

Pembroke Public Library
Trustees Meeting Agenda September 15, 2021 7:15 PM SPECIAL TIME

FOLLOWING SEARCH COMMITTEE MEETING

Location: Library Meeting Room

Search Committee - discussion with Trustees

Executive Session if needed to discuss possible candidates, search committee suggestions

Presentation of candidates

Discussion of MBLC vs job description requirements

Scheduling of interviews

Minutes of August Meetings

Old Business

Reopening updates

Open Seats-recruitment

Capital needs - Submitted to Town Manager for Town Meeting

Director's Report

Youth Services Report

Reference Librarian Report

Financial Updates

Building Maintenance

Friends News

Foundation news

New Business

Staffing challenges – pay too low

Any unscheduled business following posting of agenda.

Posted 9/13/21, 9:31AM

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for August 12, 2021

ATTENDING: Kathy Benvie (Assistant Library Director), Larissa Curley, Sean Fitzpatrick, Jill Taylor, Deborah Wall (Library Director), and Carol Watches.

Carol Watches, Chairperson, called the virtual meeting to order at 7:41 P.M.

DIRECTOR SEARCH: The Search Committee has revised their role and is now tasked with studying the job description, reviewing applicants, conducting preliminary interviews, and recommending finalists to the Board of Trustees for a decision. Larissa moved to accept and move forward with this revision, Jill seconded, and it was so voted.

Applicant pool was three candidates. Search Committee recommended Trustees re-open the job posting for position of Library Director and leave the post open "until filled". Jill made a motion to re-open the job posting, Sean seconded, and it was so voted.

The Search Committee will meet again next Thursday, August 19, 2021.

OLD BUSINESS: The minutes of the July meeting were read. Sean made a motion to accept minutes as written, Larissa seconded, and it was so voted.

Curbside pickup requests have dropped off dramatically, as more patrons are coming inside, in person. Passport applications have increased (121 applications in July)!

DIRECTOR'S REPORT: The Director's Report for July was read. Debbie is working to tie up as many things as she can in advance of her upcoming retirement. Circulation is way up and almost back to pre-Pandemic numbers.

Open seats on the Board of Trustees: Carol asked the Trustees to consider possible candidates for the open Trustee seat, should none present themselves.

The Young Adult and Children's circulation numbers were juxtaposed on the report.

Larissa moved to accept the Director's Report as clarified, Sean seconded, and it was so voted.

YOUTH SERVICES REPORT: The Youth Services Report for July was read. Outdoor story time was extremely popular, with 88 children and teens attending (with 58 of their adults). Several new volunteers have started at the library; there were 9 volunteers in July.

Jill 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 July was read. There were a total of 29 reference requests in July, including 10 technology requests.

Carol inquired as to whether or not the library has enough Agents on hand to process Passport applications, as the number of applications continues to increase. The library may need to have additional staff trained to become Passport Agents.

Jill moved to accept the Reference Librarian's Report, as written, Larissa seconded, and it was so voted.

FINANCIAL REPORT: The Financial Report for July was reviewed. Highlighted figures are estimates. Town Hall has not yet released adjusted salary amounts for part-time staff.

Reminder, to remain accredited, the library's book line must amount to 15% of the library's operating budget. There also must be an overall 2% budget increase, every year.

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

MAINTENANCE: The fire alarm and sprinkler system were tested. The sprinkler system came back with a report specifying the meeting room gauges need to be replaced. Debbie asked the sprinkler company to quote the work.

FOUNDATION NEWS: Bob has brought in new members to the Foundation. An architect visited the library to start the process of evaluating possible expansion options.

FRIENDS NEWS: The Friends met on Tuesday night. The membership prices have increased just a bit. There will be a Basket Raffle this fall.

NEW BUSINESS: Debbie has compiled a list of Capital needs, rated in order of highest need. The top items on the list include sidewalk and parking lot repair. The Town Manager has received the rated list. There will be some Capital requests on the Town Meeting Warrant.

The next meeting of the Board of Trustees will be held on Thursday, September 9, 2021 at 6:45pm.

Larissa moved to adjourn the meeting, Sean seconded. The meeting was adjourned at 8:56 P.M.

