

Agenda
Chamberlin Free Public Library
Board of Trustees
January 14, 2019 @ 6:30 pm

1. Review of Minutes from December ^{10th}, 2018 meeting

2. Accounting: Treasurer's report

3. Circulation statistics:

4. Personnel issues

5. Systems

Major Koha Upgrade

6. Old Business

a. Pest Control

b. Zachary Cassidy and Inventory

7. New Business

2018 Budget Review

8. Other:

December 10, 2018 Library Trustee Meeting

Present were Marshall Buttrick, Paula Miller, Adam Mueller, Diane Steele and Charles Brault.

Voted to accept the minutes of the November 5, 2018 meeting.

Voted to accept the Treasurer's report.

Circulation was up. Charlie said the budget has been adjusted for COLA adopted for the employees.

Diane asked Charlie if he knew when the sniffer dog would be coming in to check for bed bugs. He said he had called, but had no response. He will try to find another dog to come. JP Pest said they would monitor for a year for \$1,000, but if they had to do something it would be very expensive. The budget has been set, so not able to do this.

Charlie said the report for the Town Report would need to be in by January 18th.

The tree lighting was another success. Mrs. Claus is coming this Thursday to read to the children during story hour.

Charlie is looking at humanity programs to schedule for 2019.

The cleaning lady left. Courtney will do the cleaning, two hours a week at a different pay level.

The next meeting will be January 14, 2019.

Meeting adjourned.

Paula Miller
Secretary

December 2018 Circulation Report

Item type	Issues/Renews	Prev Mo	Web Site Activity		Prev Mo
			Unique visitors	2149	2355
AUD CD	17	21	Number of Visits	3552	3711
BIOG	6	6			
COMPUTER	112	102	Genealogy Database Activity	179	168
E	40	55			
E BOARD	23	6			
EZ	20	27	Patrons		
F	190	159	Adult	683	584
ILL	143	95	Juvenile	138	91
J PBK	2	0	ILL/DB/Ebooks	426	392
JF	17	25	Total	1247	1067
JNF	12	14			
LP	34	29			
MUSIC CD	0	1	Ebsco Databases	48	63
NF	23	40			
P	28	33	NH Downloadable	56	56
PBK	11	13			
VID	241	245	New adult/ILL patrons	4	3
YA	7	8	New juvenile patron	1	1
			New nonresident		
			Student	2	3
			Total	7	7
			ILL Borrowed	65	90
Databases	227	166	ILL Lent	78	62
Ebooks	56	51	Total	143	152
Total	1209	1120			

Chamberlin Free Public Library

<u>Income</u>	2018 Budget	2018 Actual	2019 Proposed
Town Appropriation	133,355.78	133,355.78	139,311.34
Refunds & Rebates		366.20	
Grants		700.00	
	133,355.78	134,421.98	139,311.34
<u>Expenses</u>			
Wages & Salaries	94,000.00	93,307.35	97,160.00
Cleaning	2,350.00	2,182.31	2,400.00
Payroll Taxes	7,370.78	7,288.33	7,616.34
Health Insurance	11,250.00	11,205.12	12,350.00
Dues & Associations	50.00	50.00	100.00
Education	110.00	52.00	110.00
Media	12,500.00	13,535.33	13,500.00
P.O. Box	175.00	144.00	175.00
Postage	100.00	0.00	100.00
Programs	1,750.00	1,638.32	1,750.00
Safety	100.00	116.48	200.00
Service Contracts & Repairs	250.00	265.63	400.00
Supplies	750.00	1,920.48	1,000.00
Equipment	1,000.00	462.50	750.00
Telecommunications	1,600.00	1,358.64	1,700.00
Subtotal	133,355.78	133,526.49	139,311.34
Grants		700.00	
Total	133,355.78	134,226.49	139,311.34

2018