



Pembroke Public Library
Trustees Meeting Agenda September 21st 7:00 PM
Trustees' Room

Minutes of July Meetings

Director's Report

Youth Services Report

Reference Librarian Report

Financial Update

Status of request for Trustees to receive year-end Trust fund reports

Old Business

Trustee Conflict Interest Training

Staff Chairs

Foundation Update

Meeting Room Update

Recognition of former Trustee Lyn Dionne

Water Faucets

Book Drops

Director Evaluation (Staff Survey)

ARIS and Financial Report Completed

New Business

Staff Job Descriptions and Performance Reviews

Collection Development Policy

Any unscheduled business following the posting of the agenda.



PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for August 17, 2022

ATTENDING: Mary Beth Courtright, Melissa McCleary (Youth Services Librarian), Sean Fitzpatrick (Chair), Jill Taylor, Marcie Walsh-O'Connor (Director), and Carol Watches.

Sean Fitzpatrick, Chair, called the meeting to order at 7:21 P.M.

MINUTES OF PREVIOUS MEETING: The minutes of the July meeting were read. Carol moved to accept the minutes, as written. Mary Beth seconded and it was so voted.

DIRECTOR'S REPORT: The Director's Report for July was read. Circulation isn't quite back to pre-Pandemic numbers, but steady monthly increases continue. The ARIS report has been submitted. Jill moved to accept the July Director's Report, as written. Carol seconded and it was so voted.

YOUTH SERVICES REPORT: The Youth Services Report for July was read. Melissa spearheaded a total of 27 programs in June, which reached 667 children and teens and 185 of their adults. A cork board has been installed in the young adult lounge, to serve as a "Teen Art Wall". "Caregiver Corner" now has a padded bench which also serves as useful storage space. Summer Reading is almost back to pre-Pandemic numbers, per Melissa. Carol moved to accept the July Youth Services Report, as written. Mary Beth seconded and it was so voted.

REFERENCE/ADULT SERVICES REPORT: The Reference/Adult Services Report for July was read. Stephanie provided assistance mainly in person this month, but also provided support via phone and e-mail. In addition to the 19 in-depth reference requests she fielded in June, Stephanie also attended staff trainings, created and maintained Adult book displays, monitored scheduling for and processed Passport applications, and ran multiple programs (Movie Matinees, Book Club, Genealogy Night, etc.). Mary Beth moved to accept the July Reference/Adult Services Report, as written. Carol seconded and it was so voted.

FINANCIAL REPORT: Marcie mentioned the Purchase of Service line expenditures; the network assessment came out of that line, so the numbers appear to be concerning but this is due to multiple lines needing to be drawn from in order to cover larger expenses. Marcie will speak to Bill regarding how to potentially re-name some lines so that, for transparency, the descriptions match the expenditures. Jill moved to accept the July Financial Report, as printed. Mary Beth seconded and it was so voted.

Status of request for Trustees to receive year-end revolving/Trust fund reports – Jill will attempt to track down more information.

OLD BUSINESS: *Trustee Conflict of Interest training* – Stephanie, Mary Beth, Sean, and Larissa are due to complete the training this year. Stephanie, Larissa, and Mary Beth have completed it. Stephanie and Mary Beth have returned their certificates of completion to Town Hall; Larissa will do so ASAP. Sean will do both, ASAP.

Staff Chairs – Staff have chosen their preferred chair colors (which did not affect the estimate), and they will be arriving soon.

Foundation News – The Foundation met and discussed converting the library’s entrance alcoves into study nooks. The technology for the Meeting Room is coming along.

Meeting Room Update –

Recognition of Lyn Dionne, former Trustee – The Trustees were presented with book options to purchase in memory of former Trustee, Lyn Dionne. Memorial book plates will be adhered to the inside covers of several books selected by the Trustees. We will discuss exactly which books will be selected, next month, when the full board is in attendance.

Water Faucets – Marcie obtained additional estimates for the restroom faucet replacement work. De Luca is the frontrunner; Carol would like Marcie to confirm that they will take away the old materials.

Book Drops – The new book drops have arrived! They came in nearly \$2,000 under the amount approved for the purchase. Matt and a companion will remove them from pallets and install them, this week, which will require a couple of hours of OT. Jill moved to approve overtime pay for the installation of the new book drops and Aunt Flo dispensers. Carol seconded and it was so voted.

