

Pembroke Public Library

Trustees Meeting Agenda December 10, 2020 6:30 PM REMOTE

Participation email at: dwall@sailsinc.org or call 781-293-6771 before 4PM on day of meeting.

Minutes of November Meeting

Old Business

Curbside and reopening updates

FY22 Budget

Town Manager & Trustees follow up (Jill)

RFID project update

Director's Report

Youth Services Report

Reference Librarian Report

Financial Updates

Building Maintenance

Friends News-Ornament in and for sale

Foundation news

New Business

Any unscheduled business following posting of agenda.

POSTED 12-7-20, 3:30PM

Topic: Trustees Meeting

Time: Dec 10, 2020 06:30 PM Eastern Time (US and Canada)

Every month on the Second Thu, until Jun 10, 2021, 7 occurrence(s)

Dec 10, 2020 06:30 PM

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

Monthly: https://zoom.us/meeting/tJ0pdO-trDotE9DId_8eOoRGqAZ83BILkE3B/ics?icsToken=98tyKuChqjgsH9aUtxCDRox5BojCM-zpn5aj_p5tRvaWyV8bTHRJ8N4auFdOfTb

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PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for November 19, 2020

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

Larissa Curley, Chairperson, called the virtual meeting to order at 6:39 P.M. Larissa read Governor Baker's March 13, 2020 order regarding Open Meeting Law and virtual board meetings. The minutes of the October meeting were read. Mary Beth made a motion to accept minutes as written, Sean seconded, and it was so voted.

OLD BUSINESS: Library staff is prepared to return to curbside pickup only, if necessary.

Fiscal Year 2022 budget was submitted today; the Town Manager asked Debbie to create an organizational chart and to discuss budget concerns with staff and record suggestions/concerns. Debbie will meet with him in person this week.

Library staff had a payroll increase of 2% approved a while back, but as the increase did not take effect until January, it's more accurately at about 1%. This will need to be rectified.

DIRECTOR'S REPORT: The Director's Report for October was read. Circulation numbers are remarkably high, given the current circumstances. Total circulation this month was 8,338, compared to last November's pre-Pandemic circulation of 11,209.

Curbside and walk-in services are still going well. Digital content remains popular.

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

YOUTH SERVICES REPORT: The Youth Services Report for October was read. The StoryWalk event which featured *The Little Ghost Who Lost Her Boo!* By Elaine Bickell was a success; pages from the book were mounted on lawn signs. Families walked around the library and read the story while at a safe distance from others. Treat bags were handed out to some families who participated (those who completed the StoryWalk while the library was open).

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

REFERENCE LIBRARIAN'S REPORT: The Reference Librarian's Report for October was read. There were a total of 19 reference requests this month. The main topic of interest was technology. There were 3 virtual events this month with 71 attendees. The most popular virtual event in November was "Welcome to the Graveyard" with The Gravestone Girls.

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

FINANCIAL REPORT: The Financial Report for October was reviewed. The COVID-related expenses submitted by the library have, unfortunately, not yet been reimbursed.

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

MAINTENANCE: UV units have been installed into the HVAC system, courtesy of the CARES Act! A few odds and ends have been done, such as some doorknobs being replaced.

FOUNDATION NEWS: No news to report.

FRIENDS NEWS: The 2020 Ornament will be arriving this week. The ribbons will be white!

NEW BUSINESS: The RFID funding has been approved.

The Town is currently under a hiring freeze. The library was desperately in need of hiring two staff members to replace staff who had moved along to other positions. An exception was made so the library could fill those staffing needs.

As voted by Pembroke citizens at Town Meeting, the Town Manager has the authority to participate in the hiring and termination activities in all town departments, save the Library and the School Department (and possibly the Fire Department). Despite this, the Town Manager requested that a representative for him sit in during the interview process for the two part-time library staff positions. Debbie granted this request. The Library Director was under no obligation to do so, and will not be obligated to do so, going forward.

The next meeting of the Board of Trustees will be held on Thursday, December 10, 2020 at 6:30pm.

