

Pembroke Public Library

Trustees Meeting Agenda May 14, 2020 6:30 PM REMOTE AMENDED

Minutes of March Meeting (No April Meeting)

Old Business

- FY20 budget
- Capital requests-postponed
- Director's Report (March and April)
- Youth Services Report (March and April)
- Reference Librarian Report (March and April)
- Assistant Director's Report of at home work (March and April)
- Financial Updates
- Building Maintenance
- Friends News-none, book sale postponed
- Foundation news

New Business

- Covid-19 impacts, work from home successes
- Submission to state for Covid-19
- MBLC decisions re Covid closures since March
- Possible extension of fine free until September
- Meeting Room Policy-suspend until further notice, amend future
- FY21 budget, possible challenges
- Reopening plan draft proposal
- Town Election delayed

Any unscheduled business following posting of agenda...

REMOTE PARTICIPATION (ZOOM Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, s.18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Board of Library Trustees will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Pembroke website, at <https://www.pembroke-ma.gov/home/news/governors-order-suspendingcertain-provisions-open-meeting-law>. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, transcript or other comprehensive record of proceedings (minutes) as soon as possible after the meeting.

Join By Video:

Join Zoom Meeting

<https://zoom.us/j/94416181914?pwd=Mmk4L2liODRkV1QxK2VkZFlkZ1VwZz09>

Meeting ID: 944 1618 1914

Password: 158496

One tap mobile

+13017158592,,94416181914#,,1#,158496# US (Germantown)

+13126266799,,94416181914#,,1#,158496# US (Chicago)

Join By phone:

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 944 1618 1914

Password: 158496

Find your local number: <https://zoom.us/u/ad1ktsRblq>

Posted 5-12-20, 12:11PM

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

Circulation :

	April 2017	2018	2019	2020
Adults	5341	5188	6079	34
YA	439	336	584	6
Children	3391	3522	4838	8
TOTAL:	9171	9046	11501	48
Downloads:				
Overdrive	1018	1302	1480	2488
hoopla	-	-	-	358
Online Resources Usage	-	1518	3043	2691
Museum passes	89	72	68	0
Patrons registered	67	70	60	4
Non-resident borrowing	1642	1527	1979	0
Overdrive Registration	13	19	18	66
Items loaned to other libraries	2051	2142	2586	0
Item borrowed from other libraries	1549	1622	1899	0
ComCat loaned	16	27	7	0
ComCat borrowed	23	18	30+2	0
Renewals/holds using Bookmyne app	24	32	152	52
Visitor Count	-	-	6236	0
Passports	-	-	69	0
Visitor Count	-	-	-	0

Collections	2017	2018	2019	2020
Items added	671	638	666	257
Items discarded	378	551	1519	0
Items marked Missing	8	25	23	0

Events	2017	2018	2019	2020
Adult programs	11	12	15	2
Adult attendees	91	170	201	23
Youth events	29	21	25	8
Youth attendees	768	695	930	66

A fuller youth services and adult report are attached.

Computer Use	2017	2018	2019	2020
Internet	723	851	675	0
Juvenile	147	151	230	0
Total	870	1002	905	0

Since the building has been closed to the public, there is no room use to report.

Staff and other news:

Staff continues to work from home, cataloging, repairing books, creating virtual events, planning future programs, etc. Some staff work in the library for short times, social distancing as expected. All items are not due back until June 12th. Plans are underway for the reestablishing of some in-person, though non-contact services in May. Social media has been busy and the YouTube Channel has been reactivated and more videos planned.

Report to the Trustees: May 4, 2019
 April Virtual Programming Youth Services Report
 Submitted by Melissa McCleary

Key:

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

Program	# of Programs	Child/Teen Attendance	Adult Attendance
Virtual Visits with a Therapy Dog*	4	12	n/a
Online Storytime (Pre-recorded)	2	25	n/a
Online Storytime (Facebook Livestream)	2	29	n/a
Kids Program Total	8	66	0
Teen Program Total	n/a	n/a	n/a
TOTALS	8	66	0

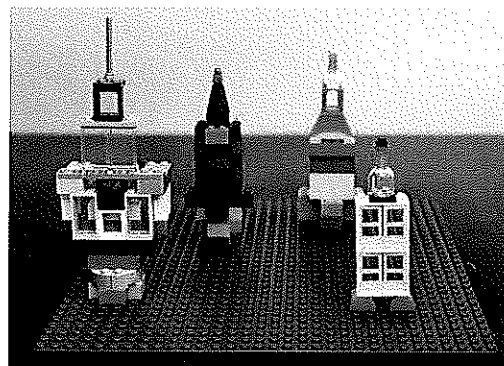
April Programs:

--Dungeons & Dragons Endless Quest programs (3 total) garnered 0 attendees and so is not listed above.

--Passive online programs included LEGO Weekend Challenges, D.I.Y. Storytime Kits, Photo Challenges (in collaboration with Stephanie), and a Llama Look and Find (digital scavenger hunt on the PPL website).

