

TOWN OF NEWBURY



NEWBURY PUBLIC LIBRARY
Tel. (603) 763-5803

NEW HAMPSHIRE
INCORPORATED 1778

P.O. Box 245
NEWBURY 03255

MINUTES OF TRUSTEE MEETING: 1/10/2023

PRESENT:

TRUSTEES

Lynne Touhy

Eric Boyer

Jeanne Palleiko

ALTERNATES

Pat Sherman

Todd Maily in absentia

STAFF

Lea McBain

Librarian's Report

December 2022

Statistics (YTD through Dec):	2021	2022	Difference	Difference 2021-22 (%)
Patrons YTD	9,019	14,160	5,141	57%
Unique Digital Users-Overdrive YTD	146	153	7	5%
Patron Borrowing-Hoopla YTD	59	57	-2	-3%
Checkouts YTD	12968	17350	4382	34%
Audio/E-Book downloads-Overdrive YTD	4203	4505	302	7%
Digital downloads-Hoopla YTD	1190	1354	164	14%
ILL Received	983	1310	327	33%
ILL Lent	474	669	195	41%

	2019	2020	2021	2022
Patron Visits	20267	4943	9019	14160
Checkouts	18975	10123	12968	17352
Items Owned (year end)	16138	16205	16927	17603
Total Cardholders	1608	1651	1710	1806
Library Programs	206	38	65	124
Program Attendance	2581	297	1015	2049
Items Downloaded	3770	5275	5393	5859

Programs:

- Writers:7
- Storyteller Ed Fayle: 49
- NH on Skis: 21
- Book Group: 5
- Painting Ornaments: 7

-
- Winter Break craft for Kids: 3
 - Teen movie night: 6
 - Storytime (5 weeks): 112
 - Afterschool(2 weeks): 9

This year we had 47 adult programs with 607 attendance, and 12 general/all-ages with 378 attendance, and 59 children's programs with 1013 attendance, 6 teen programs with 53 attendances Total programs for the year:124 with 2049 attendance.

Current Business:

- Filing period for Trustees is January 25th-February 3rd.
- The Warrant article and Library Budget were presented at the Monday January 9th Selectboard Meeting.
- The Meet & Greet program for the community is scheduled for Sunday January 22nd at 3pm at the Vets Hall and is for both new residents and anyone interested in finding out more about the community and meeting new people. It is part of the Welcome Bag initiative.
- The Town Report is due to Pam by Friday January 13th.

Collection:

- Added:
- Withdrawn:

Volunteers:

- 6.5 volunteer hours for December

Friends:

- The Friends met on Monday January 9th to set their budget and discuss other business for the year, including fundraising and meeting frequency.

Building:

- The hot water heaters and thermostat have been installed.
- Work on the bathroom ceiling has been completed, but the fixtures for the vents were

broken in the removal- the cost to replace, including parts and labor, could be several hundred. Tim Gove is wondering if we want to invest in new parts or make them functional until expansion (if they will eventually be replaced then).

- Story Time averaged 24 attendees on average, Highest was 32 (not a summer date) Dec date. Usually, the Summer Months are the highest days.
- Patrons Visit up in 2022 to 14,160
- Sunday, Jan 23rd – Meet and greet at the Vets Hall for new neighbors. Groups introduce themselves. Local Groups to meet and give an introduction to themselves.
- Friends met Jan 9th and discussed fundraisers ideas.
- Ceiling vents broken \$200 parts + \$100 labor – Plan to replace

Programs:

MOTION to approve by Lynne, 2nd by Eric to accept to report from the Director. – Vote of Yes, All in Favor Approved

