

PLAINFIELD LIBRARY SYSTEM TRUSTEE REPORT

While the Library Board of Trustees can look back on 2019 with satisfaction in several important areas of its responsibilities, and with gratitude for the service of members whose terms ended, the salient memory of this year will always be of the sudden passing of our friend and colleague Nancy Liston in September. Nancy had served on the Board for over eight years, providing her colleagues and the library staff with her deep command of library science, including her oversight of The Library of Congress Cold Region Bibliography Project. Her vigor and expertise were matchless. In Nancy's memory The Friends of Philip Read Memorial Library presented to the Board a memorial donation of \$1,500.00, fittingly designated for use in adult educational programs and the Special Collection, areas wherein Nancy made invaluable contributions. The February 2019 Board meeting marked the conclusion of distinguished terms of service by Suzanne Spencer and Jean Strong, along with much appreciated service of Richard Atkinson, who had graciously agreed to fill an unexpired term. Thus, in April, the Board took on its continuing responsibilities with three new members aboard, and it is fitting, again, to make record here of how essential to our work were the expertise and leadership of Nancy Liston.

In this context, we also offer a necessary record of gratitude and praise for the leadership and assiduous work of Library Director Mary King, and of her staff. Mary led the process of Policy Review, which includes the requirement to review all library policy every five years. She oversaw the weeding of the collections, completed at PRML in July. In program development the advances are nearly countless; selected examples suggest the range of accomplishment: Story Time, Cribbage, Book Group, 'Tech Time' training for Plainfield residents, school break programs, and the development of a new Plainfield Libraries website. We much appreciate Terri Crane's work on the comprehensive email newsletter.

The Board would also like to record our thanks to Plainfield Facilities Manager Brad Atwater for his ongoing work and attention to the libraries' needs - monitoring of lighting level metrics, painting, installation of ceiling insulation at PRML, the removal of the decayed storage building behind PRML, and countless other necessary projects.

2019 – a year of change on the Board, also a year of continuity: in spring and summer Nancy Liston and Richard Davidson co-chaired meetings. Judy Ptak was elected Secretary, Jennifer Lenz Treasurer, and we record with gratitude the ongoing counsel and assistance of former Board member Emily Sands in financial record keeping and procedure. In November the Board welcomed Rosemary Mills, appointed by the Selectboard to fill the vacancy created by Nancy Liston's passing; Judy Ptak became Vice-Chair and Jeanne Woodward-Poor Board Secretary.

As 2019 ends, the Board may look back with sadness but also with confidence and hope for the future. We continue to be invigorated by the enthusiasm of patrons and staff of both of our libraries. We rejoice in resolution of an issue of authority concerning the use of the storage shed behind PRML. We look forward to the continuing service of our newest member Rosemary Mills, and to welcoming a newly elected member in March of 2020 when Richard Davidson's term concludes.

Finally, the Board, by majority vote, is in support of community efforts to raise the necessary funds to build a new Library facility in Meriden.

Respectfully submitted,
Richard B. Davidson, Chair

Town of Plainfield Library System Proposed Budget

Income	2019 Budget	2019 Actual	2020 Proposed
Town Appropriation	\$149,941	\$144,462	\$153,864
Town Approp - FICA	\$7,099	\$7,273	\$7,241
Trust Funds	\$2,880	\$3,190	\$2,880
Gifts	\$400	\$1,437	\$400
Book Fines / Copier	\$80	\$570	\$80
Book Sales	\$0	\$0	\$0
Private / Grant Funding	\$0	\$0	\$0
Interest Income	\$50	\$1	\$50
Misc Income	\$0	\$0	\$0
Total Income	\$160,450	\$156,934	\$164,515
Expense			
Salaries	\$101,181	\$95,074	\$103,204
FICA	\$7,099	\$7,273	\$7,241
Sick Pay	\$600	\$0	\$600
Library Materials	\$17,200	\$16,483	\$17,200
Legal Expense	\$0	\$255	\$0
Telephone	\$1,840	\$1,986	\$1,840
Electricity	\$5,200	\$6,192	\$5,900
Fuel	\$7,700	\$8,755	\$8,300
Water/Sewer	\$830	\$679	\$830
Supplies	\$2,300	\$2,249	\$2,300
Postage	\$300	\$241	\$300
Professional Development	\$800	\$1,381	\$1,000
Programs	\$1,000	\$2,415	\$1,000
Furniture/Equipment	\$800	\$0	\$800
Elevator	\$1,700	\$2,338	\$2,000
Maintenance	\$5,400	\$5,139	\$5,400
Automation/Cataloging	\$2,000	\$2,060	\$2,100
Trustee Expenses	\$650	\$450	\$650
Professional Services	\$1,200	\$1,400	\$1,200
Computer/Software	\$2,400	\$2,395	\$2,400
Misc Expense	\$200	\$34	\$200
Total Expense	\$160,400	\$156,799	\$164,465

