



# TOWN OF TRURO

## Board of Library Trustees

P.O. Box 2030, Truro, MA 02666

### Meeting Minutes of January 20, 2016 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), Bob Weinstein (Board of Selectmen)

**The meeting was called to order at 9:30 AM**

Minutes of November 18, 2015 were approved

**FOTL REPORT:** Marilyn Adams reported on the FOTL upcoming programs including a March 16<sup>th</sup> trip to The Boston Flower Show, Graduation for Ella the police K-9 and the date change to WED. AUGUST 3<sup>rd</sup> for the BOOK SALE.

**DIRECTOR'S REPORT (Attached):** The FY 2017 budget (including a \$15,000 expense for design strategy consultant) has been submitted to the Town Administrator, Town Accountant and Finance Committee. The State Legislature is entertaining a cut in Library shared resources that would impact the CLAMS budget. Sally Brotman will follow up with Mass Library Trustee Board (MLBT), and contact Sarah Peake and Dan Wolf to express concern about the impact this cut could have on our resources.

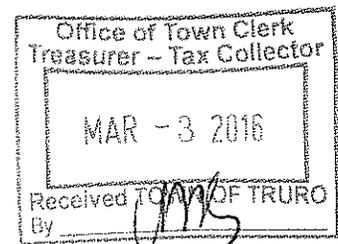
**LONG RANGE PLANNING (LRP):** Barbara Wood distributed a Customer Survey Summary from 131 respondents to the 2015 questionnaire. Tricia Ford, Barbara Wood and Sally Brotman will be meeting to plan the focus groups that will inform the LRP planning process.

**TRUSTEE NEW BUSINESS:** The FOTL board meetings will be attended by: **Sally Brotman**-Feb 3<sup>rd</sup>, **John Kolb**-Mar 2<sup>nd</sup>, **Barbara Wood**-April 6<sup>th</sup>, and **Keith Althaus**-May 4<sup>th</sup>. John Kolb announced that he is not running for re-election. There will be an open seat on the BoLT and nomination papers are now available at Town Hall.

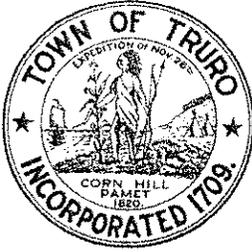
**NEXT MEETING: FEBRUARY 17<sup>TH</sup> 9:30 AM LIBRARY COBB ROOM.**

**Meeting adjourned at 10:35 PM**

Respectfully submitted, Sally Brotman



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



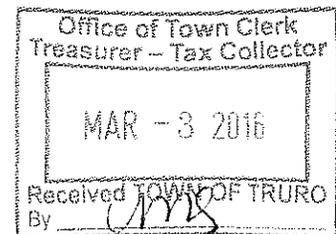
**TOWN OF TRURO**  
**P.O. Box 2030**  
**Town Hall Road**  
**Truro, MA 02666**

## **PUBLIC MEETING NOTICE**

**NAME OF BOARD:** Board of Library Trustees  
**DATE OF MEETING:** Wednesday, January 20, 2016  
**TIME OF MEETING:** 9:30am  
**LOCATION OF MEETING:** TRURO PUBLIC LIBRARY  
**COBB ROOM**  
**7 Standish Way, N. Truro, MA 02652**

### **AGENDA**

- Approval of November 18, 2015 minute
- Friends of Truro Library
- Library Director's Report
  - Update on FY 2017 budget
  - Status of FY 16 physical plant projects
  - Capital projects 2017-2020
- Old Business:
  - Long-range plan (LRP) – summer survey results
  - Review of library space – next steps
- New Business
  - Trustee schedule for FOTL Executive Committee Meetings
  - Other business related to the LRP



# Truro Public Library

## Director's Report

### January 2016

**Statistics:** Attached are statistics for both November and December of 2015.

**Financial Report:** Attached.

**Collection Development:** No issues.

**Building Status:**

We conducted a massive cleanup of items under the stairs and in the boiler room.

