

Pembroke Public Library

Trustees Meeting Agenda October 8th, 2020 6:30 PM REMOTE

Participation email at: dwall@sailsinc.org or phone at: 781-293-6771, 6:30-8:00pm

Minutes of September Meeting

Old Business

- Curbside and reopening updates
- FY21 Budget, staffing challenges
- CARES Act purchases updates
- Fines

Director's Report

Youth Services Report

Reference Librarian Report

Assistant Director's Report

Financial Updates

Building Maintenance

Friends News

Foundation news

New Business

Purchase 2021 World Book from Della Chiesa Trust

FY22 Budget

Any unscheduled business following posting of agenda...

Topic: Trustees Meeting

Time: Oct 8, 2020 06:30 PM Eastern Time (US and Canada)

Every month on the Second Thu, until Nov 12, 2020, 2 occurrence(s)

Oct 8, 2020 06:30 PM

Nov 12, 2020 06:30 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly: https://zoom.us/meeting/tJApdu-ppjojG9AA2z403uhhhXBYEnKZkLyS/ics?icsToken=98tyKuCsqjosG9yUuRiDRowIBoj4M-vxiH5Ejfp8vU3_V3AAAdwv-PtpgC5dxO-Lb

<https://zoom.us/j/94416181914?pwd=Mmk4L21iODRkV1QxK2VkZFlkZ1VwZz09>

Join Zoom Meeting

<https://zoom.us/j/94416181914?pwd=Mmk4L21iODRkV1QxK2VkZFlkZ1VwZz09>

Meeting ID: 944 1618 1914

Passcode: 158496

One tap mobile

+13017158592,,94416181914#,,,,,0#,,158496# US (Germantown)

+13126266799,,94416181914#,,,,,0#,,158496# US (Chicago)

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

Passcode: 158496

Find your local number: <https://zoom.us/j/94416181914>

Posted 10-5-20, 2:44PM

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

Circulation :	2017	2018	2019	2020
Adults	5355	5659	5773	4352
YA	350	757	429	297
Children	3067	4636	4110	2984
TOTAL:	8772	11052	10312	7633
Overdrive	1246	1525	1724	2035
hoopla	-	-	38	284
Online resources usage	-	1691	896	495
Museum Passses	55	44	39	27
Patrons registered	65	55	46	26
Mobile renewals/holds	14	75	307	19
Non-resident borrowing	1403	2142	2027	601
Overdrive patron registration	20	29	9	1
Items loaned to other libraries	1849	2356	2562	2649
Item borrowed from other libraries	1548	1716	1784	1924
Comcat loaned	22	29	24	5
Comcat borrowed	21	24	47+1	0
Passports	-	--	39	21
Visitor Count	-	-	8198	2418

Collections	September 2017	September 2018	September 2019	September 2020
Items added	566	526	1624 (687 in house, 937 hoopla)	662
Items discarded	632	291	574	1079
Items marked Missing	27	10	17	17

Events	September 2017	September 2018	September 2019	September 2020
Adult programs	13	13	14	2
Adult attendees	121	119	114	16
Youth events	20	28	22	2
Youth attendees	540	1100	1006	4

The full Youth Services and adult reference reports are attached.

Computer Use	2017	2018	2019	2020
Internet not inc. WIFI	706	653	685	122
Juvenile	136	166	168	0
Total	842	819	854	122

The meeting rooms were not used this September by others, last September, the meeting room was used 25 times and the Trustees Room was used 10 times.

Staff and other news:

The library has submitted invoices for PPE and supplies for reimbursement under the CARES Act. Approval has also been given to order RFID including two self-check stations, Mobile Print add-on to Envisionware computer management software, Tutor.Com, Scholastic Teachables that will be funded through a CARES Act grant managed by the county. The air handlers were cleaned and insulated. All is going well with being open and the Friends of the Pembroke Public Library held a very successful outdoor book sale! A fun surprise was the library winning a Bronze in the Regional Reader's Choice Awards by Wicked Local. In the bookstore category! The library was also the Regional Favorite. Well deserved for staff.

