

Pillsbury Free Library

Monthly Trustees Meeting Agenda

Tuesday, January 17, 2012
7:00 p.m. in the Frank Maria Room
Everett Hunt, Chairperson, presiding

1. Minutes from December 20, 2012 meeting (Nan Cogswell)
2. Treasurer's Report and finance committee report (Tina Schirmer)
(includes acceptance of gifts, if any)
3. Library Director's Report – see written report of statistics, meetings and activities, etc.
(charges for color copies)
4. Committee Reports
 - a. Building and Grounds (Lynn Perkins)
(vote on dome ceiling insulation)
 - b. Technology Committee (Linda Hedrick)
 - c. Correspondence (Linda Hedrick)
 - d. Policy Committee (Everett Hunt)
 - e. Personnel Committee (Everett Hunt and Joan Warren)
5. Old Business
6. New Business
(celebration of 120th anniversary of opening the library – Feb. 6, 2012)
7. Next Meeting (February 21, 2012): Count of anticipated attendance
8. Adjourn

Pillsbury Free Library Board of Trustees
Tuesday, December 20th, 2011 DRAFT Meeting Minutes

Present: Trustees Joan Warren, Tina Schirmer, Everett Hunt, Linda Hedrick, Nan Cogswell and Library Director Nancy Ladd.

Absent: Lynn Perkins and Jeanne Hand

1. **Co-Chairperson Opens the Meeting.** Joan Warren opened the meeting at 7:10 p.m.
2. **Minutes from the November Trustees Meeting.** A motion to approve the minutes was made by Nan, seconded by Tina, and the Board accepted it.

3. **Personnel Committee**

Performance Evaluation Report: Joan presented the report, first discussing new goals of the library director, one of which is communicating better with the library staff, in addition to staff meetings once a month. This was a result of the performance evaluation questionnaires that were completed and sent to the Committee head. Everett arrived at the meeting at this point, and Joan relinquished her duties to the Chairperson. After a brief discussion, **Nan made a motion to accept the report and approve the committee minutes, Everett seconded, and the Board accepted it.**

2012 personnel wages and benefits: As described in the committees minutes for November 30 and December 7, some minor changes in hours were proposed, and a 2% COLA increase for all staff. Because of her workload and added activities, the committee agreed to propose that the Children's Librarian's average hours be increased by half an hour a week. Since she usually isn't working on Mondays when holidays occur, and is a part time employee, the added ½ hour will help make up for the changes in holiday policy being considered for 2012. It was also proposed that the Library Director's hours be increased from 39 to 40 per week and that she be considered a salaried employee. **Joan made a motion to approve the wages and hours proposed by the Committee, Nan seconded it, and the Board approved it.**

A second motion was made by Tina, and seconded by Joan, that if any funds budgeted for personnel for 2012 are left over, some or all of the funds shall be considered for use as a bonus for the library director, as decided by the Library Trustees, in acknowledgement of the fact that with the changes in insurance benefits for 2012 the Director's total compensation package has been reduced. The motion was approved.

4. **Treasurer's Report.**

Tina presented the library's financial reports. It was noted that no financial gifts were received, and there were no capital expenses for November. We are at 92.1% as of the month report, right where we should be. **Nan made a motion to accept the report, Joan seconded it, and it was accepted by the Board.**

2012 Budget: Tina presented a status report of the 2012 budget, and also reported on the presentation at the Town Budget Committee regarding an income/expense overview from 2009 through the projected 2012 budget. In 2011, due to the decrease in the overall property valuation of the town, the library experienced a \$4,465 decrease in funds from the Town compared to 2010. We were a little over budget on copier expenses, but we also received more copier money, so that was balanced out.

