



**Pembroke Public Library**  
**Trustees Meeting Agenda December 15, 2021 7:00 PM**  
**REMOTE PARTICIPATION VIA ZOOM APPLICATION**  
**Meeting ID: 880 7698 1520 Password: 617311**  
**Amended**

Pursuant to Chapter 20 of the Acts of 2021, this meeting will be conducted via remote means. Members of the public who wish to access the meeting may do so in the following manner: Use the free application Zoom and login to the meeting using the above referenced meeting ID and password.

No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, for reasons of economic hardship and despite best efforts, we will post on the Pembroke website an audio or video recording, transcript or other comprehensive record of proceedings as soon as possible after the meeting. All votes taken will be roll call votes.

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Minutes of November Meetings

Old Business

- Director evaluation guidelines
- Reopening updates
- Open Seats-recruitment
- Capital needs – update
- Staffing challenges pay study
- FY 23 Budget

Director's Report

- Youth Services Report
- Reference Librarian Report

Financial Updates

Building Maintenance

Friends News

Foundation news

New Business

- New Director hired
- MBLC notification form due
- Future budget/state certification concerns
- Interim Director acknowledgement
- NY Times & Kanopy available
- Trustees emails

Any unscheduled business following posting of agenda.

Posted 12-10-2021 at 10:45 am

**BOARD CHAIRMAN'S STATEMENT AT THE START  
OF A REMOTE MEETING**

Pursuant to Chapter 20 of the Acts of 2021, this meeting will be conducted via remote means.

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All votes taken during this meeting will be roll call votes.

## **PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES**

*Meeting Minutes for November 17, 2021*

**ATTENDING:** Kathy Benvie (Interim Library Director), Mary Beth Courtright, Larissa Curley, Melissa McCleary (Youth Services Librarian), Sean Fitzpatrick, Jill Taylor, and Carol Watches. There is currently one vacancy on the Board. Carol Watches, Chairperson, called the meeting to order at 7:12 P.M.

The minutes for the October 20<sup>th</sup> meeting were read. The Youth Services section of the minutes, regarding the passive craft, will be amended to remove the word “scavenger hunt”. Mary Beth moved to accept the minutes as amended, Larissa seconded, and it was so voted.

**OLD BUSINESS:** Happily, there’s been a continued increase in patron visits and activity.

The Trustees have received two applications to fill the vacant seat on the Board of Trustees. Both applicants appear qualified and interested, which is wonderful. Discussion was had on whether or not to invite both applicants to the same Trustee meeting. Carol will reach out to both applicants and invite them to join us at the meeting of their choosing: December or January.

Upcoming large expenditures include the sidewalk repair, public bathroom faucet repair, and roof/gutter repair. The sidewalk contractor cancelled the scheduled appointment made by the Town Manager. Bill will either reschedule or reach out to a new contractor. The public restrooms have faucet issues; several of the faucets run continuously. There was shingle and gutter damage to the library building during a recent storm; this has been repaired.

Kathy received an estimate for repair of the flat (rubber) roof, which will be revised slightly and then (hopefully) completed. The HVAC system includes a separate unit which splits off to the History Room. This split off portion has become inoperable and the parts to repair it are obsolete. Kathy is waiting for a quote to repair that section of the system. Additional repairs to the main HVAC system, including roof units, will need to be addressed in the near future. A roof sensor has been temporarily repaired and Kathy is adjusting various thermostats to try to keep the building at a comfortable temperature.

Two parking lot light fixtures, which are under warranty, need repair. The manufacturer was ultimately able to locate parts which they initially claimed were unavailable, so hopefully the fixture work will be completed soon. The Town Manager is taking responsibility for the five-year fire suppression test which is required to be done at the library.

The staffing challenges/pay study increase topic was tabled to the December meeting.

Capital requests with a more than 2.5% increase over the FY22 budget include wages and salaries, library books, purchase of services, and office equipment.

**DIRECTOR'S REPORT:** The Director's Report for October was read. The library was without phone service for a few days after a storm that knocked out power to most of the town. The library was a warming and charging station for several days after the storm hit, also offering extended opening hours. The sorting facility in Plymouth was out of commission for a few days as well, so inter-library loans were briefly affected. Sean moved to accept the Director's Report as written, Larissa seconded, and it was so voted.

