

## **Pettee Memorial Library Trustee Meeting**

November 14, 2023

5:00PM at the Library

### **agenda**

**Present:** Carolyn Palmer, chair; Louis Clark, treasurer; Marie Paige, secretary; Monique Johnson, Kyrra Howard, Angela Yakovleff, Jennifer Razee

**Meeting called to order:** 5:02pm

**Potential addition of items to the agenda:**

**Public Comments:**

**Secretary's Report:** October

Louis made a motion to accept the October a report.

Monique seconded the motion.

All approved.

**Treasurer's Report:** October

Marie made a motion to accept the October budget.

Monique seconded the motion.

All approved.

**Director's Report:** October

**Youth Librarian's Report:** October

**Misc.** Linda Green's plaque, network compatible laptops

**Meeting adjourned:** 5:46pm

Marie made a motion to adjourn.

Louis seconded the motion.

All approved.

**Next Meeting:** December 12 at the library

Reports attached

Respectfully submitted by Marie Paige, secretary

**PETTEE MEMORIAL LIBRARY  
TREASURER'S REPORT  
October 31, 2003**

	Total	General Fund	Revitalization Fund
Cash available as of October 31, 2023:			
General Fund Checking	\$ 46,194.24	\$ 46,194.24	
Revitalization Fund	167,196.40	\$ 20,000.00	\$ 147,196.40
Total Cash Available	<u>\$ 213,390.64</u>	<u>\$ 66,194.24</u>	<u>\$ 147,196.40</u>
Credit Card Payable	1,218.55	1,218.55	
Friends of the Library	8,105.26	\$ 8,105.26	
Unexpended Grants	1,244.47	1,244.47	
Payroll Taxes Payable	1,630.72	1,630.72	
General Fund	58,861.63	58,861.63	
Renovation Fund	26,777.53	(4,866.39)	31,643.92
Town Capital Fund	9,849.75		9,849.75
Endowment Funds	105,702.73		105,702.73
	<u>\$ 212,172.09</u>	<u>\$ 66,194.24</u>	<u>\$ 147,196.40</u>

General Fund Balance 6/30/23	\$ 27,901.26
Prior year adjustments	<u>3,625.00</u>
	\$ 31,526.26
Current Year Income (Loss)	<u>27,335.37</u>
General Fund Balance 10/31/23	<u><u>\$ 58,861.63</u></u>

## November 14<sup>th</sup> - Director's Report

### October's Statistics:

Circulation: 921	Attendance: 1,645
Website visits: 7,013	ILLs: 59 borrowed/33 loaned
Computer usage: 79	Palace: 47 circs /4 new patrons
New Patrons: 19	Adult Programs held: 2 /12 attendees

- We had an attendance of 10 at our Book Club meeting to discuss *Last Night at the Telegraph Club* by Malinda Lo. We will meet on November 15<sup>th</sup> to discuss *Wish You Were Here* by Jodi Picoult, and December 20<sup>th</sup> to discuss *The House in the Cerulean Sea* by TJ Klune.
- We had our first Craft and Crochet meetup on October 31<sup>st</sup> and there were two patrons who came to knit and crochet and meet new people.
- On Halloween we had 5 Friends come in costume to help hand out candy to 216 trick or treaters. We were also able to hand out the remaining books that were not taken at the Trunk or Treat event on the 28th. I would like to print a small flyer with upcoming youth programs to hand out next year with the candy.
- The Friends are busy working on the upcoming American Flatbread fundraiser scheduled for January 23, 2024. For our plastic recycling initiative, we have collected 91lbs of plastic bags towards our goal of 500lbs for a park bench. We have three months left to collect 409lbs.
- The projector screen has been put up and looks wonderful! I'd like to plan a Christmas/Holiday movie night or two for December.
- Webinars attended:
  - FiberConnect Grant Opportunity by VTLIB
  - Record Retention by VTLIB
  - Annual Report by VTLIB
  - Homeless Training: How to manage problematic behavior by Ryan Dowd (to be viewed by all staff and discussed at our November staff meeting)
- I attended my first Wilmington Works Promotions committee meeting on November 7<sup>th</sup>. The committee has started planning town events for December-February and I look forward to working with the team to plan and execute events and programs.
- Upcoming November Adult Events-
  - Craft and Crochet- Every Tuesday at 2pm
  - Book Club- Wish You Were Here by Jodi Picoult November 15<sup>th</sup> at 6pm
  - Crafternoon- Felt Pie Garland November 20<sup>th</sup> at 4:30pm
- On October 30<sup>th</sup> I sent out our first monthly newsletter for November. We have gotten excellent feedback on the graphics and events, and I plan to continue promoting our events this way each month. I have also reached out to Wilmington Works, the Chamber, and the Town to highlight our events in their newsletters and on bulletin boards.

Respectfully submitted,

Kyrra Howard

Library Director

Youth Librarian Report  
October, 2023

<b>Storytime</b>	<b>Kids</b>	<b>Adults</b>
October 2	7	3
October 5	6	2 (Beaver Brook-older group)
October 9	0	0 School holiday, Fire House visit arranged
October 16	1	1
October 23	8	2 (Beaver Brook-younger group)
October 30	0	0

As you can see storytime numbers are dwindling in spite of postings, e-mails, and signage. Beaver Brook older students visit once monthly. We have the dates noted throughout the school year. The teacher is in touch regularly so I am aware of the themes they are addressing. The younger group had been divided and half the group came on one Monday, the second half on the following Monday. The head teacher planned on bringing the entire group twice monthly after the first of the year. She has decided to bring them only once monthly instead. Both groups are quite a bit younger than last year's groups and are finding it difficult to change their routine at this time. Any other participants have been visitors. I plan to send out an e-mail to parents of past regular attendees asking if a time change would encourage storytime participation again.

We offered the second in a double feature movie that was planned with Dover, Hocus Pocus 2. We had no attendees. Dates were chosen while I was away. Advertisement was only on Facebook, signage at the library and e-mail I sent out once I returned. It was too late to advertise in the Valley News once I was home. The date was also a Thursday. I had hoped it would be early enough to attract families.

I lead the VT Reads 2023 Discussion with the Pettee Library Book Discussion group. This year's selection was The Last Night at the Telegraph Club by Malinda Lo. There were 11 attendees, 10 from Wilmington and 1 from Whitingham.

I have a new program planned, Afterschool at Pettee, for elementary aged kids. In this four week session, we have 3 signed up in the K-2 group. The other two offerings have no sign-ups. I will be offering an afternoon movie in November on a half school day.

Respectfully submitted,  
Angela Yakovleff