As a result of Personnel Committee proposals as described above, changes were made in the personnel section of the draft presented at the previous monthly meeting, and a correction was made to add to the budget report \$200 for personnel expenses. Included in the budget is \$3,500 to repair and paint the dome ceiling, if we accept the bids for the insulation and repairs. The Treasurer, and Assistant Treasurer would make the decision about which bank C/D's to "cash out". **Joan made a motion to approve the proposed budget with the added expenses, Nan seconded it, and the Board approved it.**

5. **Library Director's Report.** Nancy presented her written monthly report. She provided statistics of how many people use HeritageQuest and Ancestry.com in the library, and recommends we continue to provide that service for our patrons. She also gave us a report of the public meetings that she has attended, as well as other activities. **Donations received:** Linda Hartman obtained greens and decorated the library, and Mimi Wiggin donated a small tree for the planter. Regarding the storm windows, Lynn Perkins tightened them and made them more secure. Nancy is also trying to get an accurate count of patrons who still live in Warner and use the library, and delete those that have moved away. She also suggested that folks visit the Festival of Trees located in the Town Hall for the holidays.
6. **Committee Reports.** The various committees of the Trustees gave reports:

Building & Grounds: Nan presented the committee report and minutes, as Lynn was absent. The committee met with Tom Baye, representing Builders Installed Products, on November 17th to discuss the project to insulate the dome ceiling in the original part of the library. Prior to this meeting and after careful review of the insulation contractor's quote, the committee had come up with several questions to which the committee sought explanations. A brief conversation took place on December 2nd, with Tom where he stated that the contractor was revising his quote, with explanations of the more significant committee questions. Upon receipt of the revised quote, a meeting of the committee will be called to review and make a recommendation about moving forward with the project. Builders Installed Products is the same company that just completed the insulation project at Warner's Town Hall.

The committee also asked Tom Baye to present a quote on repairing existing cracks and painting the visible ceiling dome, to be done after the insulation is completed. Two contractors have come in to look at the job.

All six aluminum storm windows in the original portion of the library have now had the original weather-strip pile replaced with new pile, which would reduce air infiltration

around the aluminum storm sashes. The sashes have been carefully reinstalled to make sure the upper and lower sashes fit snugly together, as they are intended.

The committee has had informal conversations with Deschenes Electric regarding changes that would reduce electricity consumption and the cost of those changes. Areas of interest are the outside lighting schedule and interior exit sign lighting improvements. An electricity consumption audit by PSNH may also be useful.

Nancy has serviced the leaking toilet next to the elevator that was wasting water due to a faulty water valve inside the toilet tank. There is now a leaking exterior sill-cock next to the book drop. The interior shutoff valve has been located and turned off, stopping the water flow to the leaking sill-cock. Repairs will be made in warmer weather. **Nan made a motion to accept the report and approve the minutes, Joan seconded it, and the Board accepted it.**

Technology: Linda presented the committee report. The committee would like to purchase two e-readers and have requested the funds in the 2012 budget. We would be able to have one to lend and one to use in demonstrations at the library. Linda will also check into the Sony Reader Library Program that provides free training and Sony Readers to public libraries. Also discussed was the Genealogy database update. The committee agreed, after going over data presented to them by Nancy, to recommend we keep HeritageQuest and Ancestry Library Edition for library use. She also mentioned that usage for Mango, the online language resource, is down. The subscription runs out in May of 2012, so we have some time to decide to keep it or not. **Nan made a motion to approve the report and minutes, Tina seconded it, and the Board accepted it.**

Correspondence: No correspondence. Nancy showed us a “gift” for Larry for his service and dedication as a former trustee of the library – a tote bag, a certificate of commendation, and a set of printed note cards of the stain glass windows that Joan’s husband took pictures of.

7. **Old Business.** Everett mentioned that he had spoken recently at the Men’s Club meeting asking if anybody would be interested in becoming a Library Trustee, as we will have openings available for the 2012 – 2014 period. There is January filing for the March election. He urged us, again, to keep checking with people. Tina and Nancy Ladd each know individuals who have expressed interest.
8. **New Business.** None.
9. **Next meeting.** The next meeting of the Trustees will be on January 17th, at 7:00 p.m. in the Maria Room. All Trustees present expected to attend the meeting.
10. **Adjourn.** After having an early birthday cake for Everett, he made a motion to adjourn, Nan seconded and we adjourned at 8:55 p.m.

Respectfully submitted by Nan Cogswell, Recording Secretary.

