a	n/a	n/a
TOTALS	27	524	269
Number of Volunteers	3 adults + 8 teens = 11 volunteers		
Volunteer Hours	3 adult hr. + 20 teen hr. = 23 hours		

February Programs:

--The Snow Sisters program brought in lots of familiar and new patrons so the children's side was very busy before and after the visit.

--We did not host Mini Movers this month due to our volunteer falling ill so we put on an impromptu Playtime!

--Our teen watercolor workshop was combined with our kids workshop due to lack of registrations.



Let it go and reach up to build your snow castle!

Looking Towards March:

--A passive activity will be available in the YA Lounge (DIY Board Games).

Other:

--Proposal for "1,000 Books Before Kindergarten" program funding submitted to the Friends.

--YA Lounge handouts updated to now include information from National Suicide Prevention Lifeline and pamphlets about vaping/e-cigarettes.

--Began setting up online portions of 2020 Summer Reading Program (all ages).

--15 new puppets (and one stuffed caterpillar) were added to our in-house puppet collection.

Reference Requests (Reference Desk only):

<u>Total requests:</u>	73
General information:	12
Technology:	33
Research:	2
<u>Item requests:</u>	<u>26</u>
In person:	67
Phone:	3
Email:	3

Month	November 2019	December 2019	January 2020	February 2020
Total requests	45	42	35	73

In-depth Reference help:

Spent approximately 2 hours and 15 minutes on one-on-one technology help this month, which included:

- Editing a PDF online.
- Setting up a hoopla account and how to listen to audiobooks on a desktop computer.
- Printing boarding passes through Delta’s website.
- Taking screenshots of certain articles in old newspapers that had been scanned.
- Creating and formatting a Word document.

Spent approximately 1 hour and 15 minutes on research help this month, which included:

- Common survey methods and questions.
- Information on a patron’s Mayflower ancestors and their daughter.

Adult Events:

Total: 13 events with 152 attendees, including:

- Monday, February 3rd: Movie Matinee, *The Farewell* (Attendance: 12)
- Tuesday, February 4th: Book Club, *Virgil Wander* (Attendance: 11)
- Monday, February 10th: Movie Matinee, *Harriet* (Attendance: 38)
- Tuesday, February 11th: Knitting & Crochet Group (Attendance: 7)
- Wednesday, February 12th: Adult Crafternoon, Hand-Sewn Heart Cards (Attendance: 5)
- Wednesday, February 12th: Adult Craft Night, Hand-Sewn Heart Cards (Attendance: 3)
- Monday, February 24th: Movie Matinee, *Ford v Ferrari* (Attendance: 26)
- Tuesday, February 25th: Knitting & Crochet Group (Attendance: 9)
- Thursday, February 27th: Genealogy Group, Brick Wall Busters (Attendance: 13)
- Wednesdays February 5th, 12th, 19th, and 26th: Yoga (4 events, total attendance: 28)

Month	February 2017	February 2018	February 2019	February 2020
Total programs	8	11	12	13
Total attendance	80	108	106	152

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.

- 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 Fiction endcap displays and creating a "Blind Date with a Book" display for the front table.
- Attending a meeting at Plymouth Public Library for the "This Land" collaborative library program.
- Participating in the ongoing staff training exercise on customer service/best practices.
- Attending a webinar on a quiet listening method of customer service.
- Speaking with representatives from NewsBank and the New York Times about their online resources for libraries.