Other:

- Attended many live webinars including "Public Library CONNECT: Reach More Young Readers!" (about Overdrive, Sora, and Libby), "Streaming Storytime," "We're Not Closed, We're Live!" (about live social media programming), and several meetings regarding summer reading and building digital content.
- Hosted three South Shore Young Adult Roundtable meetings to discuss virtual programming, summer reading, outreach strategies, etc.
- Prepped Summer Reading programs for all ages with a goal of either minimizing or eliminating in-library visits.
- Created hoopla-exclusive Reader's Advisory lists for kids and teens based on the new game "Animal Crossing: New Horizon."
- Compiled online resource packet for Pembroke Public Schools (elementary).
- Built new webpages for website themed #StayHome #StayBusy for patron engagement.



Patron-submitted photo in response to the LEGO Weekend Challenge: "Aliens have crash-landed! Can you build a new ship for them? Post a photo of your creation below!"

Looking Toward May:

- Live storytimes will be switched from mornings to evenings to reach a different audience; these will be promoted as "Pajama Storytime."
- More tween and teen programs will be tried with ideas including trivia and craft hour.

Adult Events:

2 virtual events with 23 attendees, including:

- Thursday, April 23rd: Virtual Poetry, Three New England Poets: Emily Dickinson (Attendance: 11)
- Thursday, April 30th: Virtual Poetry, Three New England Poets: Edna St. Vincent Millay (Attendance: 12)

Ongoing virtual programs:

- Book Club Facebook group (41 members)
- Cookbook Club Facebook group (11 members)

Projects included:

- Compiling, publishing, and posting to the website the weekly “Pembroke Public Library Online Newsletter.”
- Checking the LibraryAware-generated genre newsletters to make sure all books listed are available in the SAILS network.
- Checking staff answers for the Online Resources training exercise.
- Creating a Virtual Book Club Facebook group, selecting the first title, and posting discussion questions.
- Working with regular (in-person) PPL Book Club members to plan our May meeting and helping them with technology questions.
- Creating “Ask a Question” and Virtual Reader’s Advisory forms for the website and researching and answering all submissions (4 question form and 1 RA form).
- Running the Pet Photo Challenge on Facebook.
- Creating a Staff Picks album on Facebook featuring the staff picks from the newsletter.
- Working with Roz on her virtual poetry programs and attending both April meetings to help troubleshoot the technology.
- Attending virtual meetings throughout the month with all staff members.
- Ordering Historical Fiction books for the library collection.
- Attending the OCLC Virtual Town Hall “Libraries and the COVID-19 Crisis.”
- Completing two WebJunction courses: “Dealing with Angry Patrons” and “Online Reference Basics.”
- Completing two Pembroke trivia assignments.
- Working on bingo cards for the adult Summer Reading program.

Report for April

All Staff have been given the opportunity to work remotely by taking training classes, completing exercises and supporting outreach, programming and planning.

Contribute to the Newsletter

Niche academy trainings

[Overdrive/Libby](#)

[Universal class](#)

Explore Canva

Sign up for a free account, take webinar and then practice.

Statewide databases tutorials

[Gale in context: Opposing viewpoints](#)

[Gale Career transitions](#)

[Gale Heritagequest](#)

Readers advisory trainings

[NovelList and LibraryAware series of webinars last year focusing on RA for specific genres.](#)

[Book talking: Harnessing the power of sharing books with patrons \(Mass Lib System\)](#)

[RA resources on the internet \(Mass Lib System\)](#)

Resources to explore

[American Sign Language](#)

[25 Basic ASL Signs for Beginners](#)

[American Sign Language for Librarians - Helpful Words and Phrases](#)

[Tips for Talking to Littles in the Library \(](#)

[mypronouns.org](#)

Workflows training

[Searching for Circulation Webinar \(SAILS\)](#)

SirsiDynix Training

[SYM100 Symphony Essential Skills & Search Strategies](#)

[SYM101 - Symphony Advanced Search Strategies](#)

[SYM106 Symphony Circulation Basics: Managing User Records](#)

[SYM108 Symphony Circulation Basics: Circulating Material](#)

Ideas for virtual programs/events

Got any? We are seeing so many offerings online for people staying at home - is there anything you think that we (or you) might offer to patrons? Send an email with your thoughts/ideas and let's see if we can develop something!

Universal class

[Listening skills 101](#)

[Kinesics 101](#)

Pembroke Trivia I exercise

Instagram photos and captions

Melissa would like staff to submit photos with captions to her to be shared via the library instagram.

Adult Summer Reading ideas

Debbie is looking for ideas and thoughts regarding what the Adult summer reading might look like. Brainstorm and email her.

Newsletter

Stephanie is looking for ideas to add to the Newsletter for stress relief (what are you doing?), easy crafts and ideas for people to use ways to keep in touch with others (beyond face time etc.).