PILLSBURY FREE LIBRARY
Budget vs. Actual YTD
 January through December 2011

11:29 AM

01/12/12

Accrual Basis

	<u>Jan - Dec 11</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Copy/printer income	1,142.57	800.00	342.57	142.8%
Donations-Rec'd	4,871.91	2,875.00	1,996.91	169.5%
Equipment Sold	75.00			
Fines&Fees	631.39	650.00	-18.61	97.1%
Government -Local Taxes	186,202.31	186,202.00	0.31	100.0%
Grants Rec./Ecumb	475.00	1,500.00	-1,025.00	31.7%
Interest Income	3,194.07	3,400.00	-205.93	93.9%
Trusts-Town & Redington	1,067.39	813.00	254.39	131.3%
Misc. Credits	454.27			
Total Income	198,113.91	196,240.00	1,873.91	101.0%
Expense				
Capital Expense	1,958.58	9,025.00	-7,066.42	21.7%
Copier/printer Expenses	1,059.00	800.00	259.00	132.4%
Donation spent	3,473.58	2,000.00	1,473.58	173.7%
Grants Expended	475.00	1,500.00	-1,025.00	31.7%
Collections	19,154.10	19,695.00	-540.90	97.3%
Facilities Operation	26,560.19	28,994.50	-2,434.31	91.6%
Misc Operating Exp	5,080.80	5,765.00	-684.20	88.1%
Personnel expen	138,346.05	139,059.00	-712.95	99.5%
Programs and PR	2,064.53	2,750.00	-685.47	75.1%
Trustees exp	300.09	800.00	-499.91	37.5%
Temporary Expenses	170.50			
Total Expense	198,642.42	210,388.50	-11,746.08	94.4%
Net Ordinary Income	-528.51	-14,148.50	13,619.99	3.7%
Other Income/Expense				
Other Income				
Government-Local CIP	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.0%
Other Expense				
Open Source ILS /catalog CIP	0.00	0.00	0.00	0.0%
CIP Ceiling Insulation/Windows	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	-528.51	-14,148.50	13,619.99	3.7%