1. Treasure's Report:

2022 NEWBURY PUBLIC LIBRARY TOWN BUDGET

ITEM	2022	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	100.0%	Bal Remain
Salaries	144,761	9,952.05	9,916.85	12,478.45	11,075.46	13,581.29	11,212.83	11,268.76	11,847.72	11,279.00	11,465.17	13,942.12	11,512.83	139,532.53	96.4%	5,228.47
Benefits																
Fica/Medicare	11,074	757.22	754.53	950.47	843.14	1,033.83	854.69	857.97	1,069.78	836.13	830.68	1,020.17	857.53	10,666.14	96.3%	407.86
Health	35,057	2,921.24	2,921.24	2,921.24	2,921.24	5,842.48		2,921.24	2,921.24	2,921.24	2,921.24	2,921.24	2,921.24	35,054.88	100.0%	2.12
Life/Disability	1,000	72.38	67.58	67.58	67.58	145.66		71.08	71.08	71.08	71.08	71.08	71.08	847.26	84.7%	152.74
Retirement	15,283	1,099.76	1,099.76	1,374.70	1,199.36	1,499.20	1,199.36	1,199.36	1,499.20	1,199.36	1,199.36	1,499.20	1,199.36	15,267.98	99.9%	15.02
Dental	1,666	138.71	138.71	138.71	138.71	277.42		138.71	138.71	138.71	138.71	138.71	138.71	1,664.52	99.9%	1.48
Supplies	3,000		456.43	(12.00)	340.28	177.98	107.36	150.87	115.49	22.01	73.24	874.05	236.10	2,541.81	84.7%	458.19
Advertising	400		10.00	1.02	48.25	21.25		18.27	48.50	69.86		64.20	2.25	281.35	70.3%	118.65
Eversource	3,500		799.91	348.37	209.52	281.85	517.50	713.63		1,035.11	301.64	238.97	249.72	4,696.22	134.2%	(1,196.22)
Prof Dues /Ed	2,225	175.00	80.00		180.00				25.00			570.00	35.00	1,535.00	69.0%	690.00
Postage	150	199.00	-			21.75		11.28						232.03	154.7%	(82.03)
Mileage	1,000		-	9.24						43.75	43.75	371.63		468.37	46.8%	531.63
Telephone	600		101.35	50.27	50.27	50.00	49.99	53.50	55.31	55.34	55.34	55.34	108.23	684.94	114.2%	(84.94)
Heat	3,500	360.25	-	1,036.03	366.16	738.28						442.31	384.01	3,327.04	95.1%	172.96
Cleaning	3,500		305.00	240.00	240.00	300.00	240.00	240.00	300.00	240.00		540.00	540.00	3,185.00	91.0%	315.00
Miscellaneous	-		2.57					2.97	29.18			7.31	(9.56)	32.47	0.0%	(32.47)
Childrens programs	1,500		99.54	263.17				155.85	150.06	25.67	30.51	278.53	12.23	1,015.56	67.7%	484.44
Acquisitions	14,000			1,386.04	905.80	1,800.03	609.64	2,201.12	1,273.84	2,256.88	1,176.19	1,687.59	1,454.17	14,751.30	105.4%	(751.30)
Building repair	5,000		1,259.76	160.98	470.50	186.30	414.94	101.99	317.00	611.22	762.00	2,712.18	2,968.07	9,965.54	199.3%	(4,965.54)
Technology	7,300	429.66	558.69	558.69	551.57	586.95	482.70	601.34	469.41	1,618.33	594.76	479.31	622.51	7,553.79	103.5%	(253.79)
TOTALS	254,516	16,105.27	16,571.92	21,972.83	19,607.84	26,889.27	15,689.01	20,707.94	20,331.52	22,423.69	20,233.67	27,468.94	23,304.08	253,305.98	99.5%	1,210.02

UNANTICIPATED INCOME	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD
Jar/Counter	72.35	45.11	121.10	101.30	76.60	36.02	121.00	123.81	75.00	71.64	39.20	101.75	984.88
Coffee	15.65	7.00	1.00	16.00	14.00	1.00	27.75	23.60	5.00	5.00	14.23	8.00	138.23
Donation				350.00	100.00	35.00	90.00	5.00			100.00		680.00
Membership			60.00	60.00	40.00	120.00	20.00	20.00		100.00			420.00
Lost/ damaged book	30.66	26.50		75.30		5.00			6.00		6.00		149.46
Copies	10.00												10.00
Tech Help						90.00							90.00
Trust Fund Interest		1,219.15											1,219.15
Demco - double payment reimb			132.53								(132.53)		-
Grants		200.00				200.00			800.00		(500.00)	300.00	1,000.00
TOTALS	128.66	1,497.76	314.63	602.60	230.60	487.02	258.75	172.41	886.00	176.64	(473.10)	409.75	4,697.26
CD Interest	1.91	1.91	1.72	-	-	-	-	-	-	-	-	-	5.54
TOTAL INCOME INCLUDING CD	130.57	1,499.67	316.35	602.60	230.60	487.02	258.75	172.41	886.00	176.64	(473.10)	409.75	4,697.26

PETTY CASH				34.74	44.74	65.74	65.00	65.00	65.00	65.00	65.00	65.00	65.00
CHECKING BALANCE	11,025.97	12,469.10	17,653.32	14,065.28	14,613.37	15,027.75	15,462.06	14,996.61	14,965.35	15,761.94	15,977.31	15,054.48	
CD BALANCE	5,011.33	5,013.24	-	-	-	-	-	-	-	-	-	-	
To be returned to Town for Grant Received			(3,780.01)										
TOTALS	16,037.30	17,482.34	13,873.31	14,100.00	14,658.11	15,093.49	15,527.06	15,061.61	15,030.35	15,826.94	16,042.31	15,119.48	

