



WFL BOARD OF LIBRARY TRUSTEES MINUTES

DATE: Thursday, December 16, 2021

TIME: 5:00pm

LOCATION: Wareham Free Library Main Branch

Board Members/Attendees Present: Melissa Dyer (chair), Joanne Robertson (Vice Chair), Nancy Rice, Margit Price, Patrick Marshall (Director)

Board Members Absent: Deanne Bonnar, Holli Van Nest

Call to Order: 5:05pm by Mel D.

Review and Approval of Minutes:

Review of November 18, 2021 Minutes. Motion to accept Minutes by Joanne R.; seconded by Nancy R.; vote 4-0-0.

Announcements: Nothing currently.

Public Comment: Nothing currently.

Friends Report:

Did not meet in December. Holiday Fair reported sales of \$1,399 - a great result. The Imagination Library Program currently has 206 active and 177 graduate participants with the program. Town Select Board accepted a \$1,500 donation from the WFL Friends – this will be used for operating expenses at the Spinney Library. The proceeds of the very well attended Jewelry and Accessories Sale were \$5,242. The trustees agreed that the Friends, with Priscilla Porter's leadership, had done an outstanding job fundraising over the challenging past year. The trustees will send a thank you note expressing the Board's appreciation. Mel D. to write and send out a draft for review.

Foundation Report:

Patrick reported that the Foundation met in early December and are working to complete their year-end appeal. They are in the process of planning fundraisers for 2022 and are considering another Harp Concert, possibly in March (date tbd).

Correspondence:

Mel D. continues to forward email from the MBLC.

Old Business:

The "Orientation for new Trustees" packet (living document) has been completed; copy will be forwarded to Steve Miller at the library to for the records/website. Follow-up on last month's discussion re: "stories for our back pocket" to spread the word about the great work of the library and its impact on our community. The MBLC Marketing Survey Kit and Social Media Kit contain examples of how to gather and tell these library user stories. Joanne R. raised question of whether the Imagination Library program could be used as a resource in publicizing WFL good works; possibly reach out to families/children impacted by the program for their story. Mel D. thought that perhaps some of the Friends might agree to give testimonials regarding their library experience (especially Priscilla) as their fundraising continues to make an exceptional contribution to the library's finances. Nancy R., as Friends liaison, will ask the group.

New Business:

After the November meeting's questions regarding impact stories, Margit P. held an informal email survey of her friends/neighbors (17 total) and reported the feedback. Survey queried households about their use of the library. Overall results indicated that her neighbors valued the library a great deal, but were unaware of current offerings like e-books and digital materials available through Overdrive, the SAILS system, Libby and Hoopla. She will collate the responses to her four questions and send these by email to the Board before the next meeting. Margit P. felt that the survey, even with the limited scope, reflected the belief that the WFL does tremendous things for the community, but that most people are not cognizant of the current programs and services.

Patrick agreed that more should be done to raise awareness of the WFL and its programs and a lively discussion followed about a "Get To Know Your Library" campaign to culminate in October 2022 – national library month. Showcase offerings (programs, wifi, books – online and digital media, computer services, tech help, ancestry & reference services, museum and park passes – culture, Reading Partners/tutoring). Suggestions made were to have a series of Library Open House events – themed (reference, children, science, etc.). Mel D. also suggested that perhaps community leaders (Select Board, Fire Chief, Chief of Police, popular teachers/coaches, Gatemen players, BSA/GSA Leaders) and well-known sports figures or musical celebrities (Jordan Rezendes – BB player, Grace Morrison – musician) could be invited to help publicize these and attend. Former WFL Director George Ripley had a connection with a local musician – Mel D. will follow up with him. This discussion to be added to January meeting agenda to be more fully explored by all members of Board. As a survey would provide valuable information regarding the Wareham community's awareness of library services and their needs/wants/library's impact, Steven Miller's survey questions were distributed and should be reviewed by trustees for the January. Mel D. asked trustees to prioritize the questions - pick five questions that should be included in our first survey followed by five for the 2nd survey, and so on. Consider including a question to help with gathering stories – "What's your story?" "Tell us the impact the library had on you..." or something similar.

