



Pembroke Public Library
Trustees Meeting Agenda

December 18, 2024 at 7:00 PM
Trustees' Room

This meeting may also be attended virtually (via Zoom platform).

<https://us06web.zoom.us/j/84348254758>

Meeting ID: 843 4825 4758

Friends news

Foundation news

MINUTES OF PREVIOUS MEETING:

November 20, 2024

REPORTS:

November Youth Services Report
November Adults/Reference Report
November Director's Report
Financials

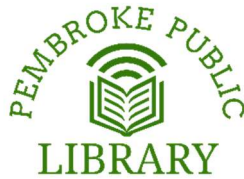
OLD BUSINESS:

Building updates
Annex proposal update and attending Select board meeting
FY 26 Budget

NEW BUSINESS:

FY26-FY30 Strategic Plan
2025 Southeastern Massachusetts Libraries Legislative Breakfast
Donations, Gifts, and Fundraising Policy
Phishing Email/Scam
Upcoming Staff Meeting
Upcoming Events

Any unscheduled business following the posting of the agenda



PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES Meeting Minutes for November 20, 2024

ATTENDING: Julia Nee, Director, Kathy Benvie, Director, Stephanie Ciciotti, Chair, Larisa Curley, Linda MacDonald, Sharon Stearns, Erin Columbare via zoom, Stephanie McBain, and Bob DeMarzo.

Stephanie Ciciotti, Chair, called the meeting to order at 7:00 P.M.

Please note that this meeting is made available to the public through an audio recording which will be used to ensure an accurate record of proceedings produced in the minutes of the meeting. All comments made in open session will be recorded. This meeting is also made available through Zoom platform via remote participation in accordance with the requirement of 940 CMR 29.10 via Zoom platform.

FRIENDS NEWS: The friends made \$1,676.00 from the book and bake sale. The Holiday ornament will be for sale coming soon.

FOUNDATION NEWS: Bob says the foundation at this time has about \$950,000. Looking for a goal of \$1,150,000 by the beginning of the year. Bob met up with some select board members as well as Ken Sweezy and Ken suggested to met up with State Rep Kathy LaNatra. Bob will be meeting with Kathy L. tomorrow morning. Bob would like to work together with the state representatives. December 4, 2024 next foundation meeting. Jane Courman will be on the fundraising board for the foundation.

MINUTES OF PREVIOUS MEETING: October 23, 2024. Sharon made a motion to amend the minutes and Larissa second, and so it was voted. Roll call all yes.

OCTOBER YOUTH SERVICES REPORT: Successful events. Larissa made a motion to accept the minutes, Linda seconded and so it was voted with a yes roll call by all.

OCTOBER ADULTS/REFERENCE REPORT: Growing collection of books. Peter had many events. Linda made a motion to accept the minutes, Sharon seconded and so it was voted with a roll call of yes by all.

OCTOBER DIRECTOR'S REPORT: Sharon made a motion to accept the minutes, Larissa seconded, and so it was voted by all with a yes roll call by all.

FINANCIALS: Linda made a motion to accept the minutes for financials, Larissa seconded and so it was voted and a yes roll call by all.

OLD BUSINESS: Building updates: Julia and Kathy met with Bill C. they discussed roof top units being replaced this fall and would like to move quickly on this project a bid has gone out. Boiler maintenance sample was taken. Woodpeckers are pecking leaving holes in the building. Painting and trim work is needed to repair this situation. A quote for a few small electrical projects around the library have been done.

TRANSITION SCHEDULE: Kathy is leaving December 27, 2024, and she got this date approved through the town manager.

NEW BUSINESS: FY 2025 aides awards: The numbers are up from last year amount \$44,510 to this year at \$49,782. Gone up \$5,000 in total. Kathy gave us a full report as it is good to see the different criteria in each town.

DIRECTOR FORMS MBLC: Julia and Kathy each have a form and they are aware of the crossover with Kathy leaving at the end of December.

CLOSINGS FOR CALENDAR YEAR 2025: Proposed closing dates were issued. Discussed the closing of library on Sundays.

REQUEST FOR A GIVING TREE: The Bethesda House would like a small tabletop tree with ornaments for each baby in need. This is a local organization. The ornaments have a QR code. A person will take the ornament and scan the code. The tree will be set up and taken down by

the Bethesda House. All the Library Trustees were in favor and support the giving tree.

