

PLAINFIELD LIBRARY SYSTEM TRUSTEE REPORT

This past year has been a great one for our library system. We have made many difficult decisions in the past several years. While uncomfortable at the time, those decisions have made our operations smoother in the long run, and we have been reaping the benefits.

I'd like to thank our director Mary King for work in running the library system. She gets credit for introducing more innovative programming and digital offerings as well as the day-to-day necessities of meeting patrons' basic needs. She oversees a staff of seven and has been able to delegate to them important tasks like the summer reading program.

The board approved a new logo for our library system and created a beautiful new website, half of which was paid for through donations from both Friends groups (The Friends of the Meriden Library and Friends of Philip Read Memorial Library each donated \$1,000 towards the roughly \$4,000 total cost).

This past year the board followed through on its decision to charge our Cornish neighbors the \$40 fee to check out materials. While a small group of Plainfield and Cornish complained, we felt charging less than \$1 per week for this benefit was more than reasonable. About two dozen Cornish residents have opted to pay for library cards, and this income is helping to offset the cost of the Evergreen database which automates circulation. Any resident of any town can continue to enjoy the facilities and programming free of charge.

I'd also like to thank our town Administrator Steve Halleran for his input and guidance in the work of the Meriden Library Building Committee, as well as the members of the committee who have given their time and advice. The committee worked hard all year to come up with a building plan that is flexible, energy efficient, and able to meet the needs of Plainfield residents for the next century. It is now up to voters to decide on the warrant article for the bond, which the board unanimously endorsed at our January meeting.

We thank our town facilities manager Brad Atwater for his guidance both of the building committee as well as helping us find the best solution to maintenance and facility improvements at both libraries.

At our January meeting, the board expressed its great appreciation for the ongoing assistance from former library trustee Emily Sands. She has generously given her valuable time and expertise to the library system, both in day-to-day bookkeeping as well as her broad and deep financial advice. Her assistance has helped keep the board on solid financial footing.

I would like to thank the many people who have volunteered for the library and our fantastic staff. We thank the Friends of the Meriden Library for their formal partnership with the board, as well as all groups that donate and volunteer for the library system.

Plainfield is a town that supports libraries, and our community is the better for it.

Suzanne Spence
Chair Plainfield Board of Library Trustees

Town of Plainfield Library System Proposed Budget

| Income | 2018 Budget | 2018 Actual | 2019 Budget |
|-------------------------|------------------------|------------------------|------------------------|
| Town Appropriation | \$146,267 | \$138,471 | \$149,941 |
| Town Approp - FICA | \$6,960 | \$6,987 | \$7,099 |
| Trust Funds | \$2,700 | \$2,880 | \$2,880 |
| Gifts | \$400 | \$3,327 | \$400 |
| Book Fines / Copier | | \$536 | \$80 |
| Book Sales | | \$0 | \$0 |
| Private / Grant Funding | | \$0 | \$0 |
| Interest | | | |
| Income Savings | | \$1 | \$0 |
| Interst Checking | | \$0 | \$50 |
| Total Interest Income | \$0 | \$1 | \$50 |
| Misc Income | \$0 | \$485 | \$0 |
| Total Income | \$156,377 | \$152,686 | \$160,500 |
| Expense | | | |
| Salaries | \$99,197 | \$91,180 | \$101,181 |
| FICA | \$6,960 | \$6,987 | \$7,099 |
| Sick Pay | \$600 | \$0 | \$600 |
| Library Materials | \$17,200 | \$18,544 | \$17,200 |
| Legal Expense | \$0 | \$885 | \$0 |
| Telephone | \$1,840 | \$1,973 | \$1,840 |
| Electricity | \$5,200 | \$5,448 | \$5,200 |
| Fuel | \$5,800 | \$6,100 | \$7,700 |
| Water/Sewer | \$830 | \$650 | \$830 |
| Supplies | \$2,300 | \$2,105 | \$2,300 |
| Postage | \$300 | \$288 | \$300 |
| Professional Activities | \$800 | \$219 | \$800 |
| Programs | \$1,000 | \$1,488 | \$1,000 |
| Furniture/Equipment | \$800 | \$493 | \$800 |
| Elevator | \$1,700 | \$1,780 | \$1,700 |
| Maintenance | \$5,400 | \$5,834 | \$0 |
| Automation/Cataloging | \$2,000 | \$2,000 | \$2,000 |
| Trustee Expenses | \$650 | \$0 | \$650 |
| Professional Services | \$0 | \$0 | \$1,200 |
| Computer/Software | \$3,600 | \$3,606 | \$2,400 |
| Misc Expense | \$200 | \$1,459 | \$200 |
| Total Expense | \$156,377 | \$151,039 | \$155,000 |

