

## PLAINFIELD LIBRARY SYSTEM TRUSTEE REPORT

Oh my goodness, what a year 2020 was! We have seen so much turmoil and experienced so much stress this year, but, through it all, our wonderful library staff has worked hard to meet the town's needs. Yes, the libraries did close for a period of time, but they opened back up with curbside pickup and then visits by appointment as soon as our director Mary King felt it was safe to do so. Under Mary's leadership we were able to carry out our mission 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." On behalf of all the Library Trustees, I would like to thank Mary and her staff for all their work this year to maintain our libraries in as safe a manner as possible. Kudos to all of them!

Last year's chair Richard Davidson ended his report with a statement about the majority vote by the trustees "to support community efforts to raise the necessary funds to build a new Library facility in Meriden." As I write this on January 16, the trustees are thrilled and grateful to report that this looks like it has happened; our financial goal is within reach. We are looking forward to an affirmative vote at town meeting to build a new Meriden Library **with no dollars raised by taxation**. Many committees have worked hard for many years, and scores of townspeople have been generous with their time and money to see that this will occur. The work has not always been easy, but it has been worth it.

It is still cold and dark here in New Hampshire, but spring always gets here along with town meeting and seeing neighbors again. This year I especially look forward to seeing you all to thank you for your generous support of this building project. Libraries are for everyone.

Respectfully Submitted,  
Jeanne Woodward, Chair



Plainfield Public Libraries

MERIDEN LIBRARY &  
PHILIP READ MEMORIAL LIBRARY

**Town of Plainfield Library System Proposed Budget**

<b>Income</b>	<b>2020 Budget</b>	<b>2020 Actual</b>	<b>2021 Proposed</b>
Town Appropriation	\$153,864	\$132,151	\$157,726
Town Approp - FICA	\$7,241	\$6,774	\$7,448
Trust Funds	\$2,880	\$3,800	\$3,800
Gifts	\$400	\$6,329	\$3,400
Book Fines / Copier	\$80	\$63	\$80
Book Sales	\$0	\$59	\$0
Private / Grant Funding	\$0	\$3,750	\$0
Interest Income	\$100	\$0	\$100
Misc Income	\$0	\$0	\$0
<b>Total Income</b>	<b>\$164,515</b>	<b>\$152,927</b>	<b>\$172,554</b>
<b>Expense</b>			
Salaries	\$103,204	\$94,094	\$106,346
FICA	\$7,241	\$6,774	\$7,448
Sick Pay	\$600	\$0	\$600
Library Materials	\$17,200	\$17,864	\$17,200
Legal Expense	\$0	\$0	\$0
Telephone	\$1,840	\$2,393	\$2,400
Electricity	\$5,900	\$3,901	\$4,700
Fuel	\$8,300	\$5,425	\$8,300
Water/Sewer	\$830	\$605	\$830
Supplies	\$2,300	\$2,763	\$2,300
Postage	\$300	\$269	\$300
Professional Activities	\$1,000	\$450	\$1,000
Programs	\$1,000	\$7,059	\$4,000
Furniture/Equipment	\$800	\$1,769	\$800
Elevator	\$2,000	\$2,711	\$2,300
Maintenance	\$5,400	\$3,580	\$5,400
Automation/Cataloging	\$2,100	\$2,060	\$2,100
Trustee Expenses	\$650	\$225	\$650
Professional Services	\$1,200	\$545	\$3,200
Computer/Software	\$2,400	\$900	\$2,400
Misc Expense	\$200	\$182	\$200
<b>Total Expense</b>	<b>\$164,465</b>	<b>\$153,342</b>	<b>\$172,474</b>

**Town of Plainfield Library System**

	<b>2020</b>	<b>2020</b>	<b>2021</b>
	<b>Budget</b>	<b>Actual</b>	<b>Proposed</b>
<b>Other Income, Expense and Liabilities</b>			
Accrued/Encumbered year end expenses		\$3,792	
<b>Income/Transfers</b>			
Meriden - Private Moneys	\$200	\$100	\$200
Meriden Building Fund - Interest	\$1,000	\$1,708	\$600
PRML - Private Moneys	\$200	\$1,300	\$200
Transfer from Building Fund - Meriden	\$214,000	\$2,500	\$213,500
Transfer from Fines Accounts	\$1,000	\$0	\$1,000
<b>Expense</b>			
Meriden - Building Funds Expense	\$215,000	\$2,500	\$214,000
PRML - Private Moneys Expense	\$2,726	\$650	\$1,000
<b>Fund Balances - Year End</b>			
Mascoma Checking Account		\$23,189	
Philip Read Fines Account		\$1,505	
Philip Read Donations Account		\$3,126	
Meriden Fines Account		\$698	
Meriden Building Fund		\$213,428	

**DIRECTOR'S REPORT**

Our libraries wrote a new chapter in providing services this year! Before the pandemic was declared in March, who could have imagined closing the libraries to patrons, quarantining books, offering curbside pickup, and conducting virtual programs? Those practices became our new reality and how we successfully managed the libraries for most of 2020.

