

Town of Truro
Board of Library Trustees
P.O. Box 2030
Truro, MA 02666
Cobb Room, Truro Library (TL)
Minutes September 15, 2016, 9:30am

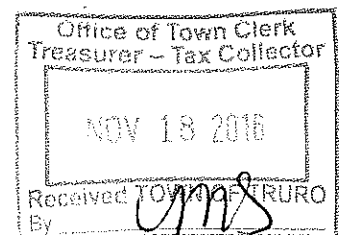
Present: Sally Brotman, Keith Althaus, Barbara Wood, Jim Kyed, Mary Abt, Tricia Ford, Martha Magane(FOTL).
called to Order 9:35am
-Approved minutes of August 19, 2016 with corrections. Motion: Keith Althaus, 2nd Barbara Wood

FOTL report.

- Book sale Truro Treasures 9-1 Sat, 10-2 Sun. Help needed for set up and break down
- FOTL is in need of a VP and a publicity chair.
- October, 13, 2016 Thursday, Van Rensselaer's donates a portion of meals sales to the Truro Library.
- Library Director's report
- Report attached.
- Summer - Morton Dean program, most popular 120 ppl. attended.
- State Department EPA approved outside work. Awaiting local town approval.
- Fire Door/Exits lower level waiting for electrician quote. To be paid for out of the 2016 Capital Budget
- Shelves - request for DPW to put them up.
- CLAMS - update...
- 1.) new search options available
- 2.) Melding accounts
- 3.) Retirement of Gail Selenza as executive director of CLAMS
- Programming:
 - 1.) WD, Sept 21, at 5pm, Truro Library, poet Hilde Oleson from Provincetown.
 - 2.) FR, Sept 23, at 2pm, Truro Library, presents two British mystery writers, Zoe Sharp, and John Lawton
 - 3.) Chapter Book group for differently abled adults. Barbara Clipper has been trained and will help train our volunteers.
- Truro Central School is considering visiting Truro Library every other month.
- Fall Footnotes in the works
- Discussion about copier and replacement.
- Brain Training data base update - dropped for now. (using Flipster)
- Old Business:
 - Update on fire doors/exits from lower level - in process
 - Policy on Emergency Procedures - waiting for fire chief response.
 - Recycling - waiting for new buckets from town hall.
 - Long-range (5 year) plan (LRP) Initiatives & Goals - discussion.
- Check with State library trustee manual for neutral language regarding hosting requested (town/political/communi-ty wide) events.
- New Business:
 - The Truro Library Board of Trustees extend a tremendous amount of gratitude and thanks to Barbara Wood. Barbara's dedication and leadership are duly noted and the Long Range Plan is nearing completion thanks to her.
 - New business was been tabled to October meeting

Adjourn 11:02am Motion Keith Althaus, 2nd Barbara Wood
Next meeting October 21, 2016 9:30am

Mary Abt



Truro Public Library
Director's Report
October 2016
FY2017

Statistics: Attached are statistics for September

Financial Report: Attached.

Collection Development: No issues.

Building Status:

I'm pleased to report that Jarrod has been hired as Department of Public Works department head.

The fire doors are finally magnetized. They will automatically release in case of fire, and we no longer have to shut them in the evening.

The shelving replacement in the Children's Room continues. We have a beautiful new shelving unit in the juvenile fiction area.

The bathroom and overhead beam painting is scheduled to take place in two weeks.

Staff: Maggie will be going away for two weeks in early November. Peter and Ken have their reviews and step increases this month. Courtney is still working toward her master's degree in library science. This semester she is taking two classes.

CLAMS: Instead of having a nice quiet winter, I have found myself on two CLAMS committees, namely the Personnel Committee charged with replacing executive director Gayle Simundza, and the Legislative Breakfast Committee that will host an event that will inform elected representatives of the importance of libraries.

News: Poet Jon Loomis will be reading from his new book of poetry, *Mansion of Happiness*, on Tues., October 25, at 6:30 p.m.

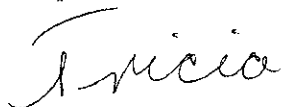
Our Kids' Halloween party will be held on Sat., Oct. 29, from 10:00 a.m. to noon. Kids and staff will be in costumes.

Our debate-watching parties were successful. 68 people attended over the three nights.

Word of our Next Chapter Book Club, our book group for intellectually disabled adults, is spreading. Representatives from other Cape Cod libraries will be attending. Barbara Klipper will be busy instructing other Cape Cod libraries on how to start their own Next Chapter Book Club.

The Truro Central School has decided to limit their library visits to every other month. Maggie will be doing more in-school outreach to the kids. Barbara Klipper and Maggie are going to have a mock-Caldecott contest again this year.