**YOUTH SERVICES REPORT:** The Youth Services Report for October was read. There's a fun DinoNuudle Build scheduled for December. Melissa is planning to revamp the "1,000 Books Before Kindergarten" program, which continues year-round, to try to foster increased long-term engagement. She has great ideas on how to achieve this, including adding more frequent reward milestones. Larissa moved to accept the Youth Services Report, Jill seconded, and it was so voted.

**REFERENCE LIBRARIAN'S REPORT:** The Reference Librarian's Report for October was read. Stephanie held a total of 11 events in October, with 82 attendees. There were 30 total reference requests, including 12 related to technology. Jill moved to accept the Reference Librarian's Report, Larissa seconded, and it was so voted.

**FINANCIAL REPORT:** The Financial Report for October was reviewed. The Gift Balance has increased due to donations received in Ann Dunnington's memory. The new large print book display dedicated to her will be coming soon. Jill moved to accept the Financial Report as printed, Mary Beth seconded, and it was so voted.

**MAINTENANCE:** The staff room will need its sink and countertop replaced as soon as possible. There have been stop-gap repairs done to prevent further leaks, but they will be only very temporarily effective. The restrooms also require other, smaller repairs, aside from the more extensive faucet concerns noted above in Old Business.

**FRIENDS NEWS:** Tracy Marino is now the President of the Friends. She and Carol discussed Tracy's attending a future Trustee meeting so the Friends, Trustees, and Director can touch base with each other. The Trustees welcome the idea of future Friends' attendance!

The Book Sale and Basket Raffle were extremely successful. It was refreshing to have the Basket Raffle return after its Pandemic hiatus! Well done, Friends.

**FOUNDATION NEWS:** The Foundation met last month and has filed the required paperwork to regain tax-exempt status.

**NEW BUSINESS:** There were two typos on the September reports: the Online Resources usage number and Youth Attendees numbers were mistyped and have been corrected.

The FY22 Action Plan has been updated. Library staff voted for Stephanie to be the library's liaison to the DEI Committee. Jill will keep track of target dates for the Action Plan and follow up with the Director to request timely updates for each item.

Jill moved to approve the updated FY22 Action Plan, Sean seconded, and it was so voted.

The Bulletin Board & Materials Distribution Policy has also been updated. New language includes a section prohibiting the distribution of notices, flyers, and/or unauthorized items placed into library materials. Jill moved to approve the updated Policy, Mary Beth seconded, and it was so voted.

The Standards of Conduct Policy has also been updated. New language includes the following: “insertion of any unauthorized items into Library materials is prohibited.” Sean moved to approve the updated Policy, Larissa seconded, and it was so voted.

The staff will plan a small bowling event for the holiday staff party this year (though it will probably be held in January). Several anonymous donors will fund this year’s staff party.

New item, not on the agenda: Jill initiated discussion on the need for a formal document for the Trustees to reference during future annual Director performance evaluations. She distributed copies of a draft performance review explanation and rating sheet to the Trustees. The Trustees will review the draft on their own time and discuss revisions/formalizing the document at the next meeting.

**DIRECTOR SEARCH:** Two candidates reached the final stage of consideration for appointment to the position of Library Director: Karen O’Brien and Marcie Walsh-O’Connor. The Trustees believe both candidates are demonstrably qualified to perform the Director’s duties. The Trustees, Interim Director, and Youth Services Librarian evaluated the candidates’ responses to the identical interview questions which were posed to them, and the Trustees each completed a rating sheet for each candidate. The majority of the rating sheets awarded Marcie Walsh-O’Connor a higher rating.

Carol stated the meeting should move into Executive Session in order to consider applicants for employment or appointment by preliminary screening committee, because Open Meeting will have a detrimental effect in obtaining qualified applicants. Open Session will reconvene following Executive Session. Sean made a motion to move into Executive Session at 8:50 P.M., Larissa seconded. Roll call vote: Larissa – yes, Mary Beth – yes, Carol – yes, Jill – yes, Sean – yes. Bob DeMarzo, Library Foundation President, arrived at 9:05 P.M. and the meeting moved to Executive Session.

The Board of Trustees, along with Interim Library Director, Kathy Benvie, Youth Services Librarian, Melissa McCleary, and Library Foundation President, Bob DeMarzo, deliberated over the question of whether or not the Trustees should seek additional applicants to fill the Library Director position.

