

**Pelham Library Board of Trustees  
Minutes of January 20, 2016 Meeting**

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

**Meeting Called to order: 6:36**

**Approval of Agenda:**

Agenda was accepted with no updates.

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

**Approval of Minutes:**

December Minutes accepted with no updates

Lori Motioned to accept November's minutes, Rose seconded. Accepted 4-0-0.

**Review of Reports:**

- **Treasurers report for November**

Cindy prepared and presented general funds for 2 years for our review to get an idea of money going into and out of General funds. This was a great way to help plan out spending for the next year.

- **Directors report**
- **Adult Services**
- **YA Services**
- **Childrens**
- **Tech Services**
- **ILL Services**

Lori Motioned to accept the reports Rose seconded. Accepted 4-0-0.

**Unfinished Business:**

**Board of Trustee opening:** Lori received an email from Carol Beland with her intent to run for a 3 year position. Darlene will run for a 3 year position, Lori will run for the open 2 year position.

**Program planning schedule:** The staff is brainstorming on fundraisers for the September timeframe.

**Policy manual:** Rose is working on the policy manual, specifically removing any mention of a Probation period for employees, updating the holiday section, and updating the Behavior policy section to add information about asking patrons to leave if they have an offensive bodily odor. Rose will update and bring for our review/approval next month.

**New Business:**

**Staff Training:** Staff will be trained on how to handle blood borne pathogens in the library building.

**Performance Reviews:** Performance Reviews: Discussion on how we rate for performance. Pay raises are currently by "steps", however, it was discussed if we should go to a "range" pay scale to allow more flexibility. Pay matrix is in need of an update.

**Meeting Called to Close: approx 8:45**

**Next meeting:**

BoT will meet for our February meeting as scheduled on the 17<sup>st</sup> of January at 6:30 at the Pelham Public Library

**Respectfully Submitted,**

**Darlene Michaud**

**Recording Secretary  
Pelham Public Library  
Board of Trustees**

**Please see appendix for original Reports from head of departments.**

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

<b>Trustee Accounts</b>	<b>Beginning</b>	<b>Deposited</b>	<b>Spent</b>	<b>Balance</b>	<b>Notes</b>
General Fund	<b>\$392.11</b>	\$25.25	\$0.00	<b>\$417.36</b>	.25 misc. deposit, \$25 gift card
Fines & Fees, & Income Generating Equipment	<b>\$5,657.93</b>	\$392.95	\$568.53	<b>\$5,482.35</b>	Deposits: \$313 Fines & Fees \$79.95 From Equipment; Withdrawals: #391 WB Mason \$71.36, paper; #392 Demco \$239.05, Easel; #393 Ingram \$19.22 Book Club Audio; #398 Xerox \$144.4 monthly lease; #399 Ingram \$ 94.46 New DVD's adult
Lost & Paid For	<b>\$330.66</b>	\$0.00	\$136.27	<b>\$194.39</b>	# 386 Ingram \$14.99, 66637690; #387 Ingram \$41.22, 66634533; #388 Ingram \$5.09, 60934808; #389 Ingram \$44.98, 66645466; #390 Ingram \$29.99, 66645467
FLIP Money/Programs	<b>\$9.40</b>	\$0.00	\$0.00	<b>\$9.40</b>	
<b>Fundraising/Grants</b>					
Children's Garden Donation	<b>\$104.27</b>	\$0.00	\$0.00	<b>\$104.27</b>	
Anime Donation	<b>\$30.00</b>	\$0.00	\$0.00	<b>\$30.00</b>	
Donation and Match for Large Print Books	<b>\$134.75</b>	\$0.00	\$0.00	<b>\$134.75</b>	
<b>Trust Fund Income</b>					
Beaudoin (Large Print books)	<b>\$283.18</b>	\$0.00	\$189.45	<b>\$93.73</b>	#397 Baker & Taylor \$189.45 , large print books
Seavey (books)	<b>\$698.50</b>	\$0.00	\$445.16	<b>\$253.34</b>	#384 Ingram \$27.23; #385 Baker & Taylor \$207.62; #394 Baker & Taylor \$13.23, Adult special order; #395 Ingram \$28.16, Juv. Special series; #396 Ingram \$168.92, Juv. Special series
Brown (anything)	<b>\$1,229.02</b>	\$0.00	\$201.56	<b>\$1,027.46</b>	# 382 N. Goolishian \$163.57, Fest. Trees, #383 N. Goolishian \$37.99, Fest. Trees
Hobbs (anything)	<b>\$0.00</b>	\$0.00	\$0.00	<b>\$0.00</b>	
Cutter (books)	<b>\$0.00</b>	\$0.00	\$0.00	<b>\$0.00</b>	
Gage (books)	<b>\$21.75</b>	\$0.00	\$0.00	<b>\$21.75</b>	
<b>Bank Interest</b>	<b>\$3.93</b>	\$0.14	\$0.00	<b>\$4.07</b>	
<b>TOTAL Acct Balance</b>	<b>\$8,895.50</b>	<b>\$418.34</b>	<b>\$1,540.97</b>	<b>\$7,772.87</b>	