01/12/12

PILLSBURY FREE LIBRARY
Balance Sheet Monthly YTD Report
As of December 31, 2011

	Jan 31, 11	Feb 28, 11	Mar 31, 11	Apr 30, 11	May 31, 11	Jun 30, 11	Jul 31, 11	Aug 31, 11	Sep 30, 11	Oct 31, 11	Nov 30, 11	Dec 31, 11
ASSETS												
Current Assets												
Checking/Savings												
Copier/Printer Fund	890.45	930.48	1,020.19	1,123.73	1,105.19	1,202.95	1,051.04	953.57	1,008.41	1,148.46	1,131.35	1,185.60
Donations Fund (non-lapsing)	16,407.11	16,559.00	16,626.42	15,812.41	16,654.55	16,891.62	16,181.31	15,752.83	15,762.77	18,169.73	18,334.97	19,656.70
Fines and Fees	3,473.28	3,473.68	3,485.12	3,481.55	3,637.95	3,644.39	3,674.86	3,721.32	3,682.78	3,704.26	3,719.72	3,685.20
Town Apprpr. Operating Fund	4,813.64	5,799.97	9,984.49	8,966.68	9,036.05	6,420.16	2,641.64	8,383.83	9,035.79	5,369.21	6,862.12	1,231.05
Town Appr CD 9mo was MC now LSB	22,422.27	22,442.17	22,460.16	22,480.10	22,492.99	22,492.99	22,492.99	22,492.99	22,492.99	22,492.99	22,492.99	22,492.99
Cogswell, Lloyd & Annie Fund LS	25,106.17	25,106.17	25,106.17	25,106.17	25,106.17	25,106.17	25,106.17	25,223.07	25,223.07	25,223.07	25,223.07	25,223.07
Cogswell, Richard & Mary - Jumb	100,376.37	100,568.18	100,741.76	100,934.27	101,120.93	101,314.17	101,501.53	101,695.50	101,889.84	102,078.27	102,273.34	102,462.48
Cogswell, Richard & Mary - 5yr	9,996.58	10,015.68	10,032.97	10,052.14	10,070.73	10,089.97	10,108.63	10,127.95	10,147.30	10,166.07	10,185.50	10,204.34
Cogswell, Richard & Mary, MM-SR	4,905.49	4,906.13	4,906.84	4,907.52	4,908.23	4,908.92	4,909.56	4,910.18	4,911.41	4,911.90	4,912.36	4,912.36
E. Cutting Fund	2,306.56	2,306.83	2,307.12	1,782.40	1,782.63	1,782.85	1,783.08	1,783.30	1,783.52	1,783.75	1,783.97	1,324.18
E. Cutting Fund CD SRB 12 Month	37,806.45	37,835.74	37,868.20	37,868.20	37,899.64	37,932.15	37,963.64	37,996.21	38,017.18	38,037.49	38,058.49	38,078.82
F Maria Fund 12/2010 CD	7,004.58	7,009.16	7,013.30	7,017.89	7,022.33	7,026.92	7,031.37	7,035.97	7,040.57	7,045.03	7,049.64	7,000.10
M. Martin Childr. Fund	1,009.59	1,009.72	1,009.87	1,010.01	1,010.15	1,010.29	1,010.43	1,010.56	1,010.68	1,010.81	1,010.91	1,011.00
M. Martin Childr. Fund CD	5,037.39	5,037.39	5,037.39	5,037.39	5,046.71	5,056.35	5,065.70	5,075.38	5,085.08	5,094.48	5,104.22	5,113.66
Total Checking/Savings	<u>241,555.93</u>	<u>243,000.30</u>	<u>247,600.00</u>	<u>245,580.46</u>	<u>246,894.25</u>	<u>244,879.90</u>	<u>240,521.95</u>	<u>246,162.66</u>	<u>247,091.39</u>	<u>246,235.52</u>	<u>248,142.65</u>	<u>243,581.55</u>
Total Current Assets	<u>241,555.93</u>	<u>243,000.30</u>	<u>247,600.00</u>	<u>245,580.46</u>	<u>246,894.25</u>	<u>244,879.90</u>	<u>240,521.95</u>	<u>246,162.66</u>	<u>247,091.39</u>	<u>246,235.52</u>	<u>248,142.65</u>	<u>243,581.55</u>
TOTAL ASSETS	<u>241,555.93</u>	<u>243,000.30</u>	<u>247,600.00</u>	<u>245,580.46</u>	<u>246,894.25</u>	<u>244,879.90</u>	<u>240,521.95</u>	<u>246,162.66</u>	<u>247,091.39</u>	<u>246,235.52</u>	<u>248,142.65</u>	<u>243,581.55</u>
LIABILITIES & EQUITY												
Equity												
Fund Balance	244,110.06	244,110.06	244,110.06	244,110.06	244,110.06	244,110.06	244,110.06	244,110.06	244,110.06	244,110.06	244,110.06	244,110.06
Net Income	-2,554.13	-1,109.76	3,489.94	1,470.40	2,784.19	769.84	-3,588.11	2,052.60	2,981.33	2,125.46	4,032.59	-528.51
Total Equity	<u>241,555.93</u>	<u>243,000.30</u>	<u>247,600.00</u>	<u>245,580.46</u>	<u>246,894.25</u>	<u>244,879.90</u>	<u>240,521.95</u>	<u>246,162.66</u>	<u>247,091.39</u>	<u>246,235.52</u>	<u>248,142.65</u>	<u>243,581.55</u>
TOTAL LIABILITIES & EQUITY	<u>241,555.93</u>	<u>243,000.30</u>	<u>247,600.00</u>	<u>245,580.46</u>	<u>246,894.25</u>	<u>244,879.90</u>	<u>240,521.95</u>	<u>246,162.66</u>	<u>247,091.39</u>	<u>246,235.52</u>	<u>248,142.65</u>	<u>243,581.55</u>

PILLSBURY FREE LIBRARY
Profit and Loss Monthly and YTD (condensed)
 January through December 2011

