

**Shedd - Porter Memorial Library Minutes**  
**November 21, 2024 Meeting**  
**Approved**

**Present:** Matthew Saxton, Carol Reller, Jude Willis, Kathy Torrey, Alyson Montgomery, Susan Norlander

**Alternate:** Joe Levesque

The meeting was called to order at 5:02 pm. On a motion made by Kathy and seconded by Jude, the minutes of October 17, 2024 and November 19, 2024 were approved.

**Librarian's Report**

**Children's happenings in the library**

- The Scarecrow Party was a lot of fun; 60 people came! We've received many compliments about the scarecrows over the past month.
- The 2<sup>nd</sup> annual Gingerbread Party will be Friday, December 13<sup>th</sup>, right after school, around 3:15.
- Regular programming and outreach continue!

**Adult happenings at the library**

- Page Turners had a lively discussion of *Where the Forest Meets the Stars*, and we are looking forward to discussing *Unlikely Animals* on December 5<sup>th</sup>.
- There is no Crumb Together Cafe in November or December. Civil Conversation continues with much to discuss.

**Administrative happenings in the library**

- The library will close at 3pm on Wednesday, November 27. We will remain closed through the Thanksgiving holiday – reopening Saturday morning, November 30<sup>th</sup>, for regular hours.
- Alyson attended a Webinar on Kanopy's (streaming service) new service for small libraries. She had concerns about the pricing and is not convinced that this service is a fit for SPML.

**Circulation**

1276 items circulated in October; we are beginning to see a drop in Libby usage after tightening our Non-Resident policy. In October, we had 448 Libby checkouts – down from a high in January of 631. Regular Libby circulation in the spring was over 500. The percentages for all circulation are below:

- Libby (formerly NHDB): 35%
- Adult Collection: 21% (28% is Non-Fiction)
- Youth Collection: 29%
- DVDs: 2%
- Audio & Magazine: 1%
- ILL: 12% (55 in; 102 out)

**Alyson vacation and sick time**

Six days will remain after some upcoming planned days off.

**Treasurer's and Accounting/Finance Committee Reports**

Reports were emailed to all Trustees previously. A brief discussion ensued.

Carol spoke with Misty Gratacos who clarified that FICA for all Library personnel is lumped in with other Town employees on the same budget line. Misty will be providing us with a bill in the next few weeks for the Trustees' share of the Director's medical insurance for 2024. We agreed that we will continue to pay 87% of the Director's medical insurance while she will pay the other 13% for 2025; the rates have been received from the Town. It should be noted that the medical insurance premiums have increased ~ 17%.

In terms of the 2025 budget, there are a few items that cannot yet be finalized until further discussions are held. Susan and Carol will meet as soon as possible to expedite this in light of the impending year-end deadline. A special meeting will likely be necessary to approve the final operating budget.

In terms of warrant articles, we agreed a request for \$25,000 for the capital reserve fund would be appropriate. Matt will forward this information to the Selectboard.

Pending items for the AFC as of now include the following. These are not in any particular order:

- Update bylaws as needed.
- Generate a document(s) that defines accounting and financial policies, including succession. Susan has begun to document her monthly process.
- Organize old files and the file cabinets.

#### **Maintenance Committee Report**

- Kathy and Alyson assessed the downstairs storage.
- One of the cupboards under the stairs where Laura stores cleaning supplies was reorganized reusing a rack that was being thrown out.

#### **Grants and Facilities**

Nothing new to report.

#### **Strategic Planning**

Kathy and Alyson shared the plan in October via email. Kathy led a brief discussion. Kathy would like to have us formulate some action items for 2025 based on each category of goals within the document. We agreed that we each would have a homework item for discussion at our next meeting. That assignment is to come up with a goal that we would be willing to pursue as an individual relative to the Strategic Plan. Jude expressed interest in looking into a friends' group while Alyson mentioned collections.

#### **Technology Grant**

Per Alyson, the Technology Grant will be spent in the next few weeks. She has closed out the grant with NH Charitable Foundation and shared the list of year-end purchases.