**TRUST FUND BALANCES**

	31-Dec-13	31-Dec-14	31-Dec-15	Balance (restricted principle not taken out)		
	AVAILABLE TO EXPEND	AVAILABLE TO EXPEND	AVAILABLE TO EXPEND	1/1/2015	6/30/2015	12/31/2015
Charles Seavey books only	\$ 6,757.97	\$ 7,297.99	\$ 4,989.61	\$ 8,297.99	\$ 6,242.96	\$ 5,989.61
E & E Chalifoux: book only	\$ 1,860.28	\$ 2,325.85	\$ 2,046.91	\$ 7,325.85	\$ 7,468.75	\$ 7,046.91
Frank Woodbury; anything	\$ 8,758.09	\$ 9,669.34	\$ 9,097.65	\$ 14,669.34	\$ 14,954.32	\$ 14,097.65
Mary Gage; books only	\$ 300.84	\$ 394.61	\$ 344.72	\$ 1,394.61	\$ 1,422.10	\$ 1,344.72
Noreen Brown; anything	\$ 30,411.91	\$ 25,319.15	\$ 23,999.06	\$ 37,335.15	\$ 38,072.52	\$ 36,015.06
Sherman Hobbs; anything	\$ 1,356.70	\$ 1,805.85	\$ 1,557.10	\$ 6,805.85	\$ 6,939.54	\$ 6,557.10
Anna Beaudoin; books large print	\$ 9,064.17	\$ 13,347.50	\$ 9,308.80	\$ 60,613.94	\$ 59,603.04	\$ 56,575.24
<b>TOTALS</b>	<b>\$ 58,509.96</b>	<b>\$ 60,160.29</b>	<b>\$ 51,343.85</b>			

Spent \$2000 in each of Seavey and Beaudoin from Trust fund disbursements in 2015.

Spent \$7500 from Brown in Trust fund disbursements in 2014.

**LIBRARY RENOVATION FUND AS OF DECEMBER 31, 2015**            \$ 5,261.91   **No restricted principal**

Renovation Fund was established in 2000 from Warrant Article #25  
In 2005 it was changed to include the ADA from Warrant Article #34

1. Gained \$1650.33 in interest in 2014 despite spending \$7500
2. Lost \$8,816.44 in interest in 2015 despite spending \$4000
3. Spend smaller trust funds first, in order to get more interest on higher balances?

