

Pembroke Public Library
Trustees Meeting Agenda June 17, 2021 6:45 PM SPECIAL Time
Location: Library Meeting Room

Minutes of May Meeting

Old Business

Curbside and reopening updates

Fines – revisited

Old Fines, possible food donation amnesty to clear records?

Withdrawing TM articles re salaries, planned complete review

Director's Report

Youth Services Report

Reference Librarian Report

Financial Updates

Building Maintenance

Friends News

Foundation news

New Business

Discussion Director retirement and search process

Any unscheduled business following posting of agenda.

Posted 6-14-21, 2:59PM

| Circulation | May 2018 | May 2019 | May 2020 | May 2021 |
|------------------------------------|----------|----------|----------|----------|
| Adults | 5311 | 5903 | 51 | 4085 |
| YA | 452 | 521 | 2 | 326 |
| Children | 3531 | 4185 | 8 | 3043 |
| TOTAL: | 9294 | 10609 | 61 | 7454 |
| Overdrive | 1263 | 1648 | 2408 | 2084 |
| hoopla | - | - | 319 | 262 |
| Online Resources | 1229 | 789 | 1395 | 1025 |
| Museum passes | 64 | 71 | 0 | 42 |
| Patrons registered | 69 | 47 | 2 | 35 |
| Overdrive Patron | 20 | 23 | 3 | 23 |
| Non-resident borrowing | 1793 | 1923 | 13 | 1438 |
| Items loaned to other libraries | 2194 | 2386 | 16 | 2342 |
| Item borrowed from other libraries | 1613 | 2012 | 1 | 1683 |
| ComCat loaned | 21+1 | 17 | 0 | 10 |
| ComCat borrowed | 25 | 24+6 | 0 | 30 + 5 |
| Mobile renewals/holds | 18 | 167 | 231 | 552 |
| Passports | - | 65 | 0 | 70 |
| Visitor Count | - | 7844 | 0 | 4046 |

| Collections | May 2018 | May 2019 | May 2020 | May 2021 |
|----------------------|----------|----------|----------|----------|
| Items added | 522 | 629 | 284 | 516 |
| Items discarded | 325 | 303 | 578 | 242 |
| Items marked Missing | 13 | 12 | 4 | 9 |

| Programs | May 2018 | May 2019 | May 2020 | May 2021 |
|-----------------|----------|----------|----------|----------|
| Adult programs | 15 | 15 | 4 | 1 |
| Adult attendees | 187 | 161 | 54 | 10 |
| Youth events | 31 | 20 | 3 | 3 |
| Youth attendees | 690 | 482 | 110 | 162 |

A fuller Youth Services and Adults Librarian report is attached.

| Computer Use | 2018 | 2019 | 2020 | 2021 |
|--------------|------|------|------|------|
| Internet | 729 | 629 | 0 | 202 |
| Juvenile | 134 | 153 | 0 | 0 |
| Total | 863 | 782 | 0 | 202 |

There were no meetings in the building this May or last May.

Staff and other news

It is amazing that one year ago this month, staff were allowed to return to the building for the first time since March, and plans were developed to provide curbside services. Now, people are happily back browsing, furniture could return as of May 29th, and things feel a lot more normal. It has been a very long and challenging year but staff stepped up as they always do!

Key:

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

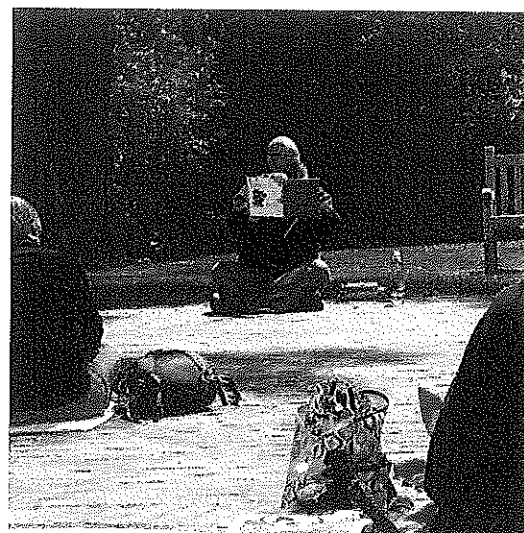
| Program | # of Programs | Child/Teen Attendance | Adult Attendance |
|--|---------------|-----------------------|------------------|
| Storytime To-Go Kits: Bugs (ages 2-5) | 1 (passive) | 34 | 21 |
| Take & Make Craft Kit: Stress Berry (ages 6 - adult) | 1 (passive) | 48 kids, 4 teens | 27 |
| Raising a Reader* | 1 | 17 | 11 |
| Kids Program Total | 3 | 103 | 59 |
| Teen Program Total | n/a | n/a | n/a |
| TOTALS | 3 | 103 | 59 |

May Programs:

--May's big news: We hosted our first in-person program of the year! Big Ryan is visiting for his six-week Raising a Reader workshop. Families are sitting socially distanced outside and are filling the air with uncontrollable giggles at Ryan's antics.