#### **Other Old Business**

- We discussed the need to form a roof committee. Susan reported that Joel McCarty and Ciaran Lavery installed moisture monitors in different areas of the building. Initial readings suggest that there may be a fair amount of humidity in the building. A meeting is planned on December 7 to further discuss these findings. A motion was made by Jude and seconded by Kathy to reimburse Joel for the moisture monitors he had purchased. Currently the committee will remain informal prior to developing a more formal scope of work for the roof.

#### **New Business**

- There was no new business.

**Potential Action/Agenda items for the next meeting, Thursday, December 19, 2024 at 5:00 PM**

1. Minutes reviewed and approved.
2. Librarian's report.
3. Treasurer's/financial reports and accounting procedures committee update.
4. Maintenance/committee updates.
5. Any grant updates.
6. Strategic planning updates and discussion of potential action items for 2025 (we all have homework in this regard).
7. Technology grant updates.
8. Roof work update.
9. 2025 Budget.
10. Other old business.
11. Any new business.

The meeting adjourned at 7:05 PM on a motion made by Susan and seconded by Matt; the motion passed unanimously.

*Respectfully submitted by Carol Reller*

### Category Summary by Month

1/1/2024 - 10/31/2024  
1 Account, 119 Categories, All Tags, All Payees

Category	1/1/24 - 1/31/24	2/1/24 - 2/29/24	3/1/24 - 3/31/24	4/1/24 - 4/30/24	5/1/24 - 5/31/24
<b>Income</b>					
Book Replacement	\$0.00	\$27.00	\$0.00	\$0.00	\$0.00
Book Sale	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Donations	\$1,050.00	\$50.00	\$3,510.00	\$175.00	\$145.00
Fundraising pastries	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00
Langdon	\$5,100.00	\$0.00	\$0.00	\$0.00	\$0.00
misc. Fees & Donations	\$146.70	\$8.70	\$28.33	\$30.22	\$61.55
Nonresident Fees	\$20.00	\$0.00	\$20.00	\$40.00	\$40.00
Preservation Grant, NHPA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfer from Savings	\$0.00	\$18,000.00	\$0.00	\$0.00	\$5,000.00
Trustee of Trust Funds	\$0.00	\$4,976.92	\$0.00	\$0.00	\$0.00
<b>Total Income</b>	<b>\$6,316.70</b>	<b>\$23,062.62</b>	<b>\$3,558.33</b>	<b>\$245.22</b>	<b>\$5,266.55</b>
<b>Expenses</b>					
Alstead Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	-\$4,969.36
Books	-\$470.88	-\$611.02	-\$1,667.61	-\$998.29	-\$1,014.17
DVDs	\$0.00	\$0.00	-\$52.96	-\$30.55	-\$88.79
Fundraising cost	\$0.00	\$0.00	\$0.00	-\$35.00	\$0.00
NH Preservation Alliance	\$0.00	\$0.00	\$0.00	-\$1,250.00	-\$3,100.00
NHDB	\$0.00	\$0.00	-\$1,330.00	\$0.00	\$0.00
Office/operations/admin/supplies	\$0.00	-\$832.01	-\$548.31	-\$168.61	\$66.78
Periodicals	\$0.00	-\$511.02	\$0.00	\$0.00	\$0.00
Professional Associations	-\$55.00	\$0.00	\$0.00	\$0.00	-\$30.00
Programs	\$0.00	-\$14.00	-\$591.60	-\$208.06	-\$333.92
Restroom Upgrade	\$0.00	-\$22,156.43	\$0.00	\$0.00	\$0.00
Security	\$0.00	\$0.00	\$0.00	-\$456.00	\$0.00
Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Technology Grant	\$0.00	\$0.00	\$0.00	-\$1,209.93	\$0.00
Uncategorized	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Expenses</b>	<b>-\$525.88</b>	<b>-\$24,124.48</b>	<b>-\$4,190.48</b>	<b>-\$4,356.44</b>	<b>-\$9,469.46</b>
<b>Total</b>	<b>\$5,790.82</b>	<b>-\$1,061.86</b>	<b>-\$632.15</b>	<b>-\$4,111.22</b>	<b>-\$4,182.91</b>