Respectfully submitted,



Tricia Ford

FY17 AND FY18 BUDGET

Elevator	\$2,000.00	\$2,000.00	\$1,200. actual. Contract is completed.
Highway sign	\$3,000.00	\$0.00 ↓ \$3,000.00	one-time cost
Pruning	\$3,000.00	\$3,000.00	level funded
Cape Cod Refrigerator	\$300.00	\$300.00	Paid \$260. in FY15 that was unbudgeted Snow on outside splits cause splits to freeze up.
Rug cleaning	\$0.00	\$1,200 ↑ \$1,200.00	Not every year. In FY2016 it was \$3,000. For cleaning Community Room rug and spot cleaning
Mailing newsletter	\$1,500.00	\$1,500.00	Level funded
5400 SUPPLIES	\$14,000.00	\$14,000.00	Level-funded (\$10,000. for propane; \$4,000. for all other supplies)
5410 MATERIALS (books, periodicals, e-books, DVDs, etc.)	\$65,000.00	\$65,000.00	Level funded. Amount set by Mass. Board of Library Commissioners (MBLC)
5700 OTHER CHARGES	\$23,900.00	\$25,000.00	
In-State Travel	\$1,500.00	\$1,500.00	Level-funded
CLAMS fee	\$20,000.00	\$21,000.00 ↑ \$1,000.00	State has cut support for CLAMS and other consortia. Plus a modest increase in costs.
Professional fees	\$400.00	\$500.00 ↑ \$100.00	Increased fees
Professional developm	\$2,000.00	\$2,000.00	Level-funded

Statistics for September 2016

Circulation:

	Sept. 2016	Sept. 2015
circs	3,844	4,075
e-circs	<u>470</u>	<u>434</u>
Total circs	4,314	4,509

	Fiscal 2017	Calendar 2016
circs	17,890	38,476
e-circs	<u>1,432</u>	<u>1,432</u>
Total circs	19,322	39,908

New Patrons:

Clams	18
e-patrons	<u>6</u>
Total	24

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

Type of Material:	Adult Print	YA Print
Print 2,385	Fiction 1,011	Fiction 41
Video 1,077	NF 568	NF 3
Audio 310		
ILL 34	Juvenile Print	Large Print
Misc.* 38	Fiction 536	Fiction 102
(*puzzles, passes, periodicals)	NF 112	NF 11

Collection Management:

New Items	Books	Dvds	Music	Audio	Games	Discards
248	212	19	0	17	0	315

Programs:

14 Children's Programs: 93 Children 90 Adults

6 Adult Programs: 195 attendees

1 Bookgroups: 13 attendees

Total 21 Events 391 Attendees

**TRURO PUBLIC LIBRARY
BUDGET SUMMARY
September 2016
Fiscal Year 2017**

EXPENSES:

MATERIALS (5410)

Beginning Balance:	\$ 55,822.87	Original Appropriation:	\$ 65,000.00
September Expenses:	<u>7,777.67</u>	FYTD Expenses:	\$ 16,954.80
Ending Balance:	\$ 48,045.20		

SUPPLIES (5400)

Beginning Balance:	\$ 12,838.22	Original Appropriation:	\$ 14,000.00
September Expenses:	<u>45.45</u>	FYTD Expenses:	\$ 1,207.23
Ending Balance:	\$ 12,792.77		

SERVICES (5200)

Beginning Balance:	\$ 35,117.59	Original Appropriation:	\$ 41,235.00
Transfer	6000.00		
September Expenses:	<u>1,313.02</u>	FYTD Expenses:	\$ 38,450.43
Ending Balance:	\$27,804.57		

OTHER (5700)

Beginning Balance:	\$ 5,546.78	Original Appropriation:	\$ 24,000.00
September Expenses:	<u>312.50</u>	FYTD Expenses:	\$ 18,765.72
Ending Balance:	\$ 5,234.28		

BANK ACCOUNTS:

LIBRARY GIFT ACCOUNT (2509)

Beginning Balance	Deposits/Dividends	Expenses	Ending Balance
\$11,737.99	\$338.95	\$0.00	\$12,076.94

STATE GRANT ACCOUNT(2302)

Beginning Balance	Deposits/Dividends	Expenses	Ending Balance
\$3,370.45	\$0.00	\$971.70	\$2,398.75

COBB INTEREST ACCOUNT

Beginning Balance	Deposits/Dividends	Expenses	Ending Balance
\$3,560.34	\$26.42	\$0.00	\$3,586.76

Long-Range Plan

Assessment of Truro Public Library

Strengths	Weaknesses
<ul style="list-style-type: none"> ✓ Skilled staff ✓ Number & quality of programs ✓ Ample Parking ✓ Size of the collection ✓ Clams network system ✓ Youth services ✓ Parenting collection ✓ Attractive building 	<ul style="list-style-type: none"> ✓ No walk-in traffic ✓ Lack of signage ✓ Waiting lists for e-material ✓ Lap-top crowding on rainy summer days. ✓ No Sunday or Monday hours ✓ Night programs not good for families ✓ Inadequate Young Adult room ✓ Inadequate Young Adult programs (no homework help)
Opportunities	Obstacles
<ul style="list-style-type: none"> ✓ More STEAM ✓ Apps for kids ✓ Media mentorship ✓ Outreach to homebound ✓ Create quiet study spaces ✓ Improve web site ✓ New Young Adult area ✓ Find transport for YA and elderly 	<ul style="list-style-type: none"> ✓ Summer competition from other non-profits ✓ Budget for e-books ✓ Older children have long commute and no free time ✓ No budget for re-configuring space or expanding ✓