

PLAINFIELD PUBLIC LIBRARIES Trustees Report

The library board of trustees has had a busy 2016!

For the first time, our two libraries have a single director. After a town listening session and interviews with several candidates, the board voted to offer the position to Mary King, former director of the Meriden Library who also served as the system administrator for the online catalog at both libraries. The board is thrilled that she accepted the position to oversee the staff and facilities at both libraries. The board had already worked to create uniform base pay rates on both sides of town and annual evaluations. Now we can have more uniform policies and service and more efficient use of monies for books, magazines, and movies. In order to fulfill the board's commitment to have two employees on duty at each library during regular hours, the board also approved hires of several new circulation aides and library assistants who have been working on both sides of town.

The single board allowed both libraries to be integrated and as of 2015 fully automated with the Evergreen online catalog, which the board receives for a relatively small maintenance fee as part of a collaboration with Hanover's Howe Library. It has already saved library staff time by providing more accurate circulation statistics and real-time data, and the director has started to use it to identify outdated and uncirculated materials that can be quickly removed from the shelves.

Much has been going on with the library buildings on both sides of town. The board of trustees held several public hearings to request donations and approve contracts to finish the PRML basement. The work was largely finished in October 2016 and it was capped off by a celebration sponsored by the Friends in November in which the new special collections room was dedicated to Nancy Norwalk.

We are thankful to have the Town facilities Manager Brad Atwater advising the board on building projects to help us make better decisions more quickly. He will also help the board and the director with semi-annual inspections to prioritize maintenance projects for both library buildings.

The board initiated many new policies in 2016, including those that address ADA accessibility, exhibitors, public and nonpublic meetings, the use of volunteers, and a Code of Ethics for both Trustees and staff. Plans are underway to update the personnel manual as well as the bylaws in 2017. The board is also working on a Memorandum of Understanding with both Friends groups to ensure better communication and cooperation between the groups. An MOU with the Meriden Friends was signed in 2015, and an updated MOU to be signed by both Friends groups is anticipated for 2017. The board thanks Nancy Norwalk for her 40 years of service to the Philip Read Memorial Library as director and associate director. We thank the staff at both libraries for their hard work.

Two library friends groups and countless passionate and dedicated volunteers and patrons continue to make both of Plainfield's libraries true gems. We thank the town for its

support of both libraries and our work, and we look forward to another year of accomplishment on the town's behalf.

Library.trustees@plainfieldnh.org

Emily Sands, Chair

Town of Plainfield Library System Proposed Budget

Income	2016	2016	2017
Town Appropriation	\$130,954	\$128,307	\$141,425
Town Approp - FICA	\$6,382	\$5,714	\$6,841
Trust Funds	\$2,700	\$2,790	\$2,700
Gifts	\$0	\$2,195	\$1,000
Book Fines/Copier	\$0	\$607	
Book			
Sales	\$0	\$50	
Private/Grant Funding	\$0		
Interest Income			
Interest -			
Savings	\$0	\$1	\$0
Interest			
Checking	\$0	\$64	\$0
Total Interest Income	\$10	\$65	\$50
Misc Income	\$0	\$65	\$0
Total Income	\$140,046	\$139,794	\$152,017
Expense			
Salaries	\$83,428	\$74,700	\$95,833
FICA	\$6,382	\$5,714	\$6,841
Sick Pay	\$600		\$600
Library Materials	\$17,200	\$16,574	\$17,200
Legal Expense		\$4,842	
Telephone	\$1,740	\$2,112	\$1,840
Electricity	\$4,700	\$4,413	\$5,000
Fuel	\$5,746	\$5,526	\$5,152
Water/Sewer	\$800	\$695	\$800
Supplies	\$2,300	\$2,030	\$2,300
Postage	\$500	\$286	\$300
Professional Activities	\$1,300	\$1,089	\$800
Programs	\$1,000	\$1,097	\$1,000
Furniture/Equipment	\$1,050	\$1,342	\$800
Elevator	\$1,700	\$1,461	\$1,700
Maintenance	\$5,150	\$6,003	\$5,400
Automation/Cataloging	\$2,000	\$2,000	\$2,000
Trustee Expenses	\$650	\$410	\$650
Computer/Software	\$3,600	\$4,309	\$3,600

