

## **PLAINFIELD PUBLIC LIBRARIES Trustees Report**

This past year has demonstrated that we live in a community that is passionate about its libraries, and the library board of trustees – which the town voted overwhelmingly at Town Meeting last March to keep as a single board - has worked hard to meet the demand.

Plainfield's technology usage continues to grow. Residents are downloading ebooks, audio books, and magazines from the state catalog at record numbers. Downloadable materials accounted for roughly 10 percent of our total circulation for 2015. The town libraries pay a small fee to the state library system for this service and the library staff assists patrons in learning how to use this service. Having one board allowed both libraries to be integrated and as of 2015 fully automated with the Evergreen online catalog, which the board receives for a relatively small maintenance fee as part of a collaboration with Hanover's Howe Library. This means time that library staff used to spend tracking circulation by hand can now be spent on direct service to patrons. The board and directors get more accurate tracking of materials and real-time data. Going forward, identifying and pulling outdated and uncirculated materials will take a fraction of the time it has in the past. The Evergreen catalog allows patrons to search the collections of both libraries, place holds, and renew materials online from the comfort of their homes.

The board purchased Chromebooks for both libraries that can be used anywhere in the buildings. The browsing history is automatically wiped clean after each use to ensure patron privacy.

With the help of volunteers, the single board completed the first town-wide online survey and received an above-average response rate.

Much has been going on with the library buildings on both sides of town. The single board of trustees approved the completion of the PRML basement and is working in close collaboration with the PRML Friends Group in approving donations and contracts to do so. The meeting room is already in use, and a special collections and junior room are being completed.

The trustees have received complaints that both adults and children in the community have not been able to access the Meriden Library because it is not fully compliant with the Americans with Disabilities Act. In an effort to address this, the board is working with Kimball Union Academy to explore moving the Meriden Post Office and add it on to the Meriden Library. The combination and renovations could potentially make the Meriden Library fully ADA compliant and add space in a cost-effective way. There is a warrant article for the town to approve monies for this effort, which is supported by the selectboard.

On the staffing front, the board approved raises for library aides became effective in 2015. The single board ensured that the base pay rates would be the same on both sides of town and created evaluations with both directors so they are uniform as well. Because of safety concerns raised regarding supervision of two floors at both libraries and general staffing needs, the board voted to have two staff members on duty at both libraries starting July 1, 2016.

The board thanks Nancy Norwalk for her 40 years of service as director of Philip Read Memorial Library and looks forward to her transition to Associate Director at the end of June. We also thank Ruth Stalker who retired in 2015 as a library aide for her years of service at PRML. We thank the staff at both libraries for their hard work. We thank Mary King for her continued service as director of the Meriden Library and system administrator for the online catalog at both libraries.

Two library friends groups and countless passionate and dedicated volunteers and patrons continue to make both of Plainfield's libraries true gems. We thank the town

for its support of both libraries and our work, and we look forward to another year of accomplishment on the town's behalf.

[Library.trustees@plainfieldnh.org](mailto:Library.trustees@plainfieldnh.org)

*Anita Brown*, Chair

**Town of Plainfield Library System Proposed Budget**

	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
<b>Income</b>	<b>2015</b>	<b>2015</b>	<b>2016</b>
Town Appropriation	\$119,505	\$119,505	\$130,954
Town Approp - FICA	\$5,143	\$5,066	\$6,382
Trust Funds	\$2,700	\$2,850	\$2,700
Gifts	\$0	\$51,679	\$0
Book Fines/Copier	\$0	\$957	\$0
Book Sales	\$0	\$160	\$0
Private/Grant Funding	\$0	\$235	\$0
Interest - Savings	\$10	\$1	\$0
Interest Checking	\$0	\$38	\$0
Total Interest Income	\$10	\$39	\$10
Misc Income	\$600	\$40	\$0
<b>Total Income</b>	<b>\$127,958</b>	<b>\$180,532</b>	<b>\$140,046</b>
<b>Expense</b>			
Salaries	\$67,228	\$66,350	\$83,428
FICA	\$5,143	\$5,066	\$6,382
Sick Pay	\$1,285		\$600
<b>Library Materials</b>			
Audio/Visual	\$2,800	\$2,940	\$0
Books & magazines	\$13,400	\$15,664	\$0
Total Library Materials	\$16,200	\$18,604	\$17,200
Legal Expense	\$0	\$8,155	\$0
Telephone	\$1,740	\$1,870	\$1,740
Electricity	\$4,700	\$4,412	\$4,700
Fuel	\$9,832	\$9,444	\$5,746
Water/Sewer	\$800	\$587	\$800
Supplies	\$2,300	\$2,072	\$2,300
Postage	\$500	\$230	\$500
Professional Activities	\$1,300	\$1,132	\$1,300
Programs	\$1,000	\$1,082	\$1,000
Furniture/Equipment	\$1,050	\$230	\$1,050
Elevator	\$1,700	\$1,516	\$1,700