In the first months of 2020, circulation numbers at both libraries were higher than the previous year and programs and activities for children and adults continued as normal. With funds from the Nancy Liston Memorial Fund given by the Friend of the Philip Read Memorial Library, several special programs were held at Philip Read Memorial Library, including Online Security Basics and instructional classes in Mah Jongg.

For the safety of patrons and staff, and in compliance with the Governor's "Stay at Home" order, the Meriden Library and Philip Read Memorial Library closed to the public on March 17, 2020. To get library materials out to patrons, curbside pickup was coordinated for March 23rd and 24<sup>th</sup>. Almost five hundred items were circulated.

Within days of closing the buildings, we adapted our services and hosted our first virtual program; on March 26 the Philip Read Memorial Library book group held their discussion via Zoom. Our book groups, Storytime and Cookbook Club held regular meetings virtually for the remainder of the year. Special Summer Reading and adult programs were also offered.

One essential service that quickly became apparent was the need for public internet access. The libraries' Wi-Fi connection was set so that the public could access free internet outside the building. When we learned that the connection at Philip Read was performing slowly, new equipment was installed to improve internet access. Our access became a lifeline for many community members who were working from home, learning virtually or connecting with healthcare providers.

During the period March through June, when the libraries were not able to circulate materials, we worked to inform patrons of the many electronic resources available to them. Information and opportunities for training were provided for New Hampshire Downloadable Books, Kanopy, New York Times Digital, ProQuest Ancestry databases, and Tumblebooks. For enhanced access, the digital media service, Hoopla, was added in May and proved to be immensely popular. This added service was possible because of the generous funding from the libraries' Friends groups, the Friends of the Meriden Library and the Friends of Philip Read Memorial Library.

In May, the Plainfield Public Libraries received a CARES grant in the amount of \$3,500. The funds were used for improved digital equipment and resources, programming, along with supplies for community StoryWalks®.

On June 1<sup>st</sup>, the libraries began offering curbside pickup of library materials. Library staff worked hard to process the thousands of items that were returned during the first weeks of June, and to assist patrons to again check out books, periodicals and DVDS.

Even with the doors of the libraries closed, fifty-six children participated in a summer reading program. Again, with the support of the Friends groups, programs and reading incentives were offered. Weekly, children received "take and make" with projects and challenges that supported literacy.

In August, our first StoryWalk® was installed at the Meriden Bird Sanctuary. In times of social distancing, the StoryWalk® allowed us to promote literacy, exercise, and nature for people of all ages. In September, the second walk was installed at the Corey Taber Memorial Park in Plainfield Village. Combined, over two hundred individuals participated in this fun activity.

This year the town libraries received its first award from The Elizabeth Sweet Dunlap Fund. The libraries will receive an annual award to provide programs regarding historical events in New Hampshire or New England. The donor also requests that a Fall Foliage program with food be held for senior citizens of Plainfield. In October, working with Stephanie Schell, the Plainfield Libraries sponsored a senior luncheon at Riverview Farm. Because of the restrictions in place due to COVID-19, Stephanie coordinated a special drive-thru event. We are very grateful for her time and effort.

In reviewing final statistics for 2020, I am proud to report that the libraries completed the year with only a minimal decrease in the number of items circulated. This is incredible since we were closed for a ten-week period. Circulation, as in past years, was predominantly print materials. Electronic resources account for approximately twenty percent of total circulation. Visits were of course down and, given the circumstances of this year, cannot be

compared to previous years. I credit our successful year on how we adapted our services and to the staff who thought outside the box to deliver what patrons wanted the most: books!

It's necessary to end this report by expressing my thanks to the dedicated people who manage the Plainfield Public Libraries. First to the staff who worked cooperatively with the goal of providing the best possible service to our patrons. Special thank must to go to Library Assistant, Terri Crane, who developed the very popular “Masked Reads” program, coordinated “pop-up” outdoor libraries and strengthened our communication with the weekly newsletter. I am grateful to the Library Board of Trustees, Adrienne Cedeno, Jennifer Lenz, Rosemary Mills, Judy Ptak, and Jeanne Woodward-Poor, who devote countless hours of their time to offer the governance necessary to lead our libraries forward. And thanks also go to our Friends groups who offer the financial support to enhance existing resources to make our libraries even better.

Respectfully submitted,  
 Mary S. King Director



**Plainfield Public Libraries**  
 MERIDEN LIBRARY &  
 PHILIP READ MEMORIAL LIBRARY

**2020 By the Numbers**

<p style="text-align: center;"><b><u>Circulation</u></b>                      18,067</p> <p>Meriden 9,933                      Philip Read 8,184</p>	<p style="text-align: center;"><b><u>Visits</u></b>                      3,784</p> <p>Meriden 2,025                      Philip Read 1,759</p>
<p style="text-align: center;"><b><u>Registered Patrons</u></b>                      1077</p> <p>Meriden 517                      Philip Read 560</p>	<p style="text-align: center;"><b><u>Items Owned</u></b>                      32,585</p> <p>Meriden 12,547                      Philip Read 20,038</p>