Larissa made a motion at 10:25 P.M. to reconvene Open Meeting and Mary Beth seconded. Roll call vote: Larissa – yes, Mary Beth – yes, Carol – yes, Sean – yes, Jill – yes. So voted.

Mary Beth made a motion to move a vote in favor of appointing a candidate for Library Director, Sean seconded, and it was so voted. Sean made a motion to appoint Marcie Walsh-O'Connor to the position of Pembroke Public Library Director and Larissa seconded. Roll call vote: Larissa – yes, Mary Beth – yes, Carol – yes, Sean – yes, Jill – yes. So voted.

Mary Beth will contact the Town Manager tomorrow to request assistance with the specifics of Ms. Walsh-O'Brien's contract terms. Carol will then extend to her an offer letter.

The next meeting of the Board of Trustees will be held on Wednesday, December 15, 2021 at 7:00 P.M.

Sean moved to adjourn the meeting, Larissa seconded, and it was so voted. The meeting adjourned at 10:31 P.M.

Respectfully submitted,

Jillian Taylor  
Secretary

## **PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES**

*Meeting Minutes: November 30, 2021*

**ATTENDING:** William Chenard (Pembroke Town Manager) Mary Beth Courtright, Larissa Curley, Sean Fitzpatrick, Jill Taylor, and Carol Watches (Chairperson). There is currently one vacancy on the Board.

Carol Watches, Chairperson, called the meeting to order at 7:08 P.M.

**LIBRARY DIRECTOR APPOINTMENT:** Review of the letter of employment and employment agreement documents drafted by Bill Chenard, Town Manager.

Discussion on whether the Trustees should contract the incumbent Director for 37.5 weekly working hours or for 40 weekly working hours. Many of our library employees work a 37.5-hour work week, but the majority of other town employees currently work - or are in the process of converting to working - a 40-hour work week.

The Director's initial contract should end on June 30, 2024, at the close of the fiscal year. An early January, 2022 start date for the incumbent Director will result in a term of about 2.5 years, rather than a full 3-year term.

Discussion to determine a relevant salary range for the incumbent Director, using a wage and salary comparison to libraries structured and staffed similarly to ours on the South Shore and in the Commonwealth as a whole, taking into account town budgetary factors. Our library is somewhat larger in terms of population and activity than the library the prospective new Director will be coming from, so her salary should reflect that.

Jill made a motion to offer Marcie Walsh-O'Connor the position of Library Director at an annual salary range starting between \$78,500 and \$80,250, consisting of a 40-hour work week and commencing on January 2, 2022. Larissa seconded and it was unanimously voted.

Larissa made a motion to appoint Jill Taylor and Sean Fitzpatrick as the official negotiating team representing the Trustees. Mary Beth seconded and it was so voted.

The offer of employment should include the successful completion of a SORI check under terms and conditions, in addition to the successful completion of a CORI (the SORI was omitted in the draft).

Jill will e-mail the agreed-upon offer of employment to Marcie tomorrow, December 1<sup>st</sup>.

Bill exited the meeting at 8:00 P.M.

**MINUTES OF PAST MEETING:** The minutes of the November meeting were not reviewed; they will be read and approved at the December 15<sup>th</sup> meeting.

**OLD BUSINESS:** None to report.

**NEW BUSINESS:** Trustees reviewed a draft evaluation guideline for the Library Director, which will be used as a reference for future annual performance reviews of the Director.

Carol suggested the Trustees table the discussion of guideline revisions to the December 15<sup>th</sup> meeting.

The next meeting of the Board of Trustees will be held on Wednesday, December 15, 2021 at 7:00 P.M.

Jill moved to adjourn the meeting, Sean seconded, and it was so voted. The meeting was adjourned at 8:18 P.M.

Respectfully submitted,

Jillian Taylor  
Secretary



**Director's Monthly Report November 2021  
Pembroke Public Library**

**Circulation :**

	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Adults	5309	5718	4262	4215
YA	415	430	266	271
Children	4254	4138	3106	3689
<b>TOTAL:</b>	<b>9978</b>	<b>10286</b>	<b>7634</b>	<b>8175</b>
Overdrive totals	1347	1643	1713	1859
Hoopla totals	-	84	237	250
Online Resource Usage	1553	541	660	731*
Museum Passes	40	55	24	34
Patrons registered	58	50	20	70
Overdrive patron registration	17	18	22	13
Mobile circ/renewals/holds	85	358	569	423
Non-resident borrowing	1918	2145	1571	1855
Items loaned to other libraries	2296	2562	2293	2143
Item borrowed from other libraries	1735	2011	1858	1404
ComCat loaned	22	14	15	14
ComCat borrowed	30	28	19+1	43
Passports	-	47	16	76
Visitor Count	7524	8042	1097	6635

