

Shedd - Porter Memorial Library Minutes
October 17, 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 5:05 pm. On a motion made by Kathy and seconded by Jude, the minutes of September 19, 2024 were approved as amended.

Librarian's Report

Children's Happenings in the Library

- You are all welcome to join us for the Scarecrow Party on Friday, Oct. 18th! Bring your staple gun! Have fun!
- SPML (aka Alyson) is participating as a "stop" in the Parade for Alstead Primary School on Halloween. You are welcome to come watch the parade!
- Storytime attendance is variable, and Crafternoons draw big crowds! Children's programming is thriving.
- Langdon Fall Festival was really fun – great outreach – and we made \$69! The Elsesser kids walked around handing out our new flyer of Children's Events this fall.
- The Read-A- Thon, for both adults and children, rolls along.

Adult Happenings in the Library

- Page Turners hosted a lively discussion with new attendees of *Lock Every Door*. The next book is *Where the Forest Meets the Stars* on October 24th. Everyone is welcome.
- Alstead Ambulance held another "Hands Only" CPR night. While attendance was low due to illness, it is so essential that we host these opportunities. Alyson is working with the Acworth Silsby Library to co-promote another CPR training, either here, the Acworth Town Hall, or both.

Administrative Happenings

- Alyson is working on the 2025 budget with Carol and Susan.
- Another Public Access Computer was purchased with the Technology Grant, as well as an updated calculator for the circulation desk.
- Alyson is going to a Webinar on Kanopy's (streaming service) new service for small libraries.

Circulation

1363 items circulated in the community in September. The percentages are below:

- NHDB: 35%
- Adult Collection: 19% (27% of the total was Non-Fiction)
- Youth Collection: 30%
- DVDs: 4%
- Audio & Magazine: 1%
- ILL: 11% (77 in, 73 out)

Alyson vacation and sick time

9 days remain.

Treasurer's and Accounting/Finance Committee Reports

Reports were emailed to all Trustees previously. Joe questioned the line-item Office Operations/Admin/Supplies. Susan explained that this category was affected by a payment processing issue from 2023 which was resolved well into 2024. She also pointed out that this is the first year we have a spreadsheet of this nature, relying on Quicken, to compare expenses to budget.

Susan went on to explain that she had new information to clarify the questions raised last month regarding the Town's report for allocation of funds. The number previously reported for July was "net" while the number reported for August was "gross", hence we were not comparing "apples to apples". Susan reported the number for September is gross. Carol commented that the number that was given to the Selectboard in 2023 for our 2024 allocation was net, and that FICA, unemployment etc. was included on other lines. Susan concurred and suggested more conversations with Misty Gratacos would probably be helpful to clarify this going forward. She and Carol will draft a letter to the Selectboard in this regard. From last year's notes regarding FICA, unemployment etc., "We learned since the 11/7/2023 meeting, we are not sure where this was in 2023 and prior and that needs to be worked out for 2024 and future "transparency"."

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

- We, the Maintenance Committee, reviewed the Safety Report from Steve Reynolds on October 10 (Alyson sent copies of the report previously via email to all Trustees) and have worked on an official response which Kathy shared, and we discussed. This report will be sent, with pictures, to the OEM, Steve Reynolds. A copy will be kept in the Library. The response is as follows:
 - a. Front step railing has been secured.
 - b. Downstairs storage room - items have been organized and some have been removed. Systems for chair storage are in progress. Older chairs have chair dollies which can be moved easily.
 - c. Boiler room- paints are on metal shelves and are all latex so there is no need for Safety Data Sheets. Cleaning materials are water soluble.
 - d. Research purchase of a spill dam for the oil tank is ongoing.
 - e. Storage is still an issue in the boiler room, but most items are being kept at a distance from the furnace. A new cart is needed for the plastic chairs.
 - f. Bathroom renovation solved many issues. There is a new utility sink in boiler room and railing on rear exit stairs.

Issues to be addressed in the coming year:

- Emergency exit lights- LED?
- Exterior railing for the back steps/door
- Storage systems

The Trustees concurred with the report summary presented and were appreciative of the efforts put into this.

- The Maintenance Committee also discussed how the building is unavailable to certain patrons due to steps, lack of ADA accessibility. However, as an immediate response, we want to emphasize that curbside service is ALWAYS available to patrons that need it – for whatever reason.
- The Committee spoke in person with Jesse Moore about shoveling/salting the back steps as an emergency exit throughout the winter. He agreed to do this.

- As reported last month, Alyson has called Chris Morrill to do the second half of the exterior window painting. We anticipate that this project will not resume till spring 2025.

Grants and Facilities

Nothing new to report.

Strategic Planning

Kathy and Alyson plan to meet soon and will share the plan after they review it one last time.

Technology Grant

Nothing new to report. We discussed using these funds before the end of 2024.

Other Old Business

- We are still discussing the need for other names to consider as an alternate Trustee.
- Pastries are on order for next Saturday, 10/26. Susan reported the September pastries were fantastic. New photos will be used for publications to advertise the event.