Director Evaluation (Staff Survey) – Carol would like to strike, from page three, “Is there anything that you think the Director should stop doing?” Mary Beth would like to strike, from page one, “Makes wise personnel decisions”. Sean would like to strike, from page two, “Gets things done”. Carol would like to add to the last section, “Please [expand upon any of the numbered questions] and/or add any information or comments you would like to share with the Board of Trustees:”

NEW BUSINESS: *ARIS Completed* – Carol asked whether or not there were any areas of concern. There were not, but Marcie pointed out that Youth Services were instrumental in the library meeting its goals. *Financial Report started* – The financial report is in progress.

UNSCHEDULED BUSINESS: *Update Trustee section of library website* – Marcie will update the Trustee section of the library’s website.

Plan for damaged parking lot light pole – Bill is handling this issue; the wiring inspector has been out to inspect the pole. Jill will reach out to Bill about the light pole and sidewalk work.

The next Trustee meeting date is scheduled for Wednesday, September 21, 2022 at 7:00 P.M..

Jill moved to adjourn, Mary Beth seconded; the meeting was adjourned at 8:11 P.M.

Respectfully submitted,

Jillian Taylor, Secretary

Director's Monthly Report for August 2022
Pembroke Public Library

Circulation	Aug 2019	Aug 2020	Aug 2021	July 2022	Aug 2022
Adults	6866	3961	4761	4787	4727
YA	637	300	499	569	504
Children	4816	1921	4057	5169	5197
Total:	12319	6182	9317	10525	10428
Overdrive total:	1983	2207	2245	2707	2879
Hoopla total:	23	315	259	301	318
Kanopy total:				18	46
NY Times total:				7	25
Online resource Usage	696	513	759	650	427
Museum passes	99	27	75	63	28
Patrons registered	80	32	58	89	99
Mobile holds/renewals	256	505	511	765	585
Non-resident borrowing	2131	1092	1942	1591	3005
Overdrive patron registration	31	35	37	27	44
Items loaned to other libraries	2555	2547	2389	2225	4142
Item borrowed from other libraries	2051+3	1774	1687	1588	3020
ComCat loaned	27	0	28	14	12
ComCat borrowed	33	0	23 + 6 PTP	30 + 9 PTP	34 + 6PTP
Passports	49	12	132	76	121
Visitor Count	10289	2130	6697	7162	6640

Collections	Aug 2019	Aug 2020	Aug 2021	July 2022	Aug 2022
Items added	735 in-house 45,657hoopla	575	431	855	689
Items discarded	101	122	376	453	1389
Items marked Missing	15	45	27	21	56

Events	Aug 2019	Aug 2020	Aug 2021	July 2022	Aug 2022
Adult programs	10	3	1	12	14
Adult attendees	85	17	11	76	98
Youth events	20	3	13	27	21
Youth attendees	665	13	305	667	732
Summer Fest (all ages)	140	No Summer Fest	No Summer Fest		No Summer Fest

Fuller youth services and adult reports are attached.

Computer Use	Aug 2019	Aug 2020	Aug 2021	July 2022	Aug 2022
Internet	743	108	287	253	309
Juvenile	232	0	159	254	309
Total	975	108	415	507	618

Staff and other news:

In August I completed the ARIS and September I am slated to complete the Financial Report. August saw the end of a very successful Summer Reading Season. I am pleased with our statistics in particular, Hoopla, Kanopy, NY Times, and Print circulation. We were able to promote Gillian from a page to an aide, in September I hope to add another aide and two more pages. The staff makes the Pembroke Public Library a pleasant work place and a welcoming library.

Youth Services Report to the Trustees: August 2022
 Submitted September 3, 2022 by Melissa McCleary