Key:

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

Program	# of Programs	Child/Teen Attendance	Adult Attendance
Storytime (Zoom)	n/a	n/a	n/a
Teen Escape Room (Secret Agent)	1	2	n/a
Kids' Escape Room (Fairy Tales)	n/a	n/a	n/a
LitLoot Subscription Boxes	1 - passive	2	n/a
Kids Program Total	n/a	n/a	n/a
Teen Program Total	2	4	n/a
TOTALS	2	4	n/a

September Programs:

--Storytimes continued to garner no attendees. Focus was shifted to creating a passive storytime experience for next month (see Storywalk below).

--September was our first full month of offering LitLoot; this is a subscription box that teens can sign up to receive for a two-month period. Teens first complete a survey of their reading interests and I then fill the "order" by selecting a library book that will fit. Each subscription box includes a book that must be renewed or returned and some "loot" that the teens get to keep (candy, notepads, stress toys, etc.).

Other:

--Josh Cutler visited to see the technology purchased with the funds he helped secure for the library through a grant.

--The library now has a subscription to Scholastic Teachables; this is a database of educator-created downloads and printables for caregivers and educators to use in school or at home. Materials included on the site include lesson plans, worksheets, and flash cards.

--Display spaces (and surfaces) are doing very well throughout the entire library.

Looking Toward October:

--We have two passive events planned for October: A Pumpkin Patch Community Craft and a StoryWalk. For the Pumpkin Patch, patrons are being asked to submit artful pumpkins (made of paper or another flat material) that will be displayed in the windows; this feature will be up through the end of November. A StoryWalk is an opportunity for families to have their very own storytime outside! Library staff will cut up and laminate pages of a book; the pages will then be mounted on lawn signs and posted around the library in the grass. We've received approval for this temporary installation from the DPW.

After completing the StoryWalk, families are invited to visit the Children's Room for a treat bag!

--Arrangements are being made in collaboration with the Pembroke Public Schools' Reading Specialist for monthly or bi-monthly virtual visits to all first grade students.

We hope to see many creative pumpkins in our Patch for this all-ages community craft.

Reference Requests (Reference Desk only):

<u>Total requests:</u>	20
General information:	6
Technology:	3
Research:	1
Item requests:	4
<u>Readers' Advisory:</u>	<u>6</u>
In person:	3
Phone:	10
Email:	1
Website forms:	6

In-depth Reference help included:

- Checking into a flight and printing out a boarding pass.
- Using a flash drive on the public computers.
- Getting library eBooks on a Kindle.

Adult Events:

Total: 2 virtual events with 16 attendees, including:

- Tuesday, September 1st: Book Club, *The Prize Winner of Defiance, Ohio* (Attendance: 11)
- Wednesday, September 9th: Short Stories, Big Impact: First Person (Attendance: 5)

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.
- Working with Knitting Club members to come up with a plan for, schedule, and start their Zoom meetings.
- 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.
- Updating the passport scheduling and appointment procedures.
- Maintaining all Fiction endcap displays and creating a new Graphic Novels display.

Assistant Director's Report for September

September saw a steady increase in circulation and activity for the library. Commonwealth Catalog, the statewide libraries catalog access, resumed on September 19th, allowing for one more step back toward "normal" service for our patrons.

Curbside pickup continues to be used by a number of patrons. There were 129 curbside pickups during the month of September. During our open building hours, many patrons are electing to come in pick up their holds themselves, and browse a little at the same time. The staff are all happy to be able to interact with our patrons face to face, or it may be more accurate to say mask to mask. This communicating through masks and plexiglas does present certain challenges, but the library staff manages to work around the barriers to deliver their usual excellent customer service.