Town of Plainfield Library System

Other Income, Expense and Liabilities

| | |
|--------------------------------------|---------|
| Accrued/Encumbered year end expenses | \$5,550 |
|--------------------------------------|---------|

Income/Transfers

| | | | |
|---------------------------------|----------|----------|-----------|
| Building Fund Gifts | \$2,000 | \$0 | \$0 |
| Transfer from Bldg Fund-Meriden | \$15,000 | \$15,000 | \$215,000 |
| Transfer from Fines Accounts | \$2,000 | \$0 | \$2,000 |
| Gifts from Friends Groups | \$2,000 | \$2,000 | \$0 |

Expense

| | | | |
|-------------------------|----------|----------|-----------|
| Building Funds -PRML | \$2,000 | \$0 | \$2,000 |
| Building Funds -Meriden | \$15,000 | \$15,000 | \$215,000 |
| Web site development | \$4,000 | \$2,000 | \$2,000 |

Fund Balances - Year End

| | |
|------------------------------|----------|
| Mascoma Checking Account | \$25,064 |
| Philip Read Fines Account | \$2,164 |
| Meriden Fines Account | \$1,404 |
| Plainfield Donations Account | \$1,004 |

Meriden Building Fund - Year End

| | |
|-------------------------------------|-----------|
| Meriden Donations Account (Mascoma) | \$211,100 |
| Vanguard Windsor II Fund | \$0 |
| Putnam | \$0 |



Plainfield Public Libraries

MERIDEN LIBRARY &
PHILIP READ MEMORIAL LIBRARY

New Library Department Logo developed in 2018

DIRECTOR'S REPORT

The mission of the Philip Read Memorial Library and the Meriden Library is to provide access to information and materials (both print and non-print) 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.

The work of the staff and trustees of the Plainfield Libraries is to carry out the mission of the Plainfield Public Libraries. To provide residents of Plainfield with an appropriate collection, the libraries maintain an organized inventory of 33,311 books and audio/visual materials; 12,602 are housed at the Meriden Library and 20,709 at the Philip Read Memorial Library. In 2018, 558 items were added to the collection at the Meriden Library, and 569 were added at Philip Read. To keep the collection free of outdated and worn materials 178 items were removed from the Meriden Library, and 3187 were removed from Philip Read Memorial Library.

To meet the continued demand for non-print materials, electronic resources are offered to library users free of charge. Services that were added this year include digital access to the New York Times On-line and the streaming video service, Kanopy. We continue to offer access to e-books and audio books through New Hampshire downloadable books. With the Ancestry and Heritage Quest databases, patrons can explore genealogy and EBSCO Host provides access to periodicals and journals, health information and readers advisory tools.

The Plainfield Public Libraries have 1,245 registered users. There were 11,208 visits to our libraries in 2018, 5723 in Meriden and 5485 in Plainfield. During those visit 21, 803 items were borrowed. Besides borrowing books, DVDs, magazines, and audio books, patrons also attended books groups, used our public computers, watched movies and opera, saw presentations by musicians and a puppeteer, viewed art, played games, learned about tiny houses, and much more.

The Friends organizations from both libraries, the Friends of the Meriden Library and the Friends of the Philip Read Memorial Library, contributed financial resources in 2018 to enhance the libraries.

Our libraries also benefit from the time and efforts of community volunteers. Jeanne and Brad Thompson, and Lee and Pamela Abrahamson gave their time to transport books between the libraries. The very successful “*One Town, One Book* “

reading series was coordinated by Pennie Armstrong, Alice Eberhardt, Susan Russo and Susan Taylor. Huge thanks to all of you!

I want to acknowledge the leadership that is provided by the Trustees of Plainfield Public Libraries. Richard Davidson, Nancy Liston, Suzanne Spencer and Jean Strong dedicated many hours of their time to the governance that continues to improve our libraries.

Respectfully submitted,
Mary S. King Director