<b>Collections</b>	<b>November 2018</b>	<b>November 2019</b>	<b>November 2020</b>	<b>November 2021</b>
Items added	455	578	549	355
Items discarded	586	337	386	950
Items marked Missing	26	22	16	56

<b>Events</b>	<b>November 2018</b>	<b>November 2019</b>	<b>November 2020</b>	<b>November 2021</b>
Adult programs	13	13	3	19
Adult attendees	120	96	30	134
Youth events	20	24	5	6
Youth attendees	505	666	122	530

**Fuller Adult Services and Youth Services reports are attached.**

<b>Computer Use</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Internet	605	569	133	276
Juvenile	159	144	0	148
Total	764	779	133	424

\*Gale databases statistics not yet available.

In November the meeting room was used 37 times, and the Trustees Room was used 8 times.

**Staff and other news:**

The Action Plan for FY23 was filed with the MBLC. The New York Times subscription is up and running thanks to tremendous effort by Stephanie. The coin op system is running for the public copier and Janet diligently jumped through all the hoops to have it become useable for printing. The library was represented at the COA open house and there were many interactions with attendees. The interlibrary loan delivery service had several days when their staffing challenges caused them to cancel our pickup and delivery. Hosting new music group is proving interesting and entertaining as well as broadening our visitor base.

Youth Services Report to the Trustees: November 2021  
 Submitted December 6, 2021 by Melissa McCleary

Program	# of Programs	Child/Teen Attendance	Adult Attendance
Storytime (ages 2 – 5)	10	186	148
Puppy Dog Tales	1	5	3
Guest Author Storytime: Embracing Differences	1	2	2
Doggy Dos and Doggy Don'ts (with 4-H Club)	1	2	2
Dino Nuudle Build (all ages)	1	7	6
Take-and-Make Crafts (Nuudle Build)	1 (passive)	50	n/a
Scavenger Hunt: Animal Shapes	1 (passive)	117	n/a
<b>AGE GROUP TOTALS</b>	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	<i>10</i>	<i>186</i>	<i>148</i>
<i>Kids Program (ages 6-11) Total</i>	<i>5</i>	<i>133</i>	<i>13</i>
<i>Teen Program (ages 12-18) Total</i>	<i>1</i>	<i>50</i>	<i>n/a</i>
<i>General Audience (all ages) Total</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
<b>TOTALS</b>	<b>16</b>	<b>369</b>	<b>161</b>
Number of Volunteers	4 adults + 7 teens = 11 volunteers		
Volunteer Hours	4 adult hrs + 16 teen hrs = 20 hours		

**November Program Highlights:**

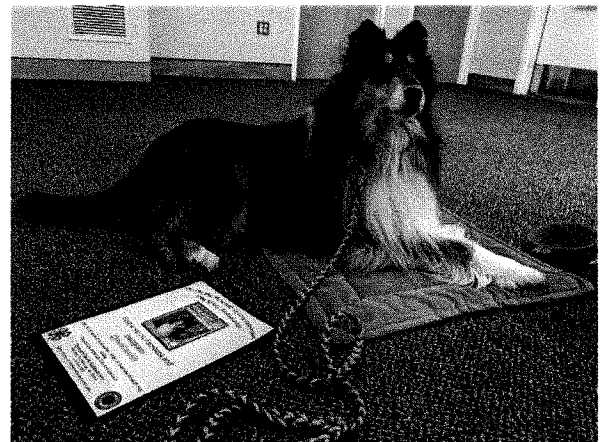
- Storytime attendance is steadily increasing with larger groups. Many caregivers are pleased with these programs and travel from all over the South Shore to visit for them.
- Our two guest programs had small audiences but the families learned a lot and were able to ask plenty of good questions. The library will likely host both of these guests (local author Bridget Byrnes and 4-H Club) at another time.
- The Nuudles were a hit! (Nuudles are a craft tool that uses water as an adhesive.) We have plenty left over to do a similar program with a different theme.

**Other:**

- Visited Council on Aging Open House with other staff to promote library services.
- New "shelf-talker" displays were prepared and installed in the YA Lounge for a variety of books.

