

Town of Truro
Board of Library Trustees
P.O. Box 2030
Truro, MA 02666
Cobb Room, Truro Library
Minutes October 21, 2016, 9:30am

Present: Sally Brotman, Keith Althaus, Jim Kyed, Mary Abt, Tricia Ford, Bob Daglio (FOTL).
called to order 9:35am

-Approval of minutes of September 16, 2016 were tabled to November meeting

FOTL report.

-Next program Nov. 9 at 6pm

-FOTL is in need of a VP and a publicity chair.

-Van Rensselaer's fundraiser was a success

-January - Soup luncheon

Library Director's report

-Report attached.

-Oct. 26, public information meeting. October 29, Halloween Party 1-3PM

-Truro Central School Library days will be every other month. Discussion on the effects of youth book check out. Plans to track the impact of the changes on program attendance and circulation of children's materials were suggested. Tricia will add this data to her Statistics Report to Trustees.

Note: Truro Central School Librarian has been returning Truro library books to the library which will help facilitate circulation as school visits have been reduced to every other month.

-Long Range Plan ready for approval.

Motion by Keith Althaus to approve the Truro Library LRP 2017-2022 for submission to the MBLC.

2nd Jim Kyed - approved unanimously.

Old Business:

-fire doors/exits from lower level - INSTALLED

-Policy on Emergency Procedures - APPROVED

-Recycling - STILL waiting for new buckets from town hall.

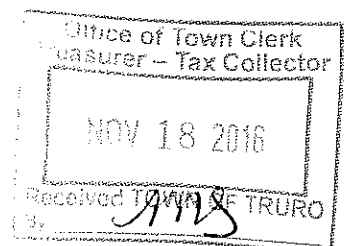
New Business:

Selectmen's Goals need to be addressed and discussed. The library needs to have a voice.

Signage for the library on Route 6 in need of follow-up

Adjourn 11:00am Motion: Mary Abt, 2nd Jim Kyed.
Next meeting November 18, 2016 9:30am

Mary Abt



Truro Public Library

Director's Report

November 2016

FY2017

Statistics: Attached are statistics for October.

Financial Report: Attached.

Collection Development: No issues.

Building Status:

The bathroom and overhead beam painting has been completed.

The company creating the plans for the lower-level access path was here this week. When the plan is completed, the DPW will purchase the materials and execute the plan.

Staff: no issues.

CLAMS: The 2017 Legislative Breakfast will be held on Friday, Feb. 10, at 8:00 a.m. at the new Eastham Public Library.

News: Once again the Truro Public Library has been recognized by the *Library Journal* as a "Four-Star Library" in its annual LJ index. 11 libraries in Massachusetts were awarded the star designation, of which 7 are on Cape Cod and the Islands. The reason for the preponderance of Cape Cod libraries earning "star" designation is no doubt helped by the large number of summer tourists and non-resident taxpayers that use our libraries. Our neighbors Wellfleet and Provincetown also held on to their five star ranking.

The first meeting of the Next Chapter Book Club, our book group for intellectually disabled adults, will be December 1 at 2:00 p.m. The facilitator training was very well-attended. We were pleased to see representatives from other Cape Cod libraries attending.

The Truro Halloween pumpkin enjoyed a social media resurgence this Halloween. There were more than 20,000 shares of our (now geriatric) pumpkin.

We have received three grants from Truro Treasures this year. \$300. for the Next Chapter Book Club; \$500. for the Winter Music Series, and \$425. for to the children's Halloween party.

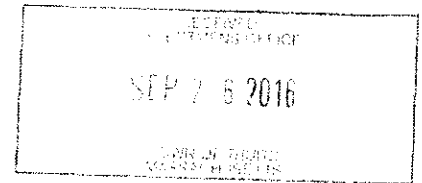
A patron made a special trip in to my office to tell me how impressed he was with Courtney. She had gone to some extra effort for him and he wanted me to know how much her actions were appreciated. I have also attached two letters of appreciation that I received recently.

The new Eastham Public Library opened to the public this week. The Eastham staff generously gave us a nice chair from the old Eastham Library.

Respectfully submitted,



Tricia Ford



September 12, 2016

To the Board of Selectmen and the Town Manager,

I had the pleasure of volunteering at the library this summer every Thursday and Friday. I worked at the free lunch program provided by the Federal Government to ensure that children had access to food during the summer. I wish some of you had been there to see the library staff at work. Each day there was a craft or activity planned for the children to participate in followed by the lunch. The response from the community was very exciting. Some days we had a small group and others we had more than twenty five children. This was a mixed group of residents and tourists.

The whole library staff was prepared to meet the needs of all these children. I witnessed many interactions with staff members. They complimented the children on their projects, checked out books for the children, put away books that were being returned, and answered lots of questions with smiles on their faces.

This project could not have happened without Maggie's vision and hard work. She was organized, calm, fun and easy to work with. She set the tone and she made this experience fun for all involved.

The Truro library is a wonderful asset to the town, and this is just one example of how they reach out to the community.

Sincerely,

Cathy Staff

Tricia Ford

From: Guy Halford-MacLeod <halfordmacleod@earthlink.net>
Sent: Saturday, October 08, 2016 10:47 AM
To: Tricia Ford
Subject: The Library...it's the greatest!

Dear Ms Ford

We've just come back from our vacation on the Cape and have to say one of the high spots was your library! We spent a very happy day there sheltering from the rain, and read all sorts of good stuff, and were very comfortable in the armchairs by the fire. Also I was impressed by your selection of books on local topics, for example the biggest selection of books on Cape Cod's railroads. I hope you have managed to get the photocopier fixed!
Anyway, many thanks for letting us use your wonderful facility, and for such a friendly atmosphere!

