

Board of Trustees  
Plainfield Town Libraries  
Both Libraries featured  
**Approved** Minutes  
December 16, 2013  
7pm

Attending: Anita Brown, Hillary Sundell, Mark Pensgen. Nancy Liston, Nancy Norwalk, *Philip Read Memorial Library Director*, Mary King, *Meriden Library Director*, Suzanne Spencer joined by conference phone

Members of The Public: Dennis Girouard

7:20pm: Call to Order

Public Comments: Dennis questioned how we would notify the person who would be the subject that would be affected by RSA 91-A:3II (c)? Anita said that we do not have the specifics, but will get clarification – “can said person request minutes of non-public meeting where they were part of discussion, but not asked if wanted public?”

Announcement: Non-public session announcement (RSA) 91-A:3, II (c)

*(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting.*

- A. Approval of Minutes – December 2, 2013
    - a. Anita read the minutes aloud for the benefit of those that did not receive them.
    - b. Minutes were approved with the changes that;
      - 1. “ Nancy L asked if we had ever put this item in Base Budget” – 2<sup>nd</sup> to last paragraph.
      - 2. Nancy N, that the lighting for 9 years in front room of PRML.Minutes were approved with changes made. All voted in favor.
    - c. MOTION to approve Sealed minutes for Non-Public Minutes, seconded and unanimously approved.
  - B. Directors Reports;
    - a. December slow time for both libraries
      - i. Meriden – Mary had quotes for Painting of ML, approximately the same between both companies; quotes include 6 windows - \$4,000. Ceiling panel and door threshold need replacing.
- MOTION made to accept both Directors reports as read, seconded and unanimously approved.
- C. Tasker Bridge Award Update

- a. Nancy N. called Symquest and got an updated quote, able to do a Gov't discount, approximately \$900. For a new copier – Taskers funds are down for next year – cannot redirect funds, must spend it or return it.
- D. ADA Update at Meriden Library
  - a. Has anyone updated Town ? We need to make a formal request (letter) to move funds out of ADA Funds to an Architect for a ramp, as in first step towards ADA compliance, **need to write a letter to Selectboard for ramp. Mark to Draft a letter.** “Estes and Gallup” – Dennis suggested “Domus”
- E. Treasurer’s Report
  - a. Discussion on unspent budget and non-payroll monies, Nancy N. suggested that we encumber \$ for catalog tables, Mary would like to replace old tables and chairs with new ones for approx.. \$1,700 with shipping. Discussed any incoming bills such as Oil that will be coming in, including Book orders, Elevator inspections and fire inspection. Discussion on encumbering whatever left for Lights in Front room of PRML. Nancy N. to cancel Joanne to fix Ballast for front lights
  - b. Decided that Nancy N. should order the copier and to make use of the Tasker Bridge Award. Mary to order chairs & Table.
  - c. Discussion on Credit Cards for Library Directors
    - i. Mary received her card in mail today, in order for Nancy N. to have card we must switch banks to Claremont Savings. Nancy N. has another bill to submit for reimbursement.
  - d. Nancy N. to get final #'s on estimate of expenditures of extras
  - e. MOTIONED and seconded to accept the Treasurer’s report as read. Unanimously approved.
- F. Human Resources Report
  - a. Approval of Library Staff Performance forms
    - i. Mary made clarification on automated systems versus Evergreen
    - ii. Nancy N. – to separate the 2 items is efficient on systems, Mary felt it was too specific on form relating to computers and state proficiencies.
    - iii. Anita - all agreed on two separate boxes?

MOTION made on changes and seconded and unanimously agreed.

Hillary to print out approved policies for next meeting for signatures

- G. Other Business
  - a. Discussion after Nancy N. handed out 3 quotes for Air Conditioning for PRML, MOTIONED and seconded to accept M.J Haywood quote, unanimously approved
  - Memorial monies for Penny Armstrong \$150. To go towards biographies.

Next Meeting will be January 22, 2014 at 7pm at Meriden Library

MOTIONED and seconded to go into Non-Public Meeting per: Non-public session announcement (RSA) 91-A:3, II (c )

*(c ) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting.*

9:30pm - Seconded and unanimously approved.

10:00pm – MOTIONED and seconded to Seal Non-public minutes

VOTE as follows:

Anita Brown – Yes

Hillary Sundell – Yes

Mark Pensgen – Yes

Nancy Liston – Yes

Suzanne Spencer (phone) – Yes

MOTION made to adjourn, seconded and approved unanimously

Hs

Attachments; Directors Reports – Meriden & Philip Read Memorial Libraries

**PHILIP READ MEMORIAL LIBRARY**  
**DIRECTOR'S REPORT**  
**December 2013**  
**Activities for November**

1. Automation: The volunteers and staff are still making good progress on this project. This month, 1254 items were added. This is down from the 1622 items added last month. We now have a total of 12,652 items in the system. The drop is due to two reasons: one volunteer being asked to stop importing items into Evergreen pending further training, per the trustees/Howe request, and Jesse moving on to working on movies, which takes considerably longer to do. In the meantime, the volunteer has continued to come in for many hours and performed other needed tasks. Per the trustees' request, Ruth is cataloging new books and Suellen is concentrating on adding patron registrations. Des has set up the computer dedicated to catalog searching for patron use on a temporary stand and moved the card catalog. Mark Overman hasn't delivered the new computer stand yet. Many patrons have commented that they are receiving the e-mail reminders that their books are due.

2. Maintenance: David Grobe performed an emergency repair on the back door--the handle fell off. We are still waiting for the replacement lock assembly. I will follow up with the contractor. Students from the Estabrook School raked our leaves as a community service project. I now have three estimates for air conditioning. I asked the selectmen (at their meeting) if the town crew could fill in the potholes in the driveway and it was done the very next day--we have a great Highway crew.

3. Programs: We participated in the Annual International Games Day sponsored by the American Library Assoc. The library has participated for several years now. The November Book Discussion was moved to December due to the Thanksgiving holiday. Our story hour this month was dedicated to the Libri Foundation grant books. Julia MacDonald read from some of them and the children had fun unpacking the boxes and spreading the books around. The titles are really wonderful. The library also helped sponsor the Rebecca Rule program with the Cornish and Plainfield schools and libraries.

Breakdown:

Card games (2) - 5  
Story Hour - 11  
Rebecca Rule - 32

4. Miscellaneous: Closed for one holiday.

Nancy Norwalk, Director

Meriden Library  
Director's Report  
November 2013

Closed : Monday, Nov 11—Veteran's Day, Thursday, Nov 28 and Saturday, November 30,  
Thanksgiving  
Statistics Attached.

**Special Programs**

Together with Stowell Library in Cornish, Philip Read Memorial Library, Cornish Elementary School and Plainfield Elementary School, we sponsored the program "Live Free and Eat Pie" with author Rebecca Rule on November 12. There were 32 attendees at the program which was held at the Cornish Elementary School.

On Thursday, November 21 we held an after school crafts program for children in Grades 3-up. 3 Adults and 10 children attended.

**Activities**

I attended the annual meeting of the Librarians of the Upper Valley Coop on Monday, November 18.

**Automation**

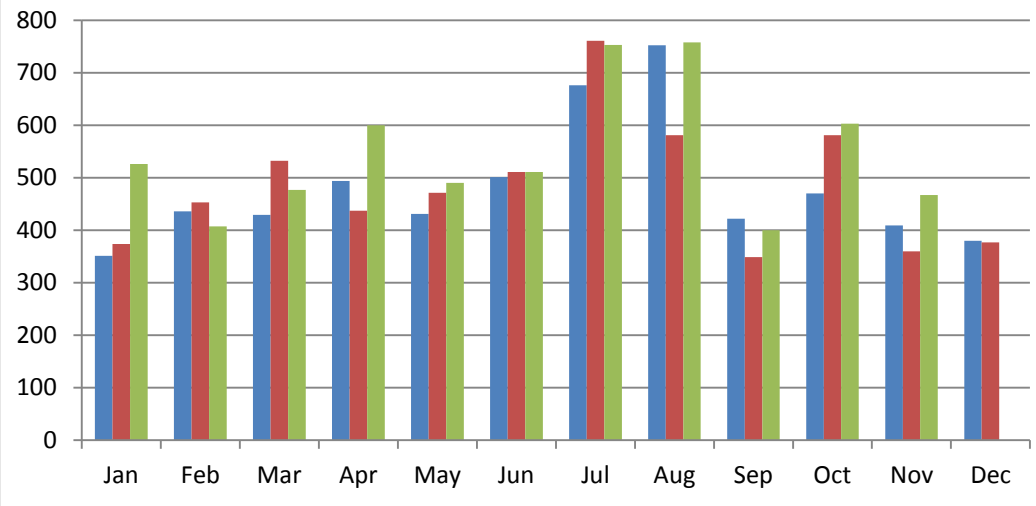
393 items were cataloged this month. The total number of items that are cataloged in Evergreen as of 11/30/13: 8344. My best estimate is that we have approximately 2000 more items to catalog; mostly adult non-fiction materials.

**Facility**

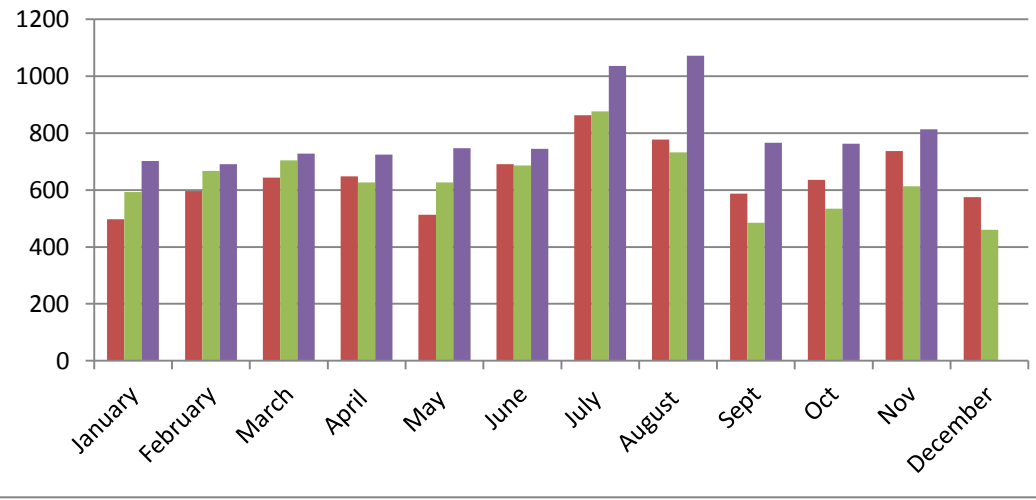
In November, I scheduled appointments with painting contractors and a general contractor for estimates for painting and repairs to the interior of the building.

**Meriden Library**  
**2010 - 2012**

**Visits 2011-13**



**Circulation 2011-13**



**MEETING AGENDA**  
**BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES**  
November 12, 2013; 7:00 PM – Meriden Library

Present: Mark Pensgen, Suzanne Spencer, Nancy Liston, Hillary Sundell, Mary King, Nancy Norwalk  
(arrived at 7:30)

Absent: Anita Brown (family issue; joined the meeting by phone at 8:51)

Members of the Public: Dennis Girouard, Andrea Keen

- 7:06 pm Call to Order—Trustees & Directors
- 7:08 pm Roll call, approval of agenda and November 4 minutes  
Hillary made motion to approve. Mark seconded. All approved.
- 7:05-7:20 pm Public Comments
- A. General Comments – no public comments
  - B. Announce: Non-public session announcement RSA 91-A:3, II—if necessary
    - (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.
    - (b) The hiring of any person as a public employee.
    - (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting.
- 7:10-7:12 pm Reports – Mary is having a staffing issue for the Meriden Library the Saturday after Thanksgiving and will have to close the library that day. She will post the closing on the website and will work on getting more subs.
- 7:13 – 7:48 Approval of Reports
- A. Working Groups
    - i. Human Resources
      - a. Staff Evaluation of Library Aide form – Mary raised the issue that the wording for being proficient in software needs to be consistent with the job description. We will use the wording “integrated library systems” and approve the form at the next meeting.
    - ii. Policy: Third reading of Volunteer policy – we made the change that applications to be submitted to the library director instead of “volunteer coordinator.” Nancy Liston made a motion to accept the policy as revised in the second reading. Hillary seconded. All voted in favor. Nancy Norwalk and Mary King will work on volunteer application.  
Second reading of Interlibrary Loan policy – Mary raised concern about requesting books via ILL that are newer than 6 months.  
Second reading of confidentiality policy – There was a question about requesting renewals on another patron’s behalf. We will put permission in a waiver to allow for blanket renewals. Mary and Nancy Norwalk will modify the waiver and bring it to the next meeting.
- 7:48-8:46 pm Discussion of 2014 Budget (continued)
- A. Mark reviewed changes we made at the last meeting. Total dollar change for all budgets is \$2690 which is a 2.286% difference in expenditures. Hillary said she spoke with Steve Halleran, and there is \$11,000 in the building fund. The town puts \$2,500 into that fund every year. Lock bill at PRML is \$1600, which would come out of this fund. Mary said she was hoping 4 new windows needed for the basement of the Meriden Library could come from that

fund. Mark said there may be money left over for 2013 to use towards some of these projects. Mary said second project is painting, which she did not think would come out of the town fund. She has one estimate for priming and painting the upstairs for \$3090. Doesn't include moving some of the shelving. Mary did not want to move the shelving. Painting the downstairs would require many coats another alternative is to clean up the paneling.

Hillary suggested putting \$3,000 in as a larger maintenance item for both floors. Nancy has one quote on basement lighting for \$6400 for the two original rooms. Energy efficiency rebates may be available to offset the cost. She said that AC will come to \$12300. She has a snowremovable quote of \$300 for the season will go into maintenance. Mark said he felt major items shouldn't be added to the base budget. Nancy Liston said that we have never put these things in the base budget before. Hillary suggested that lights and AC should be separate warrant articles. Nancy said the library has been waiting on new lighting for 9 years. Mark suggested that we could break up the project and get another estimate.

Dennis said that that AC could be warrant article. Lights are maintenance is an ongoing issue. Suggested upping the annual input. Hillary didn't want to add more than 2.5% to the budget. Hillary made motion to pass the budget. Nancy Liston seconded. All voted in favor. We have the ability to move it around. All approved. The board will ask for other monies out of maintenance fund and request that an increased amount to go into maintenance fund. We will request a separate warrant item for AC.

8:30 Go into nonpublic session.

9:04 Out of nonpublic session

9:05 Anita voted to seal the minutes. Seconded by Hillary. All voted in favor.

9:05 Anita made a motion to adjourn. Hillary seconded. All voted in favor.

Adjournment at 9:05



BOARD OF TRUSTEES, PLAINFIELD PUBLIC LIBRARIES

November 4, 7:00 p.m. Both Libraries Featured

Attending: Mark Pensgen, Suzanne Spencer, Nancy Liston, Hillary Sundell, Anita K. Brown,  
Nancy Norwalk, Mary King

Members of the Public: Dennis Girouard

7:07 Call to order

7:10 Public comments

A. Announcement of non-public session. RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting.

7:10 Discussion of 10.7 minutes - Nancy Liston moved we approve the minutes with changes. Mark seconded. Hillary abstained. The board approved the minutes.

7:15 Discussion of PRML financial report – Nancy Norwalk would like PRML to pay the staff with leftover salary money to work extra hours to combine fiction sections. Nancy Liston said she'd prefer the money be spent to pay the staff to do more cataloguing. Nancy Liston said she wanted the salary money to go to the board's top priority for the library. There was discussion of the need to pay Ruth for Jury duty; she gets paid for up to 30 days for the difference between what she gets paid by the court and what she gets paid by PRML. Mark said he preferred to defer a decision on what to do with the extra hours until later in the year. Mark asked Mary who did the moving when Meriden Library installed the new circulation desk. Mary said she used volunteers and closed the library for one day.

7:25 Discussion of ML financial report.

Mark said electricity is overbudget, but everything else is in line.

7:30 Anita made a motion to accept the treasurer reports. Hillary seconded.

All voted in favor.

7:31 Budget discussion – The board looked at professional development, furniture, and computer money there in case replacement needed. The Meriden Library has \$250 allotted for tech support, which is what it spent this year.

Mark noted that there was a difference in professional activities that needs to be resolved and raised the issue of the difference in budgeted staff hours and materials between the two libraries. PRML is open 2 more hours per week than Meriden, but total hours worked is more than the 2 hour difference. He asked what is driving that.

For professional development, Nancy Norwalk requested \$800 in the trustee line for a possible larger conference. Mary suggested that they could alternate attendance at larger conferences every other year. Mark suggested that the friends group can sponsor conference attendance on off years. Nancy Norwalk said PRML friends group is using their funds to finish the basement. Mark said this was matter of choices.

Nancy Liston liked Mary's idea and suggested that whoever goes each year could give a presentation for all the staff of both libraries. Mary has been doing small conferences in the state for smaller amounts of money and will have money left over this year. Nancy Liston asked about board input on conferences, and said we need to make learning about Evergreen a priority. Mary suggested \$300 per library as a minimum to join professional organizations and attend regional conferences.

Mark noted that the materials budget for PRML is flat, and Meriden has gone up but through cost shifting. The board discussed making the most of materials budget through sharing resources when they can. Mark raised the issue of whether budgeted amount was a conscious decision or a legacy of two separate boards making separate decisions. Nancy Liston requested that we add \$1,000 to the Meriden Library's materials budget to create less of a discrepancy.

Nancy Norwalk said that PRML will have to pay for snow shoveling this year.

There were questions about how to cover issues that came up during the walk-around. We don't have numbers for these issues. Mark suggested we could take care of some of them at the end of the year with monies left over. The board agreed that we should get estimates for projects for next week's meeting.

Nancy Norwalk mentioned that there was an issue with the town's mowing contractor – someone will contact the town about it.

9:40 Announcement of nonpublic session.

10:36 Anita made a motion that nonpublic session minutes be sealed. Nancy Liston seconded. All voted in favor.

10:36 Anita made a motion to adjourn. Nancy Liston seconded. All voted in favor.

Attachments:

Treasurer's reports (2)

Directors Reports (5)



## BOARD OF TRUSTEES, PLAINFIELD PUBLIC LIBRARIES

October 7, 7:00 p.m. Both libraries featured

Attending: Mark Pensgen, Suzanne Spencer, Nancy Liston, Anita K. Brown, Mary King

Absent: Hillary Sundell (family visiting)

7:14 pm Call to Order – Trustees and Directors

7:15 pm Roll Call, approval of agenda

7:15 pm Public Comments – no public comments

7:16 Approval of Reports

- A. Financial – Mark noted that the Meriden Library is over budget on electricity. Mark thinks there will be leftover money for fuel that can be applied to the overage on electricity. Mark made the final payment on the new circulation desk. There is leftover money on trustee conferences can be rolled into next year. Mary will be buying a new table and chairs with money from the Building Capital Improvement Fund. Nancy Norwalk said she received a grant for \$600 for a copier, but copiers cost \$1200. Nancy N said she has to spend the money by December; she is writing a letter to get permission to spend it for something else. Nancy Liston moved to accept the financial reports. Mark seconded. The board voted to accept.
- B. Directors Reports – Mary said she only had 4 hours of volunteer time for cataloguing. She is looking to get a couple more people to make more progress. Mary said she is able to get all circulation stats from Evergreen. She said that Meriden went live last December and started relying on it January for stats. Nancy Liston asked how the system gets due date notices to people who don't have email addresses. Mary said they are posted to a URL. She said in a month she may have two people per month in this situation. PRML went live with Evergreen last week; Nancy Norwalk said she felt the automation was going fine, and as the staff gets more used to it, it will go faster. Anita made a motion to accept reports. Mark seconded. All voted in favor.
- C. Working groups
  - i. Human Resources
    - a. Suzanne met with Mary King to create director evaluations of staff. Nancy Norwalk had a family emergency and couldn't be present. Suzanne and Mary came up with broad categories and a few criteria for the categories. Suzanne will mail the draft to Nancy Norwalk to get her feedback.
  - ii. Technology

- a. Nancy Liston suggested having events to promote automation and show patrons how it works. Mary brought up issue of more sharing between libraries with automation and how it might increase book transport between both libraries. Nancy Norwalk currently brings materials back and forth between the libraries because she works in Meriden. Hanover uses volunteers that have big canvas bags to transport books. Lebanon has a van that goes back and forth twice a week. Mark suggested asking for volunteers for shuttling. We will make clear that we will guarantee personal privacy for patrons. Suzanne agreed to contact chief Roberts about possibly using police vehicles to shuttle books.
- ii. Facilities
  - a. Anita discussed scheduling walk-arounds with both library directors.
- iii. Policies
  - a. Need to get up-to-date circulation policy. ILL does not include changes made at a previous meeting. Confidentially needs to be updated and both will get a second reading at the November meeting. First reading of volunteer policy. It will be reviewed against state guidelines.

8 :50 Approval of minutes.

- A. Mark made a motion to approve the 9.9 minutes. Nancy Liston seconded. All voted in favor.
- B. Nancy Liston moved that we accept the 9.16 minutes. Mark seconded. All voted in favor.

9:00 Preliminary Discussion of Overall Budget

- A. Meriden Library - Mark said he spoke with Steve Hallerin. Mark said he'd be looking to follow through on ADA subcommittee for a ramp as an interim measure and get a design for a ramp. This would come out of town funds that already exist. Another committee would do the next phase of planning. The designs will be brought back to the trustees. Mark asked about windows. Mary said she would like an energy audit, as she thinks that the lights and windows might need to be replaced. Nancy Liston suggested putting the cost of an audit in the capital improvement program. Anita suggested that it would fit in with phase 2. Mary expressed concern about the floor which is made of asbestos. She suggested putting something over it. The interior also needs to be repainted. Mary questioned how much to put into a building that may change down the road.
- B. PRML - The big upcoming expense at PRML is installing air conditioning. Nancy Norwalk said it is time to follow through on the recommendations from the energy audit at PRML, including insulating the attic. Nancy Norwalk wants a stand-up, counter-height computer shelf with cupboards underneath for the online catalog, and she received an estimate of \$641. We need it now, but there is only \$200 in the furniture budget. Nancy Norwalk will ask for money to be redesignated from the Tasker fund. Nancy Liston asked if the computer desk would be ADA-accessible. Nancy Norwalk said that catalog is accessible from all the other computers and their accessibility was approved in an ADA walk-through. Nancy Norwalk said she has the option of using fine monies to help pay

- for the desk. Mark asked about the condition of the roofs. Nancy Norwalk said the slate roof is inspected every year. The person who inspects it inspects the rest of the roof. Mary said the Meriden Library's roof was inspected 3 years ago and was fine.
- C. Overall Budget - Estes and Gallup gave new estimate for \$1640 to repair the broken push bar from the back door; the increase for shipping and labor. The money will come from the town library repair fund. It's still less than the other contractor. Anita motioned to approve. Mark seconded. All voted in favor. Nancy Norwalk said the credit card policy was approved; we need to sign copies. Nancy Norwalk said furniture budget should be higher; the current \$200 is too low. She said that most of the furniture is taken care of for the basement and she will just need folding chairs for the meeting room. Nancy N said the professional activities budget is too low, and \$450 is not enough to go to an annual conference. Anita suggested that both directors create a proposal for budget items. Mark and Hillary will meet with both directors to get their priorities.

9:49 Nancy Liston made a motion to adjourn. Mark seconded.

9:50 Adjournment

Attachments:

Financial Reports (2)

Meriden Director's reports (3)

PRML Director's Reports (3)



DIRECTOR'S REPORT  
October 2013  
Activities for September

1. Programming: We slowed down in September after a very busy summer, along with school and Saturday soccer starting. Mari Serebrov held a very good program as a follow-up to her book tour in Africa. She is a wonderful speaker. Saturday morning card games just started again at the end of the month.

Breakdown:

Mari Serebrov - 12

Card game - 3

Book discussion - 5

In addition four organizations held meetings in the library.

2. Professional Activities: I attended the annual CLiF conference in White River. As always, this was a fun and informative meeting. I always get good ideas from the speakers and participants.