Director's Report:

Patrick presented the Director's Report key points and highlights (see "Documents Used" section) and then presented the monthly expense report. There was nothing unexpected in the expense report. He mentioned the Wareham Garden Club's efforts and wanted to express his appreciation of their latest efforts to beautify the library grounds. Mel D. will write a note to express the thanks of the library staff and the Board. Patrick also distributed a copy of the fiscal 2023 proposed budget for comment.

Trustee Matters:

Next month's minutes are scheduled to be taken by Holli. If anyone is unable to complete recording duties, please reach out to other trustees to arrange a switch. Trustees presented a holiday gift card to Patrick from the Board to the library staff in thanks of all the critical work they've done this past year. The gift card is intended to provide lunch for the staff at some future day/time.

Mel D. asked for those Trustees that had not already done so, to download the "Discrimination and Harassment Policy" from the Town website and to read the document, complete the receipt page and deliver the original, signed page to the Town Clerk and a copy to the Board (Mel D.).

Recording of the minutes:

December - Margit P.	March -Margit P.	June - Holli VN .
January - Holli VN.	April - Nancy R.	July – Deanne B. (unless a secretary is elected)
February - Deanne B.	May - Joanne R.	August – Margit P.

Next Meeting:

Thursday, January 20, 2021 at 5:00pm at the Wareham Free Library (main branch).

*Monthly meetings are held in the conference room at the Wareham Free Library unless otherwise noted.

Motion to Adjourn: 6:30pm – made by Mel D.; seconded by Joanne R. Vote 4-0-0.

Documents Used in Meeting:

Wareham Free Library BoLT Minutes (November 18, 2021)

Director's Report December 16, 2021 (November 2021 statistics)

Expense Report 16-December-21

Departmental Expense Budget - The Wareham Free Library Fiscal Year 2023

Survey Questions – Steven Miller

Date Signed: 1/20/2022

Attest: 
Melissa A. Dyer, Chair

WAREHAM FREE LIBRARY BOARD OF LIBRARY TRUSTEES

Date Copy Sent to Wareham Town Clerk: 1/24/2022

Director's Report
December 16, 2021

Statistics: November 2021

Hours open per week	50	Circulation	7,124
Door Count	3,709	Overdrive Circulation	1,310
Total Reference	356	New Patrons Regist.	60
Technology Assistance	103	Total Patrons	13,019
Meeting Room use:	16	Volunteer Hours	4 Volunteers 21 hrs

Public use of computers – 248

Hours of public computer use – 157

Juvenile Programs – 6 Total Attendance – 69 Adult live Programs – 1 Total Attendance – 44

Director time on Circulation Desk – 36 hours/ 152 hours Adult Zoom - 4 Total Attendance - 7

✓ 11/18/21 – Meet with Paula Montgomery from United Way, Women United. Along with Children's Librarian, Marcia Hickey, we are looking to possibly implement the Wash N Read program here in Wareham.

*friends
now*

11/30/21 – Preliminary FY 23 budget submitted to Town Administrator.

✓ 12/1/21 – New Library Assistant Jennifer McCaffrey starts. WFL is finally at full staffing levels.

✓ 12/1/21 – Attend WFL Foundation Meeting.

✓ 12/11/21 – Attend Christmas in the Village program in Onset, sponsored by Onset Bay Association. Spinney Branch is used for cookie decorating with 133 people attending.

✓ 12/13/21 – Aine Minogue concert at WFL – 72 people attending.

12/14/21 – Attend SAILS Director's Meeting at North Dartmouth Branch

Staff – Jennifer McCaffrey started this month giving us full staffing.

Building and Grounds – Garden Club cleaned out the courtyard. Municipal Maintenance came in to remove some broken furniture and items that had been piled by the back door.

Other – Afternoons have been better the past couple of weeks. We are very thankful to the police department, town administration, and others for assisting us with this problem.

Programs – Attendance at Cookie Decorating (at Spinney) and Aine Minogue Concert was great. Upcoming big events include Story Time with Santa on Saturday, the 18th and Noon Year's Eve Celebration on the 31st with Big Ryan's Tall Tales. Check out our new calendar located on the library website.

