

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 8 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, 2nd 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.

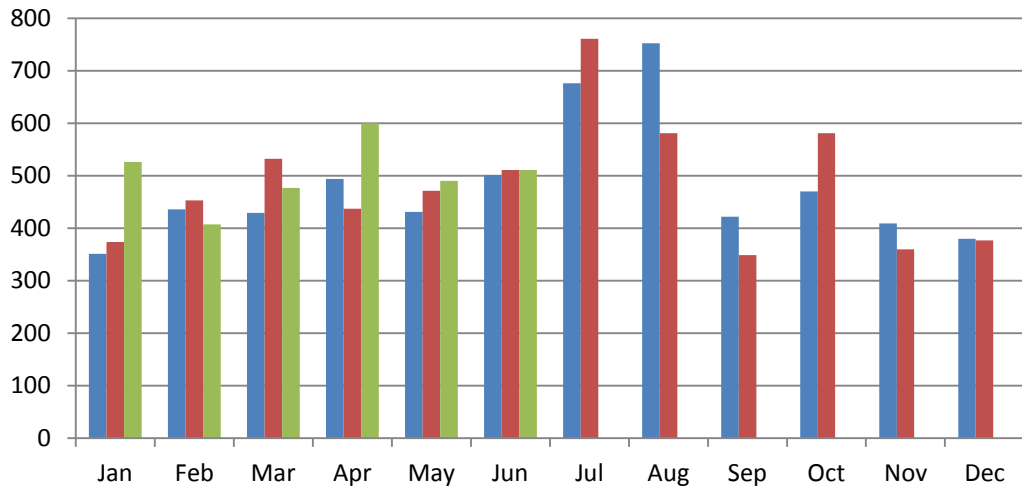
An OPAC computer was set up in the children's room so that patrons and staff have easy access to the catalog.

Facility

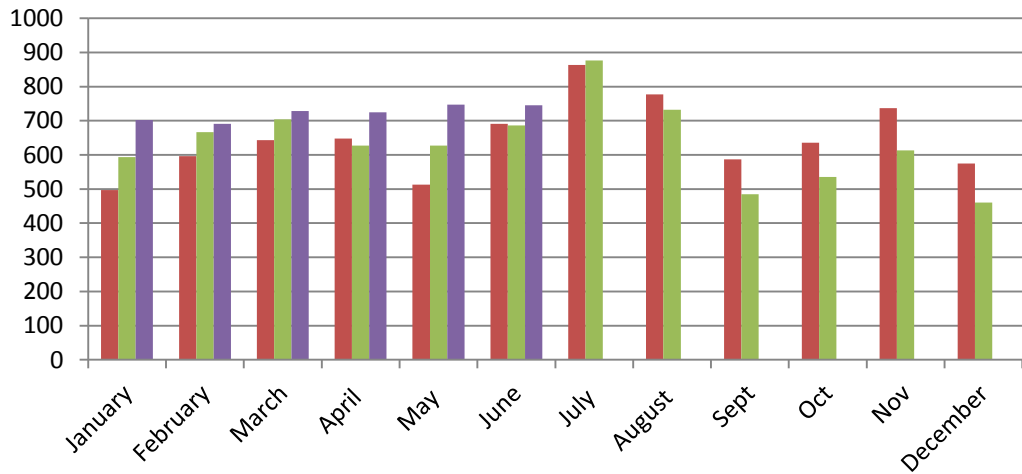
The Friends of the Meriden Library donated four outdoor chairs for seating around our garden.

Meriden Library
2010 - 2012

Visits



Circulation



	Visits												Total
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	December	Total
Patron Visits													
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
Total	526	407	477	600	490	511	0	0	0	0	0	0	3011

	Circulation												Total
	January	February	March	April	May	June	July	August	Sept	October	November	December	Total
Adults													
Fiction													0
Non-Fiction													
Children													
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
Total	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

	Programs												Total
	January	February	March	April	May	June	July	August	Sept	October	November	December	Total
Story Time/Play G	3	2	4	4	4	4							21
Child	10	3	11	17	16	15							72
Adult	5	2	8	9	10	8							42
Book Groups		1											
Tuesday	6	6		4	4	4							24
M/D	10			7									17
Special Programs	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
Genealogy	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
Ordinary Income/Expense				
Income				
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%
Total Interest Income	10.02	10.00	0.02	100.2%
Misc Income	36.00	300.00	-264.00	12.0%
Total Income	21,311.27	48,028.00	-26,716.73	44.4%
Expense				
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%
Total Library Materials	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%
Total Expense	19,836.75	48,028.01	-28,191.26	41.3%
Net Ordinary Income	1,474.52	-0.01	1,474.53	-14,745,200.0%
Net Income	-7,631.46	-0.01	-7,631.45	76,314,600.0%