	Jan 11	Feb 11	Mar 11	Apr 11	May 11	Jun 11	Jul 11	Aug 11	Sep 11	Oct 11	Nov 11	Dec 11	TOTAL
Ordinary Income/Expense													
Income													
Copy/printer income	0.00	40.00	137.76	103.50	30.00	206.68	0.00	190.45	54.80	140.00	185.18	54.20	1,142.57
Donations-Rec'd	7.00	150.00	24.00	123.00	1,194.60	10.00	96.66	57.00	8.00	2,389.75	163.00	648.90	4,871.91
Equipment Sold	0.00	0.00	0.00	0.00	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
Fines&Fees	57.45	0.00	11.00	40.00	155.95	93.99	30.00	46.00	5.00	80.00	59.00	53.00	631.39
Government -Local Taxes	0.00	15,888.88	31,405.74	14,772.81	15,516.86	0.00	15,516.86	31,033.72	15,516.86	0.00	31,033.72	15,516.86	186,202.31
Grants Rec./Ecumb	0.00	0.00	0.00	0.00	250.00	225.00	0.00	0.00	0.00	0.00	0.00	0.00	475.00
Interest Income	271.49	268.36	249.58	240.15	267.34	263.16	255.21	380.77	253.28	245.30	253.78	245.65	3,194.07
Trusts-Town & Redington	0.00	0.00	0.00	0.00	0.00	0.00	190.94	0.00	0.00	0.00	0.00	876.45	1,067.39
Misc. Credits	17.00	0.00	42.20	0.00	0.00	150.10	89.25	0.00	26.75	17.00	111.97	0.00	454.27
Total Income	352.94	16,347.24	31,870.28	15,279.46	17,489.75	948.93	16,178.92	31,707.94	15,864.69	2,872.05	31,806.65	17,395.06	198,113.91
Expense													
Capital Expense	0.00	568.00	0.00	0.00	505.60	0.00	625.00	0.00	0.00	0.00	0.00	259.98	1,958.58
Copier/printer Expenses	82.15	0.00	48.10	0.00	48.60	249.16	151.97	287.96	0.00	0.00	191.06	0.00	1,059.00
Donation spent	50.00	50.00	0.00	932.99	514.99	0.00	1,000.00	487.50	120.90	317.20	0.00	0.00	3,473.58
Grants Expended	0.00	0.00	0.00	0.00	250.00	0.00	225.00	0.00	0.00	0.00	0.00	0.00	475.00
Collections	804.15	781.64	1,314.00	2,964.96	1,467.84	1,325.62	1,628.72	1,353.40	1,576.96	1,015.99	1,339.93	3,580.89	19,154.10
Facilities Operation	1,424.64	3,073.53	3,620.06	1,516.10	1,894.25	1,092.26	1,387.67	2,119.53	2,596.63	2,125.00	1,582.67	4,127.85	26,560.19
Misc Operating Exp	485.86	377.12	187.03	295.68	387.59	188.00	174.77	248.86	211.99	144.00	477.94	1,901.96	5,080.80
Personnel expen	0.00	9,938.78	21,877.55	10,969.82	10,825.44	0.00	15,037.36	21,475.20	10,077.07	0.00	26,268.84	11,875.99	138,346.05
Programs and PR	50.27	113.80	168.55	374.45	171.15	108.24	306.38	94.78	352.41	95.98	39.08	189.44	2,064.53
Trustees exp	10.00	0.00	25.04	245.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.05	300.09
Temporary Expenses	0.00	0.00	30.25	0.00	110.50	0.00	0.00	0.00	0.00	29.75	0.00	0.00	170.50
Total Expense	2,907.07	14,902.87	27,270.58	17,299.00	16,175.96	2,963.28	20,536.87	26,067.23	14,935.96	3,727.92	29,899.52	21,956.16	198,642.42
Net Ordinary Income	-2,554.13	1,444.37	4,599.70	-2,019.54	1,313.79	-2,014.35	-4,357.95	5,640.71	928.73	-855.87	1,907.13	-4,561.10	-528.51
Net Income	-2,554.13	1,444.37	4,599.70	-2,019.54	1,313.79	-2,014.35	-4,357.95	5,640.71	928.73	-855.87	1,907.13	-4,561.10	-528.51

Statistics Note: annual Circ increased 57% from 2007 to 2010. Staff hours increased 6.6%.

