

**Pelham Library Board of Trustees
Minutes of July 15, 2015 Meeting**

Present: Darlene Michaud, Lori Adams, Rose Ann Cares, Irja Finn, Cindy McGhee

Others Present: Jane Beane, Rose Graham, Ray Graham, Becky C, Nicole Goolishian

Meeting Called to order: 6:30

Flip Group talk:

Spent a good hour talking with our flip group, what their vision is, how and what they can do to support the library. A lot of good ideas came from this, on how to get more members involved with Flip and its core 5 members. We talked about their biggest fundraiser, the 2 book sales and how to accomplish them this year with minimal support from the library staff.

Flip Group talk complete at 7:40 pm

Nicole, request for funds:

Nicole Goolishian, YA and Services librarian presented us with a request for funds to update our Manga as well as the Nonfiction YA collection. The Manga collection has gained in popularity and she has had multiple new requests from YA patrons. The non fiction, section has been lacking in recent years.

Lori Motioned to distribute 500.00 from Seavey account to fill the YA needs. Darlene seconded. Accepted 4-0-0.

Approval of Agenda:

Agenda was accepted with one addition, Lockdown procedures.

Lori Motioned to accept the revised Agenda, Rose seconded. Accepted 4-0-0.

Review of Reports:

Treasures report reviewed, Cindy noted our account being switched automatically by the bank from a money market account to a simple business account. Discussed the renovations fund and the need to put a plan together and how much we can add. Tabled for a later date.

Directors Report reviewed

Adult services Report reviewed

Young adult services Report reviewed

Children's Report reviewed

Technical Services

ILL Report reviewed

Lori Motioned to accept the Reports as submitted, Rose seconded. Accepted 4-0-0.

Unfinished Business:

CIP Memo: Irja will reply to the CIP memo. No action needed for FY15.

Arts and blues program: Arts and blues program will be on Aug 1st. reached out to Flip bakers to set up a table. Irja made note to reach out to other groups in town to see about them becoming a part of the festivities

FY16 Budget presentation: Irja will work on a presentation for the Budget committee to present our budget. She will put something together and either send it out to the Trustees for review or we will plan to meet on August 4th.

New Business:

Granite Bench Gift: The Walsh family has contacted the Pelham Library to present us with a Granite bench in honor of their Father Ronnie Walsh who will celebrate his 80th birthday. Mr. Walsh is a frequent patron of our library. Irja will contact the BoS about the gift as it will be installed on the library grounds.

Lock Down Procedure:

This past week there was an alert to an armed suicidal man in the area of Windham road. The streets were shut down in the area and people were asked to remain in their homes. We discussed how there really is no procedure for the library as it was still open for business. Further, the Police didn't contact the library and inform us of the alert. Irja will send a letter to the police asking them how we should respond in another such event. Irja suggests a 'soft lockdown' in the case of another alert.

Meeting Called to Close: approx 8:40

Next meeting:

BoT will meet for our regularly scheduled meeting August 19th 6:30 at the Pelham Public Library

Respectfully Submitted,

Darlene Michaud

**Liaison to Flip
Pelham Public Library
Board of Trustees**

Please see appendix for original Reports from head of departments.

**Director's Report
Library Board of Trustees
June 2015 Report**

Budget:

- The FY2015 budget is 50.2% expended as of June 30, 2015 – overall, bottom line budget on track.
- Expenses and materials line items are over 50%. Will require further monitoring as the year winds down.
- Material selectors (Adult, Children's and YA) will be coming to the Board with focused requests for retrospective or special collection purchases.
- Auditor's recommendations are in place as it relates to Board of Trustee spending from Fines and Fees, and Trust Fund accounts.

Building, maintenance and equipment:

- After repeated false alarms, discovered the main fire alarm panel was shorted out. Fire Chief, Town Administrator and DEM Electric determined a full replacement was needed. Entire fire alarm panel was replaced within 6 hours.
- Elevator inspection done – we are fine for another year.
- Director and Technical Services offices swap completed; Parks and Recreation workers were outstanding.
- Severe thunderstorms exposed another flat roof leak; Rondeau Roofing was dispatched – no further leaks to date.
- The VOIP phone transition is still not completely functioning as we would like. With two other town departments, I attended a training session on the advanced features of the system such as creating group pickups, adding permissions, changing outgoing messages remotely, retrieving voice mail remotely, etc. Modifications are still going to the Selectmen's Office until the proper administrative functions are added for me.