# What We Spent 2015

General Fund			Spent	Beg.	End
<b>Deposits</b>		<b>Withdrawals</b>			
\$	250.56	\$	339.61		Deposits: \$250 grant, starry night fees, contributions
\$	160.00	\$	293.50		Blues concession stand, Bank interest
\$	23.25	\$	60.00		Expenditures: Community Spirit, Blue Host Wordpress
\$	47.71	\$	200.00		Sherlock H, Toshcon NHLTA, Miss Debbie corner
\$	168.16	\$	148.62		
\$	200.00				
\$	25.25				
\$	1.13				
Total	\$ 876.06	\$	1,041.73	\$ (165.67)	\$ 583.03 \$ 417.36
<b>Fines &amp; Fees</b>			<b>Spent</b>	<b>Beg.</b>	<b>End</b>
<b>Deposits</b>		<b>Withdrawals</b>			
\$	434.10	\$	144.44		Deposits - income from fines, fax, copy
\$	151.10	\$	478.56		Expenditures: monthly Xerox, WB Mason, scanners,
\$	547.00	\$	431.78		DEM phones, laminator, YA phone, books,
\$	535.84	\$	632.17		booke leasing, Award corner, Easyreaders
\$	263.55	\$	426.30		
\$	584.55	\$	728.74		
\$	544.30	\$	372.50		
\$	460.20	\$	2,423.83		
\$	304.70	\$	449.58		
\$	538.35	\$	568.53		
\$	383.64				
\$	392.95				
Total	\$ 5,140.28	\$	6,656.43	\$ (1,516.15)	\$ 6,998.50 \$ 5,482.35
<b>Lost &amp; Paid for</b>			<b>Spent</b>	<b>Beg.</b>	<b>End</b>
<b>Deposits</b>		<b>Withdrawals</b>			
\$	50.99	\$	45.89		Deposits - Income from lost books
\$	2.00	\$	378.97		Expenditures: Replacements
\$	17.99	\$	8.64		
\$	105.99	\$	136.27		
\$	28.95				
\$	10.00				
\$	30.00				
\$	36.00				
\$	32.96				
\$	57.93				
\$	13.49				
Total	\$ 386.30	\$	569.77	\$ (183.47)	\$ 377.86 \$ 194.39

	<b>Childrens garden Deposits</b>		<b>Withdrawals</b>	<b>Spent</b>	<b>Beg.</b>	<b>End</b>	
	\$	-	\$ 25.42				Expenditures: Garden reimbursements
			\$ 62.55				
Total	\$	-	\$ 87.97	\$ (87.97)	\$ 192.24	\$ 104.27	
	<b>Anime Deposits</b>		<b>Withdrawals</b>	<b>Spent</b>	<b>Beg.</b>	<b>End</b>	
Total	\$	30.00		\$ 30.00	\$ -	\$ 30.00	
	<b>Donation for Large Print Deposits</b>		<b>Withdrawals</b>	<b>Spent</b>	<b>Beg.</b>	<b>End</b>	
Total	\$	-	\$ 30.39	\$ (30.39)	\$ 165.14	\$ 134.75	Expenditures: large print books
	<b>Beaudoin Deposits</b>		<b>Withdrawals</b>	<b>Spent</b>	<b>Beg.</b>	<b>End</b>	
	\$	2,000.00	\$ 523.29				Deposit - DISBURSEMENT from Trust Fund
			\$ 193.42				Expenditures: Expanded large print section
			\$ 563.78				
			\$ 436.33				
			\$ 189.45				
Total	\$	2,000.00	\$ 1,906.27	\$ 93.73	\$ -	\$ 93.73	
	<b>Seavey Deposits</b>		<b>Withdrawals</b>	<b>Spent</b>	<b>Beg.</b>	<b>End</b>	
	\$	2,000.00	\$ 247.28				Deposit - DISBURSEMENT from Trust Fund
			\$ 550.94				Expenditures: Expanded special collections
			\$ 503.28				
			\$ 445.16				
Total	\$	2,000.00	\$ 1,746.66	\$ 253.34	\$ -	\$ 253.34	
	<b>Brown Deposits</b>		<b>Withdrawals</b>	<b>Spent</b>	<b>Beg.</b>	<b>End</b>	
			\$ 281.80				Expenditures: NHLTA, PTA Bench, Transparent Language,