AWE FOR CHILDREN'S ROOM: With funds generously donated by a family in memory of a loved one, the Library added a new touch screen computer for ages 2-12 for the children's room.

FY 26 BUDGET: Kathy and Julia have submitted the FY26 budget proposal to Bill. Pay increases approved and budgeted in FY25 for aides still need to be passed at next town meeting. FY26 request separates out part time assistant librarian position from part time aide positions, and asks for an increase. Asking for an increase for the book budget. Small increase in telephone. A postage decrease. Will need a few computers for staff.

ANNEX PROPOSAL UPDATE AND ATTENDING SELECT BOARD MEETING: December 4, 2024 a proposal will be presented to the select board about the COA building.

UPCOMING EVENTS: Julia went over and discussed the upcoming events at the Pembroke Public Library.

UNSCHEDULED BUSINESS: Stephanie going over a process for reviewing and evaluating Julia's progress as a new library director hire. Sharon discuss growth factors also mentioning we need a criteria and what we are looking for in her role. Are expectations being met? Julia should have a clear idea of what is going to be asked. Sharon will spearhead a review for us to follow.

Next meeting is on December 18, 2024 at 7:00 P.M.

Stephanie adjourned the meeting at 8:53 P.M.

Respectfully submitted,

Linda MacDonald
Secretary

Youth Services Report to the Trustees: November 2024

Submitted December 4, 2024 by Melissa McCleary

Program	# of Programs	Youth Attendance	Adult Attendance
Storytime (ages 2 – 5)	7	187	161
Baby Lapsit (ages 0 – 2)	2	24	22
Baby Playtime (ages 0 – 2)	1	12	12
LEGO Club	1	18	10
Puppy Dog Tales	1	7	5
Chess Club	1	5	5
Scavenger Hunt: Squirrel Colors	1 (passive)	332	n/a
Dungeons & Dragons (fall campaign)	3	20	n/a
Teen Anime Club (ages 11 – 15)	1	2	n/a
Take & Make: Think Positive Posters (ages 12 – 18)	1 (passive)	55	n/a
AGE GROUP TOTALS	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	10	223	195
<i>Kids Program (ages 6-11) Total</i>	4	362	20
<i>Teen Program (ages 12-18) Total</i>	5	77	n/a
<i>General Audience (all ages) Total</i>	n/a	n/a	n/a
TOTALS	19	662	215
Number of Volunteers	5 adult volunteers		
Volunteer Hours	5 volunteer hours		

November Program Highlights:

--Three new therapy dogs joined us at Puppy Dog Tales. Both volunteers and patrons enjoyed the event thoroughly!

--Our fall Dungeons and Dragons campaign has ended and was a rousing success. Another long-form campaign will be planned for the upcoming spring to allow more tweens/teens a chance to participate and learn.

--Miss Kiki covered three Storytimes this month (two planned and one due to illness). She always rises to the occasion to put on a wonderful event!

Upcoming Feature Events:

--*Gingerbread House Painting* on December 11 from 4:00-5:00pm - All ages (youth + family members) can join us in turning terra-cotta pots into miniature gingerbread houses!

--*STEM Playgroup* on Thursdays at 10:30am from January 2 to February 6 – Playgroup sessions, sponsored by South Shore Family Network, feature Science, Technology, Engineering, & Math-based play for ages 3 - 5.

Other:

--Rearranged shelving to allot more space for our ever-growing (and ever-popular) graphic novel collection.

--Purchased new AWE computer learning station with donated funds and the support of the Board.

November 2024 Reference/Adult Services Report

Peter Santore
12/09/2024

Reference Requests (Reference Desk only):

Total requests:	58
General information:	10
Technology:	46
Research:	01
<u>Passport:</u>	<u>01</u>
In person:	48
Phone:	08
Website:	02

In-depth Reference help included:

- Patron wanted information on uranium producers in America.
- Patron had gotten a new phone and needed assistance in learning to operate it.