Other:

--In anticipation summer reading kick-off, I've updated the website's summer landing pages, created new Beanstack challenges, updated staff training materials, and made promotions available to patrons both online and in-library.
 --Teens have a *brand new* Summer Reading Club called "The Hatchery." Every hour they read and log on Beanstack (up to 10 hours) either unlocks a new egg or hatches their current egg to reveal a unique fantasy creature.



Looking Toward June & Beyond:

--Summer Reading begins June 28th.
 --We have a variety of summer programs planned for all age groups (except babies and young toddlers). All will either be hosted outside or in the meeting room.

Reference Requests (Reference Desk only):

| | |
|-------------------------------|------------------|
| <u>Total requests:</u> | <u>21</u> |
| General information: | 5 |
| Technology: | 8 |
| Item requests: | 3 |
| Readers' Advisory: | 3 |
| <u>Passports:</u> | <u>2</u> |
| In person: | 8 |
| Phone: | 3 |
| Email: | 2 |
| Website forms: | 7 |

In-depth Reference help included:

- Getting started with Tutor.com.
- Using the SAILS app.
- Printing through the PrinterOn app.
- Printing from the public computers.
- Saving Word documents to a USB drive.
- Downloading books to a Kindle through the Libby app and Amazon.

Adult Events:

Total: 1 virtual event with 10 attendees:

- Tuesday, May 4th: Book Club, *Dead Wake* (Attendance: 10)

May Take & Make:

- Stress Berries (4 adult participants)

Projects included:

- Compiling and publishing the monthly Pembroke Public Library newsletter.
- Checking the LibraryAware-generated genre newsletters to make sure all books listed are available in the SAILS network.
- Planning Adult events, creating flyers and publicity blurbs, updating the website and EventKeeper, and publicizing on Facebook.
- Leading the Zoom Book Club meeting and getting books for club members.
- Answering all submissions from the "ask a question" form on the website.
- Selecting books and placing holds for all submitted adult Readers' Advisory form requests.
- Helping staff the main and Children's desks.
- Ordering Historical Fiction books, CDs, and DVDs for the library collection.
- Accepting passport applications and monitoring the passport appointment schedule and transmittal forms. Agents processed 70 applications this month.
- Maintaining Fiction endcap displays.
- Working on the ongoing RFID tagging project and helping track progress.