Maintenance	\$5,150	\$3,804	\$5,150
Automation/Cataloging	\$1,600	\$1,600	\$2,000
<b>Expenses (con't)</b>	<b>2015</b>	<b>2015</b>	<b>2016</b>
Trustee Expenses	\$650	\$150	\$650
Computer/Software	\$4,880	\$1,671	\$3,600
Misc Expense	\$900	\$74	\$200
<b>Total Expense</b>	<b>\$127,958</b>	<b>\$128,051</b>	<b>\$140,046</b>

**Town of Plainfield Library System**

**Other Income, Expense and**

**Liabilites**

**2015      2016**

**Income/Transfers**

Bldg fund Gifts-from Friends of  
PRML

\$16,171    \$45,000

Transfer from Bldg fund-Meriden

\$2,950    \$23,450

**Expense**

Building Funds Expense-PRML

\$16,171    \$45,000

Building Funds Expense-Meriden

\$2,950    \$23,450

**Fund Balances-Year End**

Philip Read Checking

\$7,723

Philip Read Fines Account

\$4,295

Meriden Checking

\$6,060

Meriden Fines Account

\$913

Meriden Library Association

\$70,136

(gift in process)

**Meriden Building Fund**

Savings

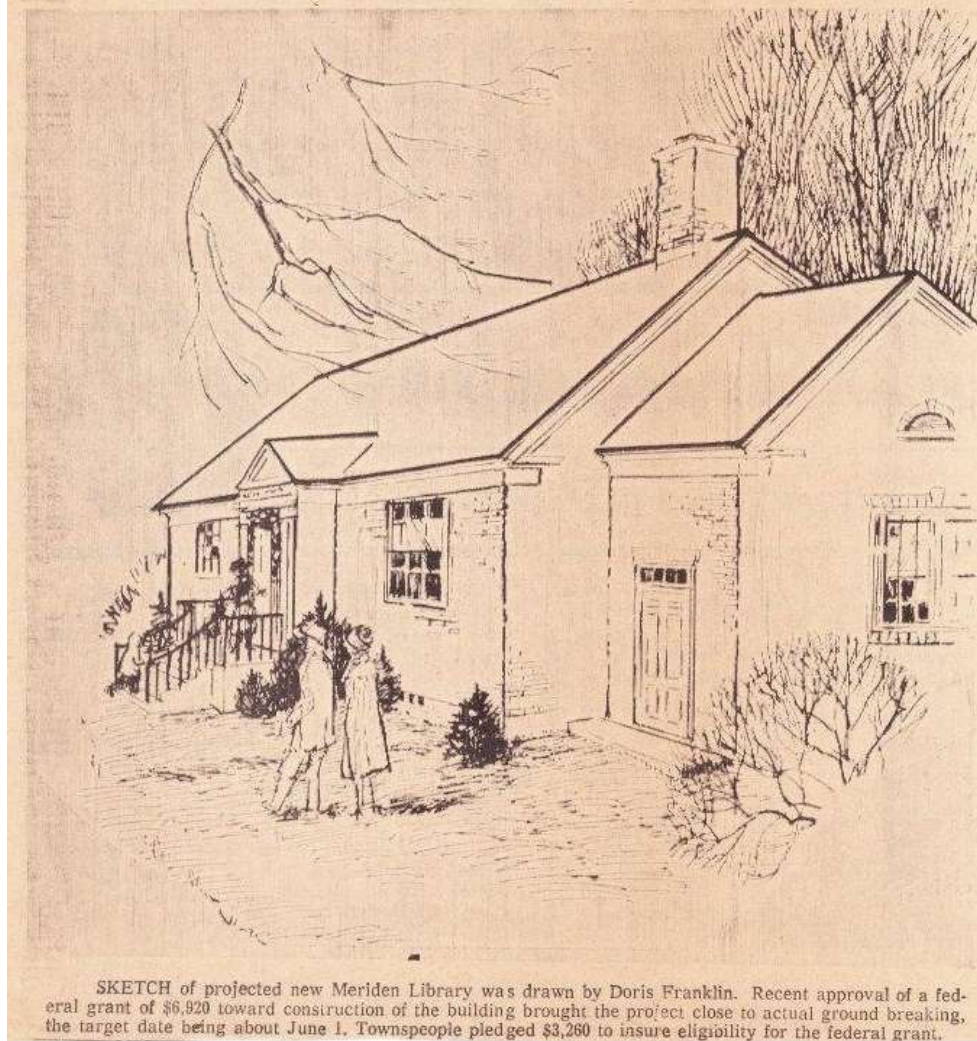
\$59,801

Vanguard Money Market

\$38,084

Vanguard Windsor Fund

\$28,958



### **MERIDEN LIBRARY**

On November 20, 1965 the Meriden Library moved into a brand new building at 22 Bean Road. 2105 marked the 50th anniversary of that move. The library has grown considerably in fifty years but still maintains the same mission to provide access to information and materials and to provide a comfortable atmosphere for community interaction.

It was a strong group of community members that came together 50 years ago to build a new library and still today we have a wonderful group of community members that continue to make our library a great resource for the village of Meriden. Our Board of Trustees dedicates countless hours to the leadership and governance of our libraries. The steering group of the Friends of the Meriden Library; Amy Lappin, Susan Nugent, Susan Russo, Leeli Bonney, and Vicki Ramos-Glew, also devote many hours to support the library. Barb Wendt contributes numerous volunteer hours to help me maintain our database. Lee Abrahamson has provided invaluable help with projects. Brad Thompson lends his expertise and time to offer after-school programming. We are fortunate to have dedicated library assistants, Terri Crane and Lori Estey, who provide all levels of library

