



Pembroke Public Library
Trustees Meeting Agenda

April 19, 2023 at 7:00 PM
Trustees' Room

MINUTES OF PREVIOUS MEETING(S):

March 15, 2023

March 21, 2023

OLD BUSINESS:

Building updates

REPORTS:

March – Youth Services, Adults/Reference Librarian and Director

NEW BUSINESS:

Library Financials binder for Trustees

Trustee attendance at Spring Town Meeting

Presentation of proposed Library Use Policy

Staff updates

Any unscheduled business following the posting of the agenda

Youth Services Report to the Trustees: March 2023

Submitted April 6, 2023 by Melissa McCleary

Program	# of Programs	Youth Attendance	Adult Attendance
Storytime (ages 2 – 5)	8	173	136
Baby Lapsit (ages 0 – 2)	3	49	45
Music Makers with Ms. Bethany (ages 0-4)	1	33	28
Through Me to You Puppetry with Leigh (ages 0-3)	1	47	38
LEGO Club	1	15	7
Chess Club	1	11	8
Puppy Dog Tales	1	8	4
Scavenger Hunt: Shell Shapes	1 (passive)	273	n/a
Teen Anime Club (ages 11 – 15)	1	6	n/a
Take & Make: Spring Gnome (ages 12 – 18)	1 (passive)	48	n/a
Read Across America visit to NPES (off-site)	1	127	9
AGE GROUP TOTALS	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	13	302	247
<i>Kids Program (ages 6-11) Total</i>	5	423	20
<i>Teen Program (ages 12-18) Total</i>	2	54	N/A
<i>General Audience (all ages) Total</i>	n/a	n/a	n/a
TOTALS	20	779	267
Number of Volunteers	4 adults + 5 teens = 9 volunteers		
Volunteer Hours	4 adult hrs + 21 teen hrs = 25 hours		

March Program Highlights:

- Attendance at our Teen Anime Club doubled from our usual number; two of the new attendees became fast friends with one of our regulars.
- Through Me to You Puppetry was able to be hosted via an LCC Grant the performer applied for on our behalf.
- The Library hosted its first Chess Club after a long hiatus with the assistance of an adult volunteer.
- Many community helpers and caregivers were invited to NPES for Read Across America Day and I was excited to be among them! Books read included *How to Give Your Cat a Bath: In Five Easy Steps* by Nicola Winstanley and *Endlessly Ever After* by Laurel Snyder.

Other:

- Updated Library Use Policy (previously Patron Behavior/Standards of Conduct) for review by Director and Reference Librarian.
- Weeded picture books.
- Planned a collection shift with the Director to maximize space for YA Manga and Graphic Novels.
- Began work on customizing the SAILS catalog landing page for the Library.
- Feature displays included Empowering Reads/Women's History (JE), Found Families (YA), and Oscar Winners (DVDs).

Reference Requests (Reference Desk only):

<u>Total requests:</u>	20
General information:	7
Technology:	5
Research:	1
Item requests:	5
Readers' Advisory:	1
<u>Passports:</u>	<u>1</u>
In person:	8
Phone:	5
Email:	2
Website forms:	5

In-depth Reference help included:

- Using the Gale databases and Google Scholar to find articles.
- Registering DNA kits online for Ancestry and Family Tree.
- Downloading eBooks to a Kindle from the Libby app online.

Adult Events:

Total: 17 events with 165 attendees, including:

- Monday, March 6th: Movie Matinee, *The Banshees of Inisherin* (Attendance: 10)
- Monday, March 13th: Movie Matinee, *The Fabelmans* (Attendance: 17)
- Tuesday, March 14th: Virtual Book Club, *The Diamond Eye* (Attendance: 12). We met virtually this month due to the weather the night of the meeting.
- Monday, March 20th: Movie Matinee, *She Said* (Attendance: 13)
- Monday, March 27th: Movie Matinee, *Armageddon Time* (Attendance: 9)
- Tuesday, March 28th: Genealogy Night (Attendance: 8)
- Wednesdays March 1st, 8th, 15th, 22nd, and 29th: Yoga (5 events, total attendance: 42)
- Tuesdays March 7th, 14th, 21st, and 28th: Knitting (4 events, total attendance: 32)
- Wednesdays March 8th and 15th: March Poetry Webinar Series: Women Poet Laureates of the U.S. with Roz Kubek (2 virtual events, total attendance: 22)

Projects included:

- Accepting passport applications and monitoring the passport appointment schedule and transmittal forms. Agents processed 149 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 submissions from the “ask a question” form on the website.
- Maintaining the Adult Book Club and New Nonfiction displays.
- Continuing weeding of the Adult Nonfiction collection.

- Working with the Council on Aging for the Words on Wheels program, which currently has 3 participants, and ordering the COA Book Club books.
- Coordinating Meeting Room scheduling for both meetings and exhibits.
- Assuming some responsibilities of the Assistant Director including daily and weekly financial records.
- Participating in Library Director interview as part of the Search Committee.

Director's Monthly Report March 2023
Pembroke Public Library

Circulation	Mar 2020	Mar 2021	Mar 2022	Feb 2023	Mar 2023
Adults	3660	4121	4677	4115	4130
YA	315	276	337	291	374
Juvenile	2695	2859	4038	4012	4174
Total:	6670	7256	9052	8418	8682
Overdrive total / (OA total):	1971	2085	1950	2017 / (573)	2244 / (742)
Hoopla total:	186	275	310	314	340
Kanopy total:			57	58	72
NY Times total:			3	9	5
Online Resources Usage	2189	981	842	1271	1046
Museum Passes	28	26	49	60	54
Overdrive patron registration	2	16	19	30	31
Patrons registered for new cards	29	25	75	75	86
Mobile holds/renewals	220	486	520	439	463
Non-resident borrowing	1385	1413	1976	1723	1658
Items loaned to other libraries	1455	2891	2421	2205	2490
Item borrowed from other libraries	988	2057	1611	1271	1294
ComCat loaned	11	15	23	13	13
ComCat borrowed	15+2	17+3	31	27+4	44 +7
Passport applications	23	70	161	126	149
Visitor Count	4411	3369	5541	6534	8711

Collections	Mar 2020	Mar 2021	Mar 2022	Feb 2023	Mar 2023
Items added	293	499	603	448	378
Items discarded	1413	192	1059	1775	291
Items marked Missing	18	35	25	16	15

Events	Mar 2020	Mar 2021	Mar 2022	Feb 2023	Mar 2023
Adult programs	7	5	15	13	17
Adult attendees	158	56	117	131	165
Youth events	17	4	15	20	20
Youth attendees	492	239	472	661	790

A fuller Youth Services report and Adult Services report is attached.

Computer Use	Mar 2020	Mar 2021	Mar 2022	Feb 2023	Mar 2023
Internet	345	172	328	330	316
Juvenile	83	0	161	265	263
Total	428	172	489	595	579

Meeting room used 44 times and the Trustees room used 13 times.

Staff and other news:

I attended both the Select board meeting and the Advisory committee meeting when the Library budget for FY23 was presented. We have hired a new Aide who is a returning staff member who was formerly a Page and we are very excited to welcome him back. The parking lot light have been repaired! We are all seeing an increase in the number of visitors to the building as supported by the big jump in our visitor count. I have created a Library Financials binder which will be brought to the Trustees meeting each month, which will contain the past and current monthly Town Accountant's Operating Budget Report as well as the corresponding Library Fiscal Year worksheet for comparison. Carpet cleaning has been done. I have walked the exterior of the building with Matt to create a list of targeted projects to accomplish.