PEMBROKE PUBLIC LIBRARY
FISCAL YEAR 2020 WORKSHEET

3/13/2020

		FY20	adjustments	adj. Budget	Expended	Balance	% of total budget
Director Salary	00016101-510101	\$93,465.00			\$65,996.16	\$27,468.84	70.61%
Assistant Director	00016101-510103	\$60,356.00			\$42,617.71	\$17,738.29	70.61%
Full Time Salaries	00016101-510110	\$263,062.00			\$181,905.94	\$81,156.06	69.15%
P-T Pages	00016101-510123	\$15,079.00			\$11,467.26	\$3,611.74	76.05%
P-T Salaries - Aides	00016101-510124	\$133,472.00			\$91,992.29	\$41,479.71	68.92%
Overtime	00016101-510130	\$0.00			\$0.00	\$0.00	
Sunday Opening hours	00016101-510138	\$13,000.00			\$10,584.30	\$2,415.70	81.42%
Emergency Shelter Staffing	00016101-510139	\$1,000.00			\$830.36	\$169.64	83.04%
Longevity	00016101-510140	\$3,246.00			\$2,700.00	\$546.00	83.18%
Vacation (buyback)	00016101-510162	\$0.00			\$6,306.30	(\$6,306.30)	
Personnel Services		\$582,680.00			\$414,400.32	\$168,279.68	71.12%
Heating Fuel	00016102-521030	\$14,000.00			\$7,942.70	\$6,057.30	56.73%
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			\$3,610.50	(\$610.50)	120.35%
Postage	00016102-534020	\$1,200.00			\$278.50	\$921.50	23.21%
Purchase of Services	00016102-538000	\$26,000.00	\$4,987.50	\$30,987.50	\$27,200.89	\$3,786.61	104.62%
Facilities/Maint Supplies	00016102-543000	\$2,000.00			\$2,846.18	(\$846.18)	142.31%
Custodial Supplies	00016102-545000	\$2,000.00			\$1,950.08	\$49.92	97.50%
Library Materials	00016102-558040	\$5,900.00			\$5,385.14	\$514.86	91.27%
Program Supplies	00016102-558050	\$1,200.00			\$718.00	\$482.00	59.83%
Technology Supplies	00016102-558090	\$2,000.00			\$1,448.78	\$551.22	72.44%
Travel	00016102-571100	\$1,000.00			\$338.73	\$661.27	33.87%
Dues	00016102-57310	\$400.00			\$225.00	\$175.00	56.25%
General Expense		\$59,800.00			\$52,112.14	\$7,687.86	87.14%
Books	00016102-558030	\$90,000.00			\$59,968.82	\$30,031.18	66.63%
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			\$14,446.52	\$10,553.48	57.79%
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	\$15,680.00	\$30,032.61	\$0.00	\$30,032.61	
Passport Program Expenses	018-0610-0269-0-0-0-E	\$0.00			\$1,559.16	(\$1,559.16)	
Materials expenses from PP Income					\$12,873.93	(\$12,873.93)	
Passport Expense-Payroll	018-0610-0269-0-0-0-P	\$0.00			\$0.00	\$0.00	
Passport Program Net:		\$14,352.61	\$15,680.00	\$30,032.61	\$14,433.09	\$15,599.52	48.06%
Library Gifts Balance	018-0610-0263-0-0-0-E	\$4,225.54	\$5,729.40	\$9,954.94	\$6,163.10	\$3,791.84	61.91%
Fines Balance	018-0610-0261-0-0-0-E	\$19.00	\$5,915.36	\$5,934.36	\$4,472.69	\$1,461.67	75.37%

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for February 13, 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 6:37 P.M. The minutes of January meeting were read. Mary Beth made a motion to accept minutes as written, Sean seconded, and it was so voted.

OLD BUSINESS: Debbie submitted two articles for Town Meeting, related to the State's minimum wage increase. Lower tier staff wages, which have always been above minimum wage, are now roughly equal to the minimum wage hourly rate which became effective on January 1, 2020. The Selectmen have asked Debbie to meet with them to "clarify" the details of the articles.

\$10,000 for technology as well as funds for carpeting have been added to the Town Meeting Capitol Plan.

The two all-in-one units and new Mac provided by PACTV have arrived and have been installed in the Children's Room. More fun stuff will be arriving very soon!

DIRECTOR'S REPORT: The Director's Report for January was read. Discussion was held on where to locate the new podcast and other technology in the library. Sound-proofing the alcove or using the History Room are options.

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

YOUTH SERVICES REPORT: The Youth Services Report for January was read. Teens loved the Teen Puzzle Race, so much so that the teams switched puzzles and raced a second time. Melissa created a proposal for "1,000 Books Before Kindergarten"; stay tuned for more information on this great idea.

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

REFERENCE LIBRARIAN'S REPORT: The Reference Librarian's Report for January was read. There were a total of 35 reference requests in January, with two by phone and the remainder in person. 183 people attended a total of 15 events during the month.

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

FINANCIAL REPORT: The Financial Report for January was reviewed.

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

MAINTENANCE: Trustee Room chair rails will be added soon. The majority of interior and exterior painting has been completed. The remainder will be completed this spring. Roof shingles are falling from the roof; Debbie will contact a roofing company next month to request a quote for repair.

FRIENDS NEWS: The Friends had a very productive meeting on Tuesday (February 11th). Discussion was held regarding the Christmas ornament for 2020.

FOUNDATION NEWS: No news to report.

NEW BUSINESS: A Health and Wellness LSTA grant application is in progress. The first draft is due to be submitted to the State next week.

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

Mary Beth moved to adjourn the meeting, Carol seconded. The meeting was adjourned at 7:31 P.M.

Respectfully submitted,

Jillian Taylor
Secretary