Mary Beth moved to adjourn the meeting, Lyn seconded. The meeting was adjourned at 7:37 P.M.

Respectfully submitted,

Jillian Taylor
Secretary

CLARIFICATION OF THE ROLES AND RESPONSIBILITIES OF THE PEMBROKE PUBLIC LIBRARY TRUSTEES & THE PEMBROKE TOWN MANAGER, AS IT PERTAINS TO THE LIBRARY

Prepared for the Board of Trustees by Jill Taylor, Secretary/Trustee, on December 8, 2020

OFFICIAL FORMATION OF THE PEMBROKE PUBLIC LIBRARY

At Town Meeting in March of 1937, Miss Ellen F. Cox, the last surviving member of the Pembroke Free Library Association, made a motion (Article 31) that the town accept the Pembroke Library and elect Trustees to oversee its governance. It was proposed that, at the 1938 Town Meeting, voters “elect one Trustee for one year, one Trustee for two years, and one Trustee for three years and, in subsequent years, voters elect one Trustee for three years in accordance with the statutes”. It was so voted, unanimously. State law with regard to public libraries has not changed significantly since chapter 347 of the Acts of the year 1890, which created the Free Public Library Commission (now known as the Massachusetts Board of Library Commissioners).

NEW TOWN MANAGER FORM OF GOVERNMENT IN PEMBROKE

At Town Meeting on May 8, 2018, voters passed Article 21, to petition the General Court to enact a special act establishing a Town Manager form of government in the town of Pembroke. The article which was passed by voters included an amended Section 4A1, “Powers of Appointment”, which was amended to read, “As provided for in the Act, appoint and remove all non-elected department heads, and approve the appointment and removal of all other employees except employees of the school department and the fire department, *provided however, that the Library Director shall continue to be appointed by the Library Trustees*.”

Section 4A2 of the Article, which was not amended, read, “Department heads shall, subject to the consent and approval of the town manager, appoint or remove assistant department heads, officers, subordinates and employees, including employees serving under elected and appointed boards, commissions, committees and officials for whom no other method of selection is provided in this Act, except employees of the school department and fire department; provided however, that the department head shall consult with the appropriate elected or appointed board, commission, committee or official prior to making such appointments or removals.”

Section 4B1, “Administrative Duties”, which was not amended, read, “Day-to-day supervision of all town departments and direction of the operations of the town. This section shall not apply to employees of the school department or fire department and to the statutory responsibilities and functions of the school committee.”

Section 4B7, "Administrative Duties", which was not amended, read, "Manage and be responsible for all town buildings, properties and facilities, except those under the control of the school committee and conservation commission. The town manager may direct the maintenance of the school committee, open space committee and conservation commission buildings, properties and facilities if and to the extent the school committee and conservation commission may request and authorize."

Following Pembroke voters' approval of Article 21 at Town Meeting, State Representative, Josh Cutler and State Senator, Vinny deMacedo petitioned the General Court for the adoption of an Act establishing a town manager form of government for the town of Pembroke. Their bill (H.4607) was filed on May 29, 2018 and included similar wording to the relevant sections, including the amended, listed above.

Of note, Section 1A of the Act under Bill H.4607, "Continuation of Existing Laws, By-Laws, Personnel, Etc.", read, "...Elected and appointed officers, boards, commissions, and committees shall have all of the powers, duties and responsibilities that are not inconsistent with this Act, in force on the effective date of this Act and are given to the respective boards, officers, and agencies by law, the Act, town by-law, or by vote of town meeting. If any provision of this Act conflicts with any provisions of any state or federal law or regulation, the federal law or regulations shall govern."

Vinny deMacedo amended the bill (S.2681) on December 13, 2018 by substituting a portion of the text. None of the substitutions change the intent of the Act. It was enacted by the House and Senate on December 20, 2018 and forwarded to the Governor.

On December 28, 2018, Governor Charlie Baker signed the Act establishing a town manager form of government in the town of Pembroke (Chapter 334 of the Acts of 2018).

