

Agenda
Chamberlin Free Public Library
Board of Trustees
February 11, 2019 @ 6:30 pm

1. Review of Minutes from January 14, 2019 meeting
2. Accounting: Treasurer's report
3. Circulation statistics:
4. Personnel issues
5. Systems
6. Old Business
 - a. Koha Upgrade
 - b. Zachary Cassidy and Inventory
7. New Business
 - a. See Science Center
 - b. State Report
- 8: Other:

January 14, 2019 Library Trustee Meeting

Present were Marshall Buttrick, Deb Spratt, Adam Mueller, Dick Bickford, Paula Miller, Charles Brault and Diane Steele.

Minutes from the December 9, 2018, meeting were read and approved.

Treasurer's report reviewed and approved.

Charlie said circulation was up a bit, and 15 new students from out of town got their library card.

Charlie will do a major upgrade on Koha system. It will take a full day to upgrade and test the added features.

The sniffer dog came in to check for bed bugs. All is clear.

Zachary Cassidy began his volunteer work doing inventory. He will work 2 hours on Saturdays for a total of 20 hours. Weeding by section is done every year. Last year adults and nonfiction were done.

Charlie said Media increase due to a bill came in 2018 instead of 2019, and Supplies over due to ordering of new checks. Wages and salary increases OK.

Charlie said the tin ceiling needs to be painted.

Deb mentioned there was a posting on FB about an interest in a program for residents to bring in old photos of the town. Charlie said if people brought in their photos, he would scan them beforehand and show all at the program. He would need photos by February 16th. Program scheduled for February 28th. Deb will contact Kathy Washburn as she is the one suggesting the program.

Charlie said he has scanned in all of the school committee meetings from 1886-1956.

Marshall gave us the sad news he will not be running for library trustee this year.

Next meeting will be February 11, 2019

February 5, 2019 Financial Report

| | Budget | Spent |
|---------------------------|----------|----------|
| Wages | 97,160 | 9,349.71 |
| Cleaning | 2,400 | 286.50 |
| Payroll taxes | 7,616.34 | 736.71 |
| Health Insurance | 12,350 | 2,065.70 |
| Dues & Association | 50 | 0 |
| Education | 110 | 0 |
| Media | 13,500 | 1,689.89 |
| P.O. Box | 175 | 0 |
| Postage | 100 | 0 |
| Programs | 1,750 | 376.61 |
| Safety | 200 | 0 |
| Service Contracts/Repairs | 400 | 0 |
| Supplies | 1,000 | 172.84 |
| Equipment | 750 | 0 |
| Telecommunications | 1,700 | 231.43 |
| Grants | 0 | 0 |
| Rebates & Refunds | 0 | 0 |
| | 0 | 0 |

Special Account:

Balance 1/1/2019 1684.17 Income 148.70 Expenses 300.00 Balance 2/5/2019 1,532.87

Certificate of Deposit 3,849.09 Certificate of Deposit 4,698.78

Certificate of Deposit 11,591.10

January 2019 Circulation Report

| Item type | Issues/Renews | Prev Mo | Web Site Activity | | Prev Mo |
|--------------|---------------|-------------|------------------------------------|-------------|-------------|
| | | | Unique visitors | 2486 | 2149 |
| AUD CD | 21 | 17 | Number of Visits | 4103 | 3552 |
| BIOG | 6 | 6 | | | |
| COMPUTER | 79 | 112 | Genealogy Database Activity | 68 | 179 |
| E | 76 | 40 | | | |
| E BOARD | 7 | 23 | | | |
| EZ | 31 | 20 | Patrons | | |
| F | 182 | 190 | Adult | 683 | 584 |
| ILL | 169 | 143 | Juvenile | 138 | 91 |
| J PBK | 1 | 2 | ILL/DB/Ebooks | 405 | 392 |
| JF | 29 | 17 | Total | 1226 | 1067 |
| JNF | 19 | 12 | | | |
| LP | 37 | 34 | | | |
| MUSIC CD | 2 | 0 | Ebsco Databases | 104 | 48 |
| NF | 25 | 23 | | | |
| P | 41 | 28 | NH Downloadable | 64 | 56 |
| PBK | 6 | 11 | | | |
| VID | 195 | 241 | New adult/ILL patrons | 6 | 4 |
| YA | 8 | 7 | New juvenile patron | 2 | 1 |
| REALIA | 3 | 0 | New nonresident | | |
| | | | Student | | 3 |
| | | | Total | 8 | 8 |
| | | | ILL Borrowed | 93 | 65 |
| Databases | 172 | 166 | ILL Lent | 76 | 78 |
| Ebooks | 64 | 51 | Total | 169 | 143 |
| Total | 1173 | 1120 | | | |