ILS and Related:

- June circulation up again over last year. The HOT FICTION leased titles went out 66 unique times in June. There are roughly 50 books in that collection to date. Definitely time to consider adding Non-fiction best sellers to this program from Fines and Fees.

Staffing:

- Nicole Goolishian is transitioning into her new Technical Services duties well. Jo-Anne did a fantastic job training her.
- Summer Reading Kickoff very successful at the first concert on the green. Initial SR programs are packed, to the point of considering adding one more staff member (or a \$10K self-check machine) to the morning shift two days per week.
- Michelle Ambrosini has been trained and is now working a regular rotation once a week on the Adult Floor.
- Determination about book sale donations needs to be made; currently we are storing them in the staff room.
- Rebecca attended, the social media workshop presented by the Merri-Hill Rock Cooperative

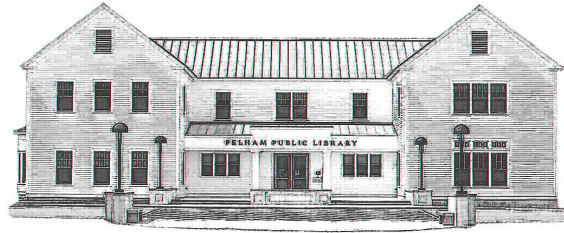
Outreach/Programming:

- Pelham Arsenic Outreach program presented by Dartmouth Hitchcock in conjunction with the Planning Department.
- Art and Blues program for August 1st is slowly taking shape. FLIP has been asked to email the FLIP bakers for baked goods.
- The Recreation Department and Library will collaborate on the launch of Seussical the Musical to be performed in October.

Respectfully submitted,

Irja S. Finn

Irja S. Finn, Director
July 15, 2015



Pelham Public Library

ADULT SERVICES REPORT JUNE 2015

Adult Programming:

The library offered 7 Adult Programs in June. Our “Garden Series,” sponsored by a grant from the Community Spirit Group, attracted 45 patrons over three sessions. “Basics of Poultry Raising” presented by Valentine & Sons Seed Co. was by far the most popular!

In June, Adult Services introduced a new program:

“Technology Drop-In Sessions.” This new program will be hosted twice a month by Jen and Rebecca

and is meant to be a time when patrons can bring in their devices for help or just ask us general technology-related questions. It’s also a perfect way to get folks hooked up to Overdrive!

We also hosted one Idle Hands Craft Group and one Book Club. In total, 58 patrons attended Adult Programs in June.

Library Outreach:

- **Senior Center:** Adult Services collaborated to bring 2 “Library Hours” to the Senior Center in June. We’ll take a “summer break” and return in September!

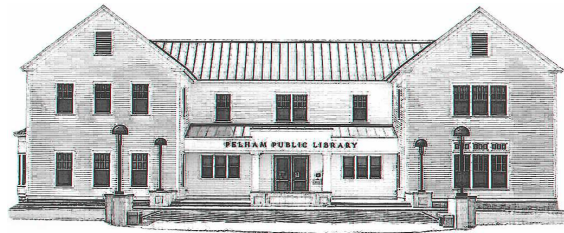
Collection Development:

We saw a big leap in circulation this month, more than **21% higher than last month** and **10% higher than June 2014!**

For LGBT Pride Month, and after ascertaining a gap in the collection, Adult Services has pledged to increase the LGBT fiction, memoir, and nonfiction offerings. The Trustees provided a \$300 grant to facilitate this, in addition to regular collection development activity.