Niche academy

[ABLE: The reference interview](#)

[Creating holistic user experiences](#)

Webjunction courses

[Creating a culture of yes at your library and in your community](#)

[Look first: creating exceptional patron experiences](#)

[What Would Walt Do?: Quality Customer Service for Libraries](#)

SAILS Staff site

[Workflows learning to use the staff client](#)

[SirsiDynix Symphony training guide circulation](#)

Pembroke Trivia II exercise**Universal Class**

[Mindfulness in the Workplace](#)

Niche academy trainings

[Internet basics - lessons: Using Search Engines and Tips for using Search Engines](#)

[Research essentials - all lessons](#)

Individuals projects were taken on by various staff members.

Processing

Summer Reading inventory for Pembroke schools Summer Reading lists across all platforms(physical and virtual).

Virtual program for 3 weekly sessions about New England Poets.

Language club - in development for a new Virtual club that make convert to physical in the future.

PEMBROKE PUBLIC LIBRARY
FISCAL YEAR 2020 WORKSHEET

5/13/2020

		FY20	adjustments	adj. Budget	Expended	Balance	% of total budget
Director Salary	00016101-510101	\$93,465.00			\$82,049.28	\$11,415.72	87.79%
Assistant Director	00016101-510103	\$60,356.00			\$52,984.18	\$7,371.82	87.79%
Full Time Salaries	00016101-510110	\$263,062.00			\$225,621.23	\$37,440.77	85.77%
P-T Pages	00016101-510123	\$15,079.00			\$13,856.34	\$1,222.66	91.89%
P-T Salaries - Aides	00016101-510124	\$133,472.00			\$113,329.17	\$20,142.83	84.91%
Overtime	00016101-510130	\$0.00			\$0.00	\$0.00	
Sunday Opening hours	00016101-510138	\$13,000.00			\$11,046.14	\$1,953.86	84.97%
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			\$508,723.00	\$73,957.00	87.31%
Heating Fuel	00016102-521030	\$14,000.00			\$10,221.33	\$3,778.67	73.01%
Water	00016102-523000	\$300.00			\$323.14	(\$23.14)	107.71%
Office Equipment	00016102-524046	\$800.00			\$0.00	\$800.00	0.00%
Telecom	00016102-534000	\$3,000.00			\$4,212.88	(\$1,212.88)	140.43%
Postage	00016102-534020	\$1,200.00			\$281.16	\$918.84	23.43%
Purchase of Services	00016102-538000	\$26,000.00	\$4,987.50	\$30,987.50	\$28,115.89	\$2,871.61	108.14%
Facilities/Maint Supplies	00016102-543000	\$2,000.00			\$2,901.66	(\$901.66)	145.08%
Custodial Supplies	00016102-545000	\$2,000.00			\$1,950.08	\$49.92	97.50%
Library Materials	00016102-558040	\$5,900.00			\$5,775.49	\$124.51	97.89%
Program Supplies	00016102-558050	\$1,200.00			\$718.00	\$482.00	59.83%
Technology Supplies	00016102-558090	\$2,000.00			\$1,917.14	\$82.86	95.86%
Travel	00016102-571100	\$1,000.00			\$347.36	\$652.64	34.74%
Dues	00016102-57310	\$400.00			\$225.00	\$175.00	56.25%
General Expense		\$59,800.00			\$56,989.13	\$2,810.87	95.30%
Books	00016102-558030	\$90,000.00			\$74,593.28	\$15,406.72	82.88%
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	\$13,564.29	\$28,591.50	\$14,318.51	\$14,272.99	95.28%
Municipal Equalization	18-610-4650-262	\$6,097.53	\$8,105.73	\$14,203.26	\$2,465.10	\$11,738.16	40.43%
NRC	18-610-4650-268	\$1,355.30	\$3,713.26	\$5,068.56	\$4,423.00	\$645.56	326.35%
Grants total		\$22,480.04	\$25,383.28	\$47,863.32	\$21,206.61	\$26,656.71	94.34%
State Grant (Earmark for technology)	0365-520000	\$25,000.00			\$16,892.62	\$8,107.38	67.57%
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	\$16,450.00	\$30,802.61	\$0.00	\$30,802.61	
Passport Program Expenses	018-0610-0269-0-0-0-E	\$0.00			\$1,559.16	(\$1,559.16)	
Materials expenses from PP Income					\$14,661.07	(\$14,661.07)	
Passport Expense-Payroll	018-0610-0269-0-0-0-P	\$0.00			\$589.71	(\$589.71)	
Passport Program Net:		\$14,352.61	\$16,450.00	\$30,802.61	\$16,809.94	\$13,992.67	54.57%
Library Gifts Balance	018-0610-0263-0-0-0-E	\$4,225.54	\$6,101.10	\$10,326.64	\$6,808.55	\$3,518.09	65.93%
Fines Balance	018-0610-0261-0-0-0-E	\$19.00	\$6,410.71	\$6,429.71	\$4,954.60	\$1,475.11	77.06%