Respectfully submitted,

Jillian Taylor
Secretary

**Director's Monthly Report for August 2021
Pembroke Public Library**

Circulation	2018	2019	2020	2021
Adults	6169	6866	3961	4761
YA	574	637	300	499
Children	3840	4816	1921	4057
TOTAL:	10583	12319	6182	9317
Downloads				
Overdrive audiobook	1566	1983	2207	2245
Hoopla	-	23	315	259
Online Resource Usage	485	696	513	759
Museum passes	111	99	27	75
Patrons registered	86	80	32	58
Non-resident borrowing	2032	2131	1092	1942
Overdrive patron registration	23	31	35	37
Items loaned to other libraries	2342	2555	2547	2389
Item borrowed from other libraries	1921	2051+3	1774	1687
Comcat loaned	19	27	0	28
Comcat borrowed	33	33	0	23 + 6 PTP
Mobile renewals/holds	137	256	505	511
Passports	-	49	12	132
Visitor Count	-	10289	2130	6697

Collections	August 2018	August 2019	2020	2021
Items added	526	735 in-house/ 45,657 hoopla	575	431
Items discarded	318	101	122	376
Items marked Missing	24	15	45	27

Events	August 2018	August 2019	2020	2021
Adult programs	7	10	3	1
Adult attendees	137	85	17	11
Youth events	16	20	3	13
Youth attendees	399	665	13	305
Summer Fest (all ages)	116	140	No summer fest	No Summer Fest

Fuller youth services and adult reports are attached.

Computer Use	2018	2019	2020	2021
Internet	798	743	108	287
Juvenile	262	232	0	159
Total	1060	975	108	415

The meeting room was used 19 times this August, and the Trustee's Room was used 16 times. There were no meeting room use due to Covid. Last August.

Staff and other news. Since Covid is still with us, the summer was not as busy as hoped but people enjoyed participating and the prizes, sponsored by the Friends, were appreciated. Sixty-two adults read 299 books in the summer program. The sprinkler system and fire alarm system received their annual inspections.

2/5/21
4/4/21

To: The Board of Library Trustees of the Pembroke Public Library

From: Deborah Wall, Library Director

Dear Trustees,

It is with a little sadness that I officially notify you of my retirement as of October 1st, 2021.

Twenty years went by so quickly. So, so many changes. I remember the very first order of DVD's here and now we offer a varied collection of online resources from e-books to classes to movies. The library has a reference librarian - a years-long pursuit and need. We accept passport applications which is a great service with the side benefit of being a much needed revenue stream for the library. We became a shelter for people and their pets and got a generator with collaboration with PEMA. The library became a community space, challenged but not defeated by a pandemic. We've always worked to provide the best we could and I'm proud of all the staff and what we've accomplished through the years because I wasn't alone.

When I was hired a trustee told me that he hoped I retired from Pembroke, and so I am. I am grateful to those trustees who put their faith in me and for all who followed and who supported me, and all of us, so well. There are so many stories and so many wonderful patrons to remember.

There is always more to do, from expanding the children's space to a media lab and more, and I am sure the library will thrive long into the future with the strong staff and you to support them.

Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Deborah Wall". The signature is written in black ink and is positioned above the typed name.

Deborah Wall

Program	# of Programs	Child/Teen Attendance	Adult Attendance
Storytime (ages 2 – 5)	6	112	69
Mermaid Keychain Craft (ages 8 – 12)	1	4	4
Virtual Tegu Visit (all ages)	1	6	1
Shrinky Dink Craft (ages 12 – 18)	1	1	1
Dungeons & Dragons (kids session)	2	4	4
Dungeons & Dragons (teen session)	2	9	8
Scavenger Hunt, Animal Add-the-Room	1 (passive)	82	n/a
<i>Pre-K Program (ages 0-5) Total</i>	6	112	69
<i>Kids Program (ages 6-11) Total</i>	4	96	9
<i>Teen Program (ages 12-18) Total</i>	3	10	9
<i>General Audience (all ages) Total</i>	n/a	n/a	n/a
TOTALS	13	218	87
Number of Volunteers	7 teens volunteers		
Volunteer Hours	23 hours		

August Program Highlights:

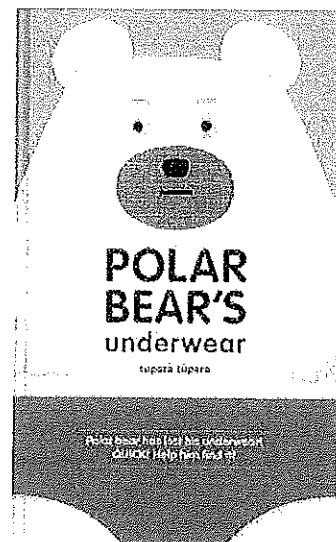
- Separate Summer Reading report is attached.
- While the kids had a lot of fun with the Mermaid Keychain Craft, the caregivers were even more excited! They loved the idea of teaching new braiding techniques (fishtail braids).

Other:

- Teen volunteering numbers will be reaching maximum capacity this fall as we have so many interested students.

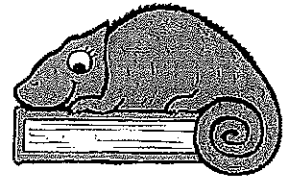
Looking Toward September & Beyond:

- September will see the usual amount of programming but October will feature lots of special events including a STEAM makerspace for elementary students, a Not-Too-Scary Storytime with Miss Karen (a Library Aide), and a fully interactive event from local performer Jungle Jim.
- Our annual Signs & Sweets event may not happen this year so tentative plans are being made for a Storywalk to be displayed throughout the month. This will help spread out potential crowds instead of concentrating them all into one evening.



Miss Melissa often forgets to take photos and took zero in the month of August. Instead, please enjoy this book cover of the biggest crowd pleaser during this month's round of storytimes: Polar Bear's Underwear!

Summer Reading Report 2021
“Tails & Tales”
June 28 - August 20, 2021



Participants

Program Name	# of participants	Total Logged Read
1,000 Books Before Kindergarten (babies - pre-K)	n/a*	n/a
Read & Bead Club (age 3 - grade 6)	243	67,177 minutes
Teen “Hatchery” Club (grade 6 - 12)	25	14,281 minutes
Pages & Prizes (ages 18+)	62	299 books

**1,000 BBK is a year-round program so statistics cannot be separated out for just the summer session.*

Comparisons to previous years

	# of Kids	# of Teens	Total hours (rounded)
Summer Reading 2021	243	25	1,357 hours
Summer Reading 2020	82	8	290 hours
Summer Reading 2019	500	140	3,566 hours
Summer Reading 2018	403	88	3,778 hours

Program Attendance

	Programs & Events	Youth Attendance	Adult Attendance
Pre-K	14	255	136
Kids	15	254	50
Teens	7	31	24
General Audience	1	60	80
Adults	3	n/a	28
Total for Summer 2021	40	600	318

Reference Requests (Reference Desk only):

<u>Total requests:</u>	<u>15</u>
General information:	1
Technology:	3
Research:	3
Item requests:	2
Readers' Advisory:	3
<u>Passports:</u>	<u>3</u>
In person:	7
Phone:	3
Email:	1
Website forms:	4

In-depth Reference help included:

- Help finding articles using JSTOR through the Boston Public Library.

Adult Events:

Total: 1 event with 11 attendees:

- Tuesday, August 10th: Book Club, *One Hundred Years of Solitude* (Attendance: 11)

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 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 desk.
- 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 132 applications this month.
- Maintaining Fiction endcap displays.
- Working on the ongoing RFID tagging project and helping track progress.