		\$	240.00				Blues Festival, Old Home Day, Fan Fridays, Fest. Of Trees
		\$	750.00				
		\$	43.78				
		\$	579.78				
		\$	127.22				
		\$	201.56				
Total		\$	2,224.14	\$	(2,224.14)	\$ 3,251.60	\$ 1,027.46
	<b>Gage Deposits</b>			<b>Spent</b>		<b>Beg.</b>	<b>End</b>
		<b>Withdrawals</b>					
		\$	594.28				Expenditures: Reads to Go, World Culture
		\$	32.36				
		\$	50.60				
		\$	677.24	\$	(677.24)	\$ 698.99	\$ 21.75
Total	\$	<b>10,432.64</b>	\$	<b>11,920.86</b>	\$	<b>(1,488.22)</b>	We spent \$1,488.22 more than we made for Enterprise accounts.

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

**FY15 Budget, as of Dec. 31, 2015:**

- Overall budget 99% expended, \$.49 was returned to the Town.
- Salaries 99% expended.
- New Equipment 100% expended.
- Books, Audio and A/V 103% expended.

**Finance Related:**

- The first month reconciling the Town issued VISA credit card went smoothly. Individual purchases were able to be reallocated among line items such as Expenses and Materials. I foresee staff reimbursements and the replenishment of Petty Cash funds to be greatly reduced.

**FY16 Budget:**

- Until Town meeting approves our FY16 request, 1/12 of the default budget is roughly \$19,000.
- With an increase in DVD and audiobook circulation, comes an increase in scratched discs. I am looking at disc buffing/repair machines. Currently when discs become scratched and unreadable, we delete them from the collection. Buffing machines have been known to extend the life of these A/V materials. Typical small library machines cost \$1300 - \$1500, including supplies. Deferring this purchase a year, to the FY17 budget may make sense, or this year committing funds outside of the municipal appropriation, such as Fines and Fees or an unrestricted trust fund.

**Building, maintenance and equipment:**

- Eagle Scout Michael Porter has nearly completed the garden shed.
- After a faint gas odor was smelled, the fire department detected a small gas leak in the burner in mid-December. The system was shut down for a few days while awaiting a part. Lord & Tarpey came every morning and evening to oversee manually turning on the burner and bringing the building up to temperature. It was bearable most days.
- One run of stacks has been removed in Non-Fiction to make room for two small tables. DEM Electric is coming to install a drop down power pole with electricity for this space. The Town is paying for this wiring project.
- Two different library interior designers, known to me, were approached to look at our space needs. Both are too booked to take on another new project. Now contacting people recommended by other NH Librarians.
- Yet again, the automatic, accessible doors at the front entrance required service. On a Monday evening staff was unable to lock the front door. Calls were made to the Town Administrator and two 24 hour locksmiths to resolve the problem.



## **FY15 New Hampshire downloadable books :**

- Of libraries participating, Pelham ranked 22<sup>nd</sup> in overall e-book and e-audio circulation. This is really great! Pelham's cost per user for this service was \$6.39 per the state.
- Windham was #21 with approximately 400 more checkouts than us.
- We were 29<sup>th</sup> with 132 new user registrations
- PPL was #27 with total unique users at 392. Windham was 19<sup>th</sup> with 538.
- I have set the goal of 500 total unique users for FY16. I think 108 new users, two plus per week is a very attainable goal with a slightly more directed approach when we issue new library cards.
- With fewer users we still came in 22<sup>nd</sup> in total circulation. Our users are comfortable with the technology. The Tech Drop In Sessions with Jen and Rebecca contribute to that number.

## **Collections:**

- In October we relocated the Children's DVD collection downstairs for what we thought would offer better browsing – this did not work! Our circulation of Children's films plummeted over the 90 day period of October thru December. We are now creating a space, upstairs, for these DVDs.
- Adult and Children's collections continue to be evaluated for condition, relevancy and accuracy. Some classic fiction books are in dire need of replacement due to many years of Circulation and prior repairs wearing out. I anticipate using Fines and Fees for these replacements.

