

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

DRAFT

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. 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. Comments on electric bill being higher than usual. Possible extra electric from construction use of power tools in basement.
 - e. Programs going well; including stonewall program for adults, movie nights, music story time a success and book authors' visits.
 - f. Questions on Card Catalog being still maintained; 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)

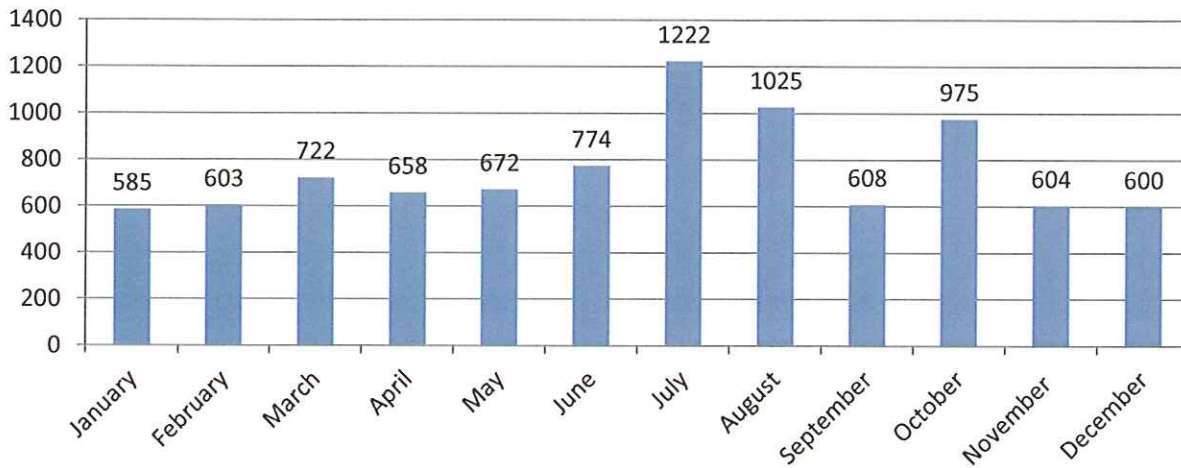
Treasurer's Report (1)

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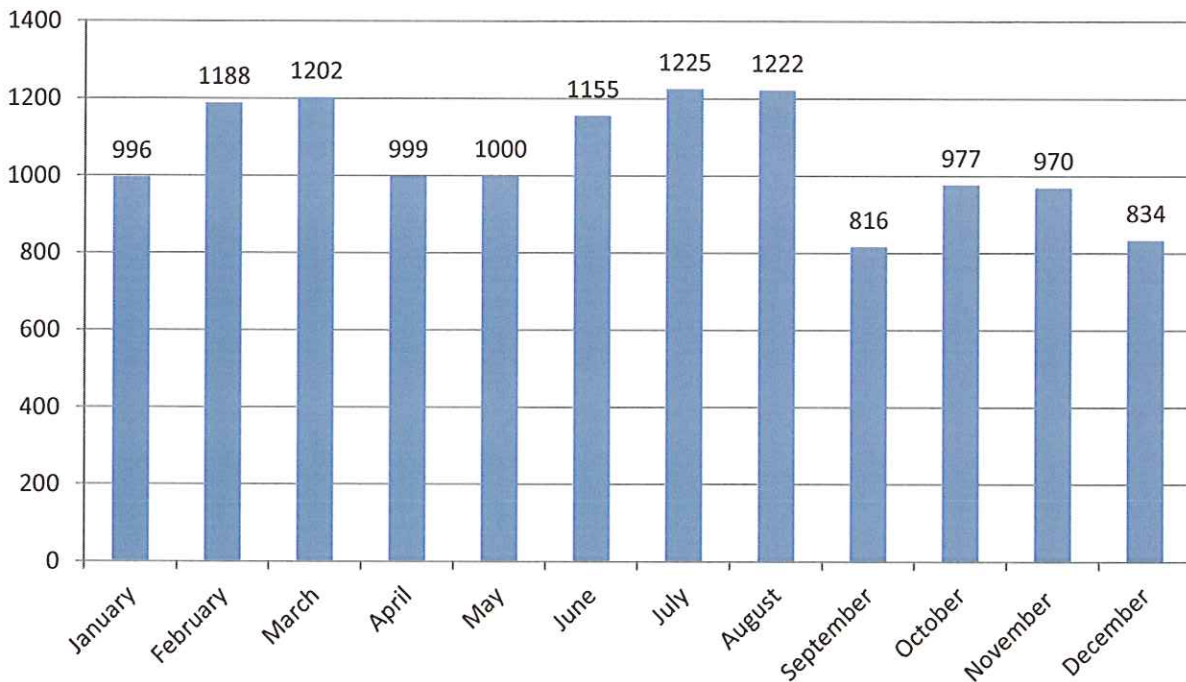
DIRECTOR'S REPORT
PHILIP READ MEMORIAL LIBRARY
January 2013
Activities and Statistics for December 2012

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
Circulation													
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
Totals	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
Programs													
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
Ordinary Income/Expense			
Income			
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
Total Town Appropriation	66,661.00	66,661.00	0.00
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
Total Income	73,810.24	73,405.05	405.19
Expense			
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
Total Payroll	36,356.17	37,373.00	-1,016.83
Library Materials			
Books and Magazines	7,406.06	8,000.00	-593.94
Audio Visual Materials	1,241.87	1,200.00	41.87
Total Library Materials	8,647.93	9,200.00	-552.07
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		
Total Maintenance	5,047.69	4,700.00	347.69
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
Total Miscellaneous Expense	17.00	900.00	-883.00
Total Expense	65,202.41	73,447.05	-8,244.64
Net Ordinary Income	8,607.83	-42.00	8,649.83
Other Income/Expense			
Other Income			
Building Fund Gifts	33,121.14		
Total Other Income	33,121.14		

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
Total	\$	2,483.58

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
Potential Return of Funds	\$	1,379.39

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>