Misc Expense	\$200	\$247	\$200
Total Expense	\$140,046	\$134,851	\$152,017

Town of Plainfield Library System

Other Income, Expense and Liabilites	2016	2016	2017
Accrued/Encumbered year end expenses		\$5,249	
Income/Transfers			
Bldg fund Gifts	\$45,000	\$33,800	\$6,500
Transfer from Bldg fund-Meriden	\$23,450	\$2,429	\$15,000
Expense			
Building Funds Expense-PRML	\$45,000	\$33,799	\$6,500
Building Funds Expense-Meriden	\$23,450	\$2,429	\$15,000
Fund Balances-Year End			
Philip Read Checking		\$10,166	
Philip Read Fines Account		\$1,718	
Meriden Checking		\$8,147	
Meriden Fines Account		\$1,100	
Meriden Library Association Gift		\$78,399	
Meriden Building Fund			
Savings		\$57,434	
Vanguard Money Market		\$0	
Vanguard Windsor Fund		\$32,843	
CD from Vanguard MM		\$38,212	



PLAINFIELD PUBLIC LIBRARIES

Director's Report

The mission statement of the Plainfield public libraries states that the libraries will “provide access to information and materials to people of all ages in the community in order to meet their recreational, informational, and educational needs. The library staff will satisfy the patron’s need to know and will provide a comfortable atmosphere for community interaction”.

In 2016, our staff worked hard to uphold this mission. In total we served 13,565 patrons who visited the libraries. There are 1,047 registered library users; with 28,811 items circulated in both print and electronic format. We offered 163 programs with total attendance of 2,564.

The libraries hold a collection of approximately 39,700 books, audios, videos and magazines. All of the materials are now included in Evergreen, the online catalog. Volunteer couriers transport library materials allowing patrons to reserve an item at either the Meriden or Philip Read Memorial Library and to choose where to pick it up. Through inter-library loan, items may also be borrowed from other libraries in New Hampshire.

Internet access is provided to patrons on public computers and through wireless connection. Through the New Hampshire Downloadable Book Consortium, audios and e-books can be downloaded either at home or at the library. In 2016, 2,442 audio books and e-books were circulated to patrons of the Plainfield Libraries.

Book groups meet monthly at both libraries. Ongoing programs include a weekly story time for young children, knitting group and game time for adults. Special programs are held throughout the year for both adults and children, which provide opportunities for education, social interaction and recreation.

Volunteers play a large role at the libraries, and they contribute necessary support to the operations of each library. I am grateful to all those that give their time especially Pam & Lee Abrahamson, Pennie Armstrong, Gordon Gillens, Cindy Heath, Shirley Hudson, Sharon Oszajca, Hillary Sundell, Mike Sutherland, Jeanne & Brad Thompson and Barb Wendt.

The Friends of the Meriden Library and the Friends of the Philip Read Memorial Library contribute great amounts of time, energy and resources to support our libraries. In 2016, the Friends of PRML completed the enormous task and longtime dream of funding the completion of the basement space at Philip Read Memorial Library. Both groups work hard to support the mission of the libraries through both advocacy and financial assistance.

And last, but certainly not least, I want to acknowledge the countless hours that our trustee board contributes to provide the governance and guidance for our libraries. It is with their leadership that I direct two significant town of Plainfield resources, the Meriden Library and the Philip Read Memorial Library.

Statistics by Library

	Meriden Library	Philip Read Memorial Library
Total Circulation	10,223	10,588
Total Visits	6,762	6,803
Materials Owned	11,723	27,952
Materials Added	452	443
Materials Removed	266	2,003
Number of Registered Borrowers	469	578
Number of Programs	100	63
Program Attendance	1932	632

Respectfully submitted,
Mary S. King, Director



Parrish at work?

Photo Mary King