***** Holding steady in 2011 with 1.5% increase*****

2011 totals compared to 2010 totals: adult reading is shifting to downloadable formats (OverDrive, 1111) Magazines may be shifting to online reading (EBSCO use is rising). Child & teen library use increased 8%.

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	2010 Y
Adult	1119	1162	1498	1174	1235	1058	1264	1424	1231	1158	1195	1048	14566	15,977
Ch/YA	1278	1265	1805	1259	1318	1497	1661	1873	1488	1578	1622	1465	18109	16,717
Mags	98	74	103	101	93	89	100	111	133	98	102	92	1194	1184
e-audio	66	74	62	54	60	50	66	77	67	69	75	48	768	575
e-book	11	13	8	16	21	25	37	37	39	52	47	37	343	24
Total	2572	2588	3476	2604	2727	2719	3128	3522	2958	2955	3041	2690	34980	34477
EBSCO	8	0	8	13	36	11	10	23	23	15	16	6	159	41

ILL	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	2010
In	37	76	103	72	86	85	89	90	76	70	68	51	903	851
Out	67	64	61	70	56	65	77	64	80	67	81	54	806	844
Total	104	140	164	142	142	150	166	154	156	137	149	105	1709	1695

New Borrowers 7 month, 170 YTD **Computer Use:** 249 month, 3934YTD

Borrowers moved, deleted +/- or died: 581 month =666* YR **Museum Passes:** 6 month, 79 YTD

Total Patrons registered: approx 2837* plus 236 NH libraries

(*Note: we cleaned up the patron list – deletions were high at the end of 2011)

HeritageQuest: 12 sessions, 25 searches in Dec., 238 sessions, 1350 searches ytd. (Jan – Dec)

Ancestry Library (in bldg): 2 sessions, 90 searches in Dec: 59 sessions, 2321 searches ytd (March –Dec)

NewsBank– pd by NHSL: 28 searches or sessions? YTD (2 in Nov)

Overdrive audio/ ebook 85 downloads: (47 ebook (14 kindle), 75 audio), 3 from mobile access

New users 7 this month, 58/ year; **Indiv. users** 29 /mo.

Online **EBSCO** use: 6 sessions in Sept. from 2 IP locations

Mango Language system: Sessions: month = 1; YTD = 82; languages accessed, month = 1, 17 for yr

Summary of News & Information

Meetings: Staff meeting Jan 9, Retailers meeting and Community Leaders lunch Jan 18.

Publicity / programming: Town newsletter, Kearsarge Happenings.

Ebook and Audio book progs Jan 24 and 26 at 7 pm, Gasland film Jan 20

Children's Programs. Planning a tween activity for Feb 25 with home school families

Displays: WHS – Snow trains photos. – next exhibit: Early Library history

Other Activities: clearing out the borrower card database: over 380 names removed.

We added 2 “bean bag chairs” in the children’s room and replaced a broken chair in the office.

Scheduled maintenance/repair: Elevator / fire response equipment inspection done Jan 11

Unscheduled maintenance: All thermostat batteries have now been replaced.

Gifts and Donations

\$400 from a Warner family (end of year donation).

Wooden car toy (vertical raceway) for children’s room

Staff and volunteers

January birthdays: volunteers Marcia Moyer February: Louise Hazen.

The Staff wish to thank the Board for the COLA raises.

Detailed news

Local Meetings: Jan. 18 **Community Leaders** bag lunch discussion: at United Church of Warner
Warner Retailers group is now planning for a Feb.25 event, Cabin Fever Reliever

Programs:

Technology talks on ebooks etc with the help of volunteers in January and February.

The Local Foods/ energy awareness group will show **movies** (Jan 20 GasLand and Feb 17 Broken Limbs - sustainable farming / orchards), and a book discussion is planned for March 23 on "Food Matters".