**Looking Toward December & Beyond:**

- We'll try our first in-person craft program for teen since summer; our take-and-make programs have been very well received so I'm hoping to bring some of that enthusiasm to an hour-long gathering.
- Teen volunteers will also be welcomed back to assisting with in-person events for kids for our big December program (Homemade Holiday Card Making).



*Merida "sitting like a lady" (paws crossed) and taking a well-deserved break after her presentation with her 4-H trainer regarding dog safety.*

## Reference Requests (Reference Desk only):

<b>Total requests:</b>	<b>36</b>
General information:	4
Technology:	11
Research:	5
Item requests:	11
<u>Passports:</u>	<u>5</u>
In person:	18
Phone:	6
Email:	11
Website forms:	1

## In-depth Reference help included:

- Accessing the *New Yorker* in magazine format on a Kindle.
- Using the scanner and attaching scanned documents to an email.
- Understanding the historical vital records book.
- Locating academic articles through the Boston Public Library databases.
- Saving and printing records from Ancestry Library Edition.

## Adult Events:

### **Total: 19 events with 134 attendees, including:**

- Monday, November 1<sup>st</sup>: Movie Matinee, *Cruella* (Attendance: 6)
- Tuesday, November 2<sup>nd</sup>: Book Club, *Home Before Dark* (Attendance: 7)
- Monday, November 8<sup>th</sup>: Movie Matinee, *1917* (Attendance: 9)
- Monday, November 15<sup>th</sup>: Movie Matinee, *Dream Horse* (Attendance: 3)
- Monday, November 22<sup>nd</sup>: Movie Matinee, *The Way Back* (Attendance: 5)
- Monday, November 29<sup>th</sup>: Movie Matinee, *Percy vs. Goliath* (Attendance: 5)
- Wednesdays November 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, and 24<sup>th</sup>: Yoga (4 events, total attendance: 39)
- Wednesdays November 10<sup>th</sup> and 17<sup>th</sup>: “To Autumn: Poetry for a New England Season” presented by Roz Kubek (2 events, total attendance: 16)
- Wednesdays November 10<sup>th</sup> and 17<sup>th</sup>: Jam Night at the Library (2 events, total attendance: 15)
- Tuesdays November 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup>, and 30<sup>th</sup>: Knitting (5 events, total attendance: 29)

## Projects included:

- Accepting passport applications and monitoring the passport appointment schedule and transmittal forms. Agents processed 76 applications this month.
- Completing the passport agent recertification training.
- Ordering Adult books, AV materials, and eBooks and audiobooks for the library collection.
- Planning Adult events, creating flyers and publicity blurbs, updating the website and EventKeeper, and publicizing on Facebook.
- 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.
- Leading the Book Club meeting and getting books for club members.
- Answering all submissions from the “ask a question” form on the website.
- Maintaining Fiction endcap displays.
- Submitting cataloging forms and creating item cards for the Library of Things.

- Weeding the Nonfiction and Music CD collections.
- Staffing the Library table at the Council on Aging Open House.
- Updating the Library of Things web pages.