### Category Summary by Month

1/1/2024 - 10/31/2024  
1 Account, 119 Categories, All Tags, All Payees

Category	6/1/24 - 6/30/24	7/1/24 - 7/31/24	8/1/24 - 8/31/24	9/1/24 - 9/30/24	10/1/24 - 10/31/24
<b>Income</b>					
Book Replacement	\$0.00	\$12.99	\$12.95	\$0.00	\$0.00
Book Sale	\$0.00	\$0.00	\$10.00	\$5.00	\$5.00
Donations	\$1,295.00	\$960.00	\$5,020.00	\$20.00	\$3,199.00
Fundraising pastries	\$0.00	\$0.00	\$0.00	\$0.00	\$204.00
Langdon	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00
misc. Fees & Donations	\$33.85	\$64.01	\$23.92	\$26.45	\$27.50
Nonresident Fees	\$0.00	\$120.00	\$0.00	\$40.00	\$40.00
Preservation Grant, NHPA	\$0.00	\$3,054.00	\$0.00	\$0.00	\$0.00
Transfer from Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Trustee of Trust Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Income</b>	<b>\$8,828.85</b>	<b>\$4,211.00</b>	<b>\$5,066.87</b>	<b>\$91.45</b>	<b>\$3,475.50</b>
<b>Expenses</b>					
Alstead Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Books	-\$781.22	-\$850.79	-\$817.92	-\$1,116.58	-\$1,007.39
DVDs	-\$42.99	\$0.00	-\$119.13	\$0.00	-\$167.42
Fundraising cost	\$0.00	\$0.00	\$0.00	\$0.00	-\$134.90
NH Preservation Alliance	-\$715.00	\$0.00	\$0.00	\$0.00	\$0.00
NHDB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office/operations/admin/supplies	-\$203.03	-\$117.00	-\$392.82	-\$22.98	-\$153.11
Periodicals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Professional Associations	\$0.00	-\$180.00	\$0.00	\$0.00	\$0.00
Programs	-\$86.13	-\$200.00	-\$128.83	-\$31.66	-\$31.17
Restroom Upgrade	\$0.00	\$0.00	\$0.00	\$0.00	-\$742.64
Security	\$0.00	-\$557.30	\$0.00	\$0.00	\$0.00
Technology	\$0.00	\$0.00	-\$1,100.00	-\$275.00	\$0.00
Technology Grant	-\$727.96	\$0.00	\$0.00	\$0.00	\$0.00
Uncategorized	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Expenses</b>	<b>-\$2,556.33</b>	<b>-\$1,905.09</b>	<b>-\$2,558.70</b>	<b>-\$1,446.22</b>	<b>-\$2,236.63</b>
<b>Total</b>	<b>\$6,272.52</b>	<b>\$2,305.91</b>	<b>\$2,508.17</b>	<b>-\$1,354.77</b>	<b>\$1,238.87</b>

## Category Summary by Month

1/1/2024 - 10/31/2024  
1 Account, 119 Categories, All Tags, All Payees

Category	Total
<b>Income</b>	
Book Replacement	\$52.94
Book Sale	\$20.00
Donations	\$15,424.00
Fundraising pastries	\$244.00
Langdon	\$12,600.00
misc. Fees & Donations	\$451.23
Nonresident Fees	\$320.00
Preservation Grant, NHPA	\$3,054.00
Transfer from Savings	\$23,000.00
Trustee of Trust Funds	\$4,976.92
<b>Total Income</b>	<b>\$60,143.09</b>
<b>Expenses</b>	
Alstead Reimbursement	-\$4,969.36
Books	-\$9,335.87
DVDs	-\$501.84
Fundraising cost	-\$169.90
NH Preservation Alliance	-\$5,065.00
NHDB	-\$1,330.00
Office/operations/admin/supplies	-\$2,371.09
Periodicals	-\$511.02
Professional Associations	-\$265.00
Programs	-\$1,625.37
Restroom Upgrade	-\$22,899.07
Security	-\$1,013.30
Technology	-\$1,375.00
Technology Grant	-\$1,937.89
Uncategorized	\$0.00
<b>Total Expenses</b>	<b>-\$53,369.71</b>
<b>Total</b>	<b>\$6,773.38</b>