3. Maintenance: Two firms have visited for quotes for air conditioning, although only one has sent in their quote. Two more firms are visiting in the next week.

4. Automation: As planned, we went "live" the last week in September and began checking items in and out electronically. Nancy Liston and I attended two circulation training sessions at Howe. We then held a training session for the library staff.

5. Miscellaneous: There was one holiday and one power outage--sending everyone home one evening. Fall is seeing the usual visits of Maxfield Parrish fans and genealogy researchers.



Meriden Library  
Director's Report  
September 2013

Statistics Attached.

**Activities**

On September 16, I attended a LUV Coop meeting in Thetford, Vt. The program was about disaster preparedness; particularly saving collections from water damage. I found the program very informative and took away the need to create a basic disaster plan for the Meriden Library.

**Automation**

225 items were cataloged this month. We only had 4 volunteer hours this month; therefore very few books were cataloged. The project is moving more slowly than I anticipated. I will be recruiting one or two more volunteers to help. The adult non-fiction collection remains to be cataloged. About two-thirds of the juvenile non-fiction collection has not yet been cataloged.

**Facility**

Joanna Sharf completed the remaining electrical work in the children's room. She installed a grounded outlet and CAT-5 wiring for internet access.

**Meriden Library**  
**Profit & Loss Budget vs. Actual**  
 January through December 2013

	Jan - Dec 13	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Town Appropriation	30,678.69	44,569.00	-13,890.31
Town Approp - FICA	1,581.91	2,249.00	-667.09
Trust Funds	1,300.00	850.00	450.00
Gifts	1,415.00	50.00	1,365.00
Book Fines/Copier	180.80	0.00	180.80
Book Sales	16.65		
Interest Income			
Interest - Savings	14.08	10.00	4.08
Interest - Vanguard Prime MM	1.65		
Interest Checking	0.45		
<b>Total Interest Income</b>	<b>16.18</b>	<b>10.00</b>	<b>6.18</b>
Misc Income	36.00	300.00	-264.00
<b>Total Income</b>	<b>35,225.23</b>	<b>48,028.00</b>	<b>-12,802.77</b>
<b>Expense</b>			
Salaries	20,678.69	29,404.00	-8,725.31
FICA	1,581.91	2,249.00	-667.09
Sick Pay	0.00	285.00	-285.00
Library Materials			
Audio/Visual	1,117.37	1,100.00	17.37
Books & magazines	3,180.53	4,400.00	-1,219.47
<b>Total Library Materials</b>	<b>4,297.90</b>	<b>5,500.00</b>	<b>-1,202.10</b>
Telephone	386.35	540.00	-153.65
Electricity	1,223.60	1,200.00	23.60
Fuel	1,618.46	2,500.00	-881.54
Water/Sewer	200.00	500.01	-300.01
Supplies	329.95	800.00	-470.05
Postage	53.00	250.00	-197.00
Professional Activities	201.19	450.00	-248.81
Programs	758.71	400.00	358.71
Furniture/Equipment	19.98	100.00	-80.02
Maintenance	900.00	1,600.00	-700.00
Automation	800.00	800.00	0.00
Computer	834.14	1,350.00	-515.86
Misc Expense	74.50	100.00	-25.50
<b>Total Expense</b>	<b>33,958.38</b>	<b>48,028.01</b>	<b>-14,069.63</b>
<b>Net Ordinary Income</b>	<b>1,266.85</b>	<b>-0.01</b>	<b>1,266.86</b>
<b>Other Income/Expense</b>			
Other Expense			
Encumbered Funds	1,136.96		
Prior Year Return of Funds	6,423.62		
Building Capital Improvements	3,543.69		
<b>Total Other Expense</b>	<b>11,104.27</b>		
<b>Net Other Income</b>	<b>-11,104.27</b>		
<b>Net Income</b>	<b>-9,837.42</b>	<b>-0.01</b>	<b>-9,837.41</b>

## Philip Read Memorial Library Treasurer's Report-2013 January through December 2013

	Jan - Dec 13	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Town Appropriation</b>			
Appropriation-Operations	20,500.00	28,780.00	-8,280.00
Appropriation-Salary	25,199.59	34,993.00	-9,793.41
FICA	1,929.78	2,677.00	-747.22
<b>Total Town Appropriation</b>	47,629.37	66,450.00	-18,820.63
Trust Fund Income	2,000.00	2,400.00	-400.00
Fines	510.76	50.00	460.76
Gifts	100.00	100.00	0.00
Grants	880.00		
Misc Income	114.00	300.00	-186.00
<b>Total Income</b>	51,234.13	69,300.00	-18,065.87
<b>Expense</b>			
<b>Payroll</b>			
Salaries	25,199.59	35,993.00	-10,793.41
FICA	1,929.78	2,677.00	-747.22
<b>Total Payroll</b>	27,129.37	38,670.00	-11,540.63
<b>Library Materials</b>			
Books and Magazines	4,693.50	8,000.00	-3,306.50
Audio Visual Materials	746.91	1,200.00	-453.09
<b>Total Library Materials</b>	5,440.41	9,200.00	-3,759.59
Catalog Services/Automation	812.40	1,500.00	-687.60
Supplies	417.80	1,500.00	-1,082.20
Postage	136.29	250.00	-113.71
Programs	380.17	600.00	-219.83
Professional Activities	72.44	450.00	-377.56
Oil	4,614.66	6,400.00	-1,785.34
Electricity	2,147.13	2,900.00	-752.87
Telephone	889.22	1,080.00	-190.78
Water	152.50	300.00	-147.50
<b>Maintenance</b>			
Maintenance-General Expenses	1,563.35	3,000.00	-1,436.65
Elevator	925.70	1,700.00	-774.30
<b>Total Maintenance</b>	2,489.05	4,700.00	-2,210.95
Furnishings and Equipment	0.00	200.00	-200.00
Computer Hardware and Software	1,016.99	1,450.00	-433.01
Miscellaneous Expense	0.00	100.00	-100.00
<b>Total Expense</b>	45,698.43	69,300.00	-23,601.57
<b>Net Ordinary Income</b>	5,535.70	0.00	5,535.70
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Building Fund Gifts	71,367.74	90,052.00	-18,684.26
<b>Total Other Income</b>	71,367.74	90,052.00	-18,684.26
<b>Other Expense</b>			
Encumbered Funds	2,921.36		
Programs-Grants	475.00		
Building Fund Expense	71,357.74		
<b>Total Other Expense</b>	74,754.10		
<b>Net Other Income</b>	-3,386.36	90,052.00	-93,438.36
<b>Net Income</b>	<b>2,149.34</b>	<b>90,052.00</b>	<b>-87,902.66</b>

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

September 16, 2013; 7:15pm; - Meriden Library featured

Attending: Mark Pengsen, Suzanne Spencer, Nancy Liston, Anita Brown, Hillary Sundell,  
Mary King

7:08 pm Call to Order – Trustees and Directors

7:09 pm Roll Call, approval of agenda

7:11 pm Public Comments

A. Announcement of non-public session. RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting.

7:14 Donations and Correspondence

A. correspondence – the Meriden Library received a thank you letter from the Meriden Community Camp for use of the library over the summer.

B. donations – the Meriden Library received a \$50 donation from a patron to the library general fund. It also received a projector from former resident. Mary discussed with the board policies about receiving gifts. The policy was last updated in 2010.

7:22 Work with Kimball Union Academy

Mary said she has been working with KUA librarian Marianna McKim to help give KUA students access to NH Downloadables. Students in Plainfield are eligible for a library card and can have access to the downloadables. Marianna McKim will contribute \$100 from KUA. Mary offered to go to KUA to issue cards. Freshmen all have ipads and can all download the kindle app and can see the catalog online. Students can't leave campus without permission and would have to arrange transportation to visit the Meriden Library. Anita asked if this would affect our license. Mary said KUA can't call for support; the support would have to come from Meriden. Suzanne pointed out that the students are residing in Plainfield, and this is similar to Dartmouth Students who live in Hanover and get library cards from the Howe Library.

## 7:33 – Director’s Report

- A. Mary said she is already receiving positive comments about the new circulation desk. She is waiting for finishing work on a cabinet and shelves before she makes the final payment.
- B. Mary spent \$200 on computer support this summer and is happy with the results. Nancy Liston advocated for keeping some money in the budget for technical support. Mary reported no problems with Evergreen.
- C. Review of stats – Mary brought up the category of “new patrons.” She said she is confident that all new patrons are really new to the library, as she had switched all existing patrons to the new cards a while ago.
- D. Mary attended a program on disaster planning. She would like to develop a “pocket plan” she and the staff can use as a guide in case she or the staff need it.
- E. Mary said she is currently training a new substitute who can work during the day; Other subs work at PES during the day and can’t fill in. Mary is creating a manual checkout sheet she will share with Nancy Norwalk so that a sub not comfortable with the system can still check things out. Mary said she has 4 people cataloging. The staff, which includes Mary and 2 assistants, does all the shelving. Mary pays for subs.
- F. Mary said she wrote a letter of support to help the Grange to get money for repairs. With repairs, it might be possible for the library to one day be able to use the building.

## Other business

- A. Hillary is now on CSB account, so she can legally sign checks.
- B. Mark would like to set up overdraft protection, which would cost \$1 per draft. He made a motion for Hillary and himself to sign document authorize an overdraft. The motion was seconded by Nancy Liston. If we went with a Claremont Savings Bank credit card, Mary would have to apply for the credit card since she would be using it. A debit card as an adjunct to the existing account. Mary and Nancy could have the debit cards with the pin. The goal is to make this easier, if the debit card make it easier; we should go there.
- C. ADA – The committee suggested a ramp. We need to look into cost, multiple designs. For the next step in the process, Mark said the board needs to make a request of the town for what needs to happen, which would be to get plans and estimates. If we need more money from the taxpayers, we need to put it in the

budget. There is 20K in the building fund and ADA money at the town level. Anita said that we need to report back to the selectboard to endorse the proposal from the ADA committee and ask the town to commit funds for the initial design of the ramp. She noted that this is meant to be a first step of multiple steps, not an end in itself. Mark attended the ADA meeting, so he said he will go back to the Town Manager and seek guidance for what we need to do next. Anita and Nancy Liston agreed that we need to give it in writing.

8:35 – Suzanne made a motion to accept Mary King’s report. Nancy Liston seconded. The board voted to accept her report.

8:43 Hillary made motion to go into nonpublic session. Anita seconded. The board voted to go into nonpublic session.

9:29 Hillary made a motion to adjourn. Anita seconded. The board voted to adjourn.

Attachments:

Directors report (2)

Meriden Library  
Director's Report  
August 2013

Statistics Attached.

**Programs**

In addition to our on-going Story Time and book discussion program we held two special programs in August. On Monday, August 5, Cool Your Summer with Ice Cream and Good Books was sponsored by the Friends of the Meriden Library. The program served as a wrap-up to the children's summer reading program as well as an adult book discussion. All participants received free ice cream from the Good Humor truck. 80 individuals attended—40 adults and 40 children. Tuesday evening, August 20 we held an evening story time program with Plainfield Elementary School kindergarten teacher, "Mr. Woody", as a guest reader. 20 patrons attended--- 8 adults and 12 children.

**Activities**

I attended a Friends of the Meriden Library meeting on Monday, August 26. I am working with the Friends group to plan a New Hampshire Humanities Council program in October.

**Automation**

243 items were cataloged this month.

**Computers**

A new computer dedicated to circulation was set up and installed with a receipt printer and a bar code scanner. This allows staff to have a computer station that is always ready to serve patrons. Two other staff computers are available for cataloging and general work stations.

**Facility**

On Thursday, August 1, the new circulation desk was installed. A large bookshelf was moved to the desk area to serve as a staff shelf. All of the reconfiguration that has taken place over the past weeks has greatly improved the staff work area. Everyone is thrilled.

<b>Visits</b>													
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	December	Total
<b>Patron Visits</b>													
Adults	432	333	392	471	384	358	445	471					3286
Young Adults	6	10	14	14	4	23	55	58					184
Children	88	64	71	115	98	130	253	229					1048
<b>Total</b>	526	407	477	600	490	511	753	758	0	0	0	0	4522

<b>Circulation</b>													
	January	February	March	April	May	June	July	August	Sept	October	November	December	Total
<b>Adults</b>													
Fiction													0
Non-Fiction													
<b>Children</b>													
Fiction													0
Non-Fiction													
Total Books	516	458	488	494	546	516	761	805					4584
DVD	60	61	85	76	52	72	96	125					627
Magazine	32	22	40	40	34	39	23	18					248
ILL incoming	24	26	30	32	31	29	35	31					238
Audio	20	33	26	28	27	23	62	42					261
NH Downloadable	50	58	59	55	57	66	59	51					455
<b>Total</b>	702	691	728	725	747	745	1036	1072	0	0	0	0	6446
Items Added	15	39	35	45	26	39	21	14					
Items Removed	49	6	162	19	184	72	126	0					
Volunteer Hours	13	24	16	28.5	42	16	21	8					168.5
New Patrons	14	12	16	7	11	6	14	11					91

<b>Programs</b>													
	January	February	March	April	May	June	July	August	Sept	October	November	December	Total
<b>Story Time/Play G</b>	3	2	4	4	4	4	2	5					28
Child	10	3	11	17	16	15	31	51					154
Adult	5	2	8	9	10	8	15	28					85
<b>Book Groups</b>		1											
Tuesday	6	6		4	4	4	4	4					32
M/D	10			7									17
<b>Special Programs</b>	2	4	2	3		2	4	2					17
Children	5	14	14	24	16	31	56	52					212
Young Adult													0
Adult	74	19	11	100	14	15	49	48					330
<b>Genealogy</b>	2		4	3									9
Total Attendance	112	68	48	164	60	73	155	183					863
Total Programs	8	7	7	9	5	7	7	8					58



BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES  
September 9, 2013; 7:00 PM

Philip Read Memorial Library featured

Present: Nancy Liston, Hillary Sundell, Anita Brown, Suzanne Spencer, Mark Pensgen,  
Nancy Norwalk (PRML)

Members of the Public: Dennis Girouard

7:09 pm Call to Order—Trustees & Director

7:10 pm Roll call, approval of agenda

7:10 pm Public Comments – no public comments

7:11 pm Public Comments

- A. Announcement of non-public session. RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting.

7:11-7:15 pm Approval of minutes of previous meetings

- A. Board accepted the 8.28.2013 minutes with changes.
- B. Correspondence -no correspondence
- C. Donations – no donations

7:15-8:13 Reports

- A. Library Director - Nancy Norwalk said she and Mary met to discuss how they report statistics. They both discussed changing how they each track stats in January rather than the middle of the year.
- B. Nancy Liston expressed concern about volunteers offering technology – whether it is appropriate or not. She emphasized that this is not a criticism of the great services the libraries have received from members of the community. She suggested that sometimes introducing new technology causes problems. Mary King is paying for new professional services for the first time. Nancy Norwalk said they needed a new switch, and Rob works with computers. Nancy Liston said we need to have people who have stayed on top of the latest trends, and that when we go live, we may want to have someone available if there is a problem. Hillary

said we are a small town and we may not be able to budget for someone on call. Mark suggested it would be good for both libraries to have someone on call, not on staff. Hillary suggested we would benefit from better access to the web for posting minutes; when Mike Sutherland is out of town, things can't get posted. Mark suggested that he and Nancy Liston as part of the technology group look at these issues.

- C. Consolidating magazine purchases update – Mark said there would be a \$943.01 net cost for PRML. The service will match special offers and take on current subscriptions. These do not include gift subscriptions. Nancy Liston said training said that Evergreen will alert you when you are barcoding if there are missing issues. Mark said that with consolidation, he will receive one bill and write one check. Nancy Liston asked if we would have saved if we had combined Meriden's quote. Mark said we get a 5% discount as a new library, but there is no quantity discount. Nancy Norwalk asked if there was a fee; Mark said there is no added fee. Nancy Liston moved that we accept the service. The board voted in favor unanimously.
- D. Nancy Liston mentioned the need for volunteers for the book sale.
- E. Air conditioning at PRML: Nancy Norwalk said she has 3 separate quotes for cooling three separate zones. There would be an AC unit attached to each furnace. They are quoting a central unit. Hillary suggested looking at the costs of the going with the ac that uses the duct work vs. a mini-split like what Meriden uses, and the company that helped Meriden can look at PRML.
- F. Nancy Norwalk said that Mark Overman came to give a quote for a stand-up table for the computer card catalog. Anita asked if a card catalogue stand would be needed downstairs. Nancy Norwalk said yes. Nancy Norwalk said she'd need another one for the other catalog. Nancy Liston suggested we get a new computer so we can be sure that it works well for people using the catalog for the first time. Nancy Norwalk said an older, slower computer would slow down the whole network.
- G. Evergreen training today: Nancy Norwalk said the check-in and check-out process was simple, but holds can be more complicated. Nancy Liston suggested volunteers that filed calls could do the barcoding of periodicals; she said high school students did this for CRREL. Nancy Norwalk said PRML keeps periodicals for one year.
- H. Nancy Norwalk brought up the transition to automation. She said many libraries keep the shelf list of for at least the short-term in case problems will turn up. Nancy Liston endorsed keeping the shelf list, as it can serve as a backup. Nancy Norwalk said it costs \$.10-.15 per title. Nancy Liston

suggested that we should not grow the shelf list and just keep the current shelf list until it is automated. Mark said a decision was made to not order new catalog cards; Nancy Liston said it's a separate set of staff-only cards. Nancy Liston said you can print a shelf list from Evergreen by any category you want. Nancy Norwalk said most libraries keep the shelf list; Nancy Liston disagreed. Anita suggested that at least until the automation is complete we should keep a shelf list. Nancy Liston is opposed to making new cards for new entries; she said we can go into Evergreen to get that information. Nancy Norwalk said we need the shelf list in case a book is entered incorrectly. We can order just the shelf list card. Nancy Liston moved that we close the shelf list at this point but hold onto the current card shelf list until we feel that the automation is complete. Seconded by Mark. All voted in favor.

8:13 – 8:25 Other Business

- A. Anita suggested that from October –December we meet as joint groups, as we have a lot to do, and budgets will involve both directors.
- B. Hillary and Nancy Liston went over the policy readings. The credit card policy passed; Mark said he has not gotten cards yet. Mark asked Nancy Norwalk what her preference is. Nancy Norwalk said she didn't have a preference; she just wanted it to be a regular card that she can use anywhere.

8:25 Go into Nonpublic session.

8:55 Nancy Liston moved to adjourn.

8:56 Meeting adjourned.

Attachments:

Directors Report (2)

**DIRECTOR'S REPORT**  
**PHILIP READ MEMORIAL LIBRARY**  
**September 2013**  
**Activities for August 2013**

1. Programming: The Summer Reading Program is finished. There was good participation with 31 children officially signed up. It was a very busy summer. The book discussion group is on the upswing. Book discussion groups tend to go up and down. In the spring there was a smaller group and it has now increased to 13 with many new faces. Most of our summer programming was in July.

Here's the August attendance:

"Plainfield Puffer" story time/crafts - 10

Book discussion - 8

Momentum Theater performance - 20

\*In addition 84 people attended the two children's plays

2. Automation: Six of us (staff and volunteers) attended some additional training at Howe Library for the cataloging process. Volunteers are continuing their steady progress.

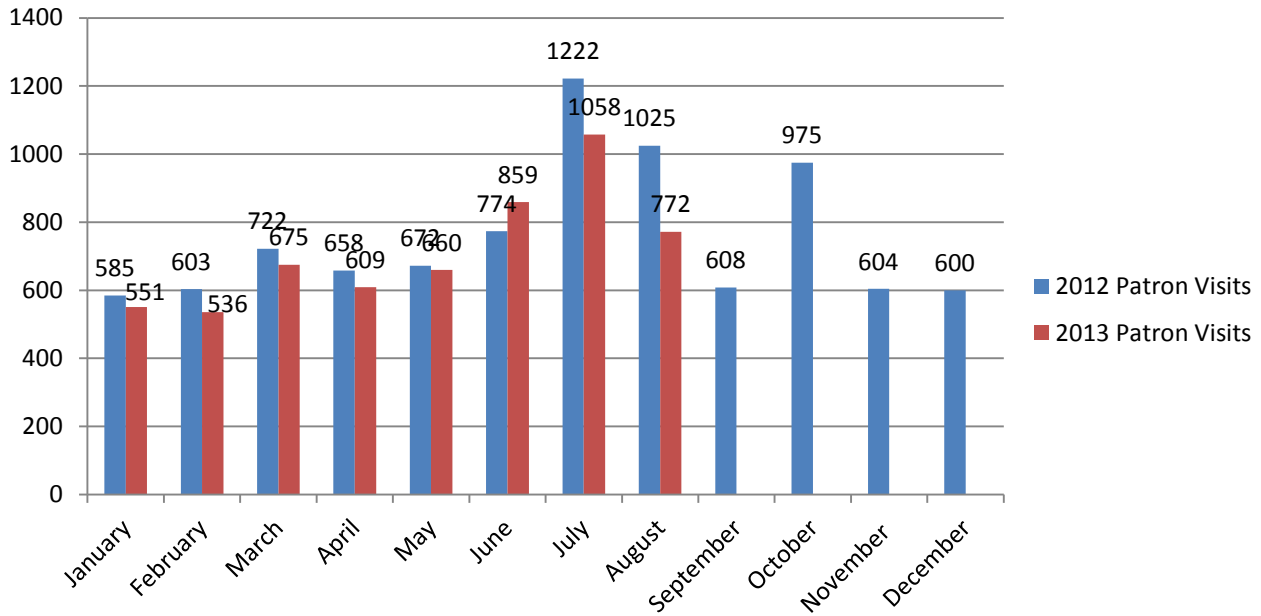
3. Participation in Film Project: The library was included in the film project that Will Sheff (former resident and leader of the Okkervil River Band)) is doing, along with the Plainfield School, KUA, the town hall, other locations in town and the area. The child actors were very good and natural, shooting scenes of entering the library, sitting on the floor reading books, etc. It will be fun to see the finished project. See the August 24 article in the *Valley News*.

4. Computers: Rob Drye has donated a 24-switch device for our computers and Des has installed it. This should be enough to cover both the upstairs and downstairs. We haven't had any more "crashes" since it was installed.

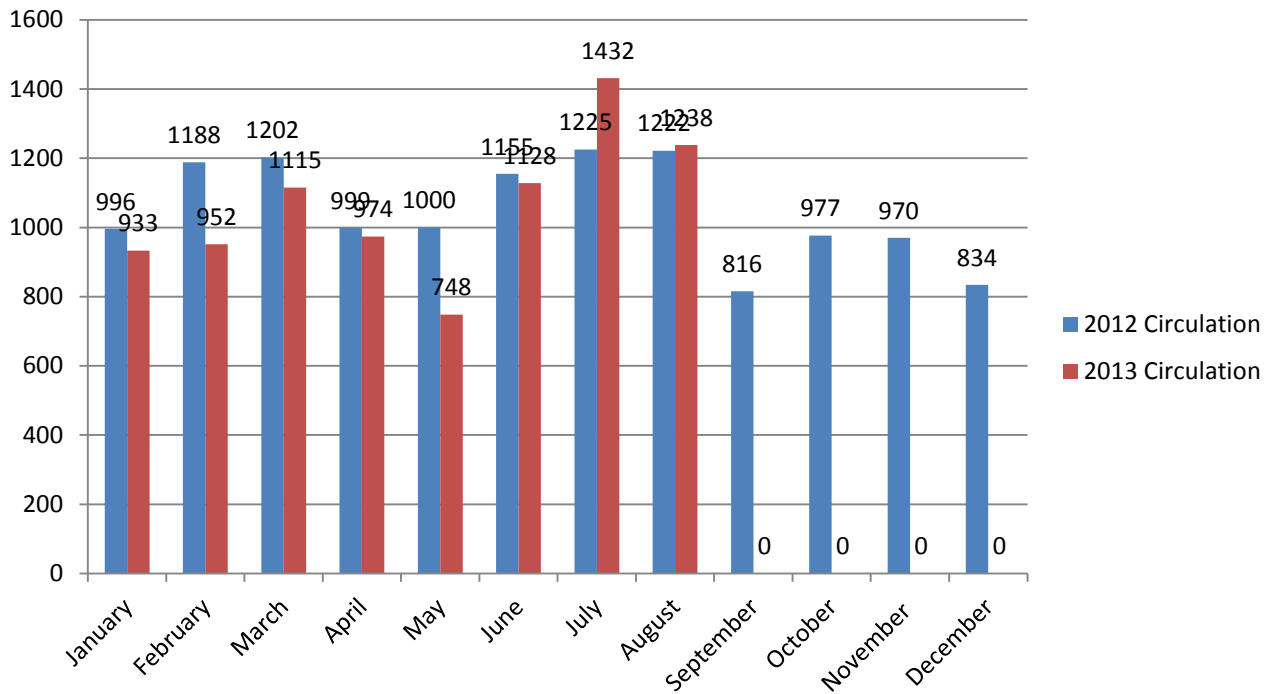
5. Air Conditioning: M.J. Hayward has visited and sent a quote. ARC Mechanical is coming next week.