Respectfully submitted
Patrick W. Marshall

*Steven - Jan
Teen
ancestry program
auto biography*

Expense Report

16-Dec-21

General Fund

Account	Line Item	Amnt Budgeted	Amnt. Spent	Amnt Remaining	Percentage
511000	Library Salaries Regular	\$ 249,874.00	\$ 106,690.37	\$ 143,183.63	42.70%
512000	Library Salaries Part Time	\$ 21,735.00	\$ 15,516.90	\$ 6,218.10	71.39%
521000	Electricity	\$ 31,000.00	\$ 17,754.32	\$ 13,245.68	57.27%
521200	Natural Gas	\$ 10,000.00	\$ 470.80	\$ 9,529.20	4.71%
523000	Water	\$ 1,400.00	\$ 766.12	\$ 633.88	54.72%
523100	Sewer	\$ 1,300.00	\$ 646.00	\$ 654.00	49.69%
524400	Rental/ Leased Equip	\$ 2,500.00	\$ 1,098.00	\$ 1,402.00	43.92%
530200	Data Processing	\$ 18,000.00	\$ 17,135.06	\$ 864.94	95.19%
542000	Library Office Supplies	\$ 1,000.00	\$ 918.42	\$ 81.58	91.84%
543100	Library Alarms	\$ 1,700.00	\$ 1,131.00	\$ 569.00	66.53%
551100	Books & Subscriptions	\$ 6,668.00	\$ 1,676.19	\$ 4,991.81	25.14%
57100	Library Travel	\$ 246.00	\$ -	\$ 246.00	0.00%

Other Funds

Account	Fund	FY Start Amount	Deposits	Expenditures	Balance
	Library Grant (State Aid)	\$ 52,178.77	\$ -	\$ 11,755.57	\$ 40,423.20
	Library Gift	\$ 5,772.69	\$ 1,397.00	\$ 581.54	\$ 6,588.15
	Library Revolving	\$ 5,105.41	\$ 733.50	\$ -	\$ 5,838.91
	Spinney Gift	\$ 1,634.68	\$ -	\$ 1,308.61	\$ 326.07
	Library Foundation	\$ 37,375.90	\$ -	\$ 6,556.61	\$ 30,819.29
	Gift Library Friends	\$ 6,209.41	\$ -	\$ -	\$ 6,209.41

Departmental Expense Budget

Library

Fiscal Year 2023

	FY 2020 Admin.	FY 2021 Admin.	FY 2022 Request	FY 2022 Admin.	FY 2023 Request	FY 2023 Admin.
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SALARIES

Regular	257,664	242,969	256,542	256,542	275,396	
Part-time	0	22,372	15,067	15,067	46,863	
Seasonal	0		0		0	
Shift differential	0	0	0	0	0	0
Vacation						
Holiday						
Longevity	0	0	0	0	0	0
New Employees						
TOTAL SALARIES	257,664	265,341	271,609	271,609	322,259	0

EXPENSES

Electricity	30,000	29,014	31,000	31,000	31,500	
Fuel Oil						
Propane Gas	10,062	12,000	10,000	10,000	10,150	
Water	1,000	1,400	1,400	1,400	1,500	
Sewer	1,252	1,200	1,200	1,200	1,300	
Repairs & Maintenance						
Other Professional						
Printing & Mailing						
Advertising						
Telephone						
Alarms	1,700	1,700	1,700	1,700	1,700	
Other Purchased Services						
Data Processing Service	16,500	16,500	16,000	16,000	17,000	
All Office Supplies	500	500	1,000	1,000	1,000	
Custodial Supplies						
Bldg Supplies						
Educational Supplies						
Books/Subscriptions	6,000	6,000	0	8,768	8,768	
Audio Visual						
Other Supplies						
Travel Reimbursement	500	500	246	246	200	
Conferences						
Dues/Professional Organ.	0	0	0	0		
Rental/Leased Equip	3,800	2,500	2,500	2,500	2,500	
Equipment						
TOTAL EXPENSES	71,314	71,314	65,046	73,814	75,618	0
LIBRARY TOTAL	328,978	336,655	336,655	345,423	397,877	0

The Wareham Free Library Board of Trustees and staff have been working towards the goal of bringing a first class library service to the Town of Wareham.