CONFLICTING STATE LAWS/REGULATIONS

The MBLC (Massachusetts Board of Library Commissioners) is the agency of state government with the statutory authority and responsibility to organize, develop, coordinate, and improve library services throughout the Commonwealth.

In the Massachusetts Public Library *Trustees Handbook*, MBLC states, "For elected trustee boards, the selection of trustees, the size of the board, the terms of membership and the powers and duties of trustees are covered in Massachusetts General Laws, Chapter 78, sections 10-13. The filling of board vacancies is covered in Chapter 41, section 11."

Under "Duties and Responsibilities" it reads, "Trustee boards make general operating and administrative policies. The library director supervises the internal management, daily operation and procedures of the library. The board acts as an agent of public trust governing the library. The library director exercises professional judgement under the direction and review of the board to implement the goals, objectives, and policies set by

the board. A governing board is legally responsible for administrative policy making in areas such as budget, personnel and contracts, as specified by state law and local ordinances.”

Under “Governance and Policy Making Responsibilities” it reads, “Trustee Board:

- Hires and evaluates the director unless otherwise dictated by state or local laws.
- Adopts library policies and plans, and board bylaws and procedures.
- Approves and supports budget.
- Reviews reports; stays informed; represents the community.
- Notifies appropriate authorities of board vacancies.

Library Director:

- Is responsible for administration of library services, personnel and facilities.
- Prepares reports and other relevant documents.
- Keeps trustees informed of progress and problems.
- Researches and recommends policies.
- Provides assistance and direction to the board.
- Administers policies; interprets policies to staff and public.”

Under “Financial Responsibilities” it reads, “Trustee Board:

- Reviews director’s budget request; makes recommendations and officially adopts budget.
- Actively supports and advocates for budget.
- Reports annually to municipal officials on trustee controlled funds.
- Keeps informed of the financial status, funding sources, and needs of the library.

Library Director:

- Prepares and develops the budget.
- Maintains complete and accurate records of finances and inventory.
- Keeps board apprised of library’s financial situation.”

Under “Human Resources Responsibilities” it reads, “Trustee Board:

- Hires and evaluates director unless otherwise dictated by state or local laws.
- Determines and advocates for optimal salary and benefits for employees.
- Adheres to personnel policies.
- Conducts annual review of board performance.

Library Director:

- Hires, supervises and evaluates staff.
- Recommends optimal salary and working conditions.”

Commonwealth of Massachusetts General Laws > Part I > Title XII > Chapter 78:

Section 10, "Town libraries; selection of trustees and officers" reads, "A town which raises or appropriates money for the support of a free public library, or free public library and reading room, owned by the town, shall, unless the same has been acquired entirely or in part through some gift or bequest which contains other conditions or provisions for the election of its trustees, or for its care and management, which have been accepted by the town, elect by ballot at a meeting a board of trustees consisting of any number of persons, male or female, divisible by three, which the town determines to elect. When such board is first chosen, one third thereof shall be elected for one year, one third for two years and one third for three years, and thereafter one third shall be elected annually for a term of three years. The board shall, from its own number, annually choose a chairman and secretary and, if the town so votes, a treasurer, who shall give a bond similar to that given by the town treasurer, in an amount and with sureties to the satisfaction of the selectmen. Until the town otherwise directs the town treasurer shall act as treasurer of the board of trustees."

Section 11, "Board of Trustees; powers and duties" reads, "The board shall have the custody and management of the library and reading room and of all property owned by the town relating thereto. All money raised or appropriated by the town for its support and maintenance shall be expended by the board, and all money or property which the town may receive by gift or bequest for said library and reading room shall be administered by the board in accordance with the provisions of such gift or bequest. The board of any library, for the purpose of improving the services of said library, may enter into an agreement with the board or boards of any neighboring library or libraries, to pay for services in common, or to manage a facility to be operated jointly by more than one municipality, such as payments to be shared in accordance with the terms of such agreement.