6. Statistics: Mary and I met to begin revising the monthly statistic report. There are questions and more discussions to be had.

## Philip Read Memorial Library Patron Visits



## Philip Read Memorial Library Circulation



# MEETING AGENDA

**draft**

BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

August 28, 2013; 7:15pm; - Philip Read Memorial Library

Attending: Mark Pengsen, Suzanne Spencer, Mary King, Nancy Norwalk, absent: Nancy Liston (traveling), Anita Brown (illness)

Members of the public: Dennis Girouard

7:13pm Call to Order – Trustees and Directors

7:15 pm Roll Call, approval of agenda

7:15 pm – 7:30 pm Public Comments

A. General

Dennis asked about updating minutes online and in the binders; the books need to be updated.

Dennis asked about automation options Nancy Norwalk provided in her report. He asked if anyone had followed up on the suggestion that Nancy Liston, Mark P and Nancy Norwalk meet together monthly in one room. Mark said the focus recently has been training with the Howe Library.

B. Announce: Non-public session announcement (RSA 91-A:3, II (c) ), if necessary.

(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public itself, unless such person requests an open meeting.

7:pm – 7:45pm A. The board approved the minutes from the following previous meetings:

May 6 – Philip Read Memorial Library

May 13 – Meriden Library

July 8 – Meriden Library

C. Correspondence

a. No Donations

b. Other – letter from Sarah Gillens

7:45pm – 8:30pm Reports

A. Mary said that the new computers are getting a lot of use and that the Meriden Library is well equipped technologically. Meriden Library reports accepted as read.

B. The board is waiting on Nancy Norwalk's completed reports to accept at the next meeting.

C. Policy Working Group, 1<sup>st</sup> read – Volunteer Policy, Interlibrary Loans, Confidentiality of Patron Records and Final and acceptance of Credit Card Policy

D. Financial

- a. Meriden: Mark said Meriden has spent most of its materials money already; Mary said magazines have been paid for up front, and she stocks up on materials before the summer, as that is when her circulation spikes. Electricity rates are high, but Mark hopes that will be made up by lower fuel costs due to the more efficient heat pumps.
  - b. PRML: Hillary secured fuel at \$3.59/gallon with Simple Energy. Hillary said she called Irving to say we are not working with them.
  - c. Mark bought 2 desktops computers from Staples.
  - d. Consolidating magazine purchases – Mark has one bid and is waiting on another bid from Magazine Subscription Services Inc. of Wooster.
- E. Other Working Groups with Reports
- a. Hillary brought up interlibrary loan policies. Nancy Norwalk said she didn't want to limit ILL requests because home schoolers might need different books for different age groups. Mary agreed. Hillary will remove that paragraph.
  - b. Confidentiality policy will be reviewed at next meeting. Mary will look for other examples.
  - c. Volunteer Policy – wait until next meeting.
  - d. Credit card policy accepted.
  - e. HR working group – Suzanne asked the directors to look at PDF compilation of staff evaluations she send out in July. She invited the directors to bring others examples of staff evaluations for us to consider. The goal is to have everything available to look at by October 1 so we can meet and decide the categories and level of detail we want in the staff evaluations. Suzanne said she's like to get a draft done by November 1, as we want to have a final version ready to be used on January 1.
  - f. ADA Working Group – Mark said that the Selectboard wants the trustees to give guidance on the recommended next step. Mary suggested we put it on the agenda for the September meeting, as any money for building fund needs to be in the budget.

8:30pm – 8:45pm - Library Directors

- A. Specific Items
- a. Nancy Norwalk has quotes for new Locks replacing the outside lock/pushbar that was broken. Estes and Gallup will do it for \$1156. The other estimate is \$1847. Group voted to go with Estes and Gallup.
  - b. Conferences – ADA conference money needs to be moved around as it was taken from Meriden. Both Libraries get \$450/year for conferences; they do not have to ask for approval to write checks to attend conferences.
  - c. Automation – Nancy Norwalk said that at the end of July, PRML had over 8,000 records online. Mary said she has done 7300 books and has about 3000 to go, so her pace has been about 500 books per month. Summer busiest month for circulation, so automation slows down. Mary added that July was the first month since she came on that circulation surpassed 1,000, and she suggested that possibly it's because Evergreen is more accurately tracking circulation. Nancy Norwalk said she will need two more barcoders and a new computer so patrons can look up the catalogue.
  - d. The board discussed Nancy Norwalk's "Go Live" plan. Mary suggested she could help Nancy with specific things she needs to do before going live, such as interlibrary loans. Mark said that as of now we should not spend money on cards for the cards catalogue; all new materials should be entered into Evergreen.
  - e. Mary suggested that more books should go back and forth between Meriden and PRML once Evergreen is live in both libraries. She said we need to develop a process for sending books back and forth and it shouldn't be Nancy Norwalk's responsibility. She suggested that we look at Hanover delivery from Etna to the Howe. Nancy

Norwalk suggested that ILL materials delivered to Meriden could also be transported to PRML.

- f. Suzanne raised the issue of differences in how both libraries counting patron visits and presented her research on the subject. She said she saw several differences, but viewed the children's theater performances as an outlier in all the other ways we count patrons, as people are charged a \$7 admission. According to Nancy Norwalk's data, the shows constituted 441 patron visits. Nancy Norwalk disagreed and said that because the attendees are going to a library event, they should be counted as patron visits. Suzanne said that there are many families that cannot afford the admission fee, and library programs are supposed to be free (and all other patron visits that she had found were free). She said she would not be raising this issue if the events were free. Nancy Norwalk said that this summer the library allowed some kids from PATHWAYS to come for free. Suzanne questioned why some kids were offered free admittance and not others. Mark questioned the library's financial involvement in the event. Suzanne recommended that Theatre group not be counted in the official patronage count in spreadsheets and charts that go before the board as well as in the town report, but could be included in any narrative report about the library. Mark made a motion to count the theater patron visits this way, and Hillary seconded it. The board voted unanimously to make this change. Nancy Norwalk encouraged Suzanne to look at the annual state report that discusses how patron visits should be counted.

9:15 pm

Go into Non-public session announcement (RSA 91-A:3, II(c)) , if necessary or Adjourn

Mark made a motion, Suzanne Seconded.

Adjournment at 9:37 pm

Attachments:

Treasurer's Report (2)

Philip Read Memorial Library (3)

Meriden Library (3)

Letter (1)



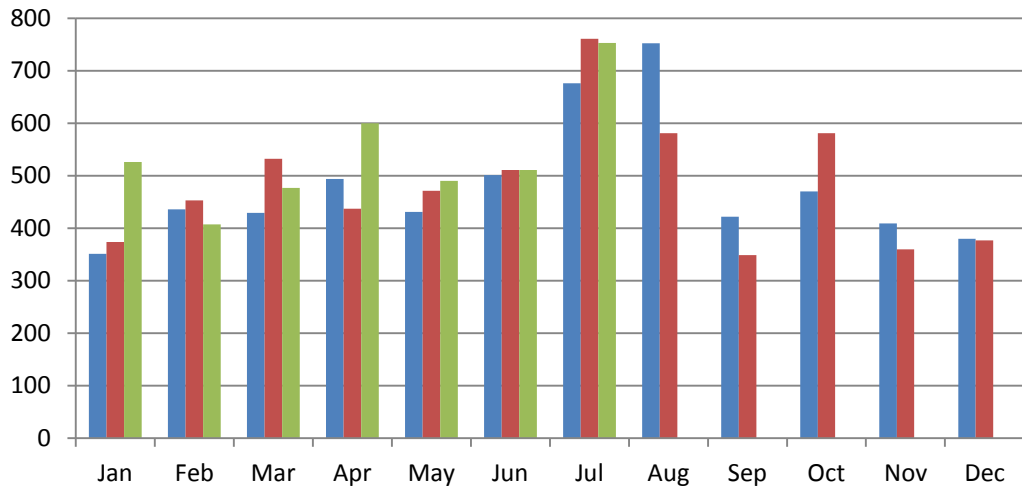


**DIRECTOR'S REPORT**  
**PHILIP READ MEMORIAL LIBRARY**  
**August 2013**  
**Activities for July 2013**

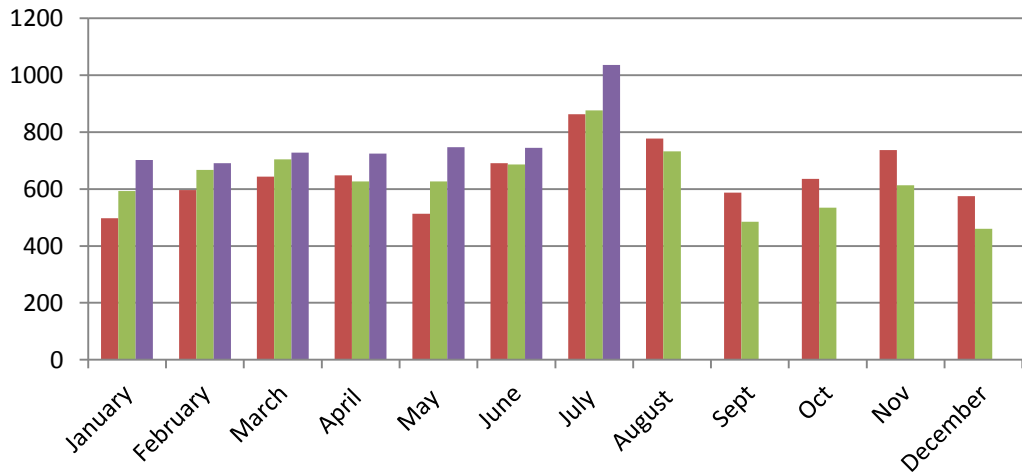
1. Programming: It was a very busy summer with the Summer Reading Program, the children's theater and local author readings, as well as our regular adult program. Anita had asked for individual program titles and attendance and Suzanne asked for the same thing for all the children's programs. Therefore, I am attaching the list I sent to Suzanne with these statistics. Coming up are more author readings and a four-week writing workshop.
2. Mentoring: I met with the new Cornish librarian and helped her out with information on various procedures. We hope to do some joint programming.
3. Maintenance: The locksmith came and adjusted the back door; however, there are still some issues with the lock on the driveway side door. I have estimates from him and from Estes and Gallup for replacing the broken lock.
4. ADA Workshop: I attended, along with Mary and Nancy L., an ADA workshop in Bradford, VT. It was very hands-on and informative.
5. CLiF Conference: I have registered for the one-day CLiF conference in White River in September.

**Meriden Library**  
**2010 - 2012**

**Visits**



**Circulation**



Meriden Library  
Director's Report  
July 2013

Statistics Attached.

Closed Thursday, July 4—4<sup>th</sup> of July Holiday  
Thursday, July 25

### **Programs**

Special programs in July included three summer reading programs for children. All programs were based on the summer reading theme, "Dig Into Reading". On Tuesday, July 9 we held an evening program, with 11 children and 7 adults attending. On Monday, July 15, Steve Blunt performed a sing-along concert outside at 6pm. 35 children and 30 adults attended. We held another evening program on Tuesday, July 23 with 10 children and 8 adults attending. Also in July, local author Viola Lunderquist did a reading from her book, A Not-So-Small-Time Town: Growing Up in Plainfield, NH. 6 adults attended.

### **Activities**

On July 16, I attended an ADA workshop in Bradford, VT. Josh Safdie from The New England ADA Center was the presenter. The focus of the training day was to evaluate the existing conditions of the Bradford, VT Public Library. It was a helpful exercise and I felt that I gained more knowledge of ADA standards.

Pertinent information for the Meriden Library:

Josh confirmed that it is okay (legal) for a town to have one accessible library and one that does not offer handicapped access. The issue that needs to be addressed is that programming has to be accessible to all.

### **Automation**

498 items were cataloged this month. The total number of items cataloged in Evergreen as of 7/31/13: 7325

### **Computers**

The patron computer station was set up with two desktop computers. A paid computer consultant helped to set up the computers and network them to a printer. All of our computers (3 desktops and 2 laptops) were updated with current anti-virus software and have Office Suite installed. A circulation computer will be added in August.

### **Facility**

In preparation for installing the circulation desk, bookshelves were emptied and moved. Volunteers helped to move books and furniture.

## Meriden Library 2013 Profit & Loss Budget vs. Actual January through December 2013

	Jan - Dec 13	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Town Appropriation	23,342.85	44,569.00	-21,226.15
Town Approp - FICA	1,288.46	2,249.00	-960.54
Trust Funds	950.00	850.00	100.00
Gifts	1,365.00	50.00	1,315.00
Book Fines/Copier	180.80	0.00	180.80
Book Sales	16.65		
<b>Interest Income</b>			
Interest - Savings	12.42	10.00	2.42
Interest - Vanguard Prime MM	1.65		
Interest Checking	0.44		
<b>Total Interest Income</b>	14.51	10.00	4.51
<b>Misc Income</b>	36.00	300.00	-264.00
<b>Total Income</b>	27,194.27	48,028.00	-20,833.73
<b>Expense</b>			
Salaries	16,842.85	29,404.00	-12,561.15
FICA	1,288.46	2,249.00	-960.54
Sick Pay	0.00	285.00	-285.00
<b>Library Materials</b>			
Audio/Visual	963.56	1,100.00	-136.44
Books & magazines	3,034.66	4,400.00	-1,365.34
<b>Total Library Materials</b>	3,998.22	5,500.00	-1,501.78
Telephone	343.50	540.00	-196.50
Electricity	1,180.75	1,200.00	-19.25
Fuel	1,618.46	2,500.00	-881.54
Water/Sewer	200.00	500.01	-300.01
Supplies	285.98	800.00	-514.02
Postage	53.00	250.00	-197.00
Professional Activities	172.94	450.00	-277.06
Programs	680.19	400.00	280.19
Furniture/Equipment	0.00	100.00	-100.00
Maintenance	800.00	1,600.00	-800.00
Automation	800.00	800.00	0.00
Computer	131.74	1,350.00	-1,218.26
Misc Expense	69.00	100.00	-31.00
<b>Total Expense</b>	28,465.09	48,028.01	-19,562.92
<b>Net Ordinary Income</b>	-1,270.82	-0.01	-1,270.81
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
Encumbered Funds	1,136.96		
Prior Year Return of Funds	6,423.62		
Building Capital Improvements	2,218.80		
<b>Total Other Expense</b>	9,779.38		
<b>Net Other Income</b>	-9,779.38		
<b>Net Income</b>	<b>-11,050.20</b>	<b>-0.01</b>	<b>-11,050.19</b>

10:00 AM

08/26/13

Accrual Basis

## Philip Read Memorial Library Treasurer's Report January through December 2013

	Jan - Dec 13	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Town Appropriation</b>			
Appropriation-Operations	13,500.00	28,780.00	-15,280.00
Appropriation-Salary	17,313.12	34,993.00	-17,679.88
FICA	794.65	2,677.00	-1,882.35
<b>Total Town Appropriation</b>	31,607.77	66,450.00	-34,842.23
<b>Trust Fund Income</b>	1,000.00	2,400.00	-1,400.00
<b>Fines</b>	510.64	50.00	460.64
<b>Gifts</b>	100.00	100.00	0.00
<b>Grants</b>	880.00		
<b>Misc Income</b>	114.00	300.00	-186.00
<b>Total Income</b>	34,212.41	69,300.00	-35,087.59
<b>Expense</b>			
<b>Payroll</b>			
Salaries	17,313.12	35,993.00	-18,679.88
FICA	794.65	2,677.00	-1,882.35
<b>Total Payroll</b>	18,107.77	38,670.00	-20,562.23
<b>Library Materials</b>			
Books and Magazines	3,936.44	8,000.00	-4,063.56
Audio Visual Materials	636.98	1,200.00	-563.02
<b>Total Library Materials</b>	4,573.42	9,200.00	-4,626.58
<b>Catalog Services/Automation</b>	783.80	1,500.00	-716.20
<b>Supplies</b>	222.59	1,500.00	-1,277.41
<b>Postage</b>	83.29	250.00	-166.71
<b>Programs</b>	380.17	600.00	-219.83
<b>Professional Activities</b>	72.44	450.00	-377.56
<b>Oil</b>	4,614.66	6,400.00	-1,785.34
<b>Electricity</b>	1,944.22	2,900.00	-955.78
<b>Telephone</b>	787.68	1,080.00	-292.32
<b>Water</b>	152.50	300.00	-147.50
<b>Maintenance</b>			
Maintenance-General Expenses	1,563.35	3,000.00	-1,436.65
Elevator	740.56	1,700.00	-959.44
<b>Total Maintenance</b>	2,303.91	4,700.00	-2,396.09

10:00 AM

08/26/13

Accrual Basis

**Philip Read Memorial Library**  
**Treasurer's Report**  
January through December 2013

	<u>Jan - Dec 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Furnishings and Equipment	0.00	200.00	-200.00
Computer Hardware and Software	1,017.07	1,450.00	-432.93
Miscellaneous Expense	0.00	100.00	-100.00
<b>Total Expense</b>	<u>35,043.52</u>	<u>69,300.00</u>	<u>-34,256.48</u>
<b>Net Ordinary Income</b>	-831.11	0.00	-831.11
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Building Fund Gifts	70,922.74	90,052.00	-19,129.26
<b>Total Other Income</b>	<u>70,922.74</u>	<u>90,052.00</u>	<u>-19,129.26</u>
<b>Other Expense</b>			
Encumbered Funds	2,921.36		
Programs-Grants	475.00		
Building Fund Expense	70,912.74		
<b>Total Other Expense</b>	<u>74,309.10</u>		
<b>Net Other Income</b>	<u>-3,386.36</u>	<u>90,052.00</u>	<u>-93,438.36</u>
<b>Net Income</b>	<u><b>-4,217.47</b></u>	<u><b>90,052.00</b></u>	<u><b>-94,269.47</b></u>

Suzanne,

Here's this info—list of children's programs.  
Hope you're having a good time where you are. Weather here is good; hope your's is.

Nancy

June 10 – Mother & Daughter Book Club – 6  
3 Saturdays of card/board games – total 9 (This is a drop-in Saturday thing.  
There's a group of homeschoolers who just drop in on Saturday mornings to play cards and board games. Sometimes they don't come at all, depending on what else they're doing. There can be anywhere from 2 – 8 kids, less in the summer.

June 24 – “Jack & the Beanstalk” – 51

June 29 – Critters 'N Creatures – 46

July – 3 card/board game mornings – 8

July 1 – “Little Princess” – 65

July 8 – “Jungle Book” – 52

July 13 – Multi-Media Storytime – 8

July 15 – “Alice in Wonderland” – 72

June 17 – Author Jim Schubert – 12

July 22 – “Hunchback of Notre Dame – 45

July 22 – Author Sarah Gillens – 52

July 24 – “Dig in the Dirt” story and crafts – 10

July 29 – “Repunzel” – 72

August 5 – “Just So Stories” – 52

August 7 – Plainfield Puffer story and crafts – 10

August 12 – “Hansel & Gretel – 32

August 19 – Momentum Theater performance – 20

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**From:** [suzandj@comcast.net](mailto:suzandj@comcast.net) [mailto:[suzandj@comcast.net](mailto:suzandj@comcast.net)]

**Sent:** Sunday, August 18, 2013 7:27 AM

**To:** Nancy Norwalk

**Cc:** [suzandj](mailto:suzandj)

**Subject:** one more stat request

Hi again,

In the interest in looking at more specifics (again), could you please send me:  
1) Dates of and titles of ALL children's programs PRML has run since June 1 this year (including the children's theater programs).  
2) The attendance total for each event.



I'm out-of-town this week and the wifi is spotty, but it does seem to work in the a.m. If you could get the info I've requested to me by mid-week, I'd appreciate it.

Thanks,  
Suzanne



Trustees, Philip Read Memorial Library

Nancy Norwalk, Librarian

July 26, 2013

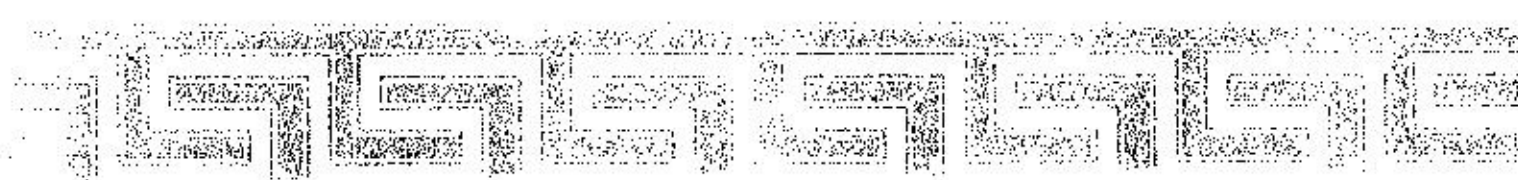
Dear Trustees and Nancy,

Thank you for letting me present my book, Bravo For Bravo, to your readers and for giving me the opportunity to sign and sell books at the library. If it wasn't for the great collection of books and the helpfulness of the staff, especially Nancy's expertise, this book wouldn't exist. When I needed information about the continent of Antarctica, the library had the books. When a title was not available, Nancy found one on the library loan program. When I needed help with my book writing, it was offered. Some of the books were older ones about the first expeditions to Antarctica and you should be proud that you have such a good selection. You may ask why I didn't use CRREL's library. I was told that it is not open to the public because of 9-11.

I have sold twenty books through the Philip Read Library promotion so enclosed is a check for \$100.00 which is \$4.00 from each book sale. Please put this toward the building fund at Philip Read. The number of folks crammed into the front room for my reading is indicative of how much the downstairs larger room is needed.

You'll be happy to know that I presented the N.H. Historical Society with a book since the state was involved in gathering dogs for Admiral Byrd's four expeditions and the Operation Deep Freeze described in my book. Cook Memorial Library, in Tamworth N.H. also has a book as the Navy Seabees lived at the Tamworth Inn while training sled dogs for Operation Deepfreeze. Both Bethlehem and Littleton libraries have a book as well and also the Plainfield School library. My hope is that lots of students will read about the history of building the first South Pole Station and the science projects started there and will feel like they want to learn more about the subjects. Our earth, our weather, our very existence will depend on how the future generations take care of this planet so anything we can do, to encourage kids to be involved, is a good thing. Philip Read Library does a good job in that endeavor.

Sarah T. Gillens, author of Bravo For Bravo



BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

July 8, 2013; 7:00 PM

Meriden Library featured

Present: Nancy Liston, Hillary Sundell, Anita Brown, Suzanne Spencer, Mark Pensgen, Mary King  
(Meriden Library)

7:05 pm Call to Order—Trustees & Director

7:05-7:10 pm Roll call, approval of agenda

7:10-7:11 pm Public Comments

- A. Announcement of non-public session. RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting.

7:11-7:15 pm A. Approval of minutes of previous meetings

July 1 meetings approved with correction from Nancy Norwalk.