120th anniversary of first day open: February 6: Refreshments, door prizes? Feb 25, tours and trivia quiz, Home schoolers re-enactment of 1st library card? Print more brochures about architecture of PFL. Display in cabinet of 1st library card, original catalog, old photos etc.

We should start soon on plans for a spring NHHC program.

I will be trying to get the discount package for **Movie Licensing USA** for 2012 at \$106 instead of \$221 since our number of registered cardholders is now under 3000.

Children's services: Several home school families may participate in our 120th celebration by creating a mini-play to reenact the first open day of PFL in 1892.

Technology:

We have conducted many individual trainings on ebook downloads.

Adding to Website: Town organizations list.

NH Librarian meetings and activities: there will be a local library coop meeting (WOTM) on January 20 in Webster. Trustees are welcome.

Online Services: since the publication of the January Town Newsletter we have had a huge increase in inquiries about museum passes, downloadable ebooks, and online genealogy resources.

Collections: we were able to comply with the voluntary additional 2011 contribution to buying NH Downloadable books from our 2011 collections budget. Since only about 2 titles out of 724 mystery ebooks were available to download at any one time last week, this seemed like a worthy place to spend the funds.

Other activities: we spent about 2 weeks clearing out inactive borrowers who have moved away, by investigating expired cards. We also began notifying nonresidents of their fee increase. End of year reporting, statistics, bill paying, etc.

Discovery of images of the ceiling with decorations in the 1890's on our souvenir china. Discussion with art restorer Linda Donovan about the costs of paint removal (prohibitive, but suggested a small area for test/show)

Jan –March 2012 Calendar:

Since last meeting

Dec 21 Craft after school 3 pm

Dec. 24 Closed – Xmas Eve (Saturday)

Dec 26 MONDAY(Closed) official "paid holiday" for Xmas Day

Dec 27 Un-decorated trees at town hall 8 am

Dec 31 (Saturday) open

January 2, 2012 (Monday) – Closed (NO SCHOOL, etc)

Jan 9 Staff meeting

Jan 10 *Kearsarge Happenings* info sent (Library 120th anniversary)

Jan 11 Building Comm. Mtg – 3 pm

Jan 11 Technology Comm. Mtg – 4 pm

Respectfully submitted,
Nancy Ladd

1/12/2012

Pillsbury Free Library Director's Monthly Report, January 2012

Future events

Jan 16 Library closed Martin Luther King, Jr. Day
Jan 17 9:30 am audio book download help
Jan 17 Trustees Mtg 7 pm
Jan 18 Retailers meeting?
Jan 18 Community Leader's Lunch 12 – 1:30
Jan 18 After School craft 3 pm
Jan 20 WOTM meeting in Webster 9-12
Jan 20 **Movie** at Library: Gasland 7 pm
Jan 20 Volunteer Marcia Moyer's Birthday
Jan 23 Chinese New Year - Dragon
Jan 24 9:30 ipad ebook help
Jan 24 7 pm Kindle demo – 7 pm Tom Joseph
Jan 26 7 pm iPad ebook and audiobook demonstration – David Swords
Jan 25 Filing begins for March elections: need 3 Trustees (Tina IS running)
Jan 27 Town Reports due (by noon)

Feb 3 Filing ends for March elections
**Feb 4 & 6 120th Anniversary of the Library opening:
Refreshments and library card prizes**
Feb 8-22 Paul away (Mike Whalen working)
Feb 13 Staff Meeting 9-11 (Paul on Vacation) – ebook training by NHSL
Feb 14 Betty and Louise's birthday
Feb 21 Trustees Meeting 7 PM
Feb 15 After school program 3 PM
Feb 17 **Movie** at Library: 7 pm Broken Limbs
Feb 20 Lib closed Presidents' Day
Feb 25 "*Winter/cabin Fever Reliever*" 9 - 2 pm Retailer event
**120th Anniversary celebration of the Library opening:
Refreshments, tours, quizzes, brochures, displays and a play**
Feb 27-Mar 2 School vacation week NH

March 13,14 Elections and Town Meeting – **Display**
March 12 Staff Meeting/training, 9-11
March 20 Trustees Orientation, 6 PM
7 PM Trustees Meeting: officers election and committee membership
March 21 After School Craft 3 PM
March 23 **Book Discussion:** 7 pm Food Matters

National Library Week April 8-14

April ? Great Stone Face voting and games pizza party 5 – 7 pm
Apr 8 Easter
April 8-14 National Library Week *You belong @ your library*
ALSO National volunteer week

Pillsbury Free Library

Building and Grounds Committee Meeting

Tuesday, January 10, 2012 at 3:00 P.M.

