



Pembroke Public Library
Trustees Meeting Agenda

May 17, 2023 at 7:00 PM

Trustees' Room

This meeting may also be attended virtually (via Zoom platform).

<https://us06web.zoom.us/j/84274609354>

Meeting ID: 842 7460 9354

MINUTES OF PREVIOUS MEETING(S):

March 21, 2023

April 17, 2023

OLD BUSINESS:

Building updates

Staff updates

Updated Library Use Policy

REPORTS:

March – Youth Services and Director reports revised

April – Youth Services, Adults/Reference Librarian and Director

NEW BUSINESS:

Foundation news

Calendar for FY24

Pembroke Cooks

Staff meeting scheduled

Meeting room tables and chairs

Director contract

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	434	28
<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	790	275
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).

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.

Youth Services Report to the Trustees: April 2023

Submitted May 1, 2023 by Melissa McCleary

Program	# of Programs	Youth Attendance	Adult Attendance
Storytime (ages 2 – 5)	7	158	138
Baby Lapsit (ages 0 – 2)	3	36	31
Music Makers with Ms. Bethany (ages 0 - 4)	1	11	10
LEGO Club	1	9	5
Puppy Dog Tales	1	5	4
Chess Club	1	10	6
Marble Mazes (ages 8 - 12)	1	14	11
Grow-a-Garden Storytime w/ Miss Meghan (ages 4 - 8)	1	16	9
Scavenger Hunt: Counting Carrots	1 (passive)	228	n/a
Teen Anime Club (ages 11 – 15)	1	3	n/a
Take & Make: Cotton Candy Craft (ages 12 – 18)	1 (passive)	48	n/a
AGE GROUP TOTALS	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	11	205	179
<i>Kids Program (ages 6-11) Total</i>	6	282	35
<i>Teen Program (ages 12-18) Total</i>	2	51	n/a
<i>General Audience (all ages) Total</i>	n/a	n/a	n/a
TOTALS	19	538	214
Number of Volunteers	4 adults + 7 teens = 11 volunteers		
Volunteer Hours	5 adult hrs + 13.5 teen hrs = 18.5 hours		

April Program Highlights:

--The Ultimate Library Road Trip, a collaborative program between all SAILS Network libraries, took place during April 18 – 29. One of our special offerings during this time was a sticker mosaic; patrons place individual stickers on assigned squares to reveal a mystery image!

Other:

- Attended South Shore Family Network meeting. Discussions included sharing Story Walk set-ups, FY '24 grant overview, and upcoming events at libraries on the south shore.
- Finalized Beanstack programs and Library website pages for upcoming Summer Reading Challenge.
- Finalized Summer Reading Suggestions list to be shared both by the Library and local schools.
- Scheduled Summer Reading Prep visits to all local elementary schools.
- Created feature displays including spring (picture books), novels in verse (YA fiction), and “From Page to Screen” (DVDs).

Reference Requests (Reference Desk only):

<u>Total requests:</u>	13
General information:	1
Technology:	8
Research:	2
Item requests:	1
<u>Passports:</u>	<u>1</u>
In person:	8
Phone:	1
Email:	3
Website forms:	1

In-depth Reference help included:

- Historical information on the Cobb Library.
- Locating a library with physical copies of the *Silver Lake News*.

Adult Events:

Total: 16 events with 213 attendees, including:

- Monday, April 3rd: Movie Matinee, *A Man Called Otto* (Attendance: 21)
- Tuesday, April 4th: Book Club, *The Woman in the Library* (Attendance: 12)
- Monday, April 10th: Movie Matinee, *Women Talking* (Attendance: 17)
- Wednesday, April 12th: “The Man, the Myth, the Legend: A Brief Introduction to Shakespeare” with Roz Kubek (Attendance: 3)
- Wednesday, April 19th: “Healthy Soil, Healthy Planet, Healthy You” with Meghan Watts (Attendance: 2)
- Monday, April 24th: Movie Matinee, *Empire of Light* (Attendance: 10)
- Tuesday, April 25th: Genealogy Night (Attendance: 4)
- Thursday, April 27th: North Sea Gas Scottish Folk Music Concert (Attendance: 72)
- Tuesdays April 4th, 11th, 18th, and 25th: Knitting (4 events, total attendance: 33)
- Wednesdays April 5th, 12th, 19th, and 26th: Yoga (4 events, total attendance: 39)

Projects included:

- Accepting passport applications and monitoring the passport appointment schedule and transmittal forms. Agents processed 130 applications this month.
- Ordering Adult books, AV materials, and eBooks and audiobooks for the Pembroke 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.
- Weeding the Adult Fiction 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.
- With the Director, creating a job description and posting for the Generalist Librarian position.
- Viewing webinars on the WorkFlows upgrade and Envisionware Cloud.

Director's Monthly Report April 2023
Pembroke Public Library

Circulation	Apr 2020	Apr 2021	Apr 2022	March 2023	April 2023
Adults	34	3948	4414	4130	3860
YA	6	2945	366	374	334
Children	8	363	3943	4174	3949
Total:	48	7256	8723	8682	8143
Overdrive total:/(OA total)	2488	2000	2163	2244 / (742)	2040 / (680)
Hoopla total:	358	263	264	340	342
Kanopy total:			62	72	29
NY Times total:			2	5	4
Online Resources Usage	2691	1310	1105	1046	480
Museum passes	0	36	64	54	76
OverDrive Patrons registered	66	19	15	31	24
Patrons registered for new cards	4	34	71	86	57
Mobile holds/renewals	52	491	569	463	502
Non-resident borrowing	0	1389	1827	1658	1593
Items loaned to other libraries	0	2375	2150	2490	1962
Item borrowed from other libraries	0	1722	1497	1294	1327
ComCat loaned	0	17	21	13	14
ComCat borrowed	0	24+ 4	21	44 +7	32 + 6
Passport applications	0	65	101	149	130
Visitor count	0	2600	5227	8711	7071

Collections	Apr 2020	Apr 2021	Apr 2022	March 2023	April 2023
Items added	257	380	441	378	477
Items discarded	0	1750	1536	291	505
Items marked Missing	0	24	19	15	11

Events	Apr 2020	Apr 2021	Apr 2022	March 2023	April 2023
Adult programs	2	1	14	17	16
Adult attendees	23	12	115	165	213
Youth events	8	2	17	20	20
Youth attendees	66	140	379	790	538

A fuller youth services and adult report are attached.

Computer Use	Apr 2020	Apr 2021	Apr 2022	March 2023	April 2023
Internet	0	167	294	316	266
Juvenile	0	0	151	263	260
Total	0	167	432	579	526

Meeting room used 35 times, Trustees room used 16 times.

Staff and other news:

We hired Stephanie McBain as the Assistant Director. Since we are in the process of filling her position as Generalist we have not switched everyone's roles back to singular positions as yet. When that position is filled we will each only hold one position again! Have met with Town Manager to review all items needed to be on the Library's 5-year capital plan and am acquiring estimates for those projects. The concert on 4/27 was well attended and a very enjoyable performance, we are looking to build upon that success. When the SAILS Network was changing servers, we were partially offline for a couple of days. Most patron services were not affected, but cataloguing was not available. During this down time one of the projects that was tackled was finishing the boxing and archiving of old newspapers stored in the attic. We are very excited to have this project completed, it is the first of many projects needed for our attic reorganization.