B. Correspondence -no correspondence

C. Donations – no donations

7:15-7:35 Reports

- A. Library Director – Mary said there was an issue with automation: in the transition to barcodes for NH downloadable books, the State changed PRML, too, so patrons there couldn't use books for two days. Mary suggested getting the technology group together with both librarians every couple of months. PRML patron registration cards do not work at the Meriden Library. Mary can give PRML patrons Meriden Library cards with PRML set as the home library, but she is concerned that it will interfere with PRML's stats. Patron information is entered at Meriden by staff. Verbal report accepted.
- B. Policy Working Group: Credit Card Policy, 2<sup>nd</sup> read – Discussed that credit card company(s) to be determined by the treasurer and be used by the directors for the official business of the PPL. While policy approval is pending, director and treasurer can go forward with obtaining credit cards.
- C. Treasurer's Report – Mark noted that they do not include updated payroll info. He expressed concern about electricity and fuel costs. Last year the library didn't have the heat pump for air conditioning for the entire year, so the cost has increased. Discussion on fuel; Mark to get fuel usage from Irving for decision on possible new contract. Mark will sign Hillary up for access to all CSB accounts. Treasurer's report accepted as read.

7:35-8:50 pm Library Director

- A. Specific Items

- a. Terri Crane will reach her 6-month probation period as of July 3, and she is due for a pay increase.
- b. The ADA workshop is still on, registrations were \$25/person.
- c. Mary expects the new circulation desk to arrive on 7/17 or 7/24, a Wednesday when the Library is closed. If it arrives on a Wednesday, Mary wants to close the library on a Thursday. Bookshelves in the back will be removed. Mary will look for volunteers to help move books. Question what happens to the bookshelves—if not needed then we should get rid of them. One suggestion: They could be temporary shelving at PRML.
- d. The Board encouraged Mary to talk to Nancy about the computer desk and book cases to serve as a temporary fix for the basement of PRML. Hillary could transport them.
- e. Computers: Mary would like to buy a designated circulation computer. She will work with Mark to select an appropriate computer.
- f. Wiring for computing is coming in under budget. Some painting will need to happen when the bookcases move. Anita encouraged Mary to get an estimate for painting the whole interior for next year's budget.
- g. Town website: Hillary found different info about the Meriden Library on the town website. Town should just have a link ML and the PRML websites. Hillary will bring it up with Mike Sutherland.
- h. The shades need repairing. Liston suggested that Mary look for new shades and use ML budget to pay for them.
- i. Technology: Mary has no backup other than Mark for technology. As more goes online, eventually have someone on contract to serve both libraries. Mary will talk to Mark about this. Mary moved a laptop downstairs for catalog.
- j. Anita asked that for patronage statistics, she would like to be able to see specific numbers for each program. The board discussed the broader need for a policy to define what counts as a patron visit. We would like to look at how other libraries define patron visits--and be able to have consistency between the two libraries. Mark said we need to get both Quantitative and Qualitative measurers of library usage.
- k. Mary asked that we address computer use policy; she would like one to be posted near the computer. Hillary and Nancy Liston will work on it.

8:41. Motion to go into Non-public session announcement (RSA 91-A:3, II), by Anita, seconded by Nancy Liston.

9:57 Hillary made a motion to adjourn. Nancy Liston seconded.

10:00 Adjournment

Attachments:

Financial Report (1)

Directors Report (3)

Meriden Library  
Director's Report  
June 2013

Statistics Attached.

**Programs**

We kicked-off the summer reading program on Thursday, June 20 with an open house from 2-5pm. It was an informal program when children were invited to sign up for the summer reading program. Snacks and crafts were provided. The Town of Plainfield roads crew brought a "big digger" to help with the "Dig Into Reading" theme. Nine adults and eighteen children attended.

On Monday evening, June 24, The Story Time Players, presented a children's program. The program was a multi-media story time with stories, music and video. Six adults and 13 children attended.

**Automation**

346 items were cataloged this month. Volunteers are currently working on adult non-fiction, biography and juvenile non-fiction. The total number of items cataloged in Evergreen as of 6/30/13: 6898.

We made the transition to using bar-coded library card numbers for NH Downloadable check outs. Prior to this transition, patrons had been assigned a 5 or 6 digit number. Now they are able to use one number for all of their accounts.

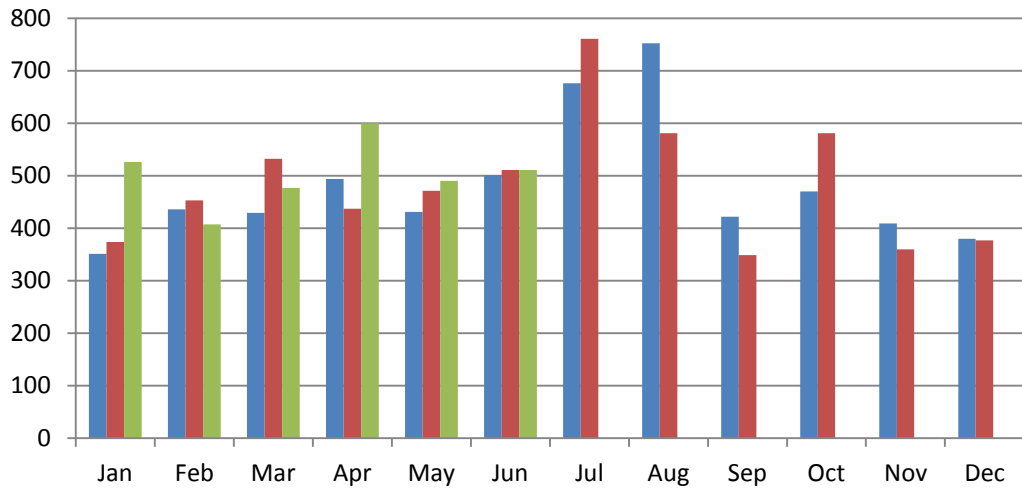
An OPAC computer was set up in the children's room so that patrons and staff have easy access to the catalog.

**Facility**

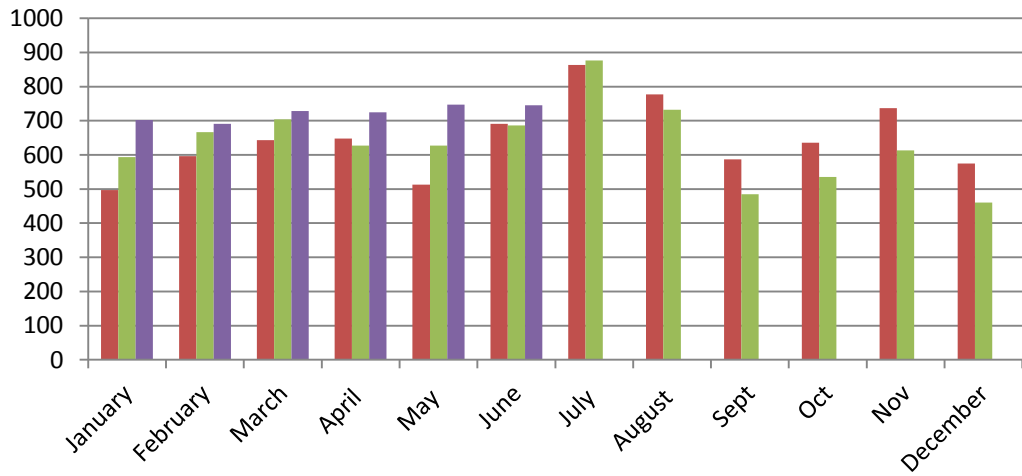
The Friends of the Meriden Library donated four outdoor chairs for seating around our garden.

**Meriden Library**  
**2010 - 2012**

**Visits**



**Circulation**



<b>Visits</b>													
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	December	Total
<b>Patron Visits</b>													
Adults	432	333	392	471	384	358							2370
Young Adults	6	10	14	14	4	23							71
Children	88	64	71	115	98	130							566
<b>Total</b>	526	407	477	600	490	511	0	0	0	0	0	0	3011

<b>Circulation</b>													
	January	February	March	April	May	June	July	August	Sept	October	November	December	Total
<b>Adults</b>													
Fiction													0
Non-Fiction													
<b>Children</b>													
Fiction													0
Non-Fiction													
Total Books	516	458	488	494	546	516							3018
DVD	60	61	85	76	52	72							406
Magazine	32	22	40	40	34	39							207
ILL incoming	24	26	30	32	31	29							172
Audio	20	33	26	28	27	23							157
NH Downloadable	50	58	59	55	57	66							345
<b>Total</b>	702	691	728	725	747	745	0	0	0	0	0	0	4338
Items Added	15	39	35	45	26	39							
Items Removed	49	6	162	19	184	72							
Volunteer Hours	13	24	16	28.5	42	16							139.5
New Patrons	14	12	16	7	11	6							66

<b>Programs</b>													
	January	February	March	April	May	June	July	August	Sept	October	November	December	Total
<b>Story Time/Play G</b>	3	2	4	4	4	4							21
Child	10	3	11	17	16	15							72
Adult	5	2	8	9	10	8							42
<b>Book Groups</b>		1											
Tuesday	6	6		4	4	4							24
M/D	10			7									17
<b>Special Programs</b>	2	4	2	3		2							11
Children	5	14	14	24	16	31							104
Young Adult													0
Adult	74	19	11	100	14	15							233
<b>Genealogy</b>	2		4	3									9
Total Attendance	112	68	48	164	60	73							525
Total Programs	8	7	7	9	5	7							43

3:53 PM

07/08/13

Accrual Basis

## Meriden Library Profit & Loss Budget vs. Actual January through December 2013

	Jan - Dec 13	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Town Appropriation	17,984.65	44,569.00	-26,584.35	40.4%
Town Approp - FICA	878.55	2,249.00	-1,370.45	39.1%
Trust Funds	0.00	850.00	-850.00	0.0%
Gifts	2,290.00	50.00	2,240.00	4,580.0%
Book Fines/Copier	95.40	0.00	95.40	100.0%
Interest Income				
Interest - Savings	9.05	10.00	-0.95	90.5%
<b>Total Interest Income</b>	10.02	10.00	0.02	100.2%
Misc Income	36.00	300.00	-264.00	12.0%
<b>Total Income</b>	21,311.27	48,028.00	-26,716.73	44.4%
<b>Expense</b>				
Salaries	11,484.65	29,404.00	-17,919.35	39.1%
FICA	878.55	2,249.00	-1,370.45	39.1%
Sick Pay	0.00	285.00	-285.00	0.0%
Library Materials				
Audio/Visual	594.30	1,100.00	-505.70	54.0%
Books & magazines	2,691.82	4,400.00	-1,708.18	61.2%
<b>Total Library Materials</b>	3,286.12	5,500.00	-2,213.88	59.7%
Telephone	214.83	540.00	-325.17	39.8%
Electricity	1,017.45	1,200.00	-182.55	84.8%
Fuel	1,618.46	2,500.00	-881.54	64.7%
Water/Sewer	100.00	500.01	-400.01	20.0%
Supplies	257.02	800.00	-542.98	32.1%
Postage	0.00	250.00	-250.00	0.0%
Professional Activities	55.00	450.00	-395.00	12.2%
Programs	282.93	400.00	-117.07	70.7%
Furniture/Equipment	0.00	100.00	-100.00	0.0%
Maintenance	500.00	1,600.00	-1,100.00	31.3%
Automation	0.00	800.00	-800.00	0.0%
Computer	131.74	1,350.00	-1,218.26	9.8%
Misc Expense	10.00	100.00	-90.00	10.0%
<b>Total Expense</b>	19,836.75	48,028.01	-28,191.26	41.3%
<b>Net Ordinary Income</b>	1,474.52	-0.01	1,474.53	-14,745,200.0%
<b>Net Income</b>	<b>-7,631.46</b>	<b>-0.01</b>	<b>-7,631.45</b>	<b>76,314,600.0%</b>



## BOARD OF TRUSTEES, PLAINFIELD TOWN LIBRARIES

July 1, 2013; 7:00 PM

Philip Read Memorial Library featured

Present: Nancy Liston, Hillary Sundell, Anita Brown, Suzanne Spencer, Nancy Norwalk (PRML), absent: Mark Pensgen (traveling)

7:00 pm Call to Order—Trustees & Directors 7:09.

7:00-7:10 pm Roll call, approval of agenda

7:10-7:25 pm Public Comments

- A. Announcement of non-public session. RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting.

7:25-7:35 pm A. Approval of minutes of previous meetings

June 10: Regular Meeting - motion was made to approve the June 10 minutes made by Nancy Liston, seconded by Anita. All approved. It was decided that the minutes taken at one meeting would be approved at the next meeting.

March 11: Regular Meeting – Nancy Liston made a motion to approve the minutes, seconded by Anita. All approved (Suzanne abstained).

B. Correspondence

--Donations – no donations

7:35-7:50 pm Reports

- A. Library Director – Report approved with an amendment acknowledging the great job that Nancy Norwalk did on getting a \$350 in children’s books from the Libri Foundation. The Friends of the Library will provide the matching grant of \$350.
- B. Policy Working Group: Credit Card Policy, 2<sup>nd</sup> read – Discussed that credit card company(s) to be determined by the treasurer and be used by the directors for the official business of the PPL. While policy approval is pending, director and treasurer can go forward with obtaining credit cards.
- C. Financials
  - a. Consolidating magazine purchases—update. Questions were raised about where we stand in the research on consolidating magazine purchases.
  - b. Treasurer’s report accepted as read.
  - c. There is a new user group started for QuickBooks users. Nancy N sent info to Mark. It will meet in Concord or Manchester.

7:50-8:15 pm Library Director

A. Specific Items

- a. Discussion: Automation Report—June 15 – Nancy N was concerned that we haven’t figured out why we had duplicate records. Nancy L questioned the training of the volunteers; she feels user error has not been ruled out. Meriden is online. The Technology Working Group (Mark and Nancy L) set the goal of Sept 1 to go live and agreed to bring in another volunteer(s) to enter more books. Mark contacted Mary White and Pam at Howe; they said that was a reasonable goal. They will set up a new training session. Mark and Nancy L felt that the new date would motivate people in the process. Liston will work with Norwalk in July to do some mass weeding. Nancy N said fiction and junior and senior biographies are done. She said that nonfiction and children’s books are harder. With staff members on vacation along with summer programs training not possible until August, Nancy N felt September 1 was an unrealistic deadline. Nancy L mentioned this was a goal to work towards; having

everything automated by that date isn't critical. Anita agreed Sept. 1 would be too early to go live and suggested Oct. 1. Nancy L and Hillary agreed Oct 1 would be a go-live date. Liston reiterated that Howe asked PRML to stop entering books in February because it was causing problems. Liston asked Norwalk to set up a training with Howe. Mark will order a printer and bar-coder.

- b. Sue Ellen has still not been paid for 22 hours with difference between pay raises. Mark and Hillary will meet.
- c. Anita will do salary letters informing employees of raises.
- d. Trustees discussed carpooling to the ADA meeting. Mary, Nancy L and Nancy N will be attending July 16 meeting. They will report back to the August joint meeting.
- e. Nancy N would like to get estimates on air conditioning. The library is set up to have air conditioning. Trustees agreed to have Nancy N get estimates.
- f. Book and Bake Sale on the 14<sup>th</sup> and 15<sup>th</sup> of September.

8:15 pm Anita moved to go into Non-public session announcement RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Seconded by Hillary. Move to Non-public session: Anita—yes; Nancy L—yes; Hillary—yes; Suzanne—yes.

9:22 pm Back into Public session

Move to seal minutes of Non-public session: Anita—yes; Nancy L—yes; Hillary—yes; Suzanne—yes.

Move to adjourn; seconded; So moved.

Adjournment at 9:25 p.m.

Attachments:

Library Directors Report (1)  
Treasurer's Report (1)

**DIRECTOR'S REPORT**  
**PHILIP READ MEMORIAL LIBRARY**  
**July 2013**  
**Activities for June 2013**

1. Programming: We have started off the summer with some great programming. Mari Serebrov's book reading was great. I plan to have her again when she returns from her African book tour. The kick-off to the Summer Reading Program, "Critters 'N Creatures," funded by several grants, was great. The first Medicare program was well-attended and very informative. The Monday children's plays have started out well. We have a great line-up of programs for the rest of the summer. Check out our flyers. The Plainfield School 3<sup>rd</sup> graders held part of their historical workshop at the library. I already have several local authors lined up for the fall, along with a four-week writing workshop.

2. Grant Award: I am pleased to announce that I have received a grant from the Libri Foundation for children's books. The Friends of the Library will provide the matching grant of \$350 for over \$1000 worth of children's books. They will arrive in the fall. I last applied for and received a grant from this foundation in 2004.

3. Maintenance: Joanna, Emily's Electric, has finished the electrical repairs: replacing the balasts in some of the light fixtures and the outside outlet (driveway side) which wasn't working.



## Philip Read Memorial Library Treasurer's Report January through December 2013

	Jan - Dec 13	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Town Appropriation</b>			
Appropriation-Operations	13,500.00	28,780.00	-15,280.00
Appropriation-Salary	14,065.90	34,993.00	-20,927.10
FICA	794.65	2,677.00	-1,882.35
<b>Total Town Appropriation</b>	28,360.55	66,450.00	-38,089.45
<b>Trust Fund Income</b>	1,000.00	2,400.00	-1,400.00
<b>Fines</b>	510.43	50.00	460.43
<b>Gifts</b>	100.00	100.00	0.00
<b>Grants</b>	880.00		
<b>Misc Income</b>	114.00	300.00	-186.00
<b>Total Income</b>	30,964.98	69,300.00	-38,335.02
<b>Expense</b>			
<b>Payroll</b>			
Salaries	14,065.90	35,993.00	-21,927.10
FICA	794.65	2,677.00	-1,882.35
<b>Total Payroll</b>	14,860.55	38,670.00	-23,809.45
<b>Library Materials</b>			
Books and Magazines	3,505.48	8,000.00	-4,494.52
Audio Visual Materials	614.52	1,200.00	-585.48
<b>Total Library Materials</b>	4,120.00	9,200.00	-5,080.00
<b>Catalog Services/Automation</b>	782.50	1,500.00	-717.50
<b>Supplies</b>	186.60	1,500.00	-1,313.40
<b>Postage</b>	83.29	250.00	-166.71
<b>Programs</b>	333.30	600.00	-266.70
<b>Professional Activities</b>	62.44	450.00	-387.56
<b>Oil</b>	4,614.66	6,400.00	-1,785.34
<b>Electricity</b>	1,510.11	2,900.00	-1,389.89
<b>Telephone</b>	585.22	1,080.00	-494.78
<b>Water</b>	98.50	300.00	-201.50
<b>Maintenance</b>			
Maintenance-General Expenses	1,543.85	3,000.00	-1,456.15
Elevator	555.42	1,700.00	-1,144.58
<b>Total Maintenance</b>	2,099.27	4,700.00	-2,600.73

9:06 AM

07/01/13

Accrual Basis

**Philip Read Memorial Library**  
**Treasurer's Report**  
January through December 2013

	<u>Jan - Dec 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Furnishings and Equipment	0.00	200.00	-200.00
Computer Hardware and Software	99.99	1,450.00	-1,350.01
Miscellaneous Expense	0.00	100.00	-100.00
<b>Total Expense</b>	<u>29,436.43</u>	<u>69,300.00</u>	<u>-39,863.57</u>
<b>Net Ordinary Income</b>	1,528.55	0.00	1,528.55
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Building Fund Gifts	48,446.74	90,052.00	-41,605.26
<b>Total Other Income</b>	<u>48,446.74</u>	<u>90,052.00</u>	<u>-41,605.26</u>
<b>Other Expense</b>			
Encumbered Funds	2,921.36		
Programs-Grants	475.00		
Building Fund Expense	48,446.74		
<b>Total Other Expense</b>	<u>51,843.10</u>		
<b>Net Other Income</b>	<u>-3,396.36</u>	<u>90,052.00</u>	<u>-93,448.36</u>
<b>Net Income</b>	<u><b>-1,867.81</b></u>	<u><b>90,052.00</b></u>	<u><b>-91,919.81</b></u>

Plainfield Public Libraries Board of Trustees

May 13, 2013

7:00pm – Meriden Library

Meriden Library featured

Attending: Anita Brown, Mark Pensgen, Suzanne Spencer, Nancy Liston, Mary King (Director of Meriden Library); Absent: Hillary Sundell (traveling)

Members of the Public: Rod Wendt

- A. Call to order & approval of agenda– 7:04 pm
- B. ADA compliance – Rod Wendt shared a letter from the Disabilities Rights Center stating that if the Meriden Library installed a ramp, it “may not force the library to fix the other accessibility issues.” However, this is not absolutely certain. Rod said he believed that the risk of going forward and building a ramp is low and it could be a temporary low cost solution. The board agreed that a larger decision about long-term compliance issues needs to go before a town committee that will map out the library system vision. Mary suggested that since the Town of Plainfield is at risk for an ADA lawsuit, we should have the town seek its own legal counsel. The board agreed to take this to the town.
- C. Announcement of non-public session. RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting.
- D. Discussion about Working Groups
  - Financial – Hillary and Mark
  - Policies – Hillary and Nancy
  - Technology – Mark and Nancy
  - Marketing – Suzanne and Hillary
  - Facilities - Anita
  - HR - Suzanne and Anita

Other Responsibilities

- Nancy Liston trustee liaison to building committee for PRML
  - Anita Trustee Liaison to PRML friends group
  - Suzanne Trustee Liaison to Meriden Library friends group
- E. NHLTA 2013 – Not attending (FULL)
  - F. April 8 Minutes approved with corrections.

- G. Correspondence – none to report.
- H. Financial Report – accepted as read. Anita will look into fuel contracts. Mark opened an account for Meriden for fines, fees, etc. at Claremont Savings Bank. PRML has a similar account at Mascoma Savings Bank. Mark said he needs to go through the signature file to make sure they are updated.
- I. Director’s report – accepted as read.
- J. Specific items:
  - a. We discussed adding a desk to accommodate more computer terminals.
  - b. Mary discussed staffing needs.
  - c. Mary will be taking a vacation June 29 – July 6. She will be taking August 11 – 16.
  - d. Mary asked the committee to consider using a corporate Amazon credit card as it offers free books and rewards in Amazon money. The board was in agreement that each library could have its own credit card, and that both directors should bring their preference of cards to the next joint meeting. One credit card that could be used to cover everything.
  - e. Discussed changes in facilities – bookshelves, computer desk.
- K. Motion made and seconded to go into Non-public session. RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting.
- L. Motion made and seconded to go into public session.
- M. Motion made and seconded that the minutes from the Non-public session would be sealed: Anita—yes; Mark—yes, Nancy L—yes; Suzanne—yes.
- N. MOTION – to adjourn moved and seconded. The motion was unanimous and carried.

Adjournment at 9:23pm

Attachments;

- Meriden Director’s Report (3)
- Meriden Financials (1)



Meriden Library  
Director's Report  
April 2013

Statistics Attached.

**Programs**

Our afternoon games program for adults met once in April with just 3 adults and 4 children attending.

We held a school vacation program for children on Thursday, April 18. 10 children attended.

The program that we held cooperatively with PRML and the Meriden Bird Club at the Singing Hills Conference Center was very well attended. Kevin Gardner presented his program, "Discovering New England Stone Walls". 90 adults attended.

**Activities**

I submitted the NH Public Annual Library report to the State Library on 4/16/13.