PEMBROKE PUBLIC LIBRARY
FISCAL YEAR 2022 WORKSHEET

9/15/2021

		FY21	adjustments	adj. Budget	Expended	Balance	% of total budget
Director Salary	00016101-510101	\$96,287.00			\$21,028.23	\$75,258.77	21.84%
Assistant Director	00016101-510103	\$62,179.00			\$13,579.42	\$48,599.58	21.84%
Full Time Salaries	00016101-510110	\$271,599.00			\$59,269.73	\$212,329.27	21.82%
P-T Pages	00016101-510123	\$15,079.00			\$3,804.75	\$11,274.25	25.23%
P-T Salaries - Aides	00016101-510124	\$135,472.00			\$30,912.94	\$104,559.06	22.82%
Overtime	00016101-510130	\$0.00			\$0.00	\$0.00	#DIV/0!
Sunday Opening hours	00016101-510138	\$13,000.00			\$20.70	\$12,979.30	0.16%
Emergency Shelter Staffing	00016101-510139	\$1,000.00			\$0.00	\$1,000.00	0.00%
Longevity	00016101-510140	\$2,150.00			\$1,250.00	\$900.00	58.14%
Personnel Services		\$596,766.00			\$129,865.77	\$466,900.23	21.76%
Heating Fuel	00016102-521030	\$13,000.00			\$1,209.70	\$11,790.30	9.31%
Water	00016102-523000	\$400.00			\$0.00	\$400.00	0.00%
Office Equipment	00016102-524046	\$800.00			\$0.00	\$800.00	0.00%
Telecom	00016102-534000	\$5,000.00			\$979.70	\$4,020.30	19.59%
Postage	00016102-534020	\$800.00			\$81.62	\$718.38	10.20%
Purchase of Services	00016102-538000	\$28,600.00			\$13,942.00	\$14,658.00	48.75%
Facilities/Maint Supplies repairs	00016102-543000	\$2,500.00			\$0.00	\$2,500.00	0.00%
Custodial Supplies	00016102-545000	\$3,600.00			\$807.90	\$2,792.10	22.44%
Library Materials	00016102-558040	\$6,000.00			\$1,755.98	\$4,244.02	29.27%
Program Supplies	00016102-558050	\$2,000.00			\$1,626.98	\$373.02	81.35%
Technology Supplies	00016102-558090	\$2,000.00			\$1,228.16	\$771.84	61.41%
Travel	00016102-571100	\$800.00			\$0.00	\$800.00	0.00%
Dues	00016102-57310	\$400.00			\$0.00	\$400.00	0.00%
General Expense		\$65,900.00			\$21,632.04	\$44,267.96	32.83%
Books	00016102-558030	\$90,000.00			\$22,023.52	\$67,976.48	24.47%
Capital-painting	00030610-600134	\$1,192.18			\$550.00	\$642.18	46.13%
Capital-Building & Equipment	00030610-600138	\$15,953.76			\$0.00	\$15,953.76	0.00%
Capital-Technology Equipment	00030610-600171	\$10,000.00			\$0.00	\$10,000.00	0.00%
Library Incentive	18-610-4650-364	\$17,387.64			\$10,000.00	\$7,387.64	57.51%
Municipal Equalization	18-610-4650-362	\$11,088.31			\$6,567.84	\$4,520.47	59.23%
NRC	18-610-4650-368	\$1,696.88			\$0.00	\$1,696.88	0.00%
Grants total		\$30,172.83			\$16,567.84	\$13,604.99	54.91%
Allison Darling (75% INT. YA books)	All as of 6/30/21	\$11,891.06				\$11,891.06	0.00%
Library Building Fund		\$319.55				\$319.55	0.00%
Center Library Trust Fund (any use)		\$5,301.60				\$5,301.60	0.00%
Center Library Trust Fund		\$20,962.04				\$20,962.04	0.00%
Della Chiesa (books only)		\$10,689.89				\$10,689.89	0.00%
Edna Raistrick (large print only)		\$4,233.22				\$4,233.22	0.00%
Irene Smith (interest only-YA ref. and non.)		\$9,878.85				\$9,878.85	0.00%
Trusts Total		\$63,276.21				\$63,276.21	0.00%
Passport Program Revenue	018-0610-0269-0-0-0-R	\$19,992.57	\$9,275.00	\$29,267.57	\$0.00	\$29,267.57	
Passport Program Expenses	018-0610-0269-0-0-0-E	\$0.00			\$615.10	(\$615.10)	
Materials expenses from PP Income					\$0.00	\$0.00	
Passport Expense-Payroll	018-0610-0269-0-0-0-P	\$0.00				\$0.00	
Passport Program Net:		\$19,992.57	\$9,275.00	\$29,267.57	\$615.10	\$28,652.47	2.10%
Library Gifts Balance	018-0610-0263-0-0-0-E	\$2,502.70	\$1,464.20	\$3,966.90	\$493.15	\$3,473.75	12.43%
Fines Balance	018-0610-0261-0-0-0-E	\$494.49	\$763.19	\$1,257.68	\$131.75	\$1,125.93	10.48%