



TOWN OF TRURO

Board of Library Trustees

P.O. Box 2030, Truro, MA 02666

Meeting Minutes of October 21, 2015 Truro Public Library: Cobb Room

Present: S. Keith Althaus, John F. Kolb, James M. Kyed, Sally Brotman, Barbara B. Wood (Chair), Tricia Ford: (Library Director), Marilyn Adams (Friends of the Truro Library, FOTL)

The meeting was called to order at 9:33 AM

Minutes of September 16, 2015 were approved as corrected

STRATEGIC LONG RANGE PLANNING (LRP):

Trish will place a copy of the 2010 LRP in trustee mailboxes. Barbara asked Trustees to be prepared to answer the question, "How did we do in reference to the goals that we set?"

It was suggested that the Trustees add the following bullet to our Reasons for Conducting a LRP (below): "To anticipate the evolving opportunities, needs and challenges created by digital information technology"

- Required by MBLC
- To define the role of the library in our community
- To formulate the values of our library and it's role in the community
- To describe where we are NOW
- To facilitate decisions and choices in the use of finite resources
- To anticipate financial challenges
- To anticipate how demographic changes in the community may affect the library

LIBRARY DIRECTOR'S REPORT: (Attached) Jack noted that the Trustees are now listed on the Library web page, with thanks to Trish for the follow-up.

PROJECTED CAPITAL NEEDS: The need to reconfigure library spaces in order to better serve current patterns of use creates uncertainty in the capital planning process. Whether to proceed with a capital expense is conditioned by the concern that it might soon require modification. Jack suggested that preliminary preparation would be useful and help clarify the changes might be more or less likely to be effected. To begin this process, the Trustees will take a "guided tour" of the facilities at the next Trustee Meeting.

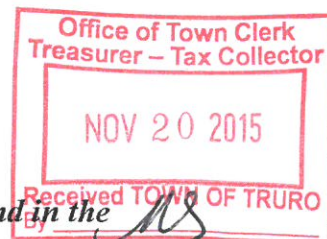
FOTL: Marilyn reported that the Little Libraries are closing for the year. Grateful appreciation goes to Bob Daglio for all his efforts in this popular outreach project. The Friends are offering a thoughtful and exciting lineup educational and fund-raising events for the coming year.

NEXT MEETING: NOVEMBER 18TH 9:30 AM LIBRARY COBB ROOM.

Meeting adjourned at 11:04 PM

Respectfully submitted, Sally Brotman

OUR MISSION: *To engage our community in literature, arts, learning, and in the transforming power of information.*



Truro Public Library

Director's Report

October 2015

Statistics: Attached are the full month statistics for September.

Financial Report: Attached.

Collection Development: No issues.

Building Status:

I'm pleased to report that the broken window in the Children's Room has been repaired.

We have had a few unexpected four-legged visitors this past week. Squirrels found their way into the Library, but we believe that we have caught them. To be certain, we are continuing to set have-a-heart traps each night.

A/C has been turned off.

Staff:

Peter and Ken had their one-year reviews and step increases.

News:

The Library received 2 grants from the Truro Treasures Board. One is to purchase "LittleBits," a system of electronic building blocks. The second grant is to go to FOTL in order to defray some of the cost of the Winter Music Series.

I have been tasked with being on a committee of Town employees, charged with exploring the town-wide parking shortage. Since the Library has one of the larger parking lots in Truro, our parking lot has been mentioned as a potential space for expanded parking. Right now the committee is conducting an inventory of parking spaces in larger public lots.

I will receive the budget forms by the end of this week. The Capital Budget requests are due by October 23. I have enclosed last year's 5-year Capital Improvement Plan with a couple potential additions for discussion.

Here is a photo of one of our Halloween decorations that has gone modestly viral on Facebook.



Respectfully submitted,

Tricia Ford

2015 Meeting Room Exhibits:

Jan.-	July – The Truro Group
Feb. – The Children’s Garden	Aug. – Peter Chepus
Mar. – The Children’s Garden	Sep. – Kenneth Hawkey
Apr. – Truro Central School	Oct. – The Truro Group
May – Mason Morfit	Nov. – After Hopper
June – David Wennerberg/Noelle Scoullar	Dec. – After Hopper

Upcoming presentations and activities:

Children’s Story Hour	Thursday mornings at 10:30 a.m.
Children’s Saturday Programs	(see Footnotes)
Book Groups	Truro Library Book Group (last Wednesdays) Tuesday Book Group (first Tuesdays)
Adult Events	(see Footnotes)

Statistics for September 2015

Circulation:

	Sep. 2015	Sep. 2014
cirs	4,075	4,264
e-cirs	440	358
Total cirs	4,515	4,622

	Fiscal 2016	Fiscal 2015
cirs	18,377	19,335
e-cirs	1,298	1,039
Total cirs	19,675	20,374

New Patrons:

	Sep. 2015
Clams	43
Overdrive	10
Total	53

Circulation of non e-books Breakdown (w/o ill's) ILLs)

Type of Material:		Adult Print		YA Print	
Print	2,521	Fiction	1,003	Fiction	26
Video	1,079	NF	660	NF	4
Audio	429				
Misc.*	31	Juvenile Print		Large Print	
(*puzzles, passes, periodicals)		Fiction	518	Fiction	121
		NF	175	NF	14

Collection Management:

New Items	Books	Dvds	Music	Audio	Discards
286	207	62	3	19	0

Programs:

13 Children's Programs:	283 Children	15 Teens	196 Adults
7 Adult Programs:	399 attendees		
1 Bookgroups:	8 attendees		
21 Events	901 Attendees	Total	

FY2016 – SEPT. 2015

September 2015

CLAMS SYSTEM CIRCULATION STATISTICS

Stat Code	Library Name	Monthly Charges	Year-to-Date Total
13	CLAMS [cl]	140	498
23	CCCC [4c]	548	980
43	Hyannis [hy]	7,478	26,198
53	Centerville [cv]	8,681	34,440
63	Cotuit [ct]	3,457	13,602
73	Marstons Mills [mm]	3,719	12,054
83	Osterville [os]	5,846	25,435
93	Sturgis [ba]	4,716	16,572
103	Whelden [wb]	2,587	7,810
113	Edgartown [ed]	3,311	14,692
123	Brooks [ha]	14,694	55,551
133	Orleans [or]	12,219	44,715
163	Bourne [bn]	10,873	37,140
173	Vineyard Haven [vh]	5,599	22,332
193	Chatham [ch]	7,076	29,970
203	Mashpee [mp]	13,952	53,768
223	Brewster [bl]	11,683	44,016
233	West Yarmouth [yw]	2,832	10,199
243	So. Yarmouth [ys]	9,846	33,520
253	Yarmouthport [yp]	2,241	6,959
263	Eastham [ea]	4,133	17,180
283	Provincetown [pt]	2,482	8,753
293	Nantucket [nt]	8,528	36,073
303	Oak Bluffs [ob]	7,199	28,885
313	Truro [tr]	4,075	18,377
323	Wellfleet [wl]	6,565	31,332
343	Dennis Pub. [dp]	5,671	22,168
353	East Dennis [dj]	2,343	9,315
363	Dennis Memorial [dm]	3,539	13,621
373	South Dennis [ds]	1,711	6,326
383	West Dennis [dw]	1,153	4,868
403	Falmouth [fa]	22,230	77,025
413	East Falmouth [fe]	2,515	9,444
423	No. Falmouth [fn]	2,266	9,339
443	Woods Hole [wh]	1,609	7,855
453	West Falmouth [fw]	2,118	7,994
463	West Tisbury [wt]	7,451	32,517
473	Chilmark [ck]	3,008	16,219
483	Aquinnah [aq]	590	2,460
Syst. Total		220,684	850,202

Source Report: Circulation Activity by Terminal (compiled monthly).

Comments:

a) same source as libraries' daily stats;

b) credits charging location;

c) in this report, figures may include transactions from terminal # xx1, xx8 as well as xx3.

**TRURO PUBLIC LIBRARY
BUDGET SUMMARY
As of October 1, 2015**

EXPENSES:

MATERIALS (5410)

Beginning Balance:	\$45,607.93	Original Appropriation:	\$60,000.00
Aug. Expenses:	<u>5,453.23</u>	FYTD Expenses:	\$19,845.30
Ending Balance:	\$40,154.70		

SUPPLIES (5400)

Beginning Balance:	\$11,245.92	Original Appropriation:	\$14,000.00
Aug. Expenses:	<u>1,299.98</u>	FYTD Expenses:	\$4,054.06
Ending Balance:	\$9,945.94		

SERVICES (5200)

Beginning Balance:	\$22,800.61	Original Appropriation:	\$28,835.00
Aug. Expenses:	<u>182.00</u>	FYTD Expenses:	\$6,216.39
Ending Balance:	\$22,618.61		

OTHER (5700)

Beginning Balance:	\$5,388.38	Original Appropriation:	\$24,000.00
Aug. Expenses:	<u>178.70</u>	FYTD Expenses:	\$18,790.32
Ending Balance:	\$5,209.68		

BANK ACCOUNTS:

LIBRARY GIFT ACCOUNT (2509)

Beginning Balance	Deposits/Dividends	Expenses	Ending Balance
\$9,501.83	\$175.66	\$0.00	\$9,676.66

STATE GRANT ACCOUNT(2302)

Beginning Balance	Deposits/Dividends	Expenses	Ending Balance
\$2,687.95	\$0.00	\$2,572.98	\$114.97

COBB INTEREST ACCOUNT

Beginning Balance	Deposits/Dividends	Expenses	Ending Balance
\$3,554.89	\$0.00	\$0.00	\$3,554.89