## **Staffing:**

- Our monthly staff meeting covered the need for Technical Competencies on PPL equipment and databases. Staff offered their suggestions for what areas they felt they could use refreshers on before the competencies were done.
- The tone of the building, particularly in YA in the afternoon is much calmer since the four teens were banned for 30 days. The message sent to other students is loud and clear – nonsense, disrespect and vulgarity will not be tolerated.
- Staff appreciated the Annual Christmas Luncheon from the Trustees. Many staff never cross paths with each other except for these gatherings.
- Rebecca adapted her schedule several Wednesdays, to work evenings, to cover Adult programs.

## **Outreach/Programming:**

- The Pelham PL 2016 Library Challenge is underway. Initial sign ups of patrons and staff are steady.
- Children's Department worked with Laura Smith, to offer a Tunes for Tots program on Monday and Wednesday before story hour. This music program has been very well received with solid attendance. Cost per session is \$5.

Respectfully submitted,

*Irja S. Finn*

Irja S. Finn, Director

January 18, 2015

# 2015

## ADULT SERVICES ANNUAL REPORT

2015 has been an exciting year for Adult Services! This year, our focus has been on increasing program offerings, forging stronger community partnerships, and enhancing overall quality of service to our patrons.

### **Programming:**

In 2015, the library nearly doubled its Adult Program offerings from the previous year. Thanks to the Pelham Community Spirit Group, the library has broken new ground (literally and figuratively!) by offering agricultural-based programming – such as Poultry Raising, Herb Gathering and Heirloom Seed Saving – to the community. Other notable programs include our first ever Summer Art & Blues Festival, Art Classes using mediums such as pastels and pottery, and several musical performances throughout the year. In addition, Adult Services regularly offers technology instruction, resume assistance, book clubs, crafting sessions and informational and recreational programming all year long!

### **Collection Development:**

In 2015, Adult Services began a new library leasing program to help get new and popular fiction titles to our patrons faster. We're happy to report that the program has been incredibly successful, reducing wait times and saving Pelham Library patrons money. We'll be looking into a similar program for Non-Fiction titles in 2016!

Also in 2015, electronic borrowing has increased 300%! In an effort to make electronic titles more quickly available to patrons, the New Hampshire State Library has increased the number of new titles purchased.

### **Library Services:**

In addition to our programming and collection efforts, the library continues to offer a range of other services, including access to reference services, electronic databases, discount museum passes, and more. With the support of the Friends of the Library in Pelham (FLIP), we've added The Isabella Stewart Gardner Museum to our roster of museum passes. Additionally, in 2015 the library has worked with many outside organizations to benefit the Pelham community by providing programs and services, information, or meeting spaces. Instances of these partnerships include Pelham Community Spirit, Pelham Theater Group, Pelham Lions Club, Pelham Pipeline Awareness Action Subcommittee, Pelham Senior Center, NH Servicelink, Nashua Area Artists Association, New Hampshire Humanities Council, and more!

## December 2015: YOUNG ADULT SERVICES REPORT

Programming Overview*	Number of Meetings	Date(s)	Attendance
Anime Club	1	12/9/2015	11
Anime Club Holiday Party	1	12/23/2015	13
Fandom Friday	2	12/4/2015 12/18/2015	5 9
Teen Advisory Group	2	12/2/2015 12/16/2015	9 12
TAG Holiday Candy Swap & DIY Craft	1	12/22/2015	9
Hot Chocolate & Holiday Movie	1	12/21/2015	17
Holiday Cupcake Decorating	1	12/14/2015	24

\*All events funded by FLIP

Total Programs: 9

Total Attendance: 109

Passive Initiatives	Length of Initiative	Date(s)	Participants
N/A for December			

Young Adult Area Usage	Users
Computer	179
X-Box	10

Volunteers	
# of Volunteers	6
# of Volunteer Hours	24

## Upcoming Events (January 2016)

Anime Club  
 Fandom Friday  
 Teen Advisory Group  
 Monday Movies  
 Teen Craft Group: Dream Jars  
 101 Dalmatians: After School Movie, Trivia & Pizza  
 The Disney Challenge: Music Edition!