Section 12, "Annual report of trustees" reads, "The board shall make an annual report to the town of its receipts and expenditures and of the property in its custody, with a statement of any unexpended balance of money and of any gifts or bequests which it holds in behalf of the town, with its recommendations."

Section 33, "Policy for selection and use of library material and facilities" reads, "The board of trustees of a free public library in any city or town, or in the absence of such board, the city or town official possessing the appointive powers of such board, shall establish a written policy for the selection of library materials and the use of materials and facilities in accordance with standards adopted by the American Library Association. No employee shall be dismissed for the selection of library materials when the selection is made in good faith and in accordance with the approved policy adopted pursuant to the provisions of this section."

Section 34, "Employment contracts for library employees" reads, "The board of trustees of a free public library in any city or town, or in the absence of such board, the city or town official possessing the appointive powers of such boards shall, except in the case of those employees subject to provisions of chapter one hundred and fifty Eⁱⁱ, execute a written employment contract with an employee of said library outlining the basic conditions of employment, including but not limited to the establishment of a probationary period and the procedure for dismissal during this period and the establishment of a procedure which specifies the cause for dismissal after the completion of such probationary period."

FEDERAL LAWS/REGULATIONS

The federal government leaves the establishment and regulation of public libraries and library systems in the hands of the states. The U.S Department of Education published a Technical Report, *Public Library Structure and Organization in the United States* (Owens, 1996)ⁱⁱⁱ. The Report provides a breakdown of the types of libraries existing in each state and provides information on how they are established.

The introduction states, "The FSCS [Federal State Cooperative System] explicitly recognizes the importance of defining public libraries in terms of the legal basis that permits their creation and regulates their activities within each state. This report contains a description of the public library structure and organization as found in the legal authorities (usually statutes) of each state government...Chapter two of this report contains a detailed description of the laws that govern the organization and operation of public libraries throughout the 50 states and the District of Columbia." In the section for Massachusetts, Owens writes, "Public libraries in Massachusetts are authorized by the Annotated Laws of Massachusetts chapter 78 and various special acts. The following types of libraries may be established in Massachusetts:

- **City Libraries**
- **Town Libraries:** These libraries may be established by resolution of the town governing body. They are governed by an elected board of trustees whose number is divisible by three (although special acts may provide differently). Funding is derived through local and state appropriations.
- **Association and Corporation Libraries**
- **Improvement District Libraries**
- **Regional Public Library Systems**

Libraries may also be established by contract or intergovernmental agreement between municipalities."

PRIVATE ORGANIZATIONS

The American Library Association (ALA), a non-profit organization, is the oldest and largest library association in the world. Their goal is “to provide leadership for the development, promotion and improvement of library and information services and the profession of librarianship”. While they hold no official governmental authority, the ALA is heavily involved in library standards development and is an organization many public libraries and states look to for guidance. Regarding literary advocacy, ALA writes, “Trustees play an integral role in advocacy for their library. The quality of a library’s services ultimately rests with the library’s Board of Trustees and, therefore, it is critically important that they do everything they can to ensure that the library has the resources it needs^{iv}.”

ALA explains that there are typically two types of Trustee Boards, governing boards or advisory boards. Beth Nawalinski, Executive Director for United for Libraries (a division of ALA), states, “The Governing Board is either elected by the general population or is appointed by the city or town’s elected council. This type of board has full authority over the governance of the library. This Board hires the library director, sets policy, and works closely with the director in establishing and presenting the library’s budget to the city.”

CLARIFICATION OF RESPONSIBILITIES

As the Act establishing a Town Manager form of government, passed by Governor Baker in 2018, specifies, if any provision of the Act conflicts with any provisions of any state or federal law or regulation, the federal law or regulations shall govern. We can conclude that the Pembroke Public Library Board of Trustees retains 100% of the full governing authority it held prior to passage of the Act in 2018.