“Basics of Raising Heritage Poultry”



Pelham Public Library

Circulation Statistics:

June	2015	2014
CIRCULATION		
REGISTERED PATRONS:	5850	5845
Checkouts	3718	3330
Renewals	1090	785
Reserves	210	144
Downloadable Books Circulation	762	733
MONTHLY CIRC TOTAL:	5570	4992
ONLINE SERVICES		
WEBSITE VISITORS	1028	1089
WEBSITE VIEWS	4269	4,425
Facebook Fans*	571	NA
ONLINE DATABASE USAGE		
Ancestry	2275	1060
Britannica Searches	24	13
EBSCO Searches	56	9
Transparent Language Online	333	127
TOTAL DATABASE USAGE:	2688	1209
MUSEUM PASSES		
Museum of Fine Arts	4	3
Museum of Science	4	8
New England Aquarium	7	11
Zoo New England	11	10
Merrimack Repertory Theater	0	0
TOTAL MUSEUM PASS CIRCULATION:	26	32
PROGRAMMING		
Adult Programs Presented	7	1
Adult Program Attendance	58	8
Adult Non-Library Programs Presented	9	4
Adult Non-Library Attendance	111	28
TOTAL COMMUNITY USAGE:	169	36

* New statistic as of May 2015! So far, we're up 3.5% (20 patrons) from last month.



Young Adult Monthly Report

June 2015: Events and Library Usage

# of YA Programs Offered: 4	YA Program Attendance: 76
Computer Usage: 99	XBOX 360 Usage: 75
Library Volunteers: 10	Volunteer Hours: 42

-Anime Club (June 3rd, June 17th) – 14, 15 – Anime Club continued to meet bi-monthly. This month the group viewed popular anime programs during the meetings and planned the forthcoming summer meetings taking place in July. The final school year meeting was an “end of the year party” featuring games, food, and fun to close out a great year of anime club.

-Teen Advisory Group (June 8th) – 9 teens met for the final school year meeting of TAG to reflect on the past year and to finalize details for the “end of the school year party.”

-End of the School Year Party (June 10th) – 38 teens gathered together to celebrate the end of the school year! The group participated in activities and games planned for them by members of TAG. Included were a few games of ping-pong and a take on “messy twister” as well as “drip, drip, drop.” This was a successful event and the second largest of the school year with many new and returning faces joining in. The party took place both inside the library and around the garden area. There was face paint, a photo booth, plenty of summer themed snacks and ice cream and, to close, the group signed a memory board that now resides in the YA area (picture attached).

Upcoming Events: August

- Anime Club – Thursday July 9th and July 23rd
- Teen Advisory Group – Thursday July 16th
- Present to August 15th - Summer Reading Program – “Unmasked” Bingo – As of June 30th, 14 teens have signed up for Summer Reading!

**Childrens' Services Report
For the Month of June, 2015
Wednesday, July 15, 2015**

Library Usage Tallies:

Children's Computer Usage*	~5/day
Children's Reference Transactions*	173
Number of Children Special Programs Offered **	7
Number of Story Times Offered	3
Use of Molly Hobbs Room(includes all program usage)	30
Molly Hobbs Program Attendance (children & adults)***	755

*These tallies are now recorded for Children's Area only. YA Area statistics are included in YA librarian's report.

**Tally includes all Children's Events beyond regularly scheduled story times

***Tally includes count for all events that take place in Molly Hobbs Room

Highlights for June:

- **Father's Day Drop-In Craft:** The kids decorated travel coffee mugs for their Dads. There were 32 participants in this program.
- **Daddy and Donuts-** 6 kids and Daddies and Moms came to the library for a Summer Fun themed story time
- **End Of Year Party for Lego My Library.** It was a great year and I am looking forward to starting again in the fall with a new group of kids. Considering expanding offering to 2 club meetings per month for 2 age groups to accommodate all kids who are interested and to offer great challenges for older kids.
- **5th Grade End of Year Celebration.** 140 kids and their teachers and chaperones spent the day on the Green celebrating their last year in the Elementary School. It was a beautiful, sunny day and the kids had a ball! The event was very well organized and a great success! Here at the library, the kids had a opportunity to attend "Super Hero Training Camp". It was a great opportunity for the 5th graders to be "kids" as they used squirt guns to take down super villians, threw Frisbee's through a "ring of fire", and just had fun at a variety of kid-centric activities. It was also a great opportunity for me to test run the challenges that I had developed for my SRP Super Hero Training Camp Day.
- **Super Hero Training Camp** was a big hit with the children who are participating in the summer reading program this year. There were 35 Super Hero Graduates!
- **SRP Kick Off Event-** The Community Spirit Group dedicated their first concert to our Summer Reading Program again this year. This is always such a great way to "kick-off the summer"! Sub-Zero Frozen Yogurt sponsored the ice cream treats for the SRP registrants. They gave out 100+ dishes of frozen yogurt which the kids could then add toppings to. Beautiful night, wonderful community event- fun was had by all!