# 2015 Annual Report

2015 was year of transitions and changes for the Children's Department. In the summer the hours changed, and there was a big staffing change in the fall. Miss Debbie left in September, and Betsy started in November. The library was without a children's librarian for about two months, and the staff stepped up to make sure that patrons continued to be served.

## Programs and attendance:

Month	2014	2015
January	235	226
February	588	338
March	551	231
April	540	376
May	260	187
June	432	367
July	776	662
August	277	151
September	520	280
October	946	127
November	312	155
December		246
<b>Total</b>	<b>5437</b>	<b>3346</b>

Story times had new hours! They moved from a ten a.m. start to eleven a.m., and the patrons have continued to come. These programs continued during the gap between librarians thanks to Cathy. There was a significant drop in program attendance from 2014 to 2015. This is partially because of the transition between children's librarians; some statistics were likely not recorded during that time. Some programs were not offered during that time, such as the Lego program and the annual Halloween party.

Month	2014	2015
January	1137	1002
February	877	918
March	1035	1108
April	1053	1068
May	931	879
June	966	1230
July	1453	1430
August	1325	1063
September	1082	1085
October	1091	969
November	908	893
December	783	776
<b>Total</b>	<b>12641</b>	<b>12421</b>

## The Collection:

Circulation was down by nearly 200 in 2015. Some if this is due to bad weather early in the year; the library was closed multiple times because of the snow.

There have been many changes in the collection. A new section was created to in honor of Miss Debbie. The Awards Corner holds a diverse group of materials that have won awards, and circulation of these items has increased. In order to create this section, the juvenile DVD collection moved downstairs to the Reading Room. Circulation of these materials has decreased because they are no longer as easy to browse while children play. We are hoping to move them back upstairs in 2016.

# 2015 Annual Report

In other news, a massive weeding project has begun in the Children's Department. Hundreds of items have been weeded out of the collection based on their condition or inaccuracy alone, and this is a project that will continue into 2016. Now that the most obvious offenders are no longer on our shelves we will work to remove items that have not circulated. These efforts will make room for new materials.

The collection will continue to change in 2016. One goal is to combine the E nonfiction and J nonfiction into a single nonfiction section. Another big goal is to update the shelving location for the intermediate fiction, which are shelved separately, but this does not show in the catalog. These efforts will make it easier for our patrons to locate materials, and will increase circulation. The last big goal is to acquire new materials, with a focus on updating non-fiction, completing popular series, and growing the graphic novel section.

<b>Annual Report 2015</b>	<b>Children's Programs</b>	<b>Attendance</b>	<b>Circulation</b>
January	11	226	1002
February	15	338	918
March	11	231	1108
April	17	376	1068
May	8	187	879
June	8	367	1230
July	25	662	1430
August	4	151	1063
September	12	280	1085
October	10	127	969
November	9	155	893
December	18	246	776
<b>Totals</b>	<b>148</b>	<b>3346</b>	<b>12421</b>

# 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
<b>Acquired</b>	299	197	239	184	205	165	171	237	263	195	185	273	2613
<b>Withdrawn</b>	380	802	520	444	443	118	121	19	40	63	220	178	3348
<b>Total</b>	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
<b>Acquired</b>	175	275	367	294	219	261	283	214	225	277	265	178	3033
<b>Withdrawn</b>	191	213	264	630	451	358	106	347	224	360	543	210	3897
<b>Total</b>	366	488	631	924	670	619	389	561	449	637	808	388	6930
<i>Respectfully Submitted,</i>													
<i>Nicole Goolishian</i>													
<i>Technical Services and Young Adult Librarian</i>													



# 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	60	76	95	55	62	46	814
ILL's Borrowed	39	26	45	40	53	56	53	46	77	73	42	35	585
Total	84	119	111	96	134	135	113	122	172	128	104	81	1399

Resepctfully submitted,

Jennifer Rafferty  
Interlibrary Loan Librarian