More specifically, state law and other regulations conflict with the following provisions of Chapter 334 of the Acts of 2018 (summarized):

Chapter 334 of the Acts of 2018	Conflicting, prevailing law/regulation
Section 4(ii) - Town manager has the power to approve appointments made by department heads, provided department heads consult with elected board prior to making any appointments.	<ol style="list-style-type: none"> 1. Massachusetts General Laws > Part I > Title XII > Chapter 78 > Section 34 - Board of Library Trustees possesses appointive powers with regard to employment contracts for library employees. 2. MBLC grants Board of Library Trustees legal responsibility for administrative policy-making in areas such as budget, personnel and contracts.
Section 4(iv) - Town Manager is responsible for the day-to-day supervision of all town departments and directing of the operations of the town, excluding employees of the school and fire departments.	<ol style="list-style-type: none"> 1. ALA - “The Governing Board is either elected by the general population or is appointed by the city or town’s elected council. This type of board has full authority over the governance of the library.” 2. MBLA - “Trustee boards make general operating and administrative policies. The library director supervises the internal management,

	daily operation and procedures of the library. The board acts as an agent of public trust governing the library. The library director exercises professional judgement under the direction and review of the board to implement the goals, objectives, and policies set by the board.”
Section 4(x) – Town Manager holds role of managing all town buildings, properties and facilities, except those under the control of the school and conservation committees.	Massachusetts General Laws > Part I > Title XII > Chapter 78 > Section 11 – Board of Library Trustees shall have the custody and management of the library and of all property owned by the town relating thereto. All money raised or appropriated by the town for its support and maintenance, and all money or property which the town may receive by gift or bequest for said library, shall be administered by the Board of Library Trustees.

This document is not intended to insinuate that either the Board of Library Trustees or the Library Director are not willing and/or prepared to work with the Town Manager whenever necessary, to best serve the community. It seeks to clarify that they are under no *obligation* to do so, with respect to the specific provisions described herein.

¹ Motion made on Town Meeting floor by Timothy Brennan, Town Government Study Committee

² Unrelated to the library, but noted due to its being a state law that is also contradictory to the recent passage of the Act which formed a town manager style of government for the town of Pembroke: MA General Laws > Part I > Title XXI > Chapter 150E > Section 1 defines “Employer” or “Public Employer” as “the commonwealth acting through the commissioner of administration, or any county, city, town, district, or other political subdivision acting through its chief executive officer, and any individual who is designated to represent one of these employers and act in its interest in dealing with public employees, but excluding authorities created pursuant to chapter one hundred and sixty-one A and those authorities included under the provisions of chapter seven hundred and sixty of the acts of nineteen hundred and sixty-two. In the case of school employees, the municipal employer shall be represented by the school committee or its designated representative or representatives. **For this purpose, the chief executive officer of a city or town or his designee shall participate and vote as a member of the city or town school committee; provided, however, that if there is no town manager or town administrator in a town, the chairman of the board of selectmen or his designee shall so participate and vote.**”

³ U.S. Department of Education document is available for viewing at

https://www.imls.gov/sites/default/files/publications/documents/publiclibrarystructureorg3-1996_0.pdf

⁴ ALA United for Libraries Literary Advocacy guidance is available for viewing at

<http://www.ala.org/united/advocacy>

⁵ ALA United for Libraries *The Role of Library Trustees* is available for viewing at

<http://www.ala.org/united/sites/ala.org.united/files/content/trusteezone/tipsheets/unitedts1.pdf>

Director's Monthly Report November 2020
Pembroke Public Library

Circulation :

	2017	2018	2019	2020
Adults	4839	5309	5718	4262
YA	241	415	430	266
Children	3292	4254	4138	3106
TOTAL:	8372	9978	10286	7634
Overdrive totals	1076	1347	1643	1713
Hoopla totals	-	-	84	237
Online Resource Usage	2269	1553	541	660
Museum Passes	63	40	55	24
Patrons registered	63	58	50	20
Overdrive patron registration	20	17	18	22
Mobile circ/renewals/holds	33	85	358	569
Non-resident borrowing	1400	1918	2145	1571
Items loaned to other libraries	2135	2296	2562	2293
Item borrowed from other libraries	1428	1735	2011	1858
ComCat loaned	14	22	14	15
ComCat borrowed	21+1	30	28	19+1
Passports	-	-	47	16
Visitor Count	-	7524	8042	1097

