

Shedd Porter Memorial Library Minutes
September 19, 2024 Meeting
Approved

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

Alternate: Joe Levesque (sitting in for Susan Norlander)

The meeting was called to order at 5:00 pm. On a motion made by Jude and seconded by Joe, the minutes of August 15, 2024 were approved.

Librarian's Report

Children's Happenings in the Library

- Crafternoons and Storytime are off and running! We had 17 children at the first Crafternoon, and the energy is staying high. We are starting to build a regular cohort at Storytime, which is great to see.
- Outreach at APS and Sarah Porter is back – Alyson has done Storytimes at both schools already.
- The Langdon Fall Festival is Saturday and Lindsey, Jodie, and Alyson will be there painting pumpkins with kids, reading stories, and generally promoting SPML to the community from 1-3.
- The Scarecrow Party is scheduled for October 18th.
- The Job Skills group at Fall Mountain is back, and already a big help with sorting and organizing the toys downstairs. Alyson is providing books again for the Fall Mountain HS Book Club through Inter-Library Loan.
- We had 10 children complete our Read-A-Thon in August, and we introduced the Fall Read-A-Thon for kids this past week. Thank you to the Alstead General Store and Sail the Sweet Sea for their enthusiastic support!

Adult Happenings at the Library

- The Page Turners will be meeting next week to discuss *Lock Every Door*. The next book is *Where the Forest Meets the Stars* for the October meeting. These books are in and available. Of course, anyone is welcome to join in!
- We have just started the Adult Read-A-Thon – same motivational prizes as the children if you would like to join in!
- This fall and winter we have started a Puzzle Swap – bring one, take one! Thank you to Ann Acheson for starting us off!
- We are working with Alstead Ambulance to host another Hands-Free CPR on October 10.

Administrative Happenings at the Library

- Alyson is beginning to work on the 2025 budget and will be meeting with Carol and Susan in October.
- The newly installed outlets on the south side of the library have been put to immediate and regular use! Patrons are charging computers – we are grateful to the Tech Grant! Alyson is waiting on the bill from John Allen.

Circulation

August is usually a slow month in libraries, but our circulation remained steady. 1491 items (it's even a little higher than July) circulated throughout the community. The percentages are below:

- NHDB: 29%
- Adult Collection: 20% (with 29% of the total being NF)
- Youth Collection: 37%
- DVDs: 4%
- Audio & Magazines: 1%
- ILL: 9% (52 in; 84 out)

Alyson Vacation and Sick Time

9 days remain.

Treasurer's and Accounting/Finance Committee Reports

Reports were emailed to all Trustees previously. Susan was not able to attend but reminded us in her email that we continue to modify and expand budget tracking and that not all categories now included were in our initial budget for 2024, developed a year ago. The Library Income and Outflow YTD align with the Budget projections with three exceptions. The category of "Security" had been inadvertently omitted when the budget was created. The category of Office Operations and Supplies was affected by a payment processing issue which was resolved well into 2024. The category of "Fundraising Cost" is new in 2024."

She also reported the following in her email as follow-up to last month's meeting:

I inquired about debit card limits. The limit is \$2500 per day, with a \$600 per day limit at the ATM (which we never use). If the Trustees think this is adequate protection, we need not do anything more. Susan and Matt have now been issued debit cards.

The bill from Melanson's (\$688.72) for the recent roof repair has been given to Misty. A copy of it may be found in the binder of repair/renovations.

The required report documenting Trust Accounts held by the Library was filed with the Attorney General in mid-August. (This is the same report that appears in the Town of Alstead Annual Report.). This should have been sent to the AG in the early part of the year. It will be in 2025!

The final documentation of the Restroom Renovation project was filed with the Mascoma Bank Foundation at the end of August. Thank you, Alyson, for your help with this!

The auditors sent Misty a letter asking for year-end financial reports created by Three Bearings. I forwarded the letter to Three Bearings, who sent the material to the auditors.

Carol commented that the Town report for allocation of funds (see below) showed a \$10,000 jump from last month. No one seemed to know why that may be. Doing a little math, it was apparent, however, that the overall spent was pretty much in line for 8 months of the year. We also discussed which Treasurer's reports we wished to see in the minutes. We agreed that the category summary from Quicken by month for the year (see August minutes for an example) would be appropriate as would be the report of expenditures of the allocated town funds.

We discussed that the Town is still integrating QuickBooks for bookkeeping purposes.

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

- Update bylaws as needed. (Susan and Carol)
- Generate a document(s) that defines accounting and financial policies, including succession. Susan has begun to document her monthly process. (Susan and Carol)
- Decide how best to handle email for the Treasurer. (Susan and Carol)

Maintenance Committee Report

- Jesse Moore sprayed the wasp nest in the big bicycle at the bike rack. They did return, however, and he has now ordered a screen to cover the entrance to the bike horn – in hopes of preventing future wasp nests.
- Thank you to the anonymous donor of the new salt/sand box in the front vestibule!
- Susan obtained a nice table to display the Puzzle Swap and free magazines. Thank you, Susan! The window seat has been cleared off.