See you again next summer, we hope.

Sincerely

Guy and Johanna Halford-MacLeod

Statistics for October 2016

Circulation:

	Oct. 2016	Oct. 2015
cirs	3,254	4,149
e-cirs	<u>451</u>	<u>445</u>
Total cirs	3,705	4,594

	FY2017	FY2016*	Calendar 2016
cirs	21,144	22,526	41,730
e-cirs	<u>1,883</u>	<u>1,706</u>	<u>4,761</u>
Total cirs	23,027	24,232	46,491

*New info

New Patrons:

Clams	16
e-patrons	<u>3</u>
Total	19

Circulation of non e-books Breakdown

Type of Material:	Adult Print	YA Print
Print 2,123	Fiction 712	Fiction 57
Video 770	NF 399	NF 4
Audio 304		
ILL 29	Juvenile Print	Large Print
Misc.* 28	Fiction 717	Fiction 66
(*puzzles, passes, periodicals)	NF 163	NF 5

Collection Management:

New Items	Books	Dvds	Music	Audio	Games	Discards
255	185	46	0	24	0	228

Programs:

17 Children's Programs: 209 Children 92 Adults 3 Teens

9 Adult Programs: 226 attendees

1 Bookgroups: 14 attendees

Total 27 Events 544 Attendees

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

EXPENSES:

MATERIALS (5410)

Beginning Balance:	\$ 48,045.20	Original Appropriation:	\$ 65,000.00
October Expenses:	<u>4876.37</u>	FYTD Expenses:	\$ 21,831.17
Ending Balance:	\$ 43,168.83		

SUPPLIES (5400)

Beginning Balance:	\$ 12,792.77	Original Appropriation:	\$ 14,000.00
October Expenses:	<u>1276.96</u>	FYTD Expenses:	\$ 2,484.19
Ending Balance:	\$ 11,515.81		

SERVICES (5200)

Beginning Balance:	\$ 27,804.57	Original Appropriation:	\$ 41,235.00
October Expenses:	<u>1528.55</u>	FYTD Expenses:	\$ 14,958.98
Ending Balance:	\$ 26,276.02		

OTHER (5700)

Beginning Balance:	\$ 5,234.28	Original Appropriation:	\$ 24,000.00
October Expenses:	<u>110.28</u>	FYTD Expenses:	\$ 18,876.00
Ending Balance:	\$ 5,124.00		

BANK ACCOUNTS:

LIBRARY GIFT ACCOUNT (2509)

Beginning Balance	Deposits/Dividends	Expenses	Ending Balance
\$12,076.94	\$1,200.00	\$0.00	\$13,276.94

STATE GRANT ACCOUNT(2302)

Beginning Balance	Deposits/Dividends	Expenses	Ending Balance
\$2,398.75	\$1,644.95	\$0.00	\$4,043.70

COBB INTEREST ACCOUNT

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

TOWN OF TRURO BUDGET REQUEST DOCUMENTS

DEPARTMENT: **TRURO PUBLIC LIBRARY**

TOWN ADMINISTRATOR'S BUDGET RECOMMENDATION






Account	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Approp	FY 2018 Request	Notes & Comments
5100 Personal Services: Salaries & Wages	188,580.47	211,678.17	235,436.62	244,414.00	253,203.00	
COLA				2,407.00		
5150 Over/Additional Time	0.00	276.57	1,074.80	0.00	1,424.00	
5200 Purchase of Services	22,808.25	23,667.66	23,052.40	41,235.00	38,635.00	
5400 Supplies	20,937.24	15,259.41	14,900.14	14,000.00	14,000.00	
5410 Books & Subscriptions	54,727.11	59,499.88	59,551.11	65,000.00	65,000.00	
5700 Other Charges and Expenses	18,813.99	22,087.16	24,178.41	23,900.00	24,900.00	
5800 Capital Outlay	0.00	0.00	0.00	0.00	0.00	
TOTALS	305,867.06	332,468.85	358,193.48	390,956.00	397,162.00	0.00

APPROVAL:

Administrator Date

Director Approval: Date:

FY17 AND FY18 BUDGET

	FY17	FY18	DIFFERENCE	EXPLANATION
5100 SALARIES AND WAGES	\$246,821.00	\$254,627.00	 \$7,806.00	\$1,424. goes to day after Thanksgiving overtime \$1,425. longevity for 2 employees The remainder is step increases for 4 employees (2 employees no step increase)
5200 SERVICES	\$40,935.00	\$38,335.00		
Electricity	\$17,000.00	\$17,000.00		level funded FY15 cost was \$15,378.09; FY16 so far \$10,628.57
Bookshelves	\$6,000.00	\$0.00	 \$6,000.00	Moved from Operating to Capital budget.
Copier	\$3,000.00	\$4,000.00	 \$1,000.00	Leased new copier
Postage petty cash	\$300.00	\$300.00		level funded
Domain Name	\$35.00	\$35.00		level funded
Audio/video repair	\$200.00	\$200.00		level funded
Databases	\$250.00	\$5,000.00	 \$4,750.00	
Web site	\$1,500.00	\$1,500.00		level funded
Film Licensing	\$150.00	\$500.00	 \$350.00	two licenses
Telephone	\$2,200.00	\$2,200.00		level funded
Alarm Service	\$500.00	\$500.00		level funded
Pest Control	\$600.00	\$600.00		level funded

[illegible]