



**Pembroke Public Library  
Trustees Meeting Agenda February 16 7:00 PM**

**REMOTE PARTICIPATION VIA ZOOM APPLICATION**

**Meeting ID:**

**Password:**

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 January Meetings

Old Business

Capital needs – update

FY 23 Budget

Foundation

Director's Report

Youth Services Report

Reference Librarian Report

Financial Updates

Building Maintenance

New Business

Quilt

Safe Child Policy (given to the Trustees for review for next meeting)

Social Media Policy (given to the Trustees for review for next meeting)

Reconsideration Policy (given to the Trustees for review for next meeting)

Any unscheduled business following posting of agenda.

No minutes were taken as there was no quorum present.

**Director's Monthly Report January 2022  
Pembroke Public Library**

<b>Circulation</b>	<b>Jan 2019</b>	<b>Jan 2020</b>	<b>Jan 2021</b>	<b>Dec 2021</b>	<b>Jan 2022</b>
Adults	5997	5787	2503	3951	4434
YA	471	343	161	388	363
Children	4095	3967	1583	2952	2931
<b>TOTAL:</b>	<b>10563</b>	<b>10097</b>	<b>4247</b>	<b>7291</b>	<b>7728</b>
Overdrive total:	1738	1848	2204	1999	2158
Hoopla total:	-	157	247	282	327
Kanopy total:				37	72
NY Times total:				9	10
Online resources Usage	1289	889	1001	845	1175
Museum Passes	56	50	3	24	20
Patrons registered for new cards	88	66	29	43	71
Mobile holds/renewals	145	405	773	320	499
Non-resident borrowing	2067	2080	843	1642	1727
Overdrive patron registration	36	26	15	17	24
Items loaned to other libraries	2646	2808	183	1986	2454
Item borrowed from other libraries	1973	1899	105	1261	1407
ComCat loaned	27	21	14	12	17
ComCat borrowed	39	36+1	13+1	17 +2	32
Passport applications	-	74	41	103	104
Visitor Count	9158	8020	0	5205	5392

<b>Collections</b>	<b>Jan 2019</b>	<b>Jan 2020</b>	<b>Jan 2021</b>	<b>Dec 2021</b>	<b>Jan 2022</b>
Items added	508	482	427	840	589
Items discarded	718	275	223	1237	1070
Items marked Missing	14	27	17	89	34

<b>Events</b>	<b>Jan 2019</b>	<b>Jan 2020</b>	<b>Jan 2021</b>	<b>Dec 2021</b>	<b>Jan 2022</b>
Adult programs	14	15	4	18	17
Adult attendees	99	183	34	112	103
Youth events	24	31	5	10	12
Youth attendees	526	848	165	294	280

<b>Computer Use</b>	<b>Jan 2019</b>	<b>Jan 2020</b>	<b>Jan 2021</b>	<b>Dec 2021</b>	<b>Jan 2022</b>
Internet	626	700	0	249	194
Juvenile	178	182	0	113	101
Total	804	882	0	362	295

The meeting room was used 29 times and the Trustees Room was used 10 times last January.

**Staff and other news:**

It has been an absolute pleasure working here for my first month. The staff here is amazing and very welcoming. I have met with Bill several times to discuss budget and capital he seems very receptive. He was willing to increase many of our General Expenses lines and we got a tiered pay structure for the pages. I am very pleased with the increase in patron foot-traffic and usage of materials.

Youth Services Report to the Trustees: December 2021  
 Submitted Jan. 6, 2022 by Melissa McCleary

Program	# of Programs	Child/Teen Attendance	Adult Attendance
Storytime (ages 2 – 5)	2	29	20
STEM Playgroup (ages 3 – 5)	4	63	43
Sing with your Baby (ages 0 – 2)	1	12	8
LEGO Club	1	7	5
Puppy Dog Tales	1	6	5
Snowman Storytime	1	11	6
Scavenger Hunt: Penguin’s Fishing Trip	1 (passive)	107	n/a
Teen Take & Make: Beaded Snowflake (ages 12 – 18)	1	45	n/a
<b>AGE GROUP TOTALS</b>	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	7	104	83
<i>Kids Program (ages 6-11) Total</i>	4	131	16
<i>Teen Program (ages 12-18) Total</i>	1	45	n/a
<i>General Audience (all ages) Total</i>	n/a	n/a	n/a
<b>TOTALS</b>	<b>12</b>	<b>280</b>	<b>99</b>
Number of Volunteers	3 adults + 10 teens = 13 volunteers		
Volunteer Hours	3 adult hrs + 30.5 teen hrs = 33.5 hours		

**January Program Highlights:**

- Two in-person storytimes were cancelled per the Town’s desire for social distancing; as social distancing is *not* possible during pre-K storytimes, we were unable to host them.
- Sing with your Baby, our first baby event in over a year, was very well received; our guest, ukulele player Julie Stepanek, will be doing this same program in February.
- Patriot Ledger visited for Miss Cory’s Snowman Storytime and ran an article, alongside pictures, in late January.

**Other:**

- The patron who runs our “Jam Nights” (an adult program) made a generous donation to youth services. We were able to purchase one early literacy-focused kit and several picture book.
- The YA music CDs were fully integrated into the general CD collection so the free space will be transformed into a mini “Maker” cart; this will include homework and craft supplies, our in-house game collection, and the monthly Take-and-Make kit.



*Babies and toddlers dance with scarves while singing along to a family favorite, “Wheels on the Bus.”*

## Reference Requests (Reference Desk only):

<b><u>Total requests:</u></b>	<b>24</b>
General information:	2
Technology:	11
Research:	6
Item requests:	2
Readers' Advisory:	2
<u>Passports:</u>	<u>1</u>
In person:	12
Phone:	3
Email:	6
Website forms:	3

## In-depth Reference help included:

- Creating a Kanopy account and downloading the app to an iPad.
- Finding academic articles online through our databases and Boston Public Library databases.
- How to use the library's *New York Times* subscription from home.
- Printing a PDF from an iPhone.

## Adult Events:

### **Total: 17 events with 103 attendees, including:**

- Monday, January 3<sup>rd</sup>: Movie Matinee, *Jungle Cruise* (Attendance: 5)
- Monday, January 10<sup>th</sup>: Movie Matinee, *Roadrunner* (Attendance: 3)
- Tuesday, January 11<sup>th</sup>: Virtual Book Club, *The Wife Upstairs* (Attendance: 12)
- Monday, January 24<sup>th</sup>: Movie Matinee, *Holler* (Attendance: 3)
- Wednesday, January 26<sup>th</sup>: Jam Night at the Library (Attendance: 5)
- Monday, January 31<sup>st</sup>: Movie Matinee, *Spencer* (Attendance: 4)
- Tuesdays January 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, and 25<sup>th</sup>: Knitting (4 events, total attendance: 20)
- Wednesdays January 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, and 26<sup>th</sup>: Yoga (4 events, total attendance: 24)
- Wednesdays January 12<sup>th</sup>, 19<sup>th</sup>, and 26<sup>th</sup>: "Three More New England Poets" webinar with Roz Kubek (3 events, total attendance: 27)

## Projects included:

- Accepting passport applications and monitoring the passport appointment schedule and transmittal forms. Agents processed 104 applications in January.
- 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 and creating recommended reading lists for Adult Readers' Advisory forms.
- Creating and maintaining Adult book displays, including one featuring the top checkouts of 2021.
- Completing the Nonfiction weeding project and beginning to weed the Biography collection.
- Continuing to integrate YA CDs with the regular music CD collection.