Adult Events:

Total: 16 events with 120 attendees, including:

- Monday, November 4th, Movie Matinee, *Twisters* (Attendance: 5)
- Tuesday, November 5th: Book Club, *The Heaven and Earth Grocery Store* (Attendance: 12)
- Thursday, November 7th, *Hungrytown Concert* performed by Rebecca Hall and Ken Anderson. (Attendance: 10)
- Monday, November 18th: Movie Matinee, *Past Lives* (Attendance: 5)
- Tuesday, November 19th: *How to Write a Novel* presented by Stephen A. White (Attendance: 10)
- Wednesday, November 20th, *Acoustic Music Night* (Attendance: 7)
- Thursday, November 21st, Mystery Book Club, *Everyone in My Family Has Killed Someone* (Attendance: 3)
- Monday, November 25th: Movie Matinee, *Good Will Hunting* (Attendance: 3)
- Tuesday, November 26th: Genealogy Night (Attendance: 2)
- Tuesdays, November 5th, 12th, 19th, 26th. Knitting (4 events, total attendance: 42)
- Wednesdays, November 6th, 13th, 20th. Yoga (3 events, total attendance: 21)

Volunteers:

- 10 Youth Volunteers, 27 total volunteer hours
- 1 Senior Tax Work Off Volunteer, 9 total volunteer hours

Projects:

- Planning Adult events; creating flyers, calendars, and publicity blurbs; updating the website and WhoFi, and coordinating shared advertising with relevant town organizations
- Gauging interest in, preparing for, and executing new Adult programs
- Compiling and publishing the monthly Pembroke Public Library newsletter, and reviewing LibraryAware-generated genre newsletters to ensure all books listed are available in the SAILS network
- Planning and creating new methods of advertising the Pembroke Public Library's digital research resources
- Interviewing and onboarding new library volunteers
- Preparing for the Pembroke Tree Lighting

Outreach:

- Town Hall Visit and Notice Board Update
- PACTV PSA Day recording

Director's Monthly Report for November 2024
Pembroke Public Library

Circulation	Nov 2021	Nov 2022	Nov 2023	Oct 2024	Nov 2024
Adults	4215	3839	3614	3629	3402
YA	271	282	294	371	330
Children	3689	3309	3708	3453	3355
Total:	8175	7430	7616	7453	7087
Overdrive total / (OA total):	1859	1841	2641 / (793)	2626 / (556)	2552 / (461)
Hoopla total:	250	336	407	542	534
Kanopy total:		82	118	45	33
NY Times total:		22	6	161	190
Online Resources Usage	731	448	879	683	532
Museum passes + Hotspot loans	34	55	41 + 9	44 + 7	42 + 8
Overdrive patrons registered	13	19	15	26	22
Patrons registered new cards (IP)	70	49	45	71	73
Patrons registered new ecards			7	8	8
Mobile holds/renewals	423	449	482	451	423
Non-resident borrowing (user cat2)	1855	1955	1552	1521	1467
Items loaned to other libraries	2143	2160	1982	1962	1521
Item borrowed from other libraries	1404	1258	1269	1209	1219
ComCat loaned	14	13	11	21	24
ComCat borrowed	43	23	23 + 2	35 + 3	32 + 5
Passports	76	98	102	74	122
Visitor count	6635	6627	6307	7894	5860

Collections	Nov 2021	Nov 2022	Nov 2023	Oct 2024	Nov 2024
Items added	355	688	467	397	414
Items discarded	950	666	277	495	838
Items marked Missing	56	18	16	28	17

Events	Nov 2021	Nov 2022	Nov 2023	Oct 2024	Nov 2024
Adult programs	19	17	18	19	16
Adult attendees	134	127	134	177	120
Youth events	6	20	23	32	19
Youth attendees	530	538	944	1494	877

The full Youth Services and adult reference reports are attached.

Computer Use	Nov 2021	Nov 2022	Nov 2023	Oct 2024	Nov 2024
Internet	276	244	275	363	235
Juvenile	148	177	211	226	208
Total	424	421	486	589	443

This November the Meeting Room was used 25 times. The Trustees Room was used 17 times.

Staff and other news:

Despite being a short month, the Library was very busy this November! We had a Passport Facility Inspection, and the report from the inspection unsurprisingly said the Library's passport program is well organized and continues to demonstrate a solid commitment to a quality passport acceptance program. After a brief drop in appointments in the fall, the number of passport appointments increased in November, showing that this continues to be a needed and popular service. A huge thank you to all our wonderful Passport Agents!

November was my first full month at PPL, and I have made positive strides in getting to know the Library, staff, supporters, and the greater Pembroke community. Looking to the future, in November I submitted an updated Action Plan for FY26 to the Massachusetts Board of Library Commissioners, as well as the first FY26 budget proposal to the Town Manager.