PEMBROKE PUBLIC LIBRARY
FISCAL YEAR 2021 WORKSHEET

6/5/2021

| | | FY21 | adjustments | adj. Budget | Expended | Balance | % of total budget |
|--|-----------------------|---------------------|--------------------|---------------------|---------------------|--------------------|-------------------|
| Director Salary | 00016101-510101 | \$93,465.00 | | \$94,400.00 | \$89,640.49 | \$4,759.51 | 94.96% |
| Assistant Director | 00016101-510103 | \$60,356.00 | | \$60,960.00 | \$57,886.22 | \$3,073.78 | 94.96% |
| Full Time Salaries | 00016101-510110 | \$259,108.00 | | \$261,699.00 | \$248,427.77 | \$13,271.23 | 94.93% |
| P-T Pages | 00016101-510123 | \$15,079.00 | | \$15,230.00 | \$17,004.23 | (\$1,774.23) | 111.65% |
| P-T Salaries - Aides | 00016101-510124 | \$135,472.00 | | \$136,827.00 | \$113,483.64 | \$23,343.36 | 82.94% |
| Overtime | 00016101-510130 | \$0.00 | | \$0.00 | \$0.00 | \$0.00 | |
| Sunday Opening hours | 00016101-510138 | \$13,000.00 | | \$13,130.00 | \$9,274.64 | \$3,855.36 | 70.64% |
| Emergency Shelter Staffing | 00016101-510139 | \$1,000.00 | | \$1,000.00 | \$0.00 | \$1,000.00 | |
| Longevity | 00016101-510140 | \$1,850.00 | | \$1,850.00 | \$1,850.00 | \$0.00 | 100.00% |
| Personnel Services | | \$579,330.00 | | \$585,096.00 | \$537,566.99 | \$47,529.01 | 91.88% |
| Heating Fuel | 00016102-521030 | \$14,000.00 | | | \$10,833.50 | \$3,166.50 | 77.38% |
| Water | 00016102-523000 | \$300.00 | | | \$129.54 | \$170.46 | 43.18% |
| Office Equipment | 00016102-524046 | \$800.00 | | | \$937.11 | (\$137.11) | 117.14% |
| Telecom | 00016102-534000 | \$3,000.00 | | | \$5,099.01 | (\$2,099.01) | 169.97% |
| Postage | 00016102-534020 | \$1,200.00 | | | \$357.52 | \$842.48 | 29.79% |
| Purchase of Services | 00016102-538000 | \$26,000.00 | | | \$23,752.80 | \$2,247.20 | 91.36% |
| Facilities/Maint Supplies repairs | 00016102-543000 | \$2,000.00 | | | \$3,560.18 | (\$1,560.18) | 178.01% |
| Custodial Supplies | 00016102-545000 | \$2,000.00 | | | \$4,161.61 | (\$2,161.61) | 208.08% |
| Library Materials | 00016102-558040 | \$5,900.00 | | | \$5,176.20 | \$723.80 | 87.73% |
| Program Supplies | 00016102-558050 | \$1,200.00 | | | \$426.74 | \$773.26 | 35.56% |
| Technology Supplies | 00016102-558090 | \$2,000.00 | | | \$2,356.95 | (\$356.95) | 117.85% |
| Travel | 00016102-571100 | \$1,000.00 | | | \$0.00 | \$1,000.00 | 0.00% |
| Dues | 00016102-57310 | \$400.00 | | | \$231.72 | \$168.28 | 57.93% |
| General Expense | | \$59,800.00 | | | \$57,022.88 | \$2,777.12 | 95.36% |
| Books | 00016102-558030 | \$90,000.00 | | | \$73,093.45 | \$16,906.55 | 81.21% |
| Capital-painting | 00030610-600134 | \$1,192.18 | | | \$0.00 | \$1,192.18 | 0.00% |
| Capital-Building & Equipment | 00030610-600138 | \$16,033.75 | | | \$4,043.23 | \$11,990.52 | 25.22% |
| Library Incentive | 18-610-4650-364 | \$11,324.11 | \$17,047.32 | \$28,371.43 | \$10,983.79 | \$17,387.64 | 38.71% |
| Municipal Equalization | 18-610-4650-362 | \$7,672.49 | \$9,554.73 | \$17,227.22 | \$6,356.95 | \$10,870.27 | 36.90% |
| NRC | 18-610-4650-368 | \$0.00 | \$3,700.80 | \$3,700.80 | \$161.11 | \$3,539.69 | |
| Grants total | | \$18,996.60 | \$30,302.85 | \$49,299.45 | \$17,501.85 | \$31,797.60 | 35.50% |
| State Grant (Earmark for technology) | 0365-520000 | \$3,628.96 | \$2,529.00 | \$6,157.96 | \$6,157.96 | (\$0.00) | 169.69% |
| Allison Darling (75% INT. YA books) | All as of 6/30/20 | \$11,768.99 | | | | \$11,768.99 | 0.00% |
| Library Building Fund | | \$319.55 | | | | \$319.55 | 0.00% |
| Center Library Trust Fund (any use) | | \$5,291.80 | | | | \$5,291.80 | 0.00% |
| Center Library Trust Fund | | \$20,922.79 | | | | \$20,922.79 | 0.00% |
| Della Chiesa (books only) | | \$10,669.72 | | | | \$10,669.72 | 0.00% |
| Edna Raistrick (large print only) | | \$4,233.22 | | | \$1,339.00 | \$2,894.22 | 31.63% |
| Irene Smith (interest only-YA ref. and non.) | | \$9,860.41 | | | | \$9,860.41 | 0.00% |
| Trusts Total | | \$63,066.48 | | | | \$63,066.48 | 0.00% |
| Passport Program Revenue | 018-0610-0269-0-0-0-R | \$8,907.94 | \$13,190.00 | \$22,097.94 | \$0.00 | \$22,097.94 | |
| Passport Program Expenses | 018-0610-0269-0-0-0-E | \$0.00 | | | \$1,915.49 | (\$1,915.49) | |
| Materials expenses from PP Income | | | | | \$1,632.26 | (\$1,632.26) | |
| Passport Expense-Payroll | 018-0610-0269-0-0-0-P | \$0.00 | | | | \$0.00 | |
| Passport Program Net: | | \$8,907.94 | \$13,190.00 | \$22,097.94 | \$3,547.75 | \$18,550.19 | 16.05% |
| Library Gifts Balance | 018-0610-0263-0-0-0-E | \$1,301.02 | \$4,794.91 | \$6,095.93 | \$4,307.89 | \$1,788.04 | 70.67% |
| Fines Balance | 018-0610-0261-0-0-0-E | \$278.13 | \$1,900.06 | \$2,178.19 | \$1,500.00 | \$678.19 | 68.86% |

