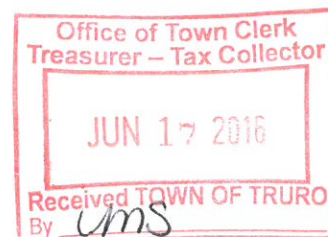




TOWN OF TRURO
Board of Library Trustees
P.O. Box 2030, Truro, MA 02666



Meeting Minutes of May 20, 2016
Truro Public Library: Cobb Room

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

The meeting was called to order at 9:30 AM

Minutes of March 23, 2016 and April 22 were approved as corrected for typos.

FOTL REPORT: ANNUAL LUNCHEON on WED. JUNE 8th at NOON. Marilyn Adams will become the new President of the FOTL, Martha Magane will become Membership Chair. The FOTL still needs a Vice-President and Treasurer.

DIRECTOR'S REPORT: (attached)

- The Trustees were pleased to learn that Tricia Ford will be the vice president of the CLAMS board for FY 2017, bringing the perspective of the smaller libraries to the table.
- Tricia Ford requested permission to dispose of (recycle) unusable metal shelving, and this was granted by consensus by the board. She will ask the Town Accountant about the proper mechanism for proceeding.
- The library will participate in the Project Bread free lunch program this summer requiring accommodation of refrigeration.
- The Trustees were requested to review the new Library Employee Emergency Response Manual.

EGRESS FROM LOWER LEVEL: Barbara Wood submitted an update on fire safety/lower level emergency egress (attached) that addresses the process of remediation to date. The committee **VOTED** to disband the Trustee Fire Safety Egress Committee.

LIBRARY DIRECTOR'S REVIEW: Barbara Wood presented Tricia Ford's performance review.

ELECTION OF OFFICERS: Barbara Wood thanked John Kolb for his 3 years of service to the Library Board of Trustees. The Trustees **VOTED**:

- Sally Brotman – Chair
- James Kyed – Vice Chair
- Mary Abt – Recording Secretary

NEXT MEETING: FRIDAY, JUNE 17, 2016 at 9:30 AM – LIBRARY COBB ROOM

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

Truro Public Library

Director's Report

June 2016

Statistics: Attached are statistics for May.

Financial Report: Attached.

Collection Development: No issues.

Building Status:

Re: lower-level exit area

No progress. We are waiting for the formal drawings to be created and for permission from the State to continue the process.

Re: area of refuge under the stairs

The Truro Selectmen voted earlier this week to approve our disposal of the extra shelving under the stairs. We have sent out emails to other CLAMS libraries, asking if they could be of any use.

Other:

There are new lights on the front steps and a new spotlight installed on the back deck.

Staff:

Maggie, Galen and Courtney all had their yearly reviews and will be receiving step increases next month.

News:

We are ready for the summer season. The summer volunteers and summer patrons are trickling in and a new *Footnotes* has been mailed this week. The summer schedule of events is included.

The Library is co-sponsoring **Thoreau Day** with the Truro Historical Society event on June 15 that marks the 150th anniversary of Thoreau's writing *Cape Cod*. The celebration will be comprised of a marathon reading of *Cape Cod* by volunteers. Trustees are encouraged to represent the Library by reading a 10-minute selection of the text. This day-long event will happen at the Highland House Museum.

A group of volunteers have agreed to staff a table each Monday at the Truro Farmers' Market. They will have books to check out, programs and FOTL information, crafts for children, and more. During the first 4-hour stint, 4 library cards were given out.

Fiscal year 2016 will end at the end of June, and I am preparing the yearly reports I send to the Mass. Board of Library Commissioners. There will be a significant change to the FY2018 Financial Report that will allow a municipality to include 10% of the cost of public-access technology in the Materials expenditure line. Up to now the only funds allowed on that line were to have been spent ONLY on materials (i.e., books, e-books, DVDs, audiobooks, etc.). It may not make a difference to us because our technology budget is centralized, but it signifies an interesting change in the process.