The Library is entering into the next phase of our development and want to hear from you. We need to know what services, materials and programs you currently use, and what additional things you would like to see us provide. Your feedback will assist us in evaluating and planning for future library services and programming needs.

Page 1 – Demographics

1. To which gender do you most identify? (One response)
 - a. Male
 - b. Female
 - c. Transgender Male
 - d. Transgender Female
 - e. Gender Variant/Non-Conforming
 - f. Not Listed _____ (Fill in response)
 - g. Prefer not to answer
2. How old are you? (One response)
 - a. 0-18 years
 - b. 19-29 years
 - c. 30-39 years
 - d. 40-49 years
 - e. 50-59 years
 - f. 60-69 years
 - g. 70+ years
3. Do you live with one or more child under the age of 18 at home? (One response)
 - a. Yes
4. No
Do you have internet access at home? (One response)
 - a. Yes
 - b. No
5. What is your zip code? _____ (Fill in response)

Page 2 – Use of Library

6. How often do you visit or use services at the main branch of the Wareham Free Library (59 Marion Road, Wareham, MA) (One response)
 - a. Daily
 - b. Weekly
 - c. Monthly
 - d. Yearly
 - e. Never
7. How often do you visit or use services at the Spinney Memorial Branch in Onset? (One response)
 - a. Daily
 - b. Weekly
 - c. Monthly
 - d. Yearly
 - e. Never

If answered never to question 6 or 7

8. What is one reason you don't visit the Wareham Free Library or Spinney Memorial Branch? (One response)

- a. Don't need to use the library
- b. Use the Internet or personal device
- c. Get information from other sources
- d. Buy or rent own materials
- e. Don't enjoy reading
- f. Too busy
- g. Doesn't offer the services I need
- h. Other _____ (Fill in response)

Page 3 – About Library Questions

9. Do you have a SAILS library card? (One response)

- a. Yes
- b. No

10. What services are you interested in using at the Wareham Free Library? Check all that apply. (Checkboxes)

- a. Checking out books from the adult fiction or non-fiction collection
- b. Checking out young adult or children's books
- c. Checking out DVDs or Blu-ray videos
- d. Using newspaper & magazine collection
- e. Public computers
- f. Public Wi-Fi
- g. Children's programming
- h. Adult programming
- i. Technology/computer classes
- j. Libby/Overdrive
- k. Hoopla
- l. Ancestry Library Edition
- m. Checking out museum passes
- n. Stone Research Room
- o. Other _____ (Fill in response)

11. Using the letter of the choices from the last question, please rank in order of importance your top three library services:

- 1st _____
- 2nd _____
- 3rd _____

12. What services might interest you if they were offered at the Wareham Free Library? Check all that apply (Checkboxes)

- a. Checking out STEM activity kits
- b. Expanded museum pass selection
- c. Expanded DVD/Blu-ray collection
- d. Offering "Library of Things" items patrons could check out (Ex. Ex. Binoculars, Knitting needles, Musical instruments, Drill/Wrench set, Puppets, etc.)
- e. Offering Tumble Book or Tumble Math e-book collection
- f. Access to Learning Express Library (K-12 help, SAT/AP prep, US Citizenship test, Career test prep/exams)
- g. Expanded Stone Research Room hours
- h. Other _____ (Fill in response)

13. How do you find out about library programs and services? (One response)

- a. Newspaper or online newspaper
- b. Library website
- c. Social Media or Facebook

- d. Library staff
- e. Neighbors/Friends
- f. Other _____ (Fill in response)

14. If we expanded hours at the Main Library or Spinney Memorial Branch, which would you be interested in? Check all that apply. (Checkbox)

- a. More evening hours during the week at the Main Library
- b. Additional daytime hours during the week at the Spinney Memorial Branch
- c. Additional evening hours at the Spinney Memorial Branch
- d. Weekend hours at the Spinney Memorial Branch
- e. Other _____ (Fill in response)

15. If there is one thing you would change about the library, what would it be? (Fill in response)

16. Would you be interested in participating as a Friend of the Wareham Free Library, on the Board of Trustees, or library volunteer? (One response)

- a. Yes
- b. No

17. What do you LOVE about the WFL?

18. What would you like to see in future at the WFL?

19. Do you have concerns about the WFL?