New Business

- Susan shared copies of a proposed 2025 budget generated mainly through her use of Quicken and with input from Alyson. Thank you to both for the hard work and diligence. Discussion ensued.
 - A motion was made by Susan to increase staff wages for January 1, 2025 by 5% (\$545 total budget increase) and Kathy seconded. All concurred.
 - There was a brief discussion of potential increases in Library hours at some point in 2025.
 - Carol mentioned that she saw in the Selectboard minutes of 10/1/2024 that they seemed to be planning on again sending an invoice to Langdon for services provided by the Library. Susan pointed out that Langdon kindly provides us with a donation/stipend. There was debate about an invoice being appropriate. We are grateful for the increased 2024 contribution from Langdon and are hopeful for continuing support. This will be communicated to the Selectboard.
 - Carol asked to rename the proposed budget as the “Trustees/Director’s Budget”. She pointed out that an operations budget should include expenses incurred by the Town as well as what we spend for transparency purposes for total operational costs.
 - We discussed finalizing the budget and how/when to share it with the Selectboard. We concurred that we cannot finalize the budget until we have the medical insurance rates for 2025. Matt will notify us when this information has been received by the Town; at that point we will most likely schedule an extra meeting which will be nonpublic (we will start with a posted public meeting).

Potential Action/Agenda items for the next meeting, Thursday, November 21, 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.
7. Technology grant updates.
8. Roof work and the potential for a roof restoration/replacement committee.
9. 2025 Budget including any discussion of potential warrant articles.
10. Other old business.
11. Any new business.

The meeting adjourned at 7:40 PM on a motion made by Kathy and seconded by Susan; the motion passed unanimously.

Respectfully submitted by Carol Reller

Category Summary by Month

1/1/2024 - 9/30/
1 Account, 119 Categories, All Tags, All Pa

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
Income					
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
Total Income	\$6,316.70	\$23,062.62	\$3,558.33	\$245.22	\$5,286.55
Expenses					
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	\$0.00	\$0.00	\$0.00	\$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
summer programs	\$0.00	\$0.00	\$0.00	\$0.00	\$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
Total Exnenses	-\$525.88	-\$24,124.48	-\$4,190.48	-\$4,356.44	-\$9,469.46
Tot	\$5,790.82	-\$1,061.86	-\$632.15	-\$4,111.22	-\$4,182.91

Category Summary by Month

1/1/2024 - 9/30/2024
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	Total
Income					
Book Replacement	\$0.00	\$12.99	\$12.95	\$0.00	\$52.94
Book Sale	\$0.00	\$0.00	\$10.00	\$5.00	\$15.00
Donations	\$1,295.00	\$960.00	\$5,020.00	\$20.00	\$12,225.00
Fundraising pastries	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00
Langdon	\$7,500.00	\$0.00	\$0.00	\$0.00	\$12,600.00
misc. Fees & Donations	\$33.85	\$64.01	\$23.92	\$26.45	\$423.73
Nonresident Fees	\$0.00	\$120.00	\$0.00	\$40.00	\$280.00
Preservation Grant, NHPA	\$0.00	\$3,054.00	\$0.00	\$0.00	\$3,054.00
Transfer from Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$23,000.00
Trustee of Trust Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$4,976.92
Total Income	\$8,828.85	\$4,211.00	\$5,066.87	\$91.45	\$56,667.59
Expenses					
Alstead Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	-\$4,969.36
Books	-\$781.22	-\$850.79	-\$817.92	-\$1,051.52	-\$8,263.42
DVDs	-\$42.99	\$0.00	-\$119.13	\$0.00	-\$334.42
Fundraising cost	\$0.00	\$0.00	\$0.00	\$0.00	-\$35.00
NH Preservation Alliance	-\$715.00	\$0.00	\$0.00	\$0.00	-\$5,065.00
NHDB	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,330.00
Office/operations/admin	\$0.00	\$0.00	\$0.00	-\$22.98	-\$22.98
Office/operations/admin/supplies	-\$203.03	-\$117.00	-\$392.82	\$0.00	-\$2,195.00
Periodicals	\$0.00	\$0.00	\$0.00	\$0.00	-\$511.02
Professional Associations	\$0.00	-\$180.00	\$0.00	\$0.00	-\$265.00
Programs	-\$86.13	-\$200.00	-\$12.99	-\$31.66	-\$1,478.36
Restroom Upgrade	\$0.00	\$0.00	\$0.00	\$0.00	-\$22,156.43
Security	\$0.00	-\$557.30	\$0.00	\$0.00	-\$1,013.30
summer programs	\$0.00	\$0.00	-\$115.84	\$0.00	-\$115.84
Technology	\$0.00	\$0.00	-\$1,100.00	-\$275.00	-\$1,375.00
Technology Grant	-\$727.96	\$0.00	\$0.00	\$0.00	-\$1,937.89
Uncategorized	\$0.00	\$0.00	\$0.00	-\$65.06	-\$65.06
Total Expenses	-\$2,556.33	-\$1,905.09	-\$2,558.70	-\$1,446.22	-\$51,133.08
Total	\$6,272.52	\$2,305.91	\$2,508.17	-\$1,354.77	\$5,534.51