PEMBROKE PUBLIC LIBRARY  
FISCAL YEAR 2022 WORKSHEET

12/15/2021

		FY21	adjustments	adj. Budget	Expended	Balance	% of total budget
Director Salary	00016101-510101	\$96,288.00			\$39,149.39	\$57,138.61	40.66%
Assistant Director	00016101-510103	\$62,179.00			\$15,961.76	\$46,217.24	25.67%
Full Time Salaries	00016101-510110	\$262,109.00			\$121,706.33	\$140,402.67	46.43%
P-T Pages	00016101-510123	\$17,668.00			\$7,495.50	\$10,172.50	42.42%
P-T Salaries - Aides	00016101-510124	\$142,410.00			\$61,055.94	\$81,354.06	42.87%
Sunday Opening hours	00016101-510138	\$13,000.00			\$3,575.99	\$9,424.01	27.51%
Emergency Shelter Staffing	00016101-510139	\$1,000.00			\$0.00	\$1,000.00	0.00%
Longevity	00016101-510140	\$2,150.00			\$1,750.00	\$400.00	81.40%
<b>Personnel Services</b>		<b>\$596,804.00</b>			<b>\$250,694.91</b>	<b>\$346,109.09</b>	<b>42.01%</b>
Heating Fuel	00016102-521030	\$13,000.00			\$3,839.77	\$9,160.23	29.54%
Water	00016102-523000	\$400.00			\$103.65	\$296.35	25.91%
Office Equipment	00016102-524046	\$800.00			\$0.00	\$800.00	0.00%
Telecom	00016102-534000	\$5,000.00			\$2,207.91	\$2,792.09	44.16%
Postage	00016102-534020	\$800.00			\$255.47	\$544.53	31.93%
Purchase of Services	00016102-538000	\$28,600.00			\$14,269.98	\$14,330.02	49.90%
Facilities/Maint Supplies repairs	00016102-543000	\$2,500.00			\$0.00	\$2,500.00	0.00%
Custodial Supplies	00016102-545000	\$3,600.00			\$1,644.04	\$1,955.96	45.67%
Library Materials	00016102-558040	\$6,000.00			\$3,463.05	\$2,536.95	57.72%
Program Supplies	00016102-558050	\$2,000.00			\$1,954.05	\$45.95	97.70%
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%
<b>General Expense</b>		<b>\$65,900.00</b>			<b>\$28,966.08</b>	<b>\$36,933.92</b>	<b>43.95%</b>
<b>Books</b>	00016102-558030	\$90,000.00			\$50,802.72	\$39,197.28	56.45%
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			\$15,500.00	\$1,887.64	89.14%
Municipal Equalization	18-610-4650-362	\$11,088.31			\$8,061.83	\$3,026.48	72.71%
NRC	18-610-4650-368	\$1,696.88			\$0.00	\$1,696.88	0.00%
<b>Grants total</b>		<b>\$30,172.83</b>			<b>\$23,561.83</b>	<b>\$6,611.00</b>	<b>78.09%</b>
Allison Darling (75% INT. YA books)	<b>All as of 6/30/21</b>	\$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%
<b>Trusts Total</b>		<b>\$63,276.21</b>				<b>\$63,276.21</b>	<b>0.00%</b>
Passport Program Revenue	018-0610-0269-0-0-0-R	\$19,992.57	\$16,415.00	\$36,407.57	\$0.00	\$36,407.57	
Passport Program Expenses	018-0610-0269-0-0-0-E	\$0.00			\$1,408.90	(\$1,408.90)	
Materials expenses from PP Income					\$6,100.86	(\$6,100.86)	
Passport Expense-Payroll	018-0610-0269-0-0-0-P	\$0.00			\$0.00	\$0.00	
Passport Program Net:		\$19,992.57	\$10,430.00	\$30,422.57	\$7,509.76	\$28,897.81	24.68%
Library Gifts Balance	018-0610-0263-0-0-0-E	\$2,502.70	\$7,018.06	\$9,520.76	\$3,679.13	\$5,841.63	38.64%
Fines Balance	018-0610-0261-0-0-0-E	\$494.49	\$1,805.36	\$2,299.85	\$131.75	\$2,168.10	5.73%

# Massachusetts Libraries

## BOARD OF LIBRARY COMMISSIONERS

mass.gov/mbic

### PERMANENT DIRECTOR VERIFICATION

<b>MUNICIPALITY</b>			
<b>LIBRARY</b>			
<b>LIBRARY DIRECTOR</b>			
<b>EMAIL</b>			
<b>PHONE</b>			
<b>DATE OF APPOINTMENT</b>		<b>TODAY'S DATE</b>	

#### EDUCATIONAL BACKGROUND - MGL c. 78, s.19B, 605 CMR 4.01(4)

- under 10,000 population must have 4 year college degree upon appointment
- 10,000 and over population must have an MLS degree upon appointment

	Name of Institution	Dates Attended	Degree Received
High School			
College			
College – Graduate			

#### MASSACHUSETTS CERTIFICATE OF LIBRARIANSHIP – MGL c. 78, s.19B, 605 CMR 4.01(4)

- under 10,000 population (and no MLS degree) must possess a subprofessional certificate
- 10,000 and over population must possess a professional certificate

Certificate Number	
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#### BASIC LIBRARY TECHNIQUES TRAINING - MGL c. 78, s.19B, 605 CMR 4.01 (4)

- under 10,000 population and no MLS degree

Basic Library Technique Course	Workshop Location	Date(s)
Library Administration		
Materials Selection		
Cataloging and Classification		
Reference		

Signature of Trustee Chair: \_\_\_\_\_ Date: \_\_\_\_\_