service to our patrons and often rise to the challenge of filling the many other needs that occur in a small library. The Meriden Library is a vital element of the village because of the support of so many community members. I am grateful for all of your contributions.

Our libraries are truly great community resources. Libraries of today do more than loan materials; they offer free access to computers and the internet, access to on-line resources, museum passes, programs for all ages and provide a community gathering space. The library value calculator at ILOVELIBRARIES.ORG, estimated the value of library materials and services provided to patrons of the Meriden Library in 2105 at \$150,854.00.

In 2105, the Meriden Library circulated approximately the same number of items as we currently hold in our collection; a good indication of an appropriately sized collection. We currently hold a collection of 10,349 books, 352 audio books, and 482 DVDs. There are 424 registered borrowers. In 2015, we added 700 new items and removed 188 under-circulated, worn or outdated items from the collection. To meet patron needs we borrowed 285 items through inter-library loans; 218 of our items were lent to other libraries throughout the state.

Our patrons utilized their access to New Hampshire Downloadable books to check out 575 audio books, 371 e-books and, new this year, 30 periodicals. There continues to be growth in the use of electronic formats with a 10% increase in 2015. Through funding from the New Hampshire State Library we are able to offer access to on-line database through EBSCOHost and the Meriden Library supports two genealogy databases for patron use.

The Friends of the Meriden Library support the library with time, energy and resources. Many people contributed to make their annual plant sale fundraising event a success. Nearly all of our programming is sponsored by the Friends including performers for our summer reading program and Halloween program, an ice cream social community event and a birthday party for the 50<sup>th</sup> birthday of our building. They funded passes to four area museums that were used by patrons 78 times throughout the year. New comfortable seating for the children's room was purchased by the Friends. Together with the Friends of the Philip Read Memorial Library they coordinated the "One Town, One Book" series of events featuring The Grapes of Wrath by John Steinbeck.