Collections	November 2017	November 2018	November 2019	November 2020
Items added	806	455	578	549
Items discarded	592	586	337	386
Items marked Missing	73	26	22	16

Events	November 2017	November 2018	November 2019	November 2020
Adult programs	16	13	13	3
Adult attendees	175	120	96	30
Youth events	28	20	24	5
Youth attendees	558	505	666	122

Fuller Adult Services and Youth Services reports are attached.

Computer Use	2017	2018	2019	2020
Internet	767	605	569	133
Juvenile	164	159	144	0
Total	931	764	779	133

No meetings were held in building this month, last November the meeting room was used 20 times, and the Trustees Room was used 20 times.

Staff and other news:

The FY22 budget was prepared and submitted to the Town Manager. The Action Plan for FY22 was filed with the MBLC. The town added UV devices to the roof top units, courtesy of the CARES funding. They are designed to improve air quality, kill viruses. In an effort to increase options for patrons, an hour was added to extend walk-in service. The hope is we can stay open, and keep adding

hours until open "normal" times. There will still be no seating or meetings, just quick browsing and help if needed. Two people have been hired after permission was granted, needed due to the hiring freeze, that will help though we are down four and when someone is sick or needs to quarantine, it presents a challenge. The Director is trying to find a way to thank staff this year, since a regular holiday celebration will not be possible.

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

Program	# of Programs	Child/Teen Attendance	Adult Attendance
Virtual Classroom Visits (Grade 1)	1	14	1
StoryWalk with Little Penguin	1 (passive)	28	15
Raising a Reader*	1	1	1
Take & Make Craft: Among Us Keychain	1 (passive)	35	17
Pumpkin Patch Community Display	1 (passive)	5	5
Kids Program Total	5	83	39
Teen Program Total	n/a	n/a	n/a
TOTALS	5	83	39

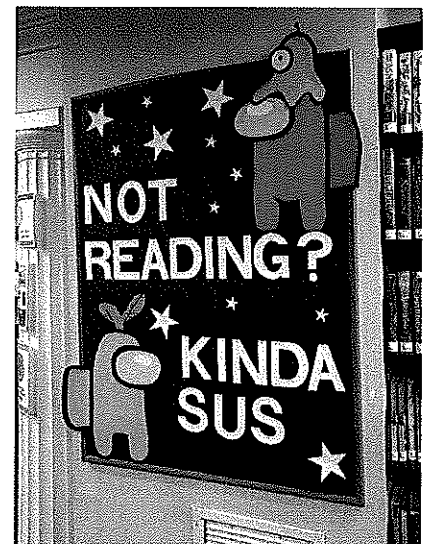
November Programs:

--This month's StoryWalk® featured *Little Penguin Stays Awake* by Tadgh Bentley. The stats for the program listed above are reflective of the number of treat bags we gave away in the library (patrons were instructed to visit inside after they reached the last page); community members of all ages were seen doing the Walk and we received several compliments both in-library and over social media.

--Our very first Take & Make craft engaged our patrons in a new way by allowing them to take home a kit to create a shrink dink keychain. The craft was themed to a currently-popular online game (Among Us) and all kits went quickly. It should be noted that the craft was available to ages 8 – 18 and several teens picked up kits in addition to families with younger kids.

--Patrons could participate in the Pumpkin Patch by dropping off a flat pumpkin that staff would then display in the windows.

--The six week Raising a Reader workshops have been rescheduled for January – February due to low attendance.



The YA Lounge bulletin board features characters from the game "Among Us."

Other:

--Juvenile nonfiction was weeded and shifted to allow more room for outward-facing displays.

Looking Toward December:

--In lieu of a StoryWalk®, we will be giving out Storytime To-Go Kits. These will include activities for ages 2-5 along with directions and early literacy tips for caregivers. Decembers kit will be themed around "winter."