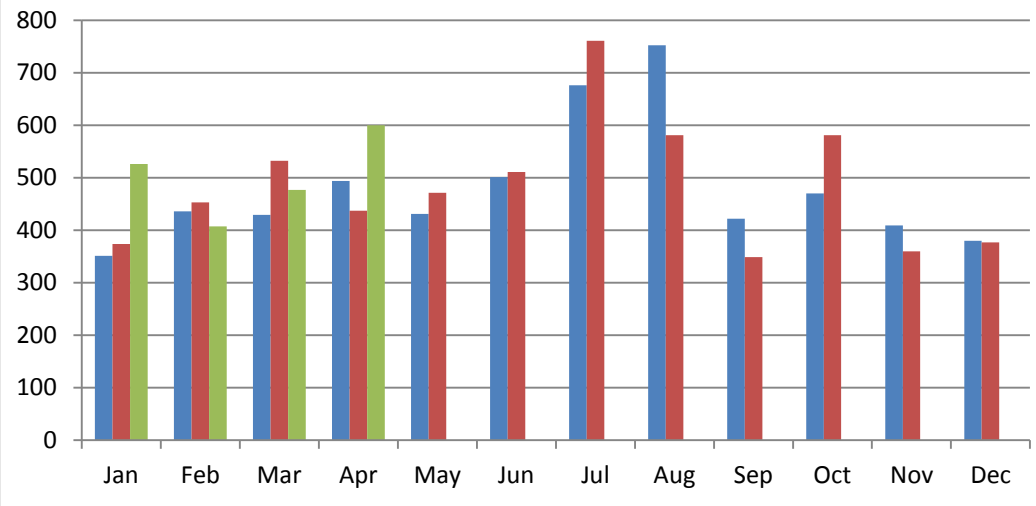
**Automation**

557 items were cataloged this month. The total of items cataloged in Evergreen as of 4/30/13: 6117

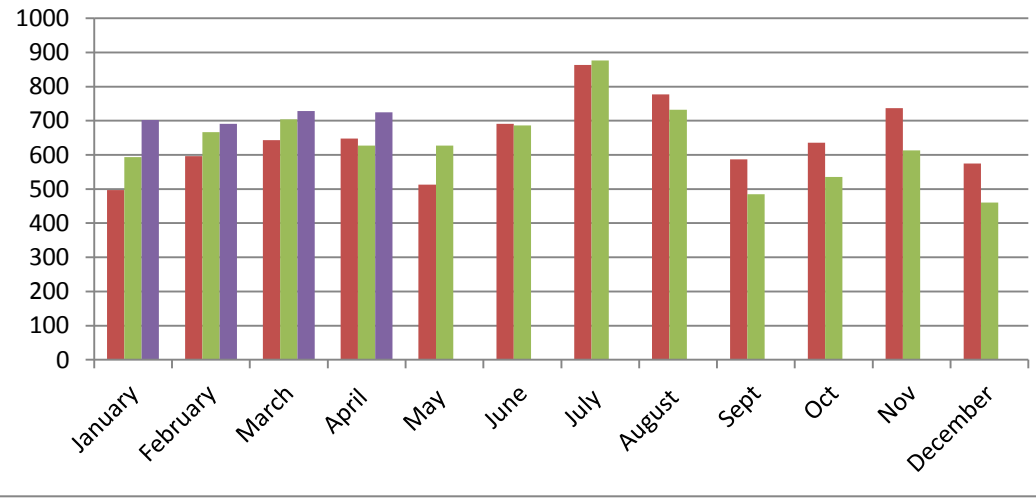


# Meriden Library 2010 - 2012

## Visits



## Circulation



**Meriden Library**  
**Profit & Loss Budget vs. Actual**  
**January through December 2013**

	Jan - Dec 13	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Town Appropriation	11,524.34	44,569.00	-33,044.66	25.9%
Town Approp - FICA	654.08	2,249.00	-1,594.92	29.1%
Trust Funds	0.00	850.00	-850.00	0.0%
Gifts	2,290.00	50.00	2,240.00	4,580.0%
Book Fines/Copier	0.00	0.00	0.00	0.0%
Interest Income				
Interest - Savings	5.59	10.00	-4.41	55.9%
<b>Total Interest Income</b>	5.86	10.00	-4.14	58.6%
Misc Income	0.00	300.00	-300.00	0.0%
<b>Total Income</b>	14,474.28	48,028.00	-33,553.72	30.1%
<b>Expense</b>				
Salaries	8,524.34	29,404.00	-20,879.66	29.0%
FICA	654.08	2,249.00	-1,594.92	29.1%
Sick Pay	0.00	285.00	-285.00	0.0%
Library Materials				
Audio/Visual	344.30	1,100.00	-755.70	31.3%
Books & magazines	1,580.19	4,400.00	-2,819.81	35.9%
<b>Total Library Materials</b>	1,924.49	5,500.00	-3,575.51	35.0%
Telephone	214.83	540.00	-325.17	39.8%
Electricity	774.12	1,200.00	-425.88	64.5%
Fuel	1,423.10	2,500.00	-1,076.90	56.9%
Water/Sewer	100.00	500.01	-400.01	20.0%
Supplies	231.03	800.00	-568.97	28.9%
Postage	0.00	250.00	-250.00	0.0%
Professional Activities	55.00	450.00	-395.00	12.2%
Programs	182.93	400.00	-217.07	45.7%
Furniture/Equipment	0.00	100.00	-100.00	0.0%
Maintenance	500.00	1,600.00	-1,100.00	31.3%
Automation	0.00	800.00	-800.00	0.0%
Computer	131.74	1,350.00	-1,218.26	9.8%
Misc Expense	10.00	100.00	-90.00	10.0%
<b>Total Expense</b>	14,725.66	48,028.01	-33,302.35	30.7%
<b>Net Ordinary Income</b>	-251.38	-0.01	-251.37	2,513,800.0%
<b>Net Income</b>	<b>-9,101.42</b>	<b>-0.01</b>	<b>-9,101.41</b>	<b>91,014,200.0%</b>

Plainfield Public Libraries Board of Trustees

May 6, 2013

7:00pm – Philip Read Memorial Library

PRML featured

Attending: Anita Brown, Mark Pensgen, Suzanne Spencer, Hillary Sundell, Nancy Norwalk (Director of PRML Library); Absent: Nancy Liston (traveling)

Members of the Public: Dennis Girouard

- A. Call to order & approval of agenda– 7:05 pm
- B. Public Comments – Dennis asked about the current issues with the automation. PRML stopped barcoding at the end of February. Nancy N discovered problems in the fall. There were some simple ones that were easy to fix, but others continued. Meriden did not have problems with duplications of records in Hanover’s system; PRML’s did. Howe requested PRML to stop. Mark said that as more libraries came online, the problem became exacerbated. As a first step, only records found in the Howe system will be re-entered. Pam Smith of Hanover did a training session at PRML last Thursday. PRML staff and volunteers are marking books that are not in the Howe system to go back and catalog later. As we are using Howe’s system, we have to follow their requirements and protocols. Mark said there were some procedure changes based on training. In the fall, Nancy Liston and Hillary did a training session with Mary so that they could understand the cataloguing process. Hillary also did a training session with Nancy Norwalk on Evergreen.
- C. Working Groups
  - Financial – Hillary and Mark
  - Policies – Hillary and Nancy
  - Technology – Mark and Nancy
  - Marketing – Suzanne and Hillary
  - Facilities - Anita
  - HR - Suzanne and Anita

Other Responsibilities

- Nancy Liston trustee liaison to building committee for PRML
  - Anita Trustee Liaison to PRML and Meriden Library friends group
- D. NHLTA 2013 – Made session choices.

- E. Minutes of Previous Meeting, April 8 approved with corrections, pending Mary King's approval next week.
- F. Correspondence –Nancy received a \$100 donation from the Hanover Gardening Club for gardening and nature books.
- G. Director's report – accepted as read.
- H. Financial Report – accepted as read.
- I. We discussed consolidating magazine purchases. PRML buys them individually and checks have to be written for each subscription. Meriden purchases them via a service where the library pays one bill. PRML's subscriptions can be transferred to this service if we want. We would write one check to the vendor for magazines that are available (some local ones may not be). Nancy will send Mark a spreadsheet with PRML's current subscriptions and costs. Mark can get a quote for the July meeting and the trustees can decide whether or not to move forward with it.
- J. Specific items:
  - a. Nancy vacation in May 31 and June 1.
  - b. Approved estimate for \$134.50 plus one additional ballast from Joanna to replace ballasts in several locations.
  - c. Nancy was looking into getting credit cards for both libraries. Mary and Nancy pay for small things and get reimbursed. Mascoma Savings Bank, where PRML does its banking, does not issue credit cards, but Claremont Savings Bank (Meriden's bank) does. We discussed debit cards. Questioned if Debit cards would work for online purchases. Mark will talk with CSB. Discussed the need for policies surrounding the use of credit cards.
  - d. Nancy presented stats on PRML's webpage.
  - e. One employee's pay is incorrect. Mark will address it with Michelle Marsh.
- K. MOTION – to adjourn moved and seconded. The motion was unanimous and carried.

Adjournment at 8:14pm

Attachments;

- Treasurer's Report (2)
- Philip Read Memorial Library (3)
- Meriden Library (3)
- ADA Report (1)

Plainfield Public Libraries Board of Trustees

April 8, 2013

7:00pm – Philip Read Memorial Library

Both Libraries featured

Approved May 13, 2013

Attending: Anita Brown, Mark Pensgen, Suzanne Spencer, Hillary Sundell, Nancy Norwalk (Director of PRML Library), Mary King, (Director of Meriden Library)

Members of the Public; Rod Wendt, Dennis Girouard

- A. Call to order & approval of agenda– 7:09pm
- B. Public Comments – Dennis asked about the current issues with the automation . Some discussion, but it was stated that we couldn't at this point go into any further discussion.
- C. ADA Study Committee – Rod handed out report. Discussion on the four possible directions that we could go with the results. Possible to work with the ramp idea,
  - a. Discussion on broadening the committee's role, Judy Hallem's discussion with Concord. i.e. Americans with disabilities "Title 2
  - b. Rod will send us a file if we need it.
- D. Election of Officers
  - a. Chair – Anita
  - b. Vice Chair – Hillary
  - c. Treasurer – Mark
  - d. Secretary – Suzanne
- E. Selection of working groups & Trustee Liaison's – to be discussed at the next joint meeting, Nancy L. is with us.
- F. NHLTA 2013 – need a copy of schedule to send to Trustees, so they can make choices for the Seminar by April 18<sup>th</sup>.
- G. Minutes of Previous Meeting, not approved, needs better wording in some places. To be revised and then sent on.
- H. Correspondence – Mary applied for a grant and Nancy N. received \$250. From N.H. State Library, Kids, Books and the Arts Grant.

I. No Non-public session announced.

J. Reports;

a. Financial – Concerns on Irving Fuel Contract, PRML is fine, but Meriden seems to be under used – due to heat - due to heat pump

1. Mark trying to consolidate the 2 accounting systems to make them more cohesive.

2. To get payroll in depth detailed reports from town quarterly, Mark to follow up.

3. Discussion on Pierce Plumbing bill from a year ago, no bill found, go ahead and make the payment.

4. Approve David Grobe's new invoice including leftover from last month's bill - \$552.50

b. Director's reports;

K. Action Items –

a. Discussion on Vision for library system – Mark suggested that we set up a working committee, discussion on would this include volunteers. It was suggested that we need a "Charge" to define the working group.

L. MOTION – to adjourn moved and seconded. The motion was unanimous and carried.

Adjournment at 8:59pm

Attachments;

Treasurer's Report (2)

Philip Read Memorial Library (3)

Meriden Library (3)

ADA Report (1)

hs



***DRAFT* Minutes**  
**Meriden Library ADA Study Committee**  
**February 25, 1:00 PM**  
**Meriden Town Hall**

The meeting was convened at 1:00 PM by Rod Wendt, Committee Chair, at Meriden Town Hall, Main Street, Meriden. Attending were members Brad Atwater, Judy Hallam, Nancy Liston and Rod Wendt; Meriden Librarian Mary King; and specially invited guest was John Brown, of construction firm Estes & Gallup.

**Scope of the Meeting**

The purpose of the meeting was to review rough cost estimates for four different “options” of tackling ADA access to the Meriden Library. Importantly, these were NOT detailed options with plans and designs; rather they were general directions to give us an understanding of how much things might cost before we embarked on any direction:

1. **Building an access ramp to Meriden library** (recognizing that this first step requires us, ultimately, to provide full access to function spaces and an ADA-accessible bathroom).
2. **Providing full access to the Meriden Library building on its current footprint**, including access to all function spaces (via elevator) and an ADA-compliant bathroom. This would likely *reduce* the space available for media collections and meeting space.
3. **Expanding the Meriden Library building** in an accessible way, on the current site, likely expansion to the rear of the site. This would allow full access to library functions, plus open up opportunities for other non-library functions to also be housed there, a subject for community input and creativity.
4. **Building a standalone, multi-function facility elsewhere in Meriden**. Already identified potential functions – beyond a library -- include a relocated Post Office, a community/senior center, after-school center, daycare, and commuter parking. Again, this would be a “shell” to be filled and defined by community input and creativity.

The ROUGH cost estimates were prepared by John Brown of Estes & Gallup, on a pro-bono basis.

**Discussion Points**

1. The minutes of the 2/05/13 meeting were approved unanimously.
2. John Brown shared his cost estimates. They are summarized below, and the complete detail is available as a separate PDF file, which shall become part of these minutes.

## Rough Costs for Meriden Library ADA-Accessible Options

Option	Estes & Gallup Estimate	Expected Range of Costs
<b>Option 1</b> – Install concrete ramp to access current Meriden Library front door. Requires door-entry modifications to existing stairs. <i>Note: this option would likely "trigger" requirement to also provide full accessibility to both library levels and provide ADA-compliant bathroom within a few years.</i>	\$46,111	\$40,000 to \$50,000
<b>Option 2</b> – Install Meriden Library access via side, elevator to access both levels, and ADA-compliant bathroom. <i>Note: this option would REDUCE available floor space in current library to house larger bathroom and elevator.</i>	\$226,174	\$200,000 to \$250,000
<b>Option 3</b> – Double size of Meriden Library by adding 1,600 sq. ft. addition on 2 levels, with elevator accessing both levels of both new and old construction. Includes ADA-compliant bathroom.	\$456,622	\$400,000 to \$500,000
<b>Option 4</b> – Build a new, standalone Community Center, all on one level, in a new location to house Library and other functions. Could be any size desired.	\$250 per square foot. For new 3,200 square foot facility (equal in size to Option 3), \$800,000. For 5,000 square foot building, \$1,250,000.	\$800,000 to \$1,250,000

3. Reactions to John presentation were:

- a. We greatly appreciated all the effort that went into these costs estimates. John had to make detailed assumptions about what would be done under each option, and we appreciated how much effort that requires – all for pro bono!
- b. Option 1 seems rather expensive at \$40,000 to \$50,000, but that is because it involves a permanent concrete ramp and extensive alterations to the front door to allow access from both the ramp and (modified) stairs. It is also not a “realistic” option because it would require that we follow up with adding an elevator and ADA-accessible bathroom, which could be done better under Options 2 or 3.
- c. Option 2 costs a lot but doesn’t buy us very much. Yes, it makes the Meriden Library ADA-accessible, but costs at least \$200,000 while actually REDUCING the floor space available for library functions. That’s because the elevator to access both levels and the larger ADA-accessible bathroom cut into existing floor space.
- d. Option 3 cleverly extends BOTH levels of the current library out the back, doubling the size of the current library and insuring that existing space also becomes accessible via an elevator. There was a discussion about whether we could allow the current space to be accessible only on ONE level, and use the other for storage or “non-function” space,

and then have a 1-level addition. Follow-up with Jillian Shedd and John Brown is needed.

- e. Option 4 can be as big or as small as the community would want it to be. It could also house as many or as few functions as the community desired.
  - f. The installation and maintenance costs of elevators were cited as reasons to avoid 2-level options if possible.
4. There was a general discussion about “what is next for this committee”. It was generally agreed that:
- a. Options 1 and 2 made little sense to pursue, for reasons cited above.
  - b. Options 3 and 4 should involve in the consideration and planning stages many more people in the community than simply library-related people. The Post Office, our senior community, the Plainfield School, transportation planners, daycare people, and others were cited. ***It was the feeling of the Committee that a Library-specific committee is not the proper group to carry this forward, but a properly constituted community committee would be.***
  - c. On this basis, Chair Rod Wendt should discuss with the Library Trustees how best to proceed on consideration of Options 3 or 4.

#### **Next Steps**

1. Rod Wendt will connect with Jillian Shed to better understand what NON-accessible space can be used for, and how important employee access – as opposed to customer access – is to the issue.
2. Rod Wendt will ask John Brown of Estes & Gallup how much a 1-level addition out the back of the Meriden Library would cost.
3. Rod Wendt will report back to the Trustees and express the need for further direction for considering Options 3 and 4.

The meeting was adjourned at about 3:00 PM

Respectfully submitted,

Rod Wendt, Chair



February 25, 2013

**Meriden Library**  
**Option 1 – New ADA Compliant Entry**  
**Scope of Work**

---

**GENERAL CONDITIONS**

- Permitting fees
- Project Management
- Site Supervision
- Misc. Safety expenses
- Temporary Protection
- Temporary utilities/facilities
- Regular job site clean up
- Misc. tool expenses
- Special testing and inspections
- Misc. labor expenses

**DEMOLITION**

- Misc. demo in preparation of removal of existing stairs
- Demo of existing doors as necessary
- Disposal expense

**SITE WORK**

- Removal and disposal of existing stairs
- Excavation for new footings
- Backfilling as required
- Topsoil and seeding
- Patch asphalt as required

**CONCRETE**

- Cast in place footings, walls, ramp and stairs

**METALS**

- Furnish and install new galvanized steel handrails

**FINISH CARPENTRY**

- Repair/replace door trim as required to accommodate new doors

#### DOORS AND HARDWARE

- Furnish and install 2 new doors and frames with ADA compliant panic hardware and power door openers

#### PAINTING

- Paint all new handrails and railings
- Paint doors and trim as required

#### ELECTRICAL

- Furnish and install exterior lighting as required for new stair/ramp
- Installation of power door opener controls

*Meriden Library*  
*Option 1*  
*New ADA Compliant Entry*

<b>Project name</b>	Option 1_Ramp_Meriden Lib
<b>Estimator</b>	J. Brown
<b>Labor rate table</b>	Bare Rates
<b>Report format</b>	Sorted by 'Group phase/Phase' 'Detail' summary



Item	Description	Takeoff Qty	Labor	Material	Subcontract	Equipment	Other	Total
			Amount	Amount	Amount	Amount	Amount	Amount
	Exterior Door Trim		448	300				748
	<b>FINISH CARPENTRY</b>		<b>448</b>	<b>300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>748</b>
<b>8000.000</b>	<b>DOORS &amp; WINDOWS</b>							
<b>8105.000</b>	<b>Door Package - Project</b>							
	10 Purchase Door/Frame/Hdwr	2.00 ea	-	5,000	-	-	-	5,000
	20 Install Door/Frame/Hdwr	2.00 ea	448	-	-	-	-	448
	<b>Door Package - Project</b>		<b>448</b>	<b>5,000</b>				<b>5,448</b>
	<b>DOORS &amp; WINDOWS</b>		<b>448</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,448</b>
<b>9000.000</b>	<b>FINISHES</b>							
<b>9910.000</b>	<b>Painting Exterior</b>							
	20 Paint Doors and trim	16.00 mh	560	150				710
sub	Painting Handrails	24.00 mh	840	200				1,040
	<b>Painting Exterior</b>		<b>1,400</b>	<b>350</b>				<b>1,750</b>
	40.00 Labor hours							
	<b>FINISHES</b>		<b>1,400</b>	<b>350</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,750</b>
	40.00 Labor hours							
<b>16000.000</b>	<b>ELECTRICAL</b>							
<b>16110.000</b>	<b>Electrical</b>							
sub	Electrical - Ext. Lighting	1.00 allo	-	-	900	-	-	900
---	Auto door controls	1.00 allo	-	-	1,250	-	-	1,250
	<b>Electrical</b>				<b>2,150</b>			<b>2,150</b>
	<b>ELECTRICAL</b>		<b>0</b>	<b>0</b>	<b>2,150</b>	<b>0</b>	<b>0</b>	<b>2,150</b>

Estimate Totals

Description	Amount	Totals	Rate
Labor	3,208		
Material	5,905		
Subcontract	26,150		
Equipment			
Other			
	<u>35,263</u>	35,263	
Profit & Overhead	2,821		8.000 %
General Conditions	4,611		10.000 %
Contingency	3,418		8.000 %



**Estimate Totals**

*Total*                      46,111



February 25, 2013

**Meriden Library**  
**Option 2 – Modify interior for elevator, compliant stair and ADA Lavatory**  
**Scope of Work**

---

**GENERAL CONDITIONS**

- Permitting fees
- Construction documentation (O&M manuals and “as built” drawings)
- Project Management
- Site Supervision
- Misc. Safety expenses
- Temporary Protection
- Temporary utilities/facilities
- Regular job site clean up
- Final cleaning
- Misc. tool expenses
- Special testing and inspections
- Misc. labor expenses

**DEMOLITION**

- Demolition of existing interior stairs
- Demolition of existing bathroom
- Structural demolition and shoring as required
- Demolition of side door and entry area as required
- Saw cutting of concrete and brick façade as required
- Disposal expense

**SITE WORK**

- Removal and disposal of existing side stairs
- Excavation and prep for new sidewalk
- Backfilling, topsoil and seeding as required

**CONCRETE**

- New sidewalk and landing from driveway to new side entry

**METALS**

- Furnish and install new galvanized steel handrails

#### ROUGH CARPENTRY

- Labor and material to frame new stairwell
- Labor and material to frame new elevator shaft
- Labor and material to frame new ADA lavatory
- Labor and material to modify basement storage room as necessary

#### FINISH CARPENTRY

- Labor and material for interior millwork and trim

#### DOORS AND HARDWARE

- Furnish and install 5 new doors and frames with ADA compliant panic hardware
- Furnish and install power door opener at new side entry

#### DRYWALL

- Furnish and install sound insulation as required
- Furnish and install 5/8" fire code drywall, taped and finished, ready for paint

#### FLOORING

- Repair/replace wood floor as necessary
- Furnish and install standard VCT flooring at new lavatory
- Furnish and install rubber treads and landings at new stairwell

#### PAINTING

- Paint all new handrails and railings
- Paint doors and trim as required
- Paint walls and ceilings as required

#### SPECIALTIES

- Furnish and install bath accessories
  - Grab bars
  - Soap dispenser
  - Mirrors
  - Paper towel dispenser
  - Toilet paper dispenser

#### ELEVATOR

- Furnish and install 1 enclosed elevator with 3 stops

#### MECHANICAL/PLUMBING

- Modify heating duct work and controls as required for new layout
- Rough plumbing for new ADA lavatory
- Furnish and install ADA compliant fixtures in new lavatory

## ELECTRICAL

- Furnish and install exterior lighting as required for new sidewalk
- Installation of power door opener controls
- Furnish and install wiring and devices associated with new layout
- Furnish and install interior lighting as required
- Furnish and install elevator wiring as required

*Meriden Library*  
*Option 2*  
*Modify interior for Elevator and compliant stairwell*

Project name	Option 2 - Int. Access
Estimator	J. Brown
Labor rate table	Estes 28
Report format	Sorted by 'Group phase/Phase' 'Detail' summary