- **Visit from Kings Kids Summer Camp**- 20 kids from this local preschool/kindergarten program came to the library for their first field trip event. We did a series of science investigations called “Liquid Lab Experiments” and a group mural entitled “The Art of Friendship”
- **“Make-It-Mondays”**- Week 1 of the SRP: drop-in craft. Craft for this event- super hero capes. Huge turnout- we made 52 capes with the kids!

Upcoming Events for July 2015:

- **Mondays, June 29th- August 2nd- “Make It Monday”** Drop-In crafts include:
 - Super Hero Capes
 - Super Hero Kites
 - Community Hero Cookie Medals for Community Hero Vehicle Night
 - Super Hero Book Ends
- **Tuesdays, June 30-August 3rd- “Tales on Tuesdays”**- 3 different story times for kids ages infant-7. The older kids are coming for “lunch in the library” as I read a chapter book to them. First book- Stuart Little. At the end of the book, we will have a “movie & pizza” event for this group.
- **Tuesday, July 14th**- Community Hero Guest Reader Story Time
- **Wednesdays, July 1- August 5th- “Wow, Wednesdays!”** Events include:
 - Book Themed Snack Competition
 - Community Heroes Vehicle Night
 - Story Teller Simon Brooks- KBA sponsored program
 - Gardening Rocks Mobile Farm Tour
 - Environmental Science Day
 - Water Day
- **Wednesdays, July 8-July 29th**- Middle School Special Needs SRP programs- craft supplies for these visits are sponsored by FLIP
- **Wednesday, July 23rd**- Parks and recreation Tot Camp program

Respectfully submitted,

Debbie Laffond
 Head of Children’s Services
 Pelham Public Library

2014 ILL Statistics

	14-Jan	14-Feb	14-Mar	14-Apr	14-May	14-Jun	14-Jul	14-Aug	14-Sep	14-Oct	14-Nov	14-Dec	2014 YTD
ILL's Loaned	76	81	65	79	66	68	82	70	86	56	48	69	846
ILL's Borrowed	30	44	43	64	39	40	49	58	50	44	37	42	540
Total	106	125	108	143	105	108	131	128	136	100	85	111	1386

2015 Statistics

	15-Jan	15-Feb	15-Mar	15-Apr	15-May	15-Jun	15-Jul	15-Aug	15-Sep	15-Oct	15-Nov	15-Dec	2015 YTD
ILL's Loaned	45	93	66	56	81	79							420
ILL's Borrowed	39	26	45	40	53	42							245
Total	84	119	111	96	134	121							665

Respectfully submitted,

Jennifer Rafferty
Interlibrary Loan Librarian

Collection Statistics 2014 / 2015

	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	2014 YTD
Acquired	299	197	239	184	205	165	171	237	263	195	185	273	2613
Withdrawn	380	802	520	444	443	118	121	19	40	63	220	178	3348
Total	679	999	759	628	648	283	292	256	303	258	405	451	5961
	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	2015 YTD
Acquired	175	275	367	294	219	261							
Withdrawn	191	213	264	630	451	358							
Total	366	488	631	924	670	619	0	0	0	0	0	0	0
<i>Donations evaluated, sorted, processed = 2 hours</i>													
<i>Respectfully Submitted,</i>													
<i>Jo-Ann Beauregard</i>													
<i>Technical Services Coordinator</i>													