--Our next Take & Make craft will be a Sock Penguin.

Reference Requests (Reference Desk only):

<u>Total requests:</u>	13
General information:	5
Technology:	3
Research:	2
Item requests:	1
Readers' Advisory:	1
<u>Passports:</u>	<u>1</u>
In person:	2
Phone:	3
Email:	3
Website forms:	5

In-depth Reference help included:

- Helping the Council on Aging with ideas for their new Book Club.
- Locating the 1937 Pembroke Town Meeting warrant.
- Searching for the obituary of the descendant of a WWI soldier.
- Printing wirelessly from an iPad.

Adult Events:

Total: 3 virtual events with 30 attendees, including:

- Tuesday, November 3rd: Book Club, *The Widows of Malabar Hill* (Attendance: 11)
- Wednesday, November 4th: Short Stories, Big Impact: Edgar Allan Poe (Attendance: 9)
- Wednesday, November 18th: Short Stories, Big Impact: Ray Bradbury (Attendance: 10)

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.
- Maintaining all Fiction endcap displays.
- Taking the passport agent recertification training and test.
- Attending meetings to discuss the budget and action plan.

PEMBROKE PUBLIC LIBRARY
FISCAL YEAR 2021 WORKSHEET

12/9/2020

		FY21	adjustments	adj. Budget	Expended	Balance	% of total budget
Director Salary	00016101-510101	\$93,465.00			\$42,256.34	\$51,208.66	45.21%
Assistant Director	00016101-510103	\$60,356.00			\$27,287.43	\$33,068.57	45.21%
Full Time Salaries	00016101-510110	\$259,108.00			\$117,094.35	\$142,013.65	45.19%
P-T Pages	00016101-510123	\$15,079.00			\$6,932.09	\$8,146.91	45.97%
P-T Salaries - Aides	00016101-510124	\$135,472.00			\$50,097.83	\$85,374.17	36.98%
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			\$1,450.00	\$400.00	78.38%
Personnel Services		\$579,330.00			\$245,118.04	\$334,211.96	42.31%
Heating Fuel	00016102-521030	\$14,000.00			\$3,538.74	\$10,461.26	25.28%
Water	00016102-523000	\$300.00			\$64.77	\$235.23	21.59%
Office Equipment	00016102-524046	\$800.00			\$731.10	\$68.90	91.39%
Telecom	00016102-534000	\$3,000.00			\$2,226.30	\$773.70	74.21%
Postage	00016102-534020	\$1,200.00			\$201.54	\$998.46	16.80%
Purchase of Services	00016102-538000	\$26,000.00			\$20,121.35	\$5,878.65	77.39%
Facilities/Maint Supplies repairs	00016102-543000	\$2,000.00			\$2,715.18	(\$715.18)	135.76%
Custodial Supplies	00016102-545000	\$2,000.00			\$2,076.13	(\$76.13)	103.81%
Library Materials	00016102-558040	\$5,900.00			\$2,021.26	\$3,878.74	34.26%
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			\$225.00	\$175.00	56.25%
General Expense		\$59,800.00			\$36,045.65	\$23,754.35	60.28%
Books	00016102-558030	\$90,000.00			\$33,990.55	\$56,009.45	37.77%
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		\$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			\$3,628.96	(\$0.00)	100.00%
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	\$2,440.00	\$11,347.94	\$0.00	\$11,347.94	
Passport Program Expenses	018-0610-0269-0-0-0-E	\$0.00			\$191.95	(\$191.95)	
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	\$2,440.00	\$11,347.94	\$1,824.21	\$9,523.73	16.08%
Library Gifts Balance	018-0610-0263-0-0-0-E	\$1,301.02	\$3,272.59	\$4,573.61	\$3,184.53	\$1,389.08	69.63%
Fines Balance	018-0610-0261-0-0-0-E	\$278.13	\$1,019.71	\$1,297.84	\$500.00	\$797.84	38.53%