Item	Description	Takeoff Qty	Labor		Material		Subcontract		Equipment	Other	Total
			Amount	Amount	Amount	Name	Amount	Amount	Amount		
<b>6000.000 ROUGH CARPENTRY</b>											
6002.000	Rough Carpentry										
15	Rough Carpentry Labor	240.00 mh	9,120	-	-	-	-	-	-	-	9,120
18	Rough Carpentry Material	1.00 ls	-	10,500	-	-	-	-	-	-	10,500
	<b>Rough Carpentry</b>		<b>9,120</b>	<b>10,500</b>							<b>19,620</b>
	240.00 Labor hours										
	<b>ROUGH CARPENTRY</b>		<b>9,120</b>	<b>10,500</b>	<b>0</b>			<b>0</b>	<b>0</b>		<b>19,620</b>
	240.00 Labor hours										
<b>6200.000 FINISH CARPENTRY</b>											
6207.000	Exterior Trim										
10	Exterior Trim Labor	8.00 mh	304	-	-	-	-	-	-	-	304
20	Exterior Trim Materials	1.00 ls	-	240	-	-	-	-	-	-	240
	<b>Exterior Trim</b>		<b>304</b>	<b>240</b>							<b>544</b>
	8.00 Labor hours										
6209.000	Interior Trim										
30	Interior Trim - Labor	80.00 mh	3,040	-	-	-	-	-	-	-	3,040
40	Interior Trim - Material	1.00 ls	-	2,100	-	-	-	-	-	-	2,100
	<b>Interior Trim</b>		<b>3,040</b>	<b>2,100</b>							<b>5,140</b>
	80.00 Labor hours										
6210.000	Interior Door Trim										
10	Interior Door Trim	5.00 ea	760	428	-	-	-	-	-	-	1,188
	<b>Interior Door Trim</b>		<b>760</b>	<b>428</b>							<b>1,188</b>
	<b>FINISH CARPENTRY</b>		<b>4,104</b>	<b>2,768</b>	<b>0</b>			<b>0</b>	<b>0</b>		<b>6,872</b>
	88.00 Labor hours										
<b>8000.000 DOORS &amp; WINDOWS</b>											
8105.000	Door Package - Project										
10	Purchase doors/frames/hardware	5.00 ea	-	8,250	-	-	-	-	-	-	8,250
20	Install doors/frames/hardware	5.00 ea	1,140	-	-	-	-	-	-	-	1,140
	<b>Door Package - Project</b>		<b>1,140</b>	<b>8,250</b>							<b>9,390</b>
	<b>DOORS &amp; WINDOWS</b>		<b>1,140</b>	<b>8,250</b>	<b>0</b>			<b>0</b>	<b>0</b>		<b>9,390</b>
<b>9000.000 FINISHES</b>											
9250.000	Drywall Sub										
10	Drywall Sub	1.00 allo	-	-	6,000	-	-	-	-	-	6,000

Item	Description	Takeoff Qty	Labor		Material		Subcontract		Equipment	Other	Total
			Amount	Amount	Amount	Amount	Name	Amount	Amount	Amount	
	Drywall Sub							6,000			6,000
9560.000	Wood Flooring										
sub	Wood Flooring Patch/Repair	1.00	allo	-	-			3,500	-	-	3,500
	Wood Flooring							3,500			3,500
9660.000	Resilient Floors										
10	Standard VCT Tile	1.00	allo					1,250	-	-	1,250
	Resilient Floors							1,250			1,250
	0.02 Labor hours										
9670.000	Resilient Stairs										
20	Rubber Molded Treads Knobs	1.00	ls					3,500	-	-	3,500
	Resilient Stairs							3,500			3,500
	0.02 Labor hours										
9930.000	Painting										
sub	Painting - Sub	1.00	allo	-	-			4,500	-	-	4,500
	Painting							4,500			4,500
<b>FINISHES</b>								<b>18,750</b>	<b>0</b>	<b>0</b>	<b>18,750</b>
	0.04 Labor hours										
10000.000	<b>SPECIALTIES</b>										
10820.000	Bath Accessories by LS										
10	Purchase Bath Accessories	1.00	allo	-	400			-	-	-	400
12	Install Bath Accessories	4.00	mh	152	-			-	-	-	152
	Bath Accessories by LS							152	400		552
	4.00 Labor hours										
<b>SPECIALTIES</b>								<b>152</b>	<b>400</b>	<b>0</b>	<b>552</b>
	4.00 Labor hours										
14000.000	<b>CONVEYING SYSTEMS</b>										
14200.000	Elevators										
sub	Elevators Subcontract							60,000	-	-	60,000
	Elevators							60,000			60,000
<b>CONVEYING SYSTEMS</b>								<b>60,000</b>	<b>0</b>	<b>0</b>	<b>60,000</b>
15000.000	<b>MECHANICAL</b>										
15050.000	Project Mechanical										
10	Mechanical Subcontract	1.00	ls	-	-			5,500	-	-	5,500



Item	Description	Takeoff Qty	Labor	Material	Subcontract	Equipment	Other	Total
			Amount	Amount	Amount	Name	Amount	Amount
	Project Mechanical				5,500			5,500
15110.000	Plumbing							
sub	Plumbing Subcontract	1.00 ls	-	-	5,000		-	5,000
	Plumbing				5,000			5,000
<b>MECHANICAL</b>			<b>0</b>	<b>0</b>	<b>10,500</b>		<b>0</b>	<b>10,500</b>
16000.000	<b>ELECTRICAL</b>							
16110.000	Electrical							
sub	Electrical Subcontract	2.00 ls	-	-	12,500		-	12,500
	Electrical				12,500			12,500
<b>ELECTRICAL</b>			<b>0</b>	<b>0</b>	<b>12,500</b>		<b>0</b>	<b>12,500</b>

Estimate Totals

Description	Amount	Cuts/Adds	Net Amount	Totals	Rate
Labor	24,548		24,548		hrs
Material	24,968		24,968		
Subcontract	123,450		123,450		
Equipment					
Other					
	<b>172,966</b>			<b>172,966</b>	
Profit & Overhead	13,837				8.000 %
General Conditions	22,617				10.000 %
Contingency	16,754				8.000 %
<b>Total</b>				<b>226,174</b>	



February 25, 2013

**Meriden Library**  
**Option 3 – Addition to existing building**  
**Scope of Work**

---

**GENERAL CONDITIONS**

- Permitting fees
- Construction documentation (O&M manuals and “as built” drawings)
- Project Management
- Site Supervision
- Misc. Safety expenses
- Temporary Protection
- Temporary utilities/facilities
- Regular job site clean up
- Final cleaning
- Misc. tool expenses
- Special testing and inspections
- Misc. labor expenses

**DEMOLITION**

- Demolition of existing interior stairs
- Demolition of existing bathroom
- Structural demolition and shoring as required
- Demolition of side door and entry area as required
- Saw cutting of concrete and brick façade as required
- Disposal expense

**SITE WORK**

- Removal and disposal of existing side stairs
- Excavation and prep for new sidewalk
- Backfilling, topsoil and seeding as required
- Excavation for new footings and walls
- Perimeter drainage as required

**CONCRETE**

- New sidewalk and landing from driveway to new side entry
- Footings and foundations as required

## MASONRY

- Brick façade and associated work

## METALS

- Furnish and install new galvanized steel handrails at exterior walkway
- Furnish and install new steel handrails at stairwell

## ROUGH CARPENTRY

- Labor and material to frame new addition
- Labor and material to frame new floor layout at existing stairwell
- Labor and material to frame new ADA lavatory
- Labor and material to modify basement storage room as necessary

## EXTERIOR FINISH CARPENTRY

- Labor and material for trimming doors, windows, soffits and rakes as required

## INTERIOR FINISH CARPENTRY

- Labor and material for interior millwork
- Furnish and install misc. casework

## THERMAL & MOSITURE

- Furnish and install foundation damproofing
- Furnish and install insulation at exterior walls
- Furnish and install new standing seam roofing and associated flashings

## DOORS AND HARDWARE

- Furnish and install 6 new doors and frames with ADA compliant hardware
- Furnish and install 1 power door opener at new side entry

## WINDOWS

- Furnish and install 6 new double hung window untis

## DRYWALL

- Furnish and install sound insulation as required
- Furnish and install 5/8" fire code drywall, taped and finished, ready for paint

## CEILINGS

- Furnish and install new acoustical ceilings

## FLOORING

- Furnish and install new hardwood flooring
- Furnish and install standard VCT flooring at new lavatory
- Furnish and install rubber treads and landings at new stairwell
- Furnish and install carpet in basement rooms

#### PAINTING

- Paint all new handrails and railings
- Paint doors and trim as required
- Paint walls and ceilings as required
- Paint all exterior trim as required

#### SPECIALTIES

- Furnish and install bath accessories
  - Grab bars
  - Soap dispenser
  - Mirrors
  - Paper towel dispenser
  - Toilet paper dispenser
- Furnish and install fire extinguishers and cabinets as required

#### ELEVATOR

- Furnish and install 1 enclosed elevator with 3 stops

#### MECHANICAL/PLUMBING

- Modify heating duct work and controls as required for new layout
- Rough plumbing for new ADA lavatory
- Furnish and install ADA compliant fixtures in new lavatory

#### ELECTRICAL

- Furnish and install exterior lighting as required for new sidewalk
- Installation of power door opener controls
- Furnish and install wiring and devices
- Furnish and install interior lighting as required
- Furnish and install elevator wiring as required
- Furnish and install tel/data as required

**Meriden Library**  
**Option 3**  
**Addition to existing building - Approx 1600 s.f.**

Project name      Option 3 \_ Addition  
Estimator         J. Brown  
Labor rate table   Estes 28  
Report format     Sorted by 'Group phase/Phase'  
                         'Detail' summary



Item	Description	Takeoff Qty	Labor		Material		Subcontract		Equipment	Other	Total
			Amount	Amount	Amount	Name	Amount	Amount	Amount		
<b>2000.000 DEMOLITION</b>											
2007.000	Misc Building Demo										
10	Exterior demolition	140.00 mh	5,320	175				-	-		5,495
---	Interior demolition	168.00 mh	6,384	150				-	-		6,534
	<b>Misc Building Demo</b>		<b>11,704</b>	<b>325</b>							<b>12,029</b>
	308.00 Labor hours										
2098.000	Disposal Expense										
16	Dump Fees	1.00 ls	-	3,200				-	-		3,200
	<b>Disposal Expense</b>			<b>3,200</b>							<b>3,200</b>
	<b>DEMOLITION</b>		<b>11,704</b>	<b>3,525</b>	<b>0</b>			<b>0</b>	<b>0</b>		<b>15,229</b>
	308.00 Labor hours										
<b>2100.000 SITE WORK</b>											
2105.000	Site Work										
10	Subcontractor	1.00 allo	-	-	15,500			-	-		15,500
	<b>Site Work</b>				<b>15,500</b>						<b>15,500</b>
	<b>SITE WORK</b>		<b>0</b>	<b>0</b>	<b>15,500</b>			<b>0</b>	<b>0</b>		<b>15,500</b>
<b>3000.000 CONCRETE</b>											
3101.000	Concrete Sub										
10	Concrete Sub	1.00 allo	-	-	25,000			-	-		25,000
	<b>Concrete Sub</b>				<b>25,000</b>						<b>25,000</b>
3990.000	Rigid Insulation										
6	Foundation Insulation	1.00 allo	306	810				-	-		1,116
	<b>Rigid Insulation</b>		<b>306</b>	<b>810</b>							<b>1,116</b>
	<b>CONCRETE</b>		<b>306</b>	<b>810</b>	<b>25,000</b>			<b>0</b>	<b>0</b>		<b>26,116</b>
<b>4000.000 MASONRY</b>											
4001.000	Masonry Sub										
10	Masonry Subcontract	1.00 ls	-	-	38,000			-	-		38,000
	<b>Masonry Sub</b>				<b>38,000</b>						<b>38,000</b>
	<b>MASONRY</b>		<b>0</b>	<b>0</b>	<b>38,000</b>			<b>0</b>	<b>0</b>		<b>38,000</b>

Item	Description	Takeoff Qty	Labor		Material		Subcontract		Equipment		Other		Total	
			Amount	Amount	Amount	Amount	Name	Amount	Amount	Amount	Amount			
<b>5000.000 METALS</b>														
5512.000	Handrails Steel													
	40 Handrails Steel Sub	1.00	allo	-	-			3,200		-	-			3,200
	Handrails Steel							3,200						3,200
5560.000	Misc Steel													
	100 Misc Embedded Angles	1.00	allo	304	400			-		-	-			704
	Misc Steel			304	400									704
	<b>METALS</b>			<b>304</b>	<b>400</b>			<b>3,200</b>		<b>0</b>	<b>0</b>			<b>3,904</b>
<b>6000.000 ROUGH CARPENTRY</b>														
6002.000	Rough Carpentry													
	15 Rough Carpentry Labor	1.00	ls		-			18,000		-	-			18,000
	18 Rough Carpentry Material	1.00	ls		16,500			-		-	-			16,500
	Rough Carpentry				16,500			18,000						34,500
	<b>ROUGH CARPENTRY</b>			<b>0</b>	<b>16,500</b>			<b>18,000</b>		<b>0</b>	<b>0</b>			<b>34,500</b>
<b>6200.000 FINISH CARPENTRY</b>														
6207.000	Exterior Trim													
	10 Exterior Trim Labor	1.00	allo		-			3,000		-	-			3,000
	20 Exterior Trim Materials	1.00	ls		4,100			-		-	-			4,100
	Exterior Trim				4,100			3,000						7,100
6209.000	Interior Trim													
	30 Interior Trim - Labor	1.00	allo	1,800	-			-		-	-			1,800
	40 Interior Trim - Material	1.00	ls		1,500			-		-	-			1,500
	Interior Trim			1,800	1,500									3,300
6405.000	Casework Allowances													
	30 Misc Cabinetry Allowance L&M	1.00	allo	1,216	4,000			-		-	-			5,216
	Casework Allowances			1,216	4,000									5,216
	<b>FINISH CARPENTRY</b>			<b>3,016</b>	<b>9,600</b>			<b>3,000</b>		<b>0</b>	<b>0</b>			<b>15,616</b>
<b>7000.000 THERMAL &amp; MOIST PROTECT</b>														
7160.000	Damproofing													
	10 Brush on Bituminous	1.00	allo	304	400			-		-	-			704

Item	Description	Takeoff Qty	Labor		Material		Subcontract		Equipment	Other	Total
			Amount	Amount	Amount	Name	Amount	Amount	Amount		
	<b>Damproofing</b>			304	400						704
7211.000	<b>Building Insulation - Sub</b>										
	20 Foam In Place Insulation - Sub	1.00 ls	-	-	12,500	-	-	-	-	-	12,500
	<b>Building Insulation - Sub</b>				12,500						12,500
7610.000	<b>Sheet Metal Roof</b>										
	52 Terme Coated Steel Standing	1.00 allo	-	-	12,000	-	-	-	-	-	12,000
	<b>Sheet Metal Roof</b>				12,000						12,000
	<b>THERMAL &amp; MOIST PROTECT</b>			304	400	24,500		0	0		25,204
8000.000	<b>DOORS &amp; WINDOWS</b>										
8105.000	<b>Door Package - Project</b>										
	10 Purchase D/F/H	6.00 ea			10,800	-	-	-	-	-	10,800
	20 Install All Doors	6.00 ea	1,344		-	-	-	-	-	-	1,344
	Power door openers for door 102	1.00 ls			2,054	-	-	-	-	-	2,054
	<b>Door Package - Project</b>		1,344		12,854						14,198
8610.000	<b>Wood Windows</b>										
	300 Wood Windows Double Hung	6.00 ea	912	4,800	-	-	-	-	-	-	5,712
	<b>Wood Windows</b>		912	4,800							5,712
	<b>DOORS &amp; WINDOWS</b>		2,256	17,654	0			0	0		19,910
9000.000	<b>FINISHES</b>										
9250.000	<b>Drywall Sub</b>										
	10 Drywall Sub	1.00 ls	-	-	16,500	-	-	-	-	-	16,500
	<b>Drywall Sub</b>				16,500						16,500
9502.000	<b>Ceilings 2x2</b>										
	10 2 x 2 Ceiling Plain Tile	1.00 allo	0		6,500	-	-	-	-	-	6,500
	<b>Ceilings 2x2</b>		0		6,500						6,500
	0.02 Labor hours										
9560.000	<b>Wood Flooring</b>										
	10 Wood Strip Flooring Maple	1.00 allo			7,500	-	-	-	-	-	7,500
	<b>Wood Flooring</b>				7,500						7,500
	0.05 Labor hours										
9660.000	<b>Resilient Floors</b>										
	10 Standard VCT Tile	1.00 allo			1,250	-	-	-	-	-	1,250
	<b>Resilient Floors</b>				1,250						1,250
	0.02 Labor hours										
9670.000	<b>Resilient Stairs</b>										
	20 Rubber Molded Treads Knobs	1.00 sillo			3,500	-	-	-	-	-	3,500



Item	Description	Takeoff Qty	Labor	Material	Subcontract	Equipment	Other	Total
			Amount	Amount	Amount	Amount	Amount	Amount
	<b>Resilient Stairs</b>				3,500			3,500
	0.02 Labor hours							
9680.000	<b>Carpet</b>							
70	Carpet Allowance L&M - SY	90.00 sy	-	-	3,150	-	-	3,150
	<b>Carpet</b>				3,150			3,150
9930.000	<b>Painting</b>							
sub	Painting - Interior	1.00 allo	-	-	8,500	-	-	8,500
---	Painting - Exterior	1.00 allo	-	-	3,300	-	-	3,300
	<b>Painting</b>				11,800			11,800
	<b>FINISHES</b>		0	0	50,200	0	0	50,200
	0.11 Labor hours							
10000.000	<b>SPECIALTIES</b>							
10820.000	<b>Bath Accessories by LS</b>							
10	Purchase Bath Accessories	1.00 allo	-	400	-	-	-	400
12	Install Bath Accessories	1.00 allo	152	-	-	-	-	152
	<b>Bath Accessories by LS</b>		152	400				552
10824.000	<b>Grab Bars</b>							
20	Grab Bars - Handicap Toilet	1.00 ls	304	175	-	-	-	479
	<b>Grab Bars</b>		304	175				479
	2.00 Labor hours							
10950.000	<b>Fire Cabinets</b>							
30	Fire Extn. Cabinet Semi Recessed	2.00 ea	140	350	-	-	-	490
	<b>Fire Cabinets</b>		140	350				490
	4.00 Labor hours							
	<b>SPECIALTIES</b>		596	925	0	0	0	1,521
	6.00 Labor hours							
14000.000	<b>CONVEYING SYSTEMS</b>							
14200.000	<b>Elevators</b>							
200	Passanger Elevator Hydraulic	1.00 allo	-	-	60,000	-	-	60,000
	<b>Elevators</b>				60,000			60,000
	<b>CONVEYING SYSTEMS</b>		0	0	60,000	0	0	60,000
15000.000	<b>MECHANICAL</b>							
15110.000	<b>Plumbing</b>							
sub	Plumbing Subcontract	1.00 allo	-	-	5,000	-	-	5,000

Item	Description	Takeoff Qty	Labor	Material	Subcontract	Equipment	Other	Total
			Amount	Amount	Amount	Amount	Amount	Amount
	Plumbing				5,000			5,000
15510.000	HVAC							
sub	HVAC subcontract	1.00 ls	-	-	7,500	-	-	7,500
	HVAC				7,500			7,500
<b>MECHANICAL</b>			<b>0</b>	<b>0</b>	<b>12,500</b>	<b>0</b>	<b>0</b>	<b>12,500</b>

16000.000 **ELECTRICAL**

16110.000	Electrical							
sub	Electrical Subcontract	1.00 ls	-	-	26,000	-	-	26,000
---	Tel/Data Allowance	1.00 allo			5,000			5,000
	Electrical				31,000			31,000
<b>ELECTRICAL</b>			<b>0</b>	<b>0</b>	<b>31,000</b>	<b>0</b>	<b>0</b>	<b>31,000</b>

Estimate Totals

Description	Amount	Totals	Rate
Labor	18,486		
Material	49,814		
Subcontract	280,900		
Equipment			
Other			
	<u>349,200</u>	349,200	
Profit & Overhead	27,936		8.000 %
General Conditions	45,662		10.000 %
Contingency	33,824		8.000 %
<b>Total</b>		<b>456,622</b>	

Meriden Library  
Director's Report  
March 2013

Statistics Attached.

Closed Saturday March 16---Town Meeting

**Programs**

Our afternoon games program for adults met once in March with just 4 adults attending.

We held an after-school program for school aged children on Thursday, March 21. Fourteen children attended.

**Meetings**

I attended the Librarians of the Upper Valley meeting in Springfield, NH on Monday, March 18. The program discussion was planning for the summer reading program.

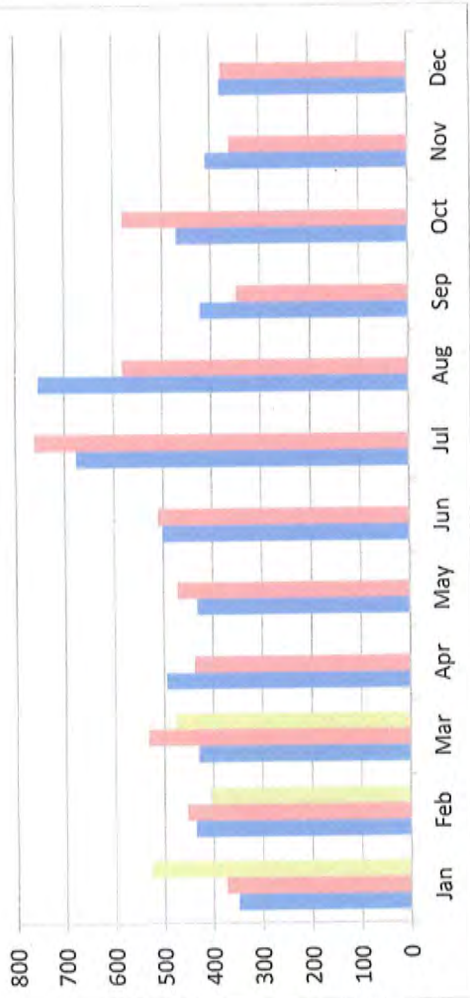
**Automation**

554 items were added this month. The items added total as of 3/31/13: 5513

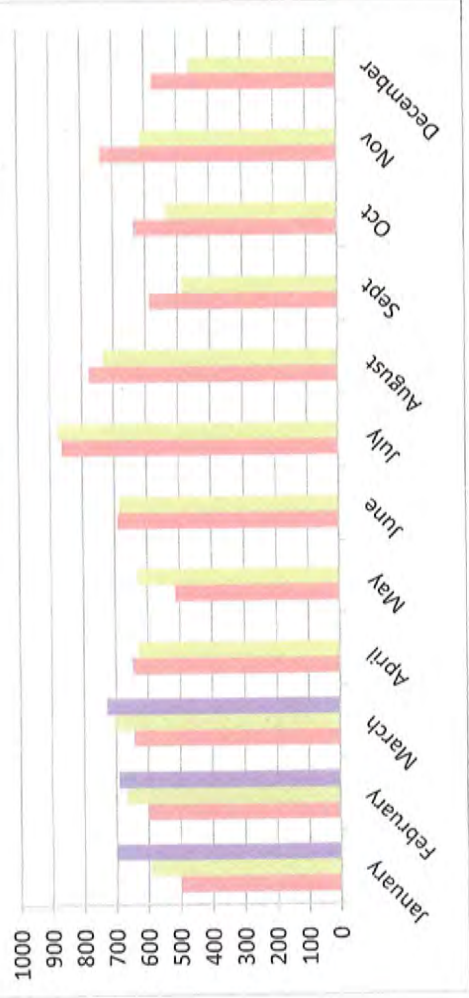


**Meriden Library  
2010 - 2012**

**Visits**



**Circulation**



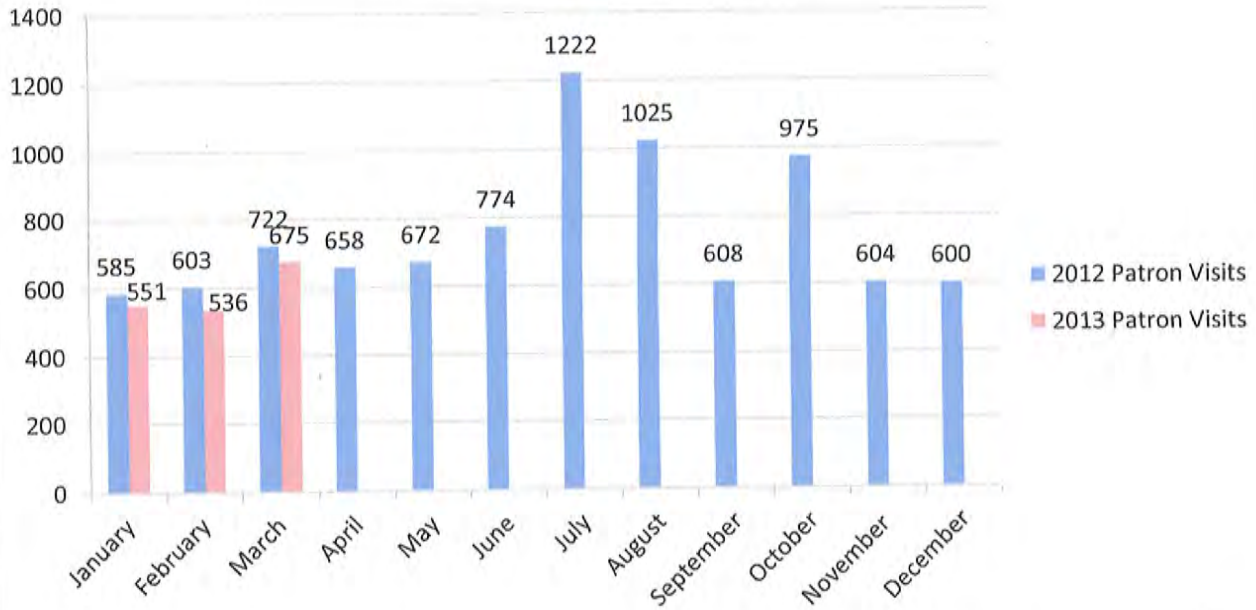
**DIRECTOR'S REPORT**  
**PHILIP READ MEMORIAL LIBRARY**  
**April 2013**  
**Activities and Statistics for March 2013**

1. Professional Development: I attended the LUV meeting in Springfield. Topic was the Summer Reading Program.
2. Summer Reading Program: The theme this year is "Dig into Reading." I have already booked two programs. I applied for a grant from the state library's Kids, Books, & Arts program for one of them and was awarded a grant; amount unknown yet.
3. Other programming coming up: The two libraries and the Bird Club are jointly sponsoring a program on Stonewalls at Singing Hills on April 29. I am working with several new local authors to schedule book readings. I am also participating in World Book Night in April. Now that, hopefully, the weather will continue to improve, our programming and activities will increase.