- The Town's Emergency Management Director has inquired on the status of updates regarding items mentioned in a previous safety inspection. Apparently, pictures are required. The Maintenance Committee will respond.
- Alyson has called Chris Morrill to do the second half of the exterior window painting. Chris did come by but he is currently shorthanded and would be here as soon as possible.
- From last month, *The back door well remains a concern, as it often clogs up with leaves, ice, snow, thereby becoming inoperative as an emergency exit* – Alyson will contact Jesse to ask that this egress be maintained for emergency purposes.

Grants and Facilities

Susan and Alyson wrote the final report for Mascoma Bank (restroom upgrade) in order to close the grant out.

Strategic Planning

Kathy and Alyson are once again meeting for this purpose and will have more next month.

Technology Grant

Nothing new to report.

Other Old Business

- The signed agreement with the Town has been found and will be added to the webpage.
- Susan reports that we are all set for Noah and Orchard Hill Bakery to provide two dozen pastries for our Crumb Together Cafe on September 28! She and Joel will pick up and deliver to the Library.
- Jude reported that we are still in need of other names to consider for an alternate Trustee.

New Business

- A series of emails initiated by Ciaran Lavery regarding what input we would need and what approach we should make in gathering information about the repair/ replacement strategies was discussed along with the need to form a committee regarding roof replacement. No decision was made, and we will discuss this further next month.

Potential Action/Agenda items for the next meeting, Thursday, October 17, 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. "Last Saturday" pastries – how did September go.
10. Other old business.
11. Any new business.

The meeting adjourned at 6:35 PM on a motion made by Kathy and seconded by Jude; the motion passed unanimously.

Respectfully submitted by Carol Reller

Allocation of Funds from Alstead Budget, FY 2024

Alstead budget FY 2024	as of (date)	used	remaining
\$50,900.00	07/26/24	\$23,844.33	\$27,055.67
	08/23/24	\$33,429.14	\$17,470.86

Category Summary by Month

1/1/2024 - 8/31/2024
All Accounts, 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
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
Personal Income					
Interest Earned	\$6.63	\$5.71	\$5.11	\$4.53	\$0.41
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	\$6,323.33	\$23,068.33	\$3,563.44	\$249.75	\$5,286.96
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/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 Expenses	-\$525.88	-\$24,124.48	-\$4,190.48	-\$4,356.44	-\$9,469.46
Transfer					
Transfer	\$0.00	-\$18,000.00	\$0.00	\$0.00	-\$5,000.00
Total	\$5,797.45	-\$19,056.15	-\$627.04	-\$4,106.69	-\$9,182.50

Category Summary by Month printed from Shedd's Finances on 9/24/24

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Category Summary by Month

1/1/2024 - 8/31/2024
All Accounts, 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	Total
Income				
Book Replacement	\$0.00	\$12.99	\$12.95	\$52.94
Book Sale	\$0.00	\$0.00	\$10.00	\$10.00
Donations	\$1,295.00	\$960.00	\$5,020.00	\$12,205.00
Fundraising pastries	\$0.00	\$0.00	\$0.00	\$40.00
Langdon	\$7,500.00	\$0.00	\$0.00	\$12,600.00
misc. Fees & Donations	\$33.85	\$64.01	\$23.92	\$397.28
Nonresident Fees	\$0.00	\$120.00	\$0.00	\$240.00
Personal Income				
Interest Earned	\$5.59	\$4.68	\$0.00	\$32.66
Preservation Grant, NHPA	\$0.00	\$3,054.00	\$0.00	\$3,054.00
Transfer from Savings	\$0.00	\$0.00	\$0.00	\$23,000.00
Trustee of Trust Funds	\$0.00	\$0.00	\$0.00	\$4,976.92
Total Income	\$8,834.44	\$4,215.68	\$5,066.87	\$56,608.80
Expenses				
Alstead Reimbursement	\$0.00	\$0.00	\$0.00	-\$4,969.36
Books	-\$781.22	-\$850.79	-\$817.92	-\$7,211.90
DVDs	-\$42.99	\$0.00	-\$119.13	-\$334.42
Fundraising cost	\$0.00	\$0.00	\$0.00	-\$35.00
NH Preservation Alliance	-\$715.00	\$0.00	\$0.00	-\$5,065.00
NHDB	\$0.00	\$0.00	\$0.00	-\$1,330.00
Office/operations/admin/supplies	-\$203.03	-\$117.00	-\$392.82	-\$2,195.00
Periodicals	\$0.00	\$0.00	\$0.00	-\$511.02
Professional Associations	\$0.00	-\$180.00	\$0.00	-\$265.00
Programs	-\$86.13	-\$200.00	-\$12.99	-\$1,446.70
Restroom Upgrade	\$0.00	\$0.00	\$0.00	-\$22,156.43
Security	\$0.00	-\$557.30	\$0.00	-\$1,013.30
summer programs	\$0.00	\$0.00	-\$115.84	-\$115.84
Technology	\$0.00	\$0.00	-\$1,100.00	-\$1,100.00
Technology Grant	-\$727.96	\$0.00	\$0.00	-\$1,937.89
Uncategorized	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses	-\$2,556.33	-\$1,905.09	-\$2,558.70	-\$49,686.86
Transfer				
Transfer	\$0.00	\$0.00	\$0.00	-\$23,000.00
Total	\$6,278.11	\$2,310.59	\$2,508.17	-\$16,078.06

Category Summary by Month printed from Shedd's Finances on 9/24/24

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