Respectfully submitted,



Tricia Ford

Statistics for May 2016

Circulation:

	May 2016	May 2015
cirs	3,444	3,617
e-cirs	<u>473</u>	<u>397</u>
Total cirs	3,917	4,014

	Fiscal 2016	Fiscal 2015
cirs	44,610	45,180
e-cirs	<u>4,916</u>	<u>4,257</u>
Total cirs	49,526	49,437

New Patrons:

Clams	20
e-patrons	<u>4</u>
Total	24

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

Type of Material:		Adult Print		YA Print	
Print	2,148	Fiction	729	Fiction	56
Video	922	NF	503	NF	7
Audio	295				
Misc.*	32	Juvenile Print		Large Print	
(*puzzles, passes, periodicals)		Fiction	518	Fiction	100
		NF	229	NF	4

Collection Management:

New Items	Books	Dvds	Music	Audio	Games	Discards
238	207	24	1	7	1	440

Programs:

11 Children's Programs:	99 Children	1 Teens	75 Adults
1 TCS visit	101 Children		2 Adults

4 Adult Programs: 155 attendees

1 Bookgroups: 16 attendees

Total 17 Events 449 Attendees

MAY 2016

FY2016 – MAY 2016 CLAMS SYSTEM CIRCULATION STATISTICS

Stat Code	Library Name	Monthly Charges	Year-to-Date Total
13	CLAMS [cl]	199	2,228
23	CCCC [4c]	268	4,291
43	Hyannis [hy]	6,597	81,951
53	Centerville [cv]	8,126	100,250
63	Cotuit [ct]	2,981	37,638
73	Marstons Mills [mm]	3,123	39,108
83	Osterville [os]	6,104	72,080
93	Sturgis [ba]	3,944	53,241
103	Whelden [wb]	1,944	24,231
113	Edgartown [ed]	3,875	39,476
123	Brooks [ha]	13,538	163,232
133	Orleans [or]	11,171	133,359
163	Bourne [bn]	8,083	106,763
173	Vineyard Haven [vh]	5,164	67,139
193	Chatham [ch]	6,269	79,450
203	Mashpee [mp]	12,349	157,841
223	Brewster [bl]	8,722	125,734
233	West Yarmouth [yw]	1,930	28,459
243	So. Yarmouth [ys]	8,561	106,596
253	Yarmouthport [yp]	1,984	22,156
263	Eastham [ea]	2,965	40,950
283	Provincetown [pt]	2,373	27,384
293	Nantucket [nt]	6,721	91,734
303	Oak Bluffs [ob]	5,481	76,159
313	Truro [tr]	3,444	44,610
323	Wellfleet [wl]	5,904	75,725
343	Dennis Pub. [dp]	4,763	57,783
353	East Dennis [dj]	1,822	24,999
363	Dennis Memorial [dm]	2,833	36,199
373	South Dennis [ds]	1,393	17,511
383	West Dennis [dw]	1,145	13,149
403	Falmouth [fa]	19,429	248,627
413	East Falmouth [fe]	2,390	27,078
423	No. Falmouth [fn]	2,027	24,748
443	Woods Hole [wh]	1,403	19,275
453	West Falmouth [fw]	1,817	23,361
463	West Tisbury [wt]	6,514	92,116
473	Chilmark [ck]	2,134	34,111
483	Aquinnah [aq]	531	6,959
Syst. Total		190,021	2,427,701

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

May 31, 2016

EXPENSES:

MATERIALS (5410)

Beginning Balance:	\$	9,944.74	Original Appropriation:	\$ 60,000.00
May Expenses:		<u>3,443.26</u>	FYTD Expenses:	\$ 54,862.04
Ending Balance:	\$	5,137.96		

SUPPLIES (5400)

Beginning Balance:	\$	419.63	Original Appropriation:	\$ 14,000.00
May Expenses:		1,164.43	FYTD Expenses:	\$ 14,744.80
(+2,500. transfer)		<u>2,500.00</u>		
Ending Balance:	\$	1,755.20		

SERVICES (5200)

Beginning Balance:	\$	9,844.60	Original Appropriation:	\$ 28,835.00
May Expenses:		2,621.65	FYTD Expenses:	\$ 24,112.05
Trans.		<u>2,500.00</u>		
Ending Balance:	\$	4,722.95		

OTHER (5700)

Beginning Balance:	\$	1,168.01	Original Appropriation:	\$ 24,000.00
May Expenses:		<u>677.65</u>	FYTD Expenses:	\$ 23,509.64
Ending Balance:	\$	490.36		

BANK ACCOUNTS:

LIBRARY GIFT ACCOUNT (2509)

Beginning Balance	Deposits/Dividends	Expenses	Ending Balance
\$14,187.17	\$3.99	\$103.72	\$14,087.44

STATE GRANT ACCOUNT(2302)

Beginning Balance	Deposits/Dividends	Expenses	Ending Balance
\$3,370.45	\$0.00	\$0.00	\$3,370.45

COBB INTEREST ACCOUNT

Beginning Balance	Deposits/Dividends	Expenses	Ending Balance
\$3,560.34	\$0.00	\$0.00	\$3,560.34