The library hours are Monday and Tuesday 1-7pm, Thursday, 10am-7pm and Saturday 9am-12noon. We are available for questions at 469-3252 and a calendar of programs and events can be found on our web site [meridennhlibrary.org](http://meridennhlibrary.org).

	<b>2015</b>	<b>2014</b>
Circulation	10,784	10,940
Visits	6,291	6,338
Programs	92	98
Program Attendance	1023	1,064
Volunteer Hours	93.5	165

Respectfully submitted,  
*Mary S. King*, Director Meriden Library



Fall at the Meriden Library, a great time for a book!

Photo M. King



### **PHILIP READ MEMORIAL LIBRARY Calendar Year 2015**

2015 was an exciting year for the library. For the past 11 years, the Friends of the Philip Read Memorial Library have been raising funds to finish the downstairs level of the library addition. It is nearly completed. This past fall, the floors were laid; bookcases are under construction. The junior, teen and special collection rooms will soon be ready to use. The meeting room is already used extensively for meetings and programs. It is a wonderful space. As promised by the library trustees and Friends of the Library, this all has been accomplished without tax dollars.

Automation of the library's collection was completed this past summer, thanks to some very dedicated volunteers and staff. We are fortunate to have many volunteers who are committed to the library. They accomplish much and enhance services to our patrons.

This year I was fortunate to attend the Annual New Hampshire and New England Library Associations Conference (in Manchester) where I attended some interesting and helpful programs. Other professional activities attended were meetings of the Librarians of the Upper Valley, meetings and workshops at Howe Library, the Children's Literacy Foundation, and the newly formed Regional Collection Development group. This group is investigating sharing of resources.

The most exciting event the Philip Read Memorial Library held this year was the premier showing of "Down Down the Deep River." This film was produced by Meriden native Will Sheff and filmed in Plainfield and Meriden. Local residents have parts in the film. A full house thoroughly enjoyed it.

Other library programs are monthly story times (with Diane MacDonald) and book discussions. The Summer Reading Program, “Every Hero Has A Story,” included five themed programs. The main event was a performance by Magician Norman Ng, funded by the Friends of the Philip Read Memorial Library. Other programming: a book signing by Emma Mosher (Plainfield’s oldest resident), felting classes, theater performances, films, a therapy dog, legos, special story times with Plainfield firemen, an elf, and a ski patrol member. Especially fun was a teddy bear sleepover. The library hosts a monthly foot clinic with the Connecticut Valley Home Care. I have also held historical programs for pupils of the Estabrook School. The Friends of the Philip Read Memorial Library and the Friends of the Meriden Library held two joint projects: a July 4<sup>th</sup> parade float and a book/film discussion of the Grapes of Wrath. This was very successful.

Town Administrator Steve Halleran is holding office hours at the library on the first and third Wednesdays from 2-5 p.m. The Board of Selectmen is occasionally meeting at the library. Stop in and take advantage of this convenient service.

Many services are available to residents: books, magazines, DVDs, audio books, e-books and audio through the state library, interlibrary loan, museum passes to the Currier Art Museum and The Fells, computers and WiFi (752 users), and databases: Ancestry Plus (18,024 searches in 2015) and Heritage Quest (320 searches). There are 528 registered patrons.

Longtime library aide Ruth Stalker has retired. She has been a hardworking, knowledgeable, and important staff member. Ruth will be missed by the staff and patrons. Thank you, Ruth.

Thank you to all our staff, volunteers, donors, and the Friends of the Philip Read Memorial Library for helping the library be so successful in serving our residents. We are all looking forward to another great year.

	<b>2015</b>	<b>2014</b>
Circulation	11,040	11,947
Visits	6917	7,885
Programs	46	37
Attendance	825	724
Children's Summer Plays	8	7
Play Attendance	294	346
Volunteer Hours	481	1280

*Nancy Norwalk*, Library Director





Teddy reading to patrons during the Teddy Bear Sleepover at the Philip Read Memorial Library.



Emma Mosher signing her book, "Reflections of My Life," at the Philip Read Memorial Library Photos N.Norwalk