Here is an update on all the physical plant projects:

Shelving in children's room – awaiting purchase order

Carpet Cleaning – awaiting purchase order

Bathroom renovation – postponed by Tricia's procrastination.

Drinking fountain – the problem was larger than expected. Pipes must be replaced.

Periodical room – new paint, wallpaper, lamps and an electric fireplace have all been completed.

Generator – installed and working.

New idea: an art project for the front hallway.

**Staff:**

Maggie Hanelt, Courtney Francis and Galen Malicoat attended the 2016 Midwinter American Library Association Convention in Boston. They were grateful for the opportunity and had a great time.

**News:**

Truro Central School students correctly picked the winner of the 2016 Caldecott Medal. The Caldecott Medal annually recognizes the artist of the most distinguished picture book from the previous year. The winner is *Finding Winnie: The True Story of the World's Most Famous Bear* was illustrated by Sophie Blackall and written by Lindsay Mattick. It is the story of the bear that inspired the Winnie-the-Poo story. Selecting the book is quite an accomplishment for our students and for Maggie who preselected 6 books out of a pool of hundreds.

The CLAMS Legislative Breakfast Committee has decided not to hold one this winter. A few hours after the CLAMS Board voted was taken not to hold the Breakfast, the Legislature voted to decrease funding of library shared resources by almost \$500,000. CLAMS library funding will be reduced by \$37,462.

The FY2017 budget has been submitted. I met first with Rae Ann Palmer and Trudi Brazil to go over the budget and then met with the Truro Finance Committee. They had few questions about our FY15 Budget.

The Winter Music Series began on Saturday, Jan. 2 and the first two concerts attracted over 100 people.

After seeing the recent *Cape Codder* article about our library, the daughter of John dos Passos called, looking for local Provincetown bean. Legend has it that the bean came to Provincetown because her father found them in Northern Spain when he was fighting in the Spanish Civil War. He pocketed some of them and eventually gave some to the Alexander family in Provincetown. The Alexander family and VERY few other people have been given this bean. I don't have any in the Seed Library right now, but I am hot on the trail of them, both for the seed library and for the dos Passos family.

Respectfully submitted,



Tricia Ford

## Statistics for December 2015

### Circulation:

	Dec. 2015	Dec. 2014
cires	3,192	3,387
e-cires	426	370
<b>Total cires</b>	<b>3,618</b>	<b>3,757</b>

	Fiscal 2016	Fiscal 2015
cires	28,700	29,441
e-cires	2,523	2,214
<b>Total cires</b>	<b>31,223</b>	<b>31,655</b>

### New Patrons:

	Dec. 2015
Clams	13
Overdrive	7
<b>Total</b>	<b>20</b>

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

Type of Material:	Adult Print		YA Print	
Print 2,050	Fiction	648	Fiction	49
Video 849	NF	396	NF	4
Audio 263	<b>Juvenile Print</b>		<b>Large Print</b>	
Misc.* 7	Fiction	684	Fiction	99
(*puzzles, passes, periodicals)	NF	165	NF	5

### Collection Management:

New Items	Books	Dvds	Music	Audio	Games	Discards
253	205	36	4	8	0	491

### Programs:

14 Children's Programs:	90 Children	59 Adults
1 TCS visits	101 Children	10 Adults
3 Adult Programs:	54 attendees	
1 Bookgroups:	12 attendees	
<b>19 Events</b>	<b>326 Attendees</b>	<b>Total</b>