Program	# of Programs	Child/Teen Attendance	Adult Attendance
Storytime (ages 2 – 5)	8	218	144
Block Party Playtime (ages 1 – 5)	2	40	25
Baby Lapsit (ages 0 – 2)	2	16	14
LEGO Club	1	14	8
Puppy Dog Tales	1	14	10
Dungeons & Dragons (ages 9 – 13)	2	11	n/a
Nature Collage (ages 8 – 12)	1	2	2
Cosmic Storytime, Author Visit (ages 4 – 8)	1	20	10
Scavenger Hunt: Bees in Geometry	1 (passive)	365	n/a
Dungeons & Dragons (ages 12 – 14)	2	5	n/a
Star Jar Craft (ages 12 – 18)	1	2	n/a
Teen Take & Make: Sea Life Mosaic (ages 12 – 18)	1	36	n/a
AGE GROUP TOTALS	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	12	274	183
<i>Kids Program (ages 6-11) Total</i>	5	415	30
<i>Teen Program (ages 12-18) Total</i>	4	43	n/a
<i>General Audience (all ages) Total</i>	n/a	n/a	n/a
TOTALS	21	732	213
Number of Volunteers	3 adults + 10 teens = 13 volunteers		
Volunteer Hours	3 adult hrs + 23.5 teen hrs = 26.5 hours		

August Program Highlights:

--Summer Reading conclude on August 19th; a full report on statistics for participation and attendance is attached and as well as an infographic.

--Youth increased their logged reading by 36 percent from last year (!), getting the library back up to pre-COVID numbers; this is likely due to the allowed school visits to promote summer reading as well as the general feeling of returning back to previous habits as families have found ways to cope with the pandemic.

--Our visit from Alec Carvlin, author of *How to Bake a Universe*, was delightfully high energy.

--Library Aides continued to be a huge help through running additional programs, assisting with patron questions, and general library upkeep.



Congratulations to three young students who logged over 100 hours (each) of reading this summer!

This photo was the summer's most popular social media post on Instagram and Facebook. (Twitter's most popular post was regarding our teen art creations.)

Summer Reading Report 2022
“Read Beyond the Beaten Path”
June 21 – August 19, 2022

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)	349	206, 902 minutes
Teen Read & Bead (grade 6 – 12)	29	11,919 minutes
Pages & Prizes (ages 18+)	78	370 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 2022	349	29	3,647 hours
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	20	403	276
Kids	19	870	98
Teens	10	110	n/a
General Audience	n/a	n/a	n/a
Adults	26	n/a	172
Total for Summer 2022	75	1,383	546

Summer Reading 2022: *Read Beyond the Beaten Path*



456

Summer Readers

349
kids

29
teens

78
adults



3,647

Hours read by
kids & teens

20,953

Items
Checked Out

370

Books read by
adults

75 Events

1,929
Attendees



13,802

Visitors

Reference Requests (Reference Desk only):

<u>Total requests:</u>	39
General information:	5
Technology:	14
Research:	5
Item requests:	9
Readers' Advisory:	2
<u>Passports:</u>	4
In person:	23
Phone:	7
Email:	8
Website forms:	1

In-depth Reference help included:

- Using Ancestry Library Edition to research an unknown relative.
- Using the Silver Lake yearbooks from the 1940s and 1950s to try to find family members.
- Taking screenshots on a computer.
- Making an appointment through the RMV website.

Adult Events:

Total: 14 events with 98 attendees, including:

- Monday, August 1st: Movie Matinee, *Land* (Attendance: 9)
- Monday, August 1st: "A Cultural and Historical Reflection of the 1960s Through the Music of the Beatles" with Fran Hart (Attendance: 5)
- Tuesday, August 2nd: Book Club, *Death at Greenway* (Attendance: 11)
- Monday, August 8th: Movie Matinee, *Downton Abbey: A New Era* (Attendance: 11)
- Monday, August 15th: Movie Matinee, *Moonrise Kingdom* (Attendance: 5)
- Tuesday, August 16th: "Beautiful Butterflies" with Joy Marzolf (Attendance: 6)
- Monday, August 22nd: Movie Matinee, *The Lost City* (Attendance: 8)
- Monday, August 29th: Movie Matinee, *Montana Story* (Attendance: 5)
- Tuesday, August 30th: Genealogy Group (Attendance: 5)
- Tuesdays August 2nd, 9th, 16th, 23rd, and 30th: Knitting (5 events, total attendance: 33)

Summer Reading concluded on August 19th with 78 Adult participants logging a total of 370 books.

Projects included:

- Accepting passport applications and monitoring the passport appointment schedule and transmittal forms. Agents processed 121 applications this month.
- Ordering Adult books, AV materials, and eBooks and audiobooks for our library collection, as well as eBooks and audiobooks for the SAILS network OverDrive collection.
- Planning all Adult events; creating flyers, calendars, and publicity blurbs; updating the website and EventKeeper; and publicizing on social media.
- Compiling and publishing the monthly Pembroke Public Library newsletter, and checking the daily 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, and leading and finding resources for the genealogy group meeting.