Town of Plainfield Library System

	2019 Budget	2019 Actual	2020 Proposed
Other Income, Expense and Liabilities			
Accrued/Encumbered year end expenses		\$2,467	
Income/Transfers			
Meriden Building Fund - Gifts	\$0	\$200	\$200
Meriden Building Fund - Interest	\$0	\$2,809	\$1,000
Private Donations - PRML	\$0	\$1,680	\$200
Transfer from Building Fund-Meriden	\$15,000	\$0	\$214,000
Transfer from Fines Accounts	\$2,000	\$2,000	\$0
Expense			
Building Funds Expense-Meriden	\$15,000	\$0	\$215,200
PRML expenses from donations account	\$0	\$250	\$1,630
Web site development	\$2,000	\$2,000	\$0
Fund Balances - Year End			
Mascoma Checking Account		\$21,785	
Philip Read Fines Account		\$1,441	
Philip Read Donations Account		\$2,476	
Meriden Fines Account		\$698	
Meriden Building Fund		\$214,119	

DIRECTOR'S REPORT

The mission of our libraries is to provide access to information and materials to people of all ages in the community in order to meet their recreational, informational, and educational needs.

Our work is to uphold our mission for all the people in the town of Plainfield.

To that end, the Plainfield Public Libraries maintain a collection of organized materials that include print books, audiobooks, videos, periodicals, museum passes, and equipment. The work of keeping our collection current is continuous and so, in 2019, 555 items were added at Philip Read Memorial Library, and 518 were added at the Meriden Library. A large project to weed outdated or worn items removed 1,328 items from the collection at Philip Read. 148 items were removed at the Meriden Library.

The shared catalog of our integrated library system, Evergreen, continues to enhance library operations. Each month an average of 90 holds are placed on library materials allowing easy access to items held at either library. Staff members transport items between the libraries so that our patrons may pick up or return materials to their home library.

To meet the need for non-print materials the Plainfield Public Libraries are members of the New Hampshire Downloadable Consortium, which offers downloadable e-book, audiobooks, and magazines. Our patrons downloaded 4,180 digital items in 2019. We also offer, free of charge, streaming video, genealogy databases, access to on-line newspapers, journals, health information, and readers advisory.

In the past year, patrons visited our libraries not only to borrow materials but to use public access computers, participate in book and cookbook groups, attend story time, hear lectures and performances, attend meetings, view local art, gather to play games, and much more. During the summer reading program, *A Universe of Stories*, teens learned to create comics, families saw a magician and a puppeteer, heard about life in Africa, and collaborated on a community art project.

The updated Plainfield Public Libraries website (<https://plainfieldlibraires.org>) was launched in May. The new website allows patrons to see all of the programs and resources that are available at both of our libraries on one site. Other enhancements of the new site include easy access to our online catalog, front page links to featured resources, a calendar of events, and images of a selection of our newest items. The development of the new website was supported by both the Friends of the Meriden Library and the Friends of Philip Read Memorial Library. I encourage you to visit our website to see all that the libraries have to offer.

Both the Friends of the Meriden Library and the Friends of Philip Read Memorial Library support the libraries by funding programs, museum passes, and equipment. Without their sponsorship, we would not be able to host paid performers who bring their many unique talents to the children and adults of Plainfield.

The Trustees of the Plainfield Public Libraries; Richard Davidson, Jennifer Lenz, Rosemary Mills, Judy Ptak, and Jeanne Woodward-Poor provide the leadership and

governance that guide our libraries. They contribute many hours of their time to support me, and our staff members, in providing the best possible library service to the people of Plainfield.

Respectfully submitted,
 Mary S. King Director



Plainfield Public Libraries

MERIDEN LIBRARY &
 PHILIP READ MEMORIAL LIBRARY

2019 By the Numbers

<p style="text-align: center;"><u>Circulation</u> 21,892</p> <p>Meriden 10,928 Philip Read 10,964</p>	<p style="text-align: center;"><u>Visits</u> 11,465</p> <p>Meriden 5,910 Philip Read 5555</p>
<p style="text-align: center;"><u>Registered Patrons</u> 1105</p> <p>Meriden 505 Philip Read 600</p>	<p style="text-align: center;"><u>Items Owned</u> 32,989</p> <p>Meriden 12,963 Philip Read 19,936</p>