FY2016 – DEC. 2015

December 2015

CLAMS SYSTEM CIRCULATION STATISTICS

Stat Code	Library Name	Monthly Charges	Year-to-Date Total
13	CLAMS [cl]	216	1,177
23	CCCC [4c]	336	2,273
43	Hyannis [hy]	6,971	47,636
53	Centerville [cv]	7,523	58,379
63	Cotuit [ct]	2,711	22,471
73	Marstons Mills [mm]	3,106	21,982
83	Osterville [os]	5,446	42,601
93	Sturgis [ba]	4,586	30,428
103	Whelden [wb]	2,185	14,460
113	Edgartown [ed]	3,015	23,935
123	Brooks [ha]	12,831	92,442
133	Orleans [or]	11,087	78,131
163	Bourne [bn]	8,859	64,950
173	Vineyard Haven [vh]	5,612	38,880
193	Chatham [ch]	5,799	48,548
203	Mashpee [mp]	11,824	92,983
223	Brewster [bl]	9,971	74,798
233	West Yarmouth [yw]	2,260	17,211
243	So. Yarmouth [ys]	8,662	60,700
253	Yarmouthport [yp]	1,891	12,647
263	Eastham [ea]	3,133	26,297
283	Provincetown [pt]	2,324	15,698
293	Nantucket [nt]	6,278	57,632
303	Oak Bluffs [ob]	5,402	46,010
313	<del>Truro [tr]</del>	<del>3,192</del>	<del>28,700</del>
323	Wellfleet [wl]	5,223	47,991
343	Dennis Pub. [dp]	4,254	35,278
353	East Dennis [dj]	1,926	15,227
363	Dennis Memorial [dm]	2,624	22,108
373	South Dennis [ds]	1,343	10,580
383	West Dennis [dw]	916	8,054
403	Falmouth [fa]	20,642	142,607
413	East Falmouth [fe]	2,227	15,977
423	No. Falmouth [fn]	1,554	14,881
443	Woods Hole [wh]	1,402	12,113
453	West Falmouth [fw]	2,107	13,909
463	West Tisbury [wt]	7,310	55,331
473	Chilmark [ck]	2,236	23,141
483	Aquinnah [aq]	618	4,117
<b>Syst. Total</b>		<b>189,602</b>	<b>1,442,283</b>

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  
From October 31 to December 31, 2015**

**EXPENSES:**

**MATERIALS (5410)**

Beginning Balance:	\$33,199.99	Original Appropriation:	\$60,000.00
Oct-Nov Expenses:	<u>8,583.68</u>	FYTD Expenses:	\$35,383.69
<b>Ending Balance:</b>	<b>\$24,616.31</b>		

**SUPPLIES (5400)**

Beginning Balance:	\$9,619.32	Original Appropriation:	\$14,000.00
Oct-Nov Expenses:	<u>3,059.01</u>	FYTD Expenses:	\$7,439.69
<b>Ending Balance:</b>	<b>\$6,560.31</b>		

**SERVICES (5200)**

Beginning Balance:	\$21,388.34	Original Appropriation:	\$28,835.00
Oct-Nov Expenses:	<u>3,260.72</u>	FYTD Expenses:	\$10,707.38
<b>Ending Balance:</b>	<b>\$18,127.62</b>		

**OTHER (5700)**

Beginning Balance:	\$4,860.73	Original Appropriation:	\$24,000.00
Oct-Nov Expenses:	<u>603.91</u>	FYTD Expenses:	\$19,743.18
<b>Ending Balance:</b>	<b>\$4,256.82</b>		

**BANK ACCOUNTS:**

**LIBRARY GIFT ACCOUNT (2509)**

Beginning Balance	Deposits/Dividends	Expenses	Ending Balance
\$10,905.38	\$68.92	\$0.00	<b>\$10,974.30</b>

**STATE GRANT ACCOUNT(2302)**

Beginning Balance	Deposits/Dividends	Expenses	Ending Balance
\$114.97	\$0.00	\$0.00	<b>\$114.97</b>

**COBB INTEREST ACCOUNT**

Beginning Balance	Deposits/Dividends	Expenses	Ending Balance
\$3,554.89	\$1.83	\$0.00	<b>\$3,556.72</b>