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for May 13, 2021

ATTENDING: Mary Beth Courtright, Larissa Curley, Bob DeMarzo (Library Foundation), Melissa McCleary (Youth Services Librarian), Sean Fitzpatrick, Jill Taylor, and Deborah Wall (Library Director).

Larissa Curley, Chairperson, called the virtual meeting to order at 6:42 P.M. Larissa read Governor Baker's March 13, 2020 Executive Order regarding Open Meeting Law and virtual board meetings.

Bob provided updates on recent Foundation activities; Marie Peeler hasn't been able to devote as much time to the Foundation as she would have preferred so, this week, she and Steve Curley voted to elect Bob Vice-President of the Board. Substantial funds from the Foundation's benefactor still exist. Discussion on possible uses for the funds was had; most notably, all present are still interested in an addition to the library building being made to expand the Children's/Craft area. Discussion on possible fundraising opportunities was had; most notably offering plaques to be displayed in the library honoring those who donate above a certain amount. The Trustees were happy to hear from Bob and look forward to seeing the progress the Foundation makes in the months to come!

The minutes of the April meeting were read. Mary Beth made a motion to accept minutes as written, Sean seconded, and it was so voted.

OLD BUSINESS: The quarantining of books due to the Coronavirus Pandemic has been halted, as case numbers have dropped significantly and state guidelines have started to relax. Deb is considering continuing to offer curbside pickup as a side service, as it has been helpful to patrons who have limited mobility. Meetings can now be held in person again.

Kathy Benvie (Assistant Library Director) joined the meeting at 6:55 P.M.

Discussion was had on the subject of fines, the collection and issuance of which has been on hold since a State of Emergency was declared in Massachusetts. Jill made a motion to keep the library fine-free until patrons can sit, in person, in the building for extended periods of time. Mary Beth seconded, and it was so voted. Jill proposed an option to offer a fine amnesty for existing fine balances, possibly including donations to the food pantry. Deb mentioned possibly timing such an option with the kick of the Summer Reading program, which was well-received. Deb will make a formal plan and bring it to the Trustees next month.

With several meetings regarding the FY22 budget under her belt, Deb reported that there have been no significant changes made. RFID gates are in and tagging is moving along.

DIRECTOR'S REPORT: The Director's Report for April was read. The Young Adult and Children's circulation numbers were juxtaposed; that will be amended. Sean moved to accept the amended Director's Report, Jill seconded, and it was so voted.

YOUTH SERVICES REPORT: The Youth Services Report for April was read. The Summer Reading program begins on June 28th, with a kick-off event planned for June 30th.

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

REFERENCE LIBRARIAN'S REPORT: The Reference Librarian's Report for April was read. Mary Beth moved to accept the Reference Librarian's Report, as written, Jill seconded, and it was so voted.

FINANCIAL REPORT: The Financial Report for April was reviewed. Toward the end of each fiscal year, the library's recorded financial report numbers don't always match those of Town Hall; the net result does usually, eventually, match. Jill inquired as to how long the library holds on to financial records. Deb reported, on average, financial records are kept for 8 years.

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

MAINTENANCE: Sidewalk repair will be a process and will take a bit of time to complete; the library must wait for funding to be approved before any movement can be made, and Town Meeting has been delayed due to the Pandemic.

The roof has lost several shingles, and others are "flapping in the wind". The roofer has been contacted.

FOUNDATION NEWS: No news to report after Bob's update at the start of the meeting.

FRIENDS NEWS: The Friends will be meeting in person this week! The Book Sale is planned for Saturday, June 12th. The Friends are debating options for holding the Basket Raffle.

NEW BUSINESS: Lyn has resigned her position on the Board of Trustees. She has been a dedicated advocate for and supporter of the library for many years, and her presence will be greatly missed on the Board. The Trustees wish her well and thank her, sincerely, for her many years of service to the library and the community.

The next meeting of the Board of Trustees will be held in the meeting room on Thursday, June 10, 2021 at 6:45 P.M.

Mary Beth moved to adjourn the meeting, Sean seconded. The meeting was adjourned at 7:32 P.M.

Respectfully submitted,

Jillian Taylor
Secretary