The meeting was called to order by Chairperson Lynn Perkins at 3:00 p.m.

Present: Lynn Perkins, Everett Hunt, Nan Cogswell and Library Director Nancy Ladd.

Lynn presented a report of the three companies interviewed regarding the insulation of the dome ceiling in the old part of the Pillsbury Free Library. The committee discussed the insulation quotes of BET Insulation: \$15,804; Quality Insulation: \$9,760; and Builders Installed Products: \$3,102. After a long discussion regarding the different processes, the pros and cons, etc. we agreed to proceed with Builders Installed Products. **Everett made a motion, Nan seconded, and the committee accepted the choice.** T. Baye Building Co. (Tom Baye) is the contractor for the project., and it is the same company that just completed the insulation work in the Warner Town Hall. If there are any issues that come up, Tom Baye agreed that he is the “go to” person for the project.

There are a few questions that we need to ask Tom Baye before the final decision:

1. Will they install plastic coverage for protection of floors, furniture, books, etc., plus entrance as well as stairs in the new part of the library, from where the initial work will start to prevent particles from being blown around?
2. Will they check on bats in the ceiling before starting work?
3. Will the work be done on a Friday so that clean up will take place on a weekend?

Then we discussed the patching and painting of the dome ceiling, which would cost about \$3,600. After Nancy met with one group of painters, she said that with the setting up of scaffolding, preparing sheet rock, and painting the ceiling, it would take about a week and a half to complete.

Nancy will check with Linda Donovan to see if there is any method for Fresco detection in the ceiling of the dome area.

A question was asked if anything was being done regarding the restoration of the six “old windows”. Right now nothing is being done – we are dealing with the insulation and ceiling of the dome area of the library.

A motion was made by Everett to adjourn the meeting, Nan seconded it, and the meeting ended at 3:40 p.m.

Minutes for PFL Board of Trustees
Technology Committee Meeting
Wednesday, 4:00 PM
1/11/12

1. E-reader purchases

A decision on e-reader purchases will be made after the PFL staff meeting with Bobbi Slossar, from the State Library, on the second Monday in February. She will be bringing all her e-readers to share with Nancy and the staff.

Since Christmas, Nancy has been receiving at least one request per day regarding how to use a Kindle (only about Kindle, no other kinds). She continues to find that because of Overdrive/Kindle issues, that there are limited choices of title availability. There is also a very good informative blog, *NH Downloadable Books: the Official Blog of the New Hampshire Downloadable Books Service* (includes info. about new audio book purchases, how to use a variety of e-readers, troubleshooting, and more) available at this website: <nhdbooks.blogspot.com>.

2. Printers at main desk

Nancy is working with Dan Watts regarding the move of the library printers to the main desk to create a printer station and best way to network them. Dan has suggested using two access points (hardware). She would like to hold off on the move until purchasing a new scanner that will also be in the same location. Dan also recommended a scanner with email capabilities that he just purchased for himself. Nancy will ask him for more information about it.

3. Cover for TV cords in Maria Room

Linda is checking into a flat screen TV cord cover kit at Best Buy for \$24.99.

4. Library information in the Warner *News from the Town* newsletter

Nancy is receiving very good feedback from the town newsletter article about the library resources. People have been asking about downloadable books, museum passes, the genealogy databases, and Mango.

5. Grant request from New London Rotary Club Literacy Committee

Applicants will be notified by January 20th if they have been awarded the grant funds. Nancy applied for a \$150.00 mini-grant that would be used to purchase three mp3 players. These would be loaded with audio books from the NH Downloadable Books service for library patrons who need books in audio format.