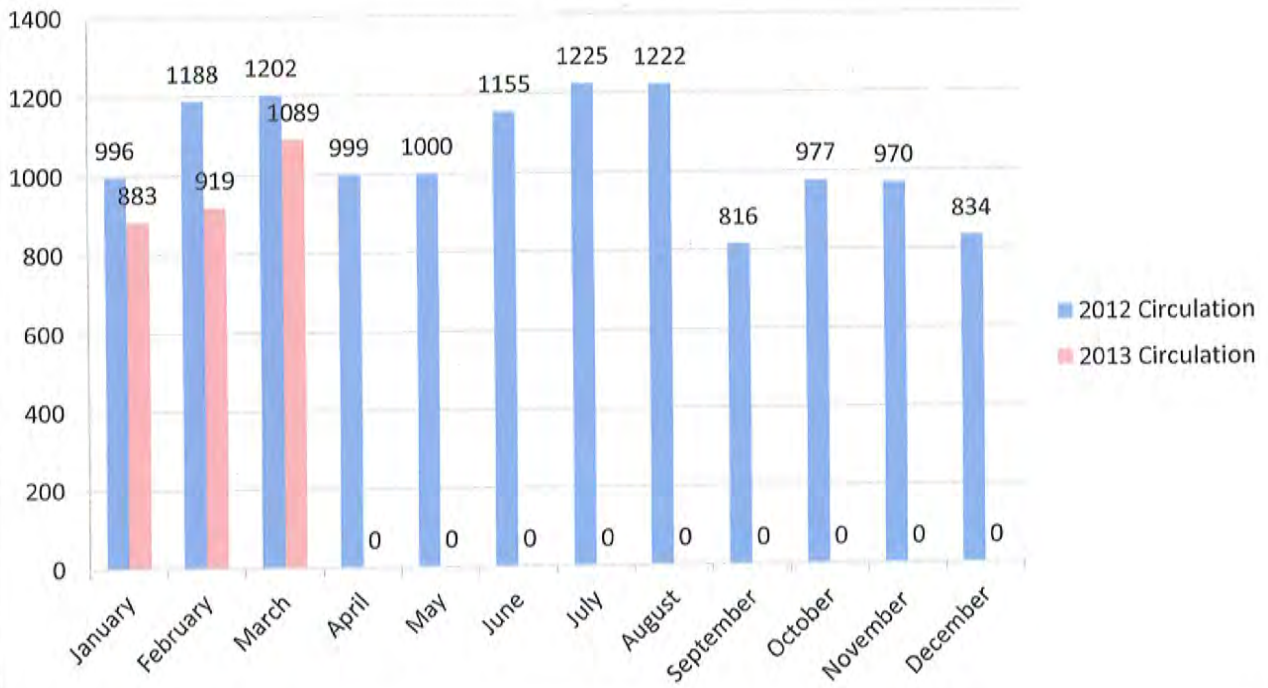
Nancy Norwalk, Director



## Philip Read Memorial Library Patron Visits



## Philip Read Memorial Library Circulation





2:28 PM

04/08/13

Accrual Basis

**Meriden Library**  
**Profit & Loss Budget vs. Actual**  
**January 1 through April 8, 2013**

	Jan 1 - Apr 8, 13	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Town Appropriation	7,362.42	12,132.70	-4,770.28
Town Approp - FICA	331.71	612.20	-280.49
Trust Funds	0.00	231.42	-231.42
Gifts	2,290.00	13.67	2,276.33
Book Fines/Copier	0.00	0.00	0.00
Book Sales	0.00	0.00	0.00
<b>Interest Income</b>			
Interest - Savings	3.76	2.75	1.01
Interest Checking	0.18	0.00	0.18
<b>Total Interest Income</b>	3.94	2.75	1.19
<b>Misc Income</b>	0.00	81.67	-81.67
<b>Total Income</b>	9,988.07	13,074.41	-3,086.34
<b>Expense</b>			
Salaries	4,362.42	8,004.45	-3,642.03
FICA	333.71	612.20	-278.49
Sick Pay	0.00	77.58	-77.58
<b>Library Materials</b>			
Audio/Visual	40.98	299.42	-258.44
Books & magazines	1,213.18	1,197.75	15.43
<b>Total Library Materials</b>	1,254.16	1,497.17	-243.01
Telephone	129.20	147.00	-17.80
Electricity	568.97	326.67	242.30
Fuel	1,230.22	680.58	549.64
Water/Sewer	0.00	136.09	-136.09
Supplies	170.22	217.75	-47.53
Postage	0.00	68.08	-68.08
Professional Activities	55.00	122.50	-67.50
Programs	82.75	108.92	-26.17
Furniture/Equipment	0.00	27.25	-27.25
Maintenance	400.00	435.58	-35.58
Automation	0.00	217.75	-217.75
Computer	0.00	367.50	-367.50
Misc Expense	0.00	27.25	-27.25
<b>Total Expense</b>	8,586.65	13,074.32	-4,487.67
<b>Net Ordinary Income</b>	1,401.42	0.09	1,401.33
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Encumbered Funds - 2012	0.00	0.00	0.00
<b>Total Other Income</b>	0.00	0.00	0.00
<b>Other Expense</b>			
Encumbered Funds	1,181.02	0.00	1,181.02
Prior Year Return of Funds	6,423.62	0.00	6,423.62
Building Capital Improvements	0.00	0.00	0.00
<b>Total Other Expense</b>	7,604.64	0.00	7,604.64
<b>Net Other Income</b>	-7,604.64	0.00	-7,604.64
<b>Net Income</b>	-6,203.22	0.09	-6,203.31

**Philip Read Memorial Library**  
**Treasurer's Report**  
 January 1 through April 8, 2013

	Jan 1 - Apr 8, 13	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<del>Encumbered Funds - 2012</del>	0.00	0.00	0.00
<b>Town Appropriation</b>			
Appropriation-Operations	6,500.00	7,834.58	-1,334.58
Appropriation-Salary	5,709.36	9,525.90	-3,816.54
FICA	436.78	728.77	-291.99
Town Appropriation - Other	0.00	0.00	0.00
<b>Total Town Appropriation</b>	12,646.14	18,089.25	-5,443.11
Trust Fund Income	1,000.00	653.33	346.67
Fines	312.13	13.58	298.55
Gifts	0.00	27.25	-27.25
Grants	600.00	0.00	600.00
Misc Income	57.00	81.67	-24.67
<b>Total Income</b>	14,615.27	18,865.08	-4,249.81
<b>Expense</b>			
Encumbered Funds	0.00	0.00	0.00
<b>Payroll</b>			
Salaries	5,709.36	9,798.07	-4,088.71
FICA	436.78	728.77	-291.99
Payroll - Other	0.00	0.00	0.00
<b>Total Payroll</b>	6,146.14	10,526.84	-4,380.70
<b>Library Materials</b>			
Books and Magazines	2,981.76	2,177.75	804.01
Audio Visual Materials	282.51	326.67	-44.16
Library Materials - Other	9.95	0.00	9.95
<b>Total Library Materials</b>	3,274.22	2,504.42	769.80
Catalog Services/Automation	881.91	408.33	473.58
Supplies	121.59	408.33	-286.74
Postage	50.29	68.08	-17.79
Programs	233.30	163.33	69.97
Professional Activities	62.44	122.50	-60.06
Oil	4,526.68	1,742.25	2,784.43
Electricity	796.67	789.42	7.25
Telephone	291.76	294.00	-2.24
Water	50.40	81.67	-31.27
<b>Maintenance</b>			
Maintenance-General Expenses	698.50	816.67	-118.17
Elevator	370.28	462.75	-92.47
Maintenance - Other	0.00	0.00	0.00
<b>Total Maintenance</b>	1,068.78	1,279.42	-210.64
Furnishings and Equipment	0.00	54.42	-54.42
Computer Hardware and Software	1,029.97	394.75	635.22
<b>Miscellaneous Expense</b>			
Grants	0.00	0.00	0.00
Miscellaneous Expense - Other	0.00	27.25	-27.25
<b>Total Miscellaneous Expense</b>	0.00	27.25	-27.25
<b>Total Expense</b>	18,534.15	18,865.01	-330.86
<b>Net Ordinary Income</b>	-3,918.88	0.07	-3,918.95
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Building Fund Gifts	12,697.50	24,514.18	-11,816.68
<b>Total Other Income</b>	12,697.50	24,514.18	-11,816.68

2:23 PM  
04/08/13  
Accrual Basis

**Philip Read Memorial Library**  
**Treasurer's Report**  
**January 1 through April 8, 2013**

	<u>Jan 1 - Apr 8, 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Other Expense</b>			
<b>Programs-Grants</b>	0.00	0.00	0.00
<b>Automation Expense from Grants</b>	0.00	0.00	0.00
<b>Materials from Fine account</b>	0.00	0.00	0.00
<b>Building Fund Expense</b>	12,697.50	0.00	12,697.50
<b>Total Other Expense</b>	<u>12,697.50</u>	<u>0.00</u>	<u>12,697.50</u>
<b>Net Other Income</b>	<u>0.00</u>	<u>24,514.18</u>	<u>-24,514.18</u>
<b>Net Income</b>	<u><u>-3,918.88</u></u>	<u><u>24,514.25</u></u>	<u><u>-28,433.13</u></u>

## Plainfield Public Libraries Board of Trustees

March 27, 2013;

7:00pm – Meriden Public Library

Approved

Attending: Anita Brown, Mark Pensgen, Nancy Liston, Hillary Sundell, Mary King  
(Director of Meriden Library)

Members of the public: None

A. Call to order – Approval of Agenda – 7:10pm

B. No Public Comments

C. Discussion on “GateKeeper” new locks at Meriden. Mary says new locks for side and front done. Will send proposal to Hillary for records.

MOTION – made and seconded to accept Gatekeeper quote. The motion was unanimous and carried.

D. Mary passed out sketches and info from “Skyline Designs” on circulation desk. Also handed out were proposed budget for Circ./Admin. Space, including 2013 budget private funds. Discussion on electrical wiring on both libraries. Estimated total for approval is - \$3,820.00 – Total approved for the budget of private monies is \$5,019.00.

Discussion on electrical wiring with new circulation desk and computer areas.

MOTION – made and seconded to accept proposal for Circ. Desk & Admin area as proposed. The motion was unanimous and carried.

E. Incidentals – Terry Crane (library assistant) out for a month – Possible never received a “hire” letter, more discussion on credit cards for Directors, Mary to talk with Nancy N. about Credit Cards. Discussion on magazines – Acquisitions, etc. for Libraries. Reminder for both Hillary & Mark to get together for working on issue at PRML automation issues. More discussion on trustees – i.e. volunteering verses working? Question – to Mary; have you spoken or gotten together with Nancy N. on processes of automation? Mary and Nancy spoke a little about “no records” issue, Connectivity issues, ISBN’s were an issue, Mary says they do not always work and can be as simple as a dash or “the” beforehand or capitalization. More discussions on vacation policy.

8:00pm - MOTION – to go into Non-public session; RSA 91 – A:3 II (c ) • *matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

VOTE was as follows; Anita Brown– yes, Mark Pensgen – Yes, Nancy Liston – Yes, Hillary Sundell – Yes

Motion carried

MOTION – It was moved and seconded to return from non-public session per RSA 91-A:3 II.

Vote was as follows; Anita Brown – Yes, Mark Pensgen – Yes, Nancy Liston – Yes, Hillary Sundell – Yes. The MOTION was unanimous and carried.

*MOTION – to seal non-public minutes per RSA 91-A:3 III – Minutes of meetings in non-public session shall be kept and the record of all actions shall be kept and the record of all actions shall be promptly made for public inspection, except as provided in this section. Minutes and decisions reached in non-public session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that the divulgence of the information likely would affect adversely the reputation of any person other than a member of the public body itself, or render the proposed action ineffective.....*

The Vote was as follows;

Anita Brown – Yes, Mark Pensgen – Yes, Nancy Liston – Yes, Hillary Sundell – Yes

The Motions was unanimous and carried.

MOTION – To adjourn moved and seconded. The motion was unanimous and carried

Adjournment at 10:00pm

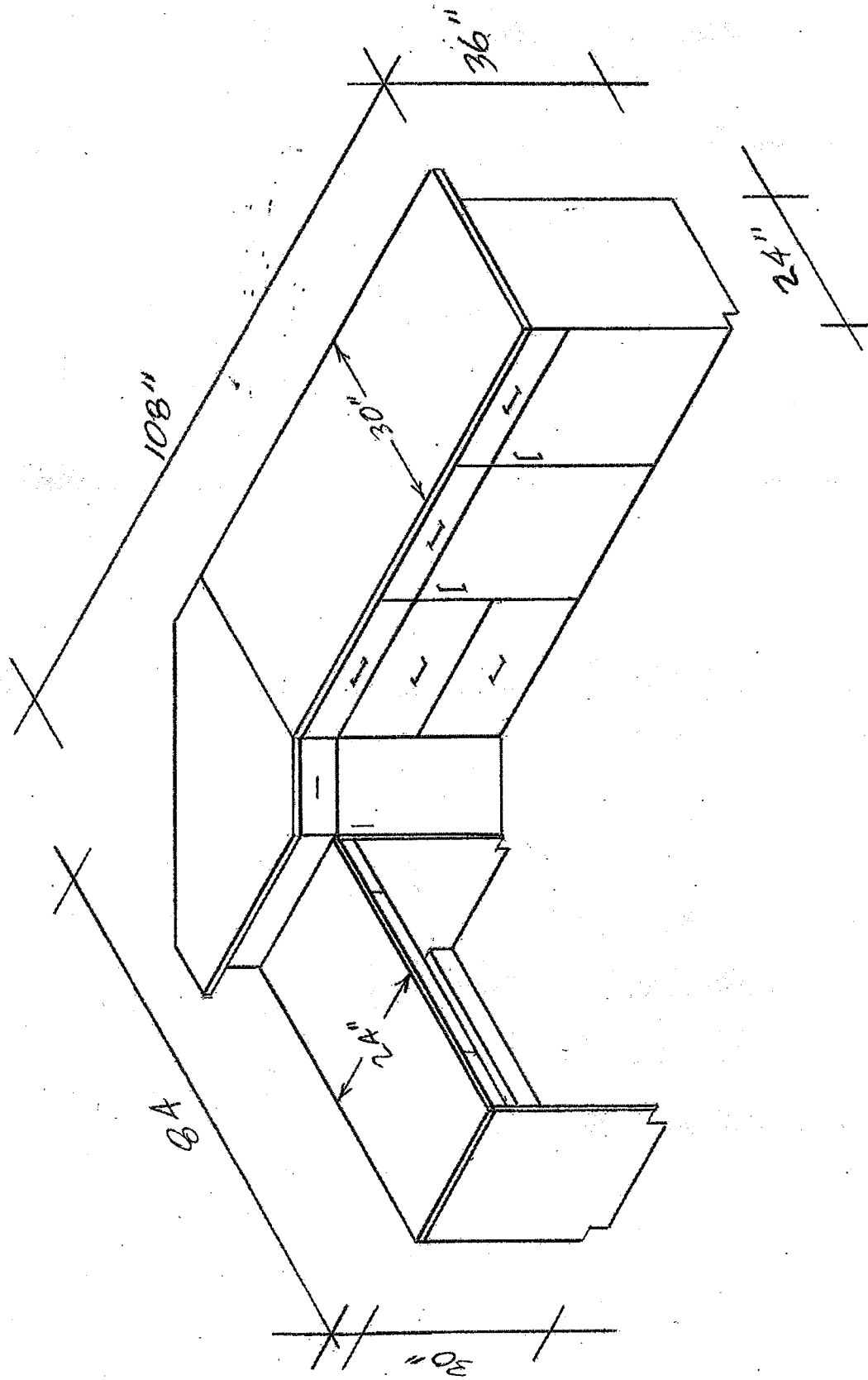
Next regular meeting; April 8, 2013

Attachments;

Skyline designs – Circulation desk

Skyline Designs Drw #103012-01 7' x 9' Ell Desk

Scale:  $\frac{1}{2}$ "=1'



Meriden Library  
Proposed Budget For Circ/Admin. Space  
3/27/13

Circulation Desk Skyline Design	1,825.00
Electrical Estimate Emily Electric	1,175.00
Patron Computer Area Thom Lappin	300.00
2 Door Storage Cabinet	<u>520.00</u>
	\$3820.00
2013 Budget Private Funds	\$5,019.00

## BOARD OF TRUSTEES

### PLAINFIELD PUBLIC LIBRARIES

March 11, 2013; 7:00pm

#### Both Libraries Featured – Meriden Library

Approved April 8 with changes

Attending: Anita Brown, Mark Pensgen, Nancy Liston, Hillary Sundell, Mary King (Director of Meriden Library), Nancy Norwalk (Director of Philip Read Memorial Library)

Absent: Kara Toms

Members of the public: Dennis Girouard

- A. Call to Order – 7:16pm
- B. Roll Call, approval of agenda
- C. No Public Comments
- D. Approval of Minutes ;
  - a. Motion - Made and seconded to accept minutes for March 4, 2013, as amended. The motion was unanimous and carried.
- E. Donations;
  - a. Donation discussion on a check made out to Meriden Library from a donor through KUA, very confusing, was settled to have the donor rewrite the check to Meriden Library directly.
  - b. Discussion; Do we need to accept \$ donations from the friends – for construction in increments or should it be done in one piece – It was thought that it might have been accepted when it was put in the budget; thoughts that the construction company could bill more frequently so as to make smaller fund requests.

NOTE – Place on next meeting agenda for further discussion “Do we need to approve whole \$90,000. ahead of time.”

- c. Clerk of the Works Bill – David Grobe submitted a bill for \$577.50. However, if we pay by April 1, the bill is only \$247.50. MOTION – to accept and pay this right away made and seconded, motion unanimous and carried.
- F. No movement for a non-public session
- G. Director’s Reports
  - a. Meriden Library
    - i. Discussion on Mary’s meeting with Pam – training at Howe.
  - b. Philip Read Memorial Library
    - i. Issues with computers, Des going to find a bigger router. Discussion on network plan for PRML, including downstairs – Yes there was a broad plan put into place at the original building of addition.
    - ii. Questions on the missing bill for 2011 for Pierce Plumbing – for Furnace Cleaning, perhaps encumbered? Nancy N. and Mark searched all records and files for last 2 years, no mention of this bill. Approx. \$300 - \$400 for cleaning.



- iii. Nancy L. called Architect and had discussion about doors, which way to swing, what is approved for fire doors. Some doors can be switched around. Building Committee Mtg. on Thursday, March 14, all should be decided then.
- iv. David Grobe has painting bid. Discussion on what to be painted.

**MOTION – made and seconded to accept Director’s reports. The motion was unanimous and carried.**

**H. Treasurer’s Report**

- a. Mark requested \$9,500. For the first portion of the year for both Libraries, monies to be deposited into PRML’s account and then ML’s portion to be moved over to that account. Discussion on Director’s forward spending movement on budget, go as directed by budget. Nancy N. asked Mark if he had sent projected schedule to Town yet, Mark replied that he has it worked up and will do so after Town Meeting.
- b. More discussion Credit Cards for Directors. Mary shared information on Amazon cards and other Rewards cards – NOTE - Would like to hear from both Directors on this issue for next meeting.

**MOTION – made and seconded to accept Treasurer’s Report. The motion was unanimous and carried.**

**I. Policies ;**

- a. Meeting Room Policy –

**MOTION – Made and seconded to accept Meeting Room Policy, Vote made, Nancy L. to abstain, motion passes. All signed, Mark to take to Kara and get signature and then to go to the Libraries to be filed.**

**J. Town Meeting;**

- a. Mark passed around 2 pages of discussion points for Town Meeting. Discussion; swap mention of Attorney General letter to top of page of “Meriden Library Prior Funds Return”, reword (non-tax \$\$) to funded thru private donations on “2013 Library System Budget.” Mark will make changes and then e-mail final to BOT.

**NOTE: Hillary to have copies of Mark’s letter to Town with return check, Attorney General’s letter and 2 pages of Mark’s bullet points at the Town Meeting on Saturday.**

**Discussion on next meeting - Nancy L. out till April 18.**

**Next Regular Meetings: Wednesday; March 27, 2013; PRML; 7:00pm (Anita to check with Suzanne)**

**MOTION to Adjourn – made and seconded. The motion was unanimous and carried.**

**Adjournment at 9:30pm**

**Attachments;**

- 1) Director Reports Meriden (3)
- 2) Director Reports (3)
- 3) Treasurer Report (2)
- 4) Meeting Room Policy

**hs**

## Board of Trustees

### Plainfield Public Libraries

March 4, 2013; 7:15pm

Both Libraries featured; Philip Read Memorial Library

**Approved March 11, 2013**

Attending: Anita Brown, Kara Toms, Mark Pensgen, Nancy Liston, Hillary Sundell, Nancy Norwalk (Philip Read Memorial Director), Mary King (Meriden Library Director)

Members of the Public: Dennis Girouard

Call to Order – 7:23pm

- A. Roll Call, approval of agenda
- B. Approval of previous minutes – February 25, 2013 with changes highlighted noted for future reviews. MOTION – It was moved and seconded that the minutes be approved as amended. The Motion was unanimous and carried.
- C. Donations – to be moved till next weeks' meeting
- D. Non-public session announcement: RSA 91-A:3 II (c) • *matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or the tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.*  
Treasurer' and Director's reports to be moved to next week's meeting.
- E. Human Resources;
  - a. Mark spoke with Michelle, and he has form for salary change. Discussion on whether to have two trustees sign, yes and then to go to town and then backdate said payment for those employees involved.

MOTION – It was moved and seconded that two members of the Board of Trustees sign and the employee sign on any salary letter and change. The motion was unanimous and carried.

- b. Discussion on vacation policy, suggest a 30 day notice,  
Also suggested to review and place existing policy in minutes –

**6 BENEFITS**

**6.1 Paid Leave Time**

**6.1.1 Holidays**

The following holidays are recognized as paid holidays according to the Town of Plainfield Policy:

New Year's Day	Martin Luther King, Jr. Civil Rights Day
President's Day	Memorial Day
Independence Day (July 4 <sup>th</sup> )	Labor Day
Columbus Day	Veteran's Day
Thanksgiving Day	Christmas Day

Library employees receive paid holidays after completion of the Introductory Period. *This benefit is available to full-time employees and to part-time employees on a pro-rata basis.*

If the holiday falls on Sunday, the subsequent Monday is observed as a "paid holiday."