2022 NEWBURY PUBLIC LIBRARY TOWN BUDGET

FUNDED BY LIBRARY	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD
Books								9.30					9.30
Holiday Gifts to Staff												75.00	75.00
Transfer to Petty Cash					10.00	21.00	(0.74)						30.26
Not covered by Sharp Grant					145.12								145.12
Sharp Grant Ex	3,780.01			3,780.01									3,780.01
Grants		200.00				200.00			300.00			300.00	1,000.00
TOTAL \$	-	200.00	-	3,780.01	155.12	221.00	(0.74)	9.30	300.00	-	-	375.00	4,664.69

FRIENDS PURCHASES	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD
Paid by Library	157.26	273.36	147.93	709.65	454.20	283.73	1,571.81	242.47	2,802.44	64.20	1,515.00	826.75	9,048.80
Reimbursed by Friends	157.26	421.29	75.00	657.14	715.44	1,507.61	64.20	2,225.16	883.95	1,473.02	351.51		8,531.58
TOTAL \$ OUTSTANDING	157.26	273.36	-	634.65	431.71	-	64.20	242.47	819.75	-	41.98	517.22	517.22

GRANTS HELD BY TOWN	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Outstanding	Grant Total
Sharp Grant (balance from 2021)	3,780.01			(2,394.47)	(1,385.54)								-	3,780.01
Diversity Grant					2,000.00	(1,476.52)	(477.39)	(46.09)					-	2,000.00

TRUST FUNDS, as of Dec 31, 2021	Balance	2021 Income
1954 Jennie J Folsum	3,418.45	41.98
1966 Shirley Powers	1,142.32	14.02
2000 Patricia W. Steinfield *	17,810.99	218.73
2002 White Library Fund *	5,426.00	66.60
2004 Marion Smith Fund	35,761.36	439.26
2006 Perkins Library Fund	35,704.34	438.56
	99,263.46	1,219.15

* Restricted

MOTION to accept the Unanticipated income \$409.75- Lynne motioned, Paul 2nd and a Unanimous Vote of Yes, Approved.

WAIT to MOTION to accept the Treasure's Report- Not motioned, No 2nd and a Not a Unanimous Vote. No Utilities listed yet in December – Need to address in February.

2. Foundation Report Review:

- Selectboard Meeting Jan 9th - All 3 Select Board Members approved the Warrant Article.

Giving Tuesday started slow but ended well.

- Ended at \$5770, higher than last year. Earned Match
- Consider to use the Trust Funds sell to gain \$70K to sell as a potential resource. Jeanne will contact Charitable Trust Unit to determine if allowed.
- Also are we allowed to take \$5000 from Library checking account?

- If possible
 - can we take \$5000 from unanticipated
 - See Jeanne's notes – get numbers for raised funds and available

3. Update for Expansion Project Pricing and Campaign Planning:
 - GOTV – Means of promoting the warrant article
 - Request Liz Tenterelli - letter to Editor regarding how to Vote
 - Eric Boyer to present on voting and how Politics work in NH
 - Project Quote from Patricia
 - Town Meeting/Voting is Meeting March 15th
 - Feb 6th, 6 pm Select Board Warrant Article Public Hearing
 - Feb 9th Thursday Special Meeting for Organizational GOTV 6-7 pm Vet's Hall
 - Pat to ask the town for a 10-minute warrant article parking for accessibility – We work with Dennis, and Pat to approach Dennis regarding the concept.
 - Registered voter list Jeanne is getting
 - Meet and greet for Sunday, January 22nd at 3 pm for new homeowners.
 - Register to Vote day of the election. Trustee and Friends present to meet new residents.
4. Trustees' submissions for the annual report and discussion of Lea's report (which she sent to all of us.) – Lynne to draft the report
5. Annual Library Conference is Tuesday, May 9th
6. Public Comment – no public comment
7. Any new business
8. Next Meeting Vets Hall 5 pm Tuesday, February 7th
9. Tuesday Meetings at 5 pm Schedule at Vets Hall
 - a. March 7th, April 11th, May 9th, June 6th
 - b. February Planning Meeting – TBD
10. Lea asked if she was able to join via Zoom – she will report if possible or if a quorum needed

MOTION to Adjourn Meeting: Eric motioned, 2nd by Jeanne, Vote Unanimous Yes, Approved

The meeting adjourned at 6:26 pm