Response to services offered continues to be positive. Compliments and thanks have been given to staff and supervisors verbally as well as a Thank-you note received in the mail. These kind gestures do much for staff morale and are, of course, well deserved.

PEMBROKE PUBLIC LIBRARY
FISCAL YEAR 2021 WORKSHEET

10/8/2020

		FY21	adjustments	adj. Budget	Expended	Balance	% of total budget
Director Salary	00016101-510101	\$93,465.00			\$26,141.66	\$67,323.34	27.97%
Assistant Director	00016101-510103	\$60,356.00			\$16,881.18	\$43,474.82	27.97%
Full Time Salaries	00016101-510110	\$259,108.00			\$72,429.78	\$186,678.22	27.95%
P-T Pages	00016101-510123	\$15,079.00			\$3,958.12	\$11,120.88	26.25%
P-T Salaries - Aides	00016101-510124	\$135,472.00			\$30,296.18	\$105,175.82	22.36%
Overtime	00016101-510130	\$0.00			\$0.00	\$0.00	
Sunday Opening hours	00016101-510138	\$13,000.00			\$0.00	\$13,000.00	0.00%
Emergency Shelter Staffing	00016101-510139	\$1,000.00			\$0.00	\$1,000.00	0.00%
Longevity	00016101-510140	\$1,850.00			\$950.00	\$900.00	51.35%
Personnel Services		\$579,330.00			\$150,656.92	\$428,673.08	26.01%
Heating Fuel	00016102-521030	\$14,000.00			\$1,976.29	\$12,023.71	14.12%
Water	00016102-523000	\$300.00			\$0.00	\$300.00	0.00%
Office Equipment	00016102-524046	\$800.00			\$625.90	\$174.10	78.24%
Telecom	00016102-534000	\$3,000.00			\$1,515.78	\$1,484.22	50.53%
Postage	00016102-534020	\$1,200.00			\$29.35	\$1,170.65	2.45%
Purchase of Services	00016102-538000	\$26,000.00			\$19,106.35	\$6,893.65	73.49%
Facilities/Maint Supplies repairs	00016102-543000	\$2,000.00			\$1,685.18	\$314.82	84.26%
Custodial Supplies	00016102-545000	\$2,000.00			\$1,420.76	\$579.24	71.04%
Library Materials	00016102-558040	\$5,900.00			\$1,459.16	\$4,440.84	24.73%
Program Supplies	00016102-558050	\$1,200.00			\$0.00	\$1,200.00	0.00%
Technology Supplies	00016102-558090	\$2,000.00			\$2,124.28	(\$124.28)	106.21%
Travel	00016102-571100	\$1,000.00			\$0.00	\$1,000.00	0.00%
Dues	00016102-57310	\$400.00			\$0.00	\$400.00	0.00%
General Expense		\$59,800.00			\$29,943.05	\$29,856.95	50.07%
Books	00016102-558030	\$90,000.00			\$22,688.23	\$67,311.77	25.21%
Capital-painting	00030610-600134	\$1,192.18			\$0.00	\$1,192.18	0.00%
Capital-Building & Equipment	00030610-600138	\$16,033.75			\$3,963.24	\$12,070.51	24.72%
Library Incentive	18-610-4650-364	\$11,324.11		\$11,324.11	\$10,983.79	\$340.32	96.99%
Municipal Equalization	18-610-4650-362	\$7,672.49		\$7,672.49	\$6,356.95	\$1,315.54	82.85%
NRC	18-610-4650-368	\$0.00		\$0.00	\$0.00	\$0.00	
Grants total		\$18,996.60		\$18,996.60	\$17,340.74	\$1,655.86	91.28%
State Grant (Earmark for technology)	0365-520000	\$3,628.96			\$3,448.66	\$180.30	95.03%
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				\$310.79	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	\$1,225.00	\$10,132.94	\$0.00	\$10,132.94	
Passport Program Expenses	018-0610-0269-0-0-0-E	\$0.00			\$0.00	\$0.00	
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:		\$8,907.94		\$8,907.94	\$0.00	\$10,132.94	0.00%
Library Gifts Balance	018-0610-0263-0-0-0-E	\$1,301.02	\$2,360.41	\$3,661.43	\$2,199.59	\$1,461.84	60.07%
Fines Balance	018-0610-0261-0-0-0-E	\$278.13	\$360.14	\$638.27	\$500.00	\$138.27	78.34%

PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for September 10, 2020

ATTENDING: Kathy Benvie (Assistant Library Director), Mary Beth Courtright, Larissa Curley, Lyn Dionne, Melissa McCleary (Youth Services Librarian), Sean Fitzpatrick, Jill Taylor, Deborah Wall (Library Director), and Carol Watches.

Larissa Curley, Chairperson, called the virtual meeting to order at 6:38pm and read Governor Baker's March order regarding Open Meeting Law and virtual board meetings. The minutes of the August meeting were read. Carol made a motion to accept minutes as amended (financial report motions corrected), Mary Beth seconded, and it was so voted.

OLD BUSINESS: Maximum building capacity has not yet been reached or exceeded, but the number of patrons visiting the library has increased over the past month.

We are awaiting a response from the Town Manager regarding reimbursement of some miscellaneous expenses.

There has been renewed interest in the RFP for library expansion. Debbie will revisit it in the near future.

DIRECTOR'S REPORT: The Director's Report for August was read. Circulation returned to approximately 50% of the volume of August of 2019, a remarkable achievement during this Pandemic. Virtual borrowing through Overdrive and Hoopla has increased, as well. Passport applications are picking back up, which is a hopeful sign of better travel days to come.

Mary Beth moved to accept the Director's Report, Lyn seconded, and it was so voted.

YOUTH SERVICES REPORT: The Youth Services Report for August was read. Melissa offered two Escape Room activities this month, one a Hogwarts theme for ages 10 to 13 and one a Zombie theme for ages 13 to 18. Zoom story times continued in August, and there were a couple of new, fun things to explore: new At-Home Education kits funded by the Friends and a Sculpto 3D printer provided (through a contest) by JoAnn Fabric.

Summer Reading numbers were down this year compared to last year, but a good amount of children and teens participated. 82 kids and 8 teens logged over 290 hours of reading!

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 August was read. Stephanie received a total of 28 reference requests this month, 10 of which were in person. The (Zoom) Book Club met to discuss *The Dovekeepers*.

Mary Beth moved to accept the Reference Librarian's Report, as written, Lyn seconded, and it was so voted.

ASSISTANT DIRECTOR'S REPORT: The Assistant Director's Report for August was read. With August being the first full month of having the library open to patrons in person as well as continuing to provide curbside pickup service, the staff was kept very busy.

Carol moved to accept the Assistant Director's Report as written, Mary Beth seconded, and it was so voted.

FINANCIAL REPORT: The Financial Report for August was reviewed. Two standing orders of large print books were purchased from funds previously donated by Edna Raistrick.

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

MAINTENANCE: HVAC work (cleaning and duct work insulation) will be completed next week.

FOUNDATION NEWS: No news to report.

FRIENDS NEWS: The Book Sale is still planned for Saturday, September 26th, outside the library. There will be tents put up and tables will be separated by genre to encourage social distancing.

NEW BUSINESS: The library will receive funds to cover improvements which enable more "hands-free" ability, such as an RFID tagging system from Envisionware. Funds will also cover mobile printing and Tutor.com service, which provides 24/7 tutoring, and Scholastic Printables.

The next meeting of the Board of Trustees will be held on Thursday, October 8, 2020 at 6:30pm.

Jill moved to adjourn the meeting, Sean seconded. The meeting was adjourned at 7:22pm.

Respectfully submitted,

Jillian Taylor
Secretary