Some town/state/federal holidays may be scheduled as regular workdays at the library. The Library Director will coordinate this schedule with the LBOT and establish appropriate staffing. Employees who work holidays will be paid for their hours at their regular rate of pay in addition to being paid holiday pay.

If a library-paid holiday falls during a scheduled vacation period, it does not count as a vacation day.

**6.1.2 Religious Holidays**

Employees may take time off to observe religious holidays if the Library Director and/or the LBOT are notified in advance. Employees may use a vacation or personal day or may take time without pay.

**6.2 Vacation**

**6.2.1 Days Earned**

Years Completed	Hourly Days	Salary Days	(Hours)	Monthly Accumulation
0 – 1 year	5 Annually	5 Annually	35 Annually	2.92 hours
2- 4 years	10 Annually	10 Annually	70 Annually	5.83 hours
5+ years	15 Annually	15 Annually	105 Annually	8.75 hours

*This benefit is available to full-time employees and to part-time employees on a pro-rata basis.*

**6.2.2 Accumulation**

Vacation days shall be earned according to the above schedule. Only those days earned may be utilized. Days earned calculation begins with first day of employment.

**6.2.3 Scheduling Vacation**

Vacation should be scheduled with the Library Director. If a scheduling conflict should arise, work record and length of employment with the library shall be deciding factors. The Director's vacation should be scheduled with the LBOT.

MOTION – It was moved and seconded to table this discussion on vacation policy for now. The Motion was unanimous and carried.

- c. Discussion on procedure of performance review for the Director's.
- F. Policies
  - a. Meeting Room Policy – discussion on fees, pets and kinds of groups. Final due on Monday, March 11, 2013
  - b. Further discussion on "Retreat" – Kara checked with school's retreat's, still has to be a public meeting, but it can be an all-day event – So Las Vegas is out.
- G. Discussion on Presentation to Town at Annual Meeting.
  - a. Nancy L. asked Dennis, if he had looked at the budget, yes he had and suggested we keep our responses simple and to the point. Mark said that he could paraphrase the 4 years that were at issue.
  - b. Mark & Hillary to put together a bullet list for a flyer or handout – possible power point?

H. Other Business;

- a. Vision of the Future of Plainfield Libraries to be scheduled for next meeting.
- I. 8:59pm – MOTION Made by Nancy L. and seconded by Kara to go into non-public session per RSA 91-A:3 II (c) • *matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or the tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.*

The vote was as follows; Anita – Yes, Kara – Yes, Mark – Yes, Nancy L. – Yes, Hillary – Yes  
The MOTION was unanimous and carried.

Nancy N. left the room

MOTION – It was moved and seconded to return from non-public session per RSA 91-A3: II. The vote was as follows; Anita – Yes, Kara – Yes, Mark – Yes, Nancy L. – Yes, Hillary – Yes  
The MOTION was unanimous and carried.

MOTION – to seal non-public minutes per RSA 91-A:3 III – *Minutes of meetings in non-public session shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the public body itself, or render the proposed action ineffective....*

The Vote was as follows; Anita – No, Kara – Yes, Mark – Yes, Nancy – Yes, Hillary – No. The Motion was 2/3 to pass and carried.

MOTION – Moved and seconded to adjourn, the motion was unanimous and carried.

Adjournment at 10:26pm

Next Regular Meetings: March 11, 2013; 7:00pm; ML – Full Board  
Hs

BOARD OF TRUSTEES  
PLAINFIELD PUBLIC LIBRARIES  
January 16, 2013; 7:30 pm  
Featured Library: Philip Read Memorial

Approved 2/25/2013

Attending: Anita Brown, Kara Toms, Mark Pensgen, Nancy Liston, Hillary Sundell, Nancy Norwalk (Director of Philip Read Memorial Library)

Members of the public: Dennis Girouard

1. Call to Order – 7:38pm
  - a. Roll Call, introduction of guests, approval of Agenda
  - b. No Correspondence
  - c. No public comments
  - d. No non-public session announcement
2. Reports for PRML
  - a. Director's Report
    - i. Discussion on new books being automated when they come in. Nancy N. discussed the glitch in the program which made finding some books listed difficult, and it is being fixed.
    - ii. Discussion on concern in decline in weeding numbers; numbers will be different month to month, also 1<sup>st</sup> figure was accumulation of year to date. Dennis asked if there was a goal of number of books to be weeded out of collection; answer is 5,000, (amount to vary because of local authors and that the estimate of total collection is over actual).
  - b. Finance Report
    - i. Change on page 3, encumbered funds – due to Nancy N. to be reimbursed for Petty cash. Discussion on possible credit cards for the Directors to expedite small expenditures by directors without waiting for reimbursement.
    - ii. Discussion on potential return of Funds to Town; rollover to next year's appropriation to decrease by this year's overage – currently approx. \$1,000. Questions on why we can't add in items taken out in November – explanation on buffer with cost of fluctuating oil and electrical costs.
    - iii. Action Item – Letter to Town.

MOTION – It was moved and seconded to offset next year's unexpended budget for public funds (approximately \$1,000). The Motion was voted and passed, with Nancy L. abstaining from vote.

MOTION – It was moved and seconded to accept both reports, the motion was unanimous and carried.

3. Philip Read Memorial Library: Detailed Discussion
  - a. No donations
  - b. Energy Committee met January 14, 2013. Discussion on Audit – Lights to change. Allen Ferguson to contact NH & PSNH.

- c. David Grobe did most of repairs on Southside exit.
  - d. Mark asked if electric bill was higher than usual, Nancy N. felt not however, possible extra electric from construction use of power tools in basement.
  - e. Programs going well; future stonewall program for adults, movie nights, music story time a success and book authors' visits.
  - f. Questions on Card Catalog being still maintained; card catalog is maintained until automated system is running. Nancy N. replied that the two systems need to run concurrently for a while.
4. Old Business
- a. Basement Update
    - i. There is blocking holding up drywall, electric all done.
5. New Business
- a. Nancy N. took a webinar about Core Curriculum taught in schools.
  - b. Discussion on revisiting unused vacation time being used up by year's end or carried over –

NOTE: Put on February Agenda

Schedule vacation time so that Trustees can track it and then we would have advanced knowledge, and not run into this problem.

MOTION – Moved and seconded to adjourn, the motion was unanimous and carried.

Adjournment at 9:02pm

Next Regular Meeting:

February 11, 2013; 7pm; PES

Library specific meetings:

March 4, 2013; 7:15pm; PRML

March 11, 2013; 7:00pm; Meriden/PES ?

Attachments:

Director's Report (3)

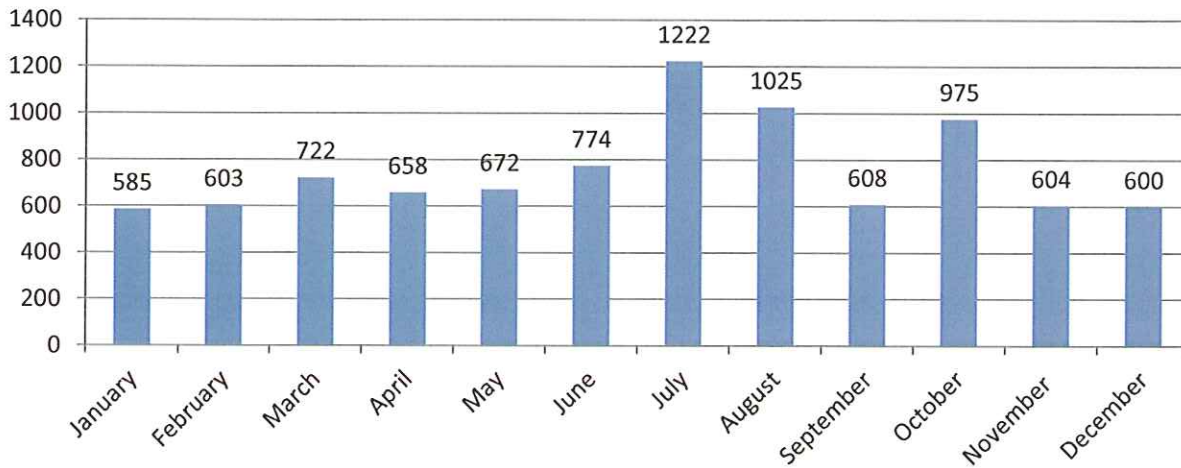
Treasurer's Report (1)

hs

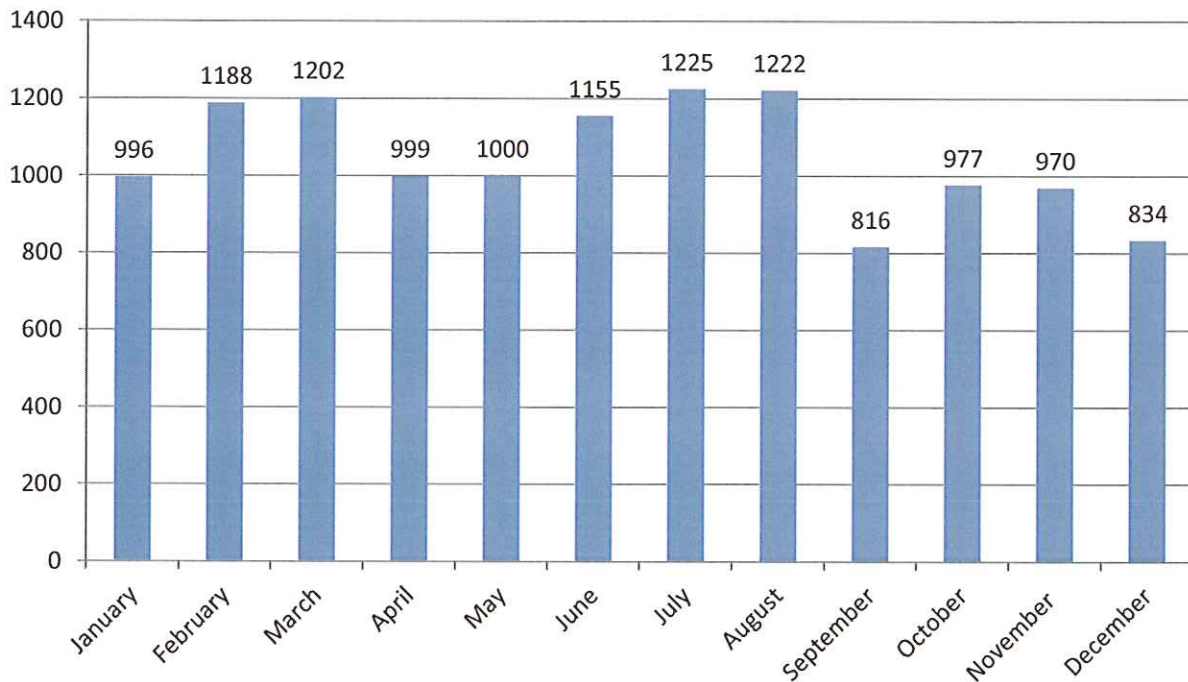
**DIRECTOR'S REPORT**  
**PHILIP READ MEMORIAL LIBRARY**  
**January 2013**  
**Activities and Statistics for December 2012**

1. Programming: December was a little quieter as always during the holidays. Story Time and Photos with Santa was very popular and successful. Plainfield does have a great Santa. Movie night was well attended, considering the weather was bad. Upcoming January programs are another Movie Night, Author Reading with Sarah Taylor; and a multi-media story hour. (Breakdown of specific attendance will start with the new year-January statistics.)
2. Community Christmas Celebration: I was asked to read a story at the Community Christmas Celebration, which I did. This resurrection of a community celebration (after 20 years) was quite well-attended.
3. Automation: The volunteers have been putting in a lot of time and making good progress. Patron cards are being handed out. One new volunteer is being trained.
4. Staffing: The Stalkers are going to Florida for the whole month of February. Suellen will be working most of Ruth's hours, with Shirley filling in a few Wednesday mornings.
5. ADA Study Committee: Jillian Shedd of the Governor's Commission on Disability, and the Study Committee toured the library as part of the group's second meeting. These meetings and information have been very helpful to PRML, in keeping aware of new regulations and regulations we were not aware of.
6. Webpage-calendar: Mike Sutherland has trained me and the staff on updating the community calendar, so we will be helping to maintain it.

## Philip Read Memorial Library 2012 Patron Visits



## Philip Read Memorial Library 2012 Circulation





### Patron Visits

	January	February	March	April	May	June	July	August	September	October	November	December	Totals to Date
All	585	603	722	658	672	774	1222	1025	608	975	604	600	9048
<b>Circulation</b>													
Adult													
Fiction	217	265	271	208	276	260	232	223	183	235	255	252	2877
Non-Fiction	65	76	56	42	64	77	70	63	57	49	43	47	709
Audio	39	40	33	24	40	31	37	33	24	36	35	35	407
Movies	176	219	169	161	134	234	172	159	139	167	113	130	1973
Children													0
Print	298	360	406	345	255	302	386	439	229	259	283	161	3723
Movies	53	53	61	63	61	80	107	106	50	57	56	26	773
Audio	3	8	19	8	10	11	22	24	16	11	3	4	139
Magazines	128	144	149	127	136	134	157	152	89	132	164	156	1668
Other	3	4	5	1	6	3	8	7	6	4	5	1	53
ILL													0
Downloadable audio & E-books 1/2 of yr. total	14	19	33	20	18	23	34	16	23	27	13	22	262
													441
<b>Totals</b>	996	1188	1202	999	1000	1155	1225	1222	816	977	970	834	13025
ILL Borrowed	17	28	36	49	47	44	16	27	23	26	21	17	351
Computer Users	75	74	81	86	79	123	122	115	83	137	88	76	1139
Automation items added							to date	663	414	355	1324	770	3526
Automation Vol. Hrs.							to date	55	18	36.75	40.75	50.85	201.6
Items Weeded							to date		368	403	97	75	943
<b>Programs</b>													
Children's Programs										4	4	5	
Attendance										112	19	88	
Adult Programs										5	2	0	
Attendance										44	31	0	

## Philip Read Memorial Library Treasurer's Report January through December 2012

	Jan - Dec 12	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Encumbered Funds 2011	2,404.38	3,194.05	-789.67
Town Appropriation			
Appropriation-Operations	30,304.83	30,330.00	-25.17
Appropriation-Salary	33,772.62	33,749.00	23.62
FICA	2,583.55	2,582.00	1.55
<b>Total Town Appropriation</b>	<b>66,661.00</b>	<b>66,661.00</b>	<b>0.00</b>
Trust Fund Income	2,400.00	2,400.00	0.00
Fines	572.39	100.00	472.39
Gifts	160.00	50.00	110.00
Grants	1,550.00	700.00	850.00
Misc Income	62.47	300.00	-237.53
<b>Total Income</b>	<b>73,810.24</b>	<b>73,405.05</b>	<b>405.19</b>
<b>Expense</b>			
Encumbered Funds	0.00	3,194.05	-3,194.05
Payroll			
Salaries	33,772.62	34,749.00	-976.38
FICA	2,583.55	2,624.00	-40.45
<b>Total Payroll</b>	<b>36,356.17</b>	<b>37,373.00</b>	<b>-1,016.83</b>
Library Materials			
Books and Magazines	7,406.06	8,000.00	-593.94
Audio Visual Materials	1,241.87	1,200.00	41.87
<b>Total Library Materials</b>	<b>8,647.93</b>	<b>9,200.00</b>	<b>-552.07</b>
Catalog Services/Automation	1,440.55	1,500.00	-59.45
Supplies	1,397.49	1,500.00	-102.51
Postage	235.72	250.00	-14.28
Programs	633.87	600.00	33.87
Professional Activities	431.15	450.00	-18.85
Oil	5,612.85	7,500.00	-1,887.15
Electricity	2,715.10	3,400.00	-684.90
Telephone	1,171.57	1,080.00	91.57
Water	194.90	300.00	-105.10
Maintenance			
Maintenance-General Expenses	3,511.07	3,000.00	511.07
Elevator	1,536.62	1,700.00	-163.38
Maintenance - Other	0.00		
<b>Total Maintenance</b>	<b>5,047.69</b>	<b>4,700.00</b>	<b>347.69</b>
Furnishings and Equipment	308.45	500.00	-191.55
Computer Hardware and Software	991.97	1,000.00	-8.03
Miscellaneous Expense			
Grants	0.00	700.00	-700.00
Miscellaneous Expense - Other	17.00	200.00	-183.00
<b>Total Miscellaneous Expense</b>	<b>17.00</b>	<b>900.00</b>	<b>-883.00</b>
<b>Total Expense</b>	<b>65,202.41</b>	<b>73,447.05</b>	<b>-8,244.64</b>
<b>Net Ordinary Income</b>	<b>8,607.83</b>	<b>-42.00</b>	<b>8,649.83</b>
<b>Other Income/Expense</b>			
Other Income			
Building Fund Gifts	33,121.14		
<b>Total Other Income</b>	<b>33,121.14</b>		

*Sub - ...*      *...*

**Encumbered Items-PRML**

Pierce Plumbing	\$	251.46
Baker and Taylor	\$	14.41
Irving Oil	\$	512.72
NH State Library	\$	358.51
Nancy Norwalk	\$	377.28
Computers (Mark Pensgen)	\$	929.98
Bernadina Webber	\$	39.22
<b>Total</b>	<b>\$</b>	<b>2,483.58</b>

**Public Funds - Income vs Expense**

2012 Appropriation	\$	66,661.00
2011 Encumbered	\$	2,404.38
Total Public funds	\$	69,065.38
Total Ordinary Expense Spending	\$	65,202.41
Net Unspent	\$	3,862.97
2012 Encumbered	\$	2,483.58
<b>Potential Return of Funds</b>	<b>\$</b>	<b>1,379.39</b>

**Balances (12/31/2012)**

Mascoma Bank		
Checking	\$	7,981.81
Savings (Fines)	\$	2,045.95
Petty Cash	\$	(299.86)

4:54 PM  
01/16/13  
Accrual Basis

Philip Read Memorial Library  
**Treasurer's Report**  
January through December 2012

	<u>Jan - Dec 12</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Other Expense			
Programs-Grants	355.00		
Automation Expense from Grants	700.00		
Materials from Fine account	899.00		
Building Fund Expense	33,121.15		
Total Other Expense	<u>35,075.15</u>		
Net Other Income	<u>-1,954.01</u>		
Net Income	<u>6,653.82</u>	<u>-42.00</u>	<u>6,695.82</u>

## BOARD OF TRUSTEES

### PLAINFIELD PUBLIC LIBRARIES

January 14, 2013; 7:00pm

Featured Library: Meriden Library – Plainfield Elementary

**Approved 2/25/2013**

Attending: Anita Brown, Kara Toms, Mark Pensgen, Nancy Liston, Hillary Sundell, Mary King (Director of Meriden Library)

Members of the public: Rod Wendt, Dennis Girouard

- A. Call to Order – 7:10pm
- B. Roll Call, introduction of guests, approval of Agenda
- C. Approval of Minutes; December 10, 2012
  - a. MOTION – It was moved and seconded that the minutes be received and approved as submitted. The motion was unanimous and carried.
- D. No Correspondence.
- E. Public Comments:
  - a. Rod Wendt handed around the Interim Report for Meriden Library ADA Study Committee’s findings. (Attachment can be found on [www.plainfieldnh.org/libraries/...](http://www.plainfieldnh.org/libraries/...))
    - i. Discussion on meeting with Jillian Shedd, Accessibility Specialist with the NH Governor’s Commission on Disability, committee members, directors and public.
    - ii. Discussion on handout. What the Law requires and ways to be compliant; either making facilities physically accessible, or offering programs in nearby accessible settings or combination of both.
    - iii. Committees’ four possible early options that might include building a ramp, which would be first step in options “a & b” in report to a possible standalone civic center, option “d”.
    - iv. Rod iterated that the Committee felt that they were nearing the end of the first round of steps for the Charge. Next steps are for the BOT to spearhead finding costs for these options and engaging the Town by surveys, and/or public forums/meetings. Some members of the Committee have begun looking into local talent for cost markers and expertise.
    - v. Discussion on monies possible for survey, warrant article vs. select board granting monies for same. Decided that Anita should find out from Select board on Wednesday’s meeting for the best way to fund the next step on ADA compliance.
  - b. Rod Wendt left meeting at 7:55pm.
  - c. Dennis asked why the BOT meets at the School, when they could meet at the PRML. Answer was that it was fairer to each side, so one side wouldn’t have to do all the driving to the other side.
- F. Non-public session announcement, RSA 91-A:3 II (a) • *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be3 open, in which case the request shall be granted.*
- G. Reports for Meriden Library
  - a. Director’s Report;

Question on acceptance of automated system by elder generation? Answer is that the elders are excited by the change and make up most of the population that comes to the classes on learning the system. Mary is also making herself available at certain hours for one on one education of the new system. Kara asked if that now that Meriden is “Live” is Mary happy with the process in getting there. Mary answered that yes on the whole it worked very well. Further discussion on Automation update. The new Aide “Terry Crane” is working out well and she is very excited about being part of Meriden Library. (Attachment can be found on website)

- b. No facilities Report – ADA Committee Report.
- c. Treasurer’s Report;

Discussion on Overages vs. Underspent. – Electric is over, but Oil is under, due primarily to the new Heat pump that was installed in May 2012. Mark purchased 2 new computers for each Library, coming out in the end with all Public Monies spent, and what needs to be encumbered into next year is charted. (Attachment can be found on website) Town Audit was successful, Mark signed a letter on behalf of the BOT for the Auditors.

MOTION – It was moved and seconded that the reports be received and approved as submitted. The motion was unanimous and carried.

H. Donations;

- a. Donations were received on behalf of the Jessie English Memorial for \$270.00, and an annual donation was received from Barb Wendt for \$1,000. (They were not earmarked for anything in particular?)

MOTION – It was moved and seconded that the donations of \$1270.00 be accepted. The motion was unanimous and carried.

I. New Business/Announcements;

- a. Kara asked if Mary needed any help or assistance, Mary replied, No, Thank you, but it is difficult with the ADA constraints at the moment, trying to plan programs and waiting on decisions. Mary also wanted to remind us that there was a Tea for Anna Mae on January 27 at 2:00pm at Meriden Library. It was also suggested that a mention be made at the Town Meeting highlighting Anna Mae’s long term contribution to the Library.

- b. Question on Circulation Desk – Answer is waiting for budget final before moving forward.

J. ADA Compliance and Future of Plainfield Libraries ;

- a. Discussion on “Mission Statement”.
- b. Kara- thoughts on each Library specializing, so as not to duplicate programs.
- c. TO DO – for Trustees; Develop discussion points on above for February meeting.

- K. 9:30pm – Go into non-public session per , RSA 91-A:3 II (a) • *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.*

The vote was as follows; Anita – yes, Kara – yes, Mark – yes, Nancy L. – yes, Hillary – yes. The MOTION was unanimous and carried.

MOTION – It was moved and seconded to return from non-public session per RSA 91-A:3 II. The motion was unanimous and carried.

L. Further Discussion;

- a. Hillary mentioned that Mike Sutherland suggested that we didn’t need to have all of the attachments in with minutes, but that we could make them available elsewhere on the webpage.
- b. Nancy I. asked why we couldn’t in the future have conjoined meetings, since we are all one system, and by having separate meetings on separate sides of town we are still dividing the Town.

- c. Mark brought up the need for discussion on the future plans for PRML basement, and how that effects all of our future decisions in regards to ADA and Long Range planning for the next 5 yrs., 10 yrs. etc. Place on February mtg. Agenda?

MOTION- Moved and seconded to adjourn, the motion was unanimous and carried.

Adjournment at 11:15pm

Library specific meetings:

January 16, 2013; PRML; 7:00pm

Next Regular Meeting:

February 11, 2013; 7pm

Attachments located on website: [www.plainfieldnh.org/Libraries](http://www.plainfieldnh.org/Libraries)

- (1) Interim Report • Meriden Library ADA Study Committee
- (2) Meriden Director Reports (3)
- (3) Treasurer's Report (2)
- (4) Letter from BOT to Stephen Halleran & Select board Town of Plainfield

HS