**JUNE 2015
Library Trustee Account (Enterprise Bank)**

Trustee Accounts	Beginning	Deposited	Spent	Balance	Notes
General Fund	\$361.00	\$23.25	\$60.00	\$324.25	\$6 drop-in father's day craft contribution, \$17.25 toshcon pizza contribution, chk # 309 \$60 NHLTA dues approved 5/27
Fines & Fees, & Income Generating Equipment	\$7,243.14	\$584.55	\$426.30	\$7,401.39	\$584.55 fines & fees & income equip., chk # 310 \$426.30 DEM phones approved 5/27
Lost & Paid For	\$583.78	\$10.00	\$0.00	\$593.78	
FLIP Money/Programs	\$9.40	\$0.00	\$0.00	\$9.40	
Fundraising/Grants					
Children's Garden Donation	\$166.82	\$0.00	\$62.55	\$104.27	Debbie Laffond chk #306 \$12.45 & chk # 307 \$50.10 approved 5/27
Donation and Match for Large Print Books	\$134.75	\$0.00	\$0.00	\$134.75	
Trust Fund Income					
Beaudoin (Large Print books)	\$1,476.71	\$0.00	\$193.42	\$1,283.29	Gale Cengage, chk #305; \$146.94 , #308; \$46.48 - approved 4/22
Seavey (books)	\$2,000.00	\$0.00	\$0.00	\$2,000.00	
Brown (anything)	\$2,729.80	\$0.00	\$750.00	\$1,979.80	chk # 311 \$750 transparent lanuage fund approved 5/27
Hobbs (anything)	\$0.00	\$0.00	\$0.00	\$0.00	
Cutter (books)	\$0.00	\$0.00	\$0.00	\$0.00	
Gage (books)	\$21.75	\$0.00	\$0.00	\$21.75	chk # 289 Baker & Taylor world culture books, approved April 2015
Bank Interest	\$2.24	\$0.61	\$0.00	\$2.85	
TOTAL Acct Balance	\$14,729.39	\$618.41	\$1,492.27	\$13,855.53	

As of July 2015, the Enterprise Bank account was changed by Enterprise Bank from a money market fund to a simple business checking account. There is a limited number of monthly checks that can be written with a money market fund per federal law. No extra charges are incurred, however, no interest will be earned.

LIBRARY RENOVATION FUND AS OF June 30, 2015

\$ 5,261.67 No restricted principal

TRUST FUND BALANCES AS OF June 30, 2015 (Citizens Bank)

FUND; RESTRICTED PRINCIPLE, EXPENDITURE REASON	DECEMBER 31, 2013 AVAILABLE TO EXPEND	DECEMBER 31, 2014 AVAILABLE TO EXPEND	June 30, 2015 AVAILABLE TO EXPEND	NET Gain/Loss Since Dec. 2013
Charles Seavey (\$1000) Books Only	\$ 6,757.97	\$ 7,297.99	\$ 5,242.96	\$ 1,515.01
E & E Chalifoux: (\$5000) Books Only	\$ 1,860.28	\$ 2,325.85	\$ 2,468.75	\$ (608.47)
Frank Woodbury (\$5000) Books Only	\$ 8,758.09	\$ 9,669.34	\$ 9,954.32	\$ (1,196.23)
Mary Gage (\$1000) Books Only	\$ 300.84	\$ 394.61	\$ 422.10	\$ (121.26)
Noreen Brown (\$12,016) Anything	\$ 30,411.91	\$ 25,319.15	\$ 26,056.52	\$ 4,355.39
Sherman Hobbs (\$5000) Anything	\$ 1,356.70	\$ 1,805.85	\$ 1,939.54	\$ (582.84)
Anna Beaudoin (\$47,266.44) Books	\$ 9,064.17	\$ 13,347.50	\$ 12,336.60	\$ (3,272.43)
TOTALS	\$ 58,509.96	\$ 60,160.29	\$ 58,420.79	\$ 89.17

1. List Disbursement checks out; MRI \$6500 2014, \$1,000 Lawyer employee contracts, \$300 match patron donation, \$4000 books 2015

2. Does this make it look like we are not spending enough of the trust fund money?

Grants/Donations

Children's Garden Donation: \$250

NHHC Grant Sally Matson (april 2014)

Mad Science Grant \$250

Patron donation for large print books \$100