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

ALTERNATES

STAFF

Lynne Touhy

Pat Sherman

Lea McBain

Eric Boyer

Jeanne Palleiko

Todd Mailly in absentia

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: 21Book Group: 5

• Painting Ornaments: 7

• Winter Break craft for Kids: 3

• Teen movie night: 6

Storytime (5 weeks): 112Afterschool(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- Withdrawn: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 is 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:

ITEM	2022	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	100.0%	Bal Rei
Salaries		9,952.05	9,916.85	12,478.45	11,075.46	13,581.29		11,268.76	11,847.72			13,942.12	11.512.83	139,532.5		5,228
Benefits	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	139,532.5	3 96.4%	5,22
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	10,666,1	4 96.3%	40
Health	35,057	2,921.24	2,921.24	2,921.24	2,921.24	5,842.48	034.03	2,921.24	2,921.24	2,921.24	2,921.24	2,921.24	2,921.24	35,054.8		1 ~
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	847.2		15
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	15,267.9		1 7
Dental	1,666	138.71	138.71	138.71	138.71	277.42	1,100.00	138.71	138.71	138.71	138.71	138.71	138.71	1,664.5		1 '
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	2,541.8		45
Advertising	400		10.00	1.02	48.25	21.25		18.27	48.50	69.86		64.20	2.25	281.3		11
Eversource	3,500		799.91	348.37	209.52	281.85	517.50	713.63		1,035.11	301.64	238.97	249.72	4,696.2	2 134.2%	(1,19
Prof Dues /Ed	2,225	175.00	80.00		180.00	345.00			25.00	.,	570.00	125.00	35.00	1,535.0		69
Postage	150	199.00				21.75		11.28				120100		232.0		(8
Mileage	1,000			9.24						43.75	43.75	371.63		468.3		53
Telephone	600		101.35	50.27	50.27	50.00	49.99	53.50	55.31	55.34	55.34	55.34	108.23	684.9		(8
Heat	3,500	360.25		1,036.03	366.16	738.28	10.00					442.31	384.01	3,327.0		1 17
Cleaning	3,500	000.20	305.00	240.00	240.00	300.00	240.00	240.00	300.00	240.00		540.00	540.00	3,185.0		31
Miscellaneous	-	l 1	2.57	2.0.00	210.00			2.97	29.18			7.31	(9.56	32.4		(3
Childrens programs	1,500		99.54	263.17				155.85	150.06	25.67	30.51	278.53	12.23	1,015.5	6 67.7%	48
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	14,751.3		(75
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	2,968.67	9,965.5		(4,96
Technology	7,300	429.66	558.69	558.56	551.57	586.95	482.70	601.34	469.41	1,618.33	594.76	479.31	622.51	7,553.7		(25
TOTALS	254,516	16,105.27	18,571.92	21,972.83	19,607.84			20,707.94		22,423.69	20,233.67	27,468.94	23,304.08			1,21
TOTALO	204,010	10,100.27	10,571.52	21,572.00	10,007.04	20,003.27	10,000.01	20,707.54	20,001.02	22,420.00	20,200.07	27,400.04	20,004.00	200,000.0	0 00.070	1,00
INANTICIPATED INCO	ME	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	_	
Jar/Counter	JME .	72.35	45.11	121.10	101.30	76.60	36.02	121.00	123.81	75.00	71.64	39.20	101.75	984.8		
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	138.2		
Donation		15.65	7.00	1.00	350.00	100.00	35.00	90.00	5.00	5.00	5.00		8.00	680.0		
Membership				60.00	60.00	40.00	120.00	20.00	20.00	ł	100.00	100.00	ı	420.0		
Membership Lost/ damaged b	book	30.66	26.50	60.00	75.30	40.00	5.00	20.00	20.00	6.00	100.00	6.00	ı	149.4		
	DOOK		26.50		75.30		5.00			6.00		6.00				
Copies Tech Help		10.00					90.00							90.0		
			1,219.15				90.00						_			
Trust Fund Inter			1,219.15	132.53								(132.53)		1,219.1	5	
Demco - double Grants	payment reimb		200.00	132.53			200.00			800.00		(500.00)	300.00	1,000.0		
		128.66		244.02	600.60	200 00		050.75	470.44		470.04					
TOTALS		120100	1,497.76	314.63	602.60	230.60	487.02	258.75	172.41	886.00	176.64	(473.10)	409.75	4,691.7		
CD Interest	IDING CD	1.91 130.57	1.91	1.72 316.35	602.60	230.60	487.02	258.75	172.41	886.00	176.64	(473.10)	409.75	5.5 4,697.2		
TOTAL INCOME INCLU	JUING CD	130.57	1,499.67	316.35	602.60	230.60	487.02	258.75	1/2.41	886.00	176.64	(4/3.10)	409.75	4,697.2	ю	
PETTY CASH					34.74	44.74	65.74	65.00	65.00	65.00	65.00	65.00	65.00	7		
CHECKING BALANCE		11,025.97	40 400 40	17,653.32	14,065.26			15,462.06	14,996.61	14,965.35	15,761.94			4		
			12,469.10	17,653.32		14,613.37	15,027.75	15,462.06	14,996.61	14,965.35	15,761.94	15,977.31	15,054.48	4		
CD BALANCE		5,011.33	5,013.24	(3,780.01)	-			-	-		-	-	<u> </u>	Transferr	ed to Checkir	ng
To be returned to Town for	or Grant Received						ı									
TOTALS										-						
		16,037.30	17,482.34		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			
		16,037.30	17,482.34		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			
		<u> </u>			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			
022 NEWBURY PUBL		WN BUDGE	,	13,873.31										1		
022 NEWBURY PUBL UNDED BY LIBRARY		<u> </u>			14,100.00				Y AU	IG SE				DEC	YTD	
022 NEWBURY PUBL		WN BUDGE	,	13,873.31					Y AU					DEC	YTD 9.30	
022 NEWBURY PUBL UNDED BY LIBRARY		WN BUDGE	,	13,873.31					Y AU	IG SE				DEC 75.00		
022 NEWBURY PUBL UNDED BY LIBRARY Books	Staff	WN BUDGE	,	13,873.31		. MAY	JUN	IE JUL	Y AU	IG SE					9.30	
022 NEWBURY PUBL UNDED BY LIBRARY Books Holiday Gifts to	Staff y Cash	WN BUDGE	,	13,873.31		. MAY	JUN	IE JUL	Y AU	IG SE					9.30 75.00	
022 NEWBURY PUBL UNDED BY LIBRARY Books Holiday Gifts to Transfer to Pett	Staff y Cash	WN BUDGE	,	13,873.31		. MAY	JUN	IE JUL	Y AU	IG SE					9.30 75.00 30.26	
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* Paetricted

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 2^{nd} and a Not a Unanimous Vote. No Utilities listed yet in December – Need to address in February.

2. Foundation Report Review:

- Selectboard Meeting Jan 9^{th} - 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