- Answering all submissions from the “ask a question” form on the website and creating recommended reading lists for Adult Readers’ Advisory forms.
- Creating and maintaining Adult book displays.
- Weeding the Nonfiction and Reference collections and working on developing the collections to be more up-to-date and inclusive.

PEMBROKE PUBLIC LIBRARY
FISCAL YEAR 2023 WORKSHEET

9/15/2022

		FY23	adjustmen	adj. Budget	Expended	Balance	% of total budget
Director Salary	00016101-510101	81600			20,634.50	60,965.50	25.29%
Assistant Director	00016101-510103	63750			16,120.66	47,629.34	25.29%
Full Time Salaries	00016101-510110	275674			69,710.79	205,963.21	25.29%
P-T Pages	00016101-510123	19413			2,997.25	16,415.75	15.44%
P-T Salaries - Aides	00016101-510124	147028			39,538.67	107,489.33	26.89%
Sunday Opening hours	00016101-510138	13260			141.36	13,118.64	1.07%
Emergency Shelter Staffing	00016101-510139	1000			334.15	665.85	33.42%
Longevity	00016101-510140	2250			800.00	1,450.00	35.56%
Personnel Services		603975			150,277.38	453,697.62	24.88%
Heating Fuel	00016102-521030	15470			555.51	14,914.49	3.59%
Water	00016102-523000	400				400.00	0.00%
Office Equipment	00016102-524046	800				800.00	0.00%
Telecom	00016102-534000	5,500			810.36	4,689.64	14.73%
Postage	00016102-534020	800			100.13	699.87	12.52%
Purchase of Services	00016102-538000	35000			23,191.86	11,808.14	66.26%
Facilities/Maint Supplies repairs	00016102-543000	7000			532.50	6,467.50	7.61%
Custodial Supplies	00016102-545000	3600			926.02	2,673.98	25.72%
Library Materials	00016102-558040	6500			3,045.96	3,454.04	46.86%
Program Supplies	00016102-558050	2500			1,338.87	1,161.13	53.55%
Technology Supplies	00016102-558090	2000			687.16	1,312.84	34.36%
Travel	00016102-571100	900				900.00	0.00%
Dues	00016102-57310	1050				1,050.00	0.00%
General Expense		81520			31,188.37	50,331.63	38.26%
Books	00016102-558030	90000			32956.97	57,043.03	36.62%
Capital-painting	00030610-600134	1192.18					0.00%
Capital-Building & Equipment	00030610-600138	15953.76			5784	10,169.76	36.25%
Capital-Technology Equipment	00030610-600171	10000					0.00%
Capital- Water Faucet		2700			2,700.00		100.00%
Library Incentive	18-610-4650-364	304.67					0.00%
Municipal Equalization	18-610-4650-362	435.24					0.00%
NRC	18-610-4650-368	351.73					0.00%
Grants total		1091.64					0.00%
Allison Darling (75% INT. YA books) All as of 6/30/21		11891.06				11,891.06	0.00%
Library Building Fund		319.55				319.55	0.00%
Center Library Trust Fund (any use)		5301.6				5,301.60	0.00%
Center Library Trust Fund		20962.04				20,962.04	0.00%
Della Chiesa (books only)		10689.89				10,689.89	0.00%
Edna Raistrick (large print only)		4233.22				4,233.22	0.00%
Irene Smith (interest only-YA ref. and non.)		9878.85				9,878.85	0.00%
Trusts Total		63276.21				63,276.21	0.00%
Passport Program Revenue	018-0610-0269-0-0-	39563.18	10185	49748.18	4,467.49	45,280.69	
Passport Program Expenses	018-0610-0269-0-0-	0					
Materials expenses from PP Income							
Passport Expense-Payroll	018-0610-0269-0-0-	0				-	
Passport Program Net:		39563.18		39563.18	4,467.49	45,280.69	11.29%
Library Gifts Balance	018-0610-0263-0-0-	623.25	2605.96	3229.21	413.89	2,815.32	12.82%
Fines Balance	018-0610-0261-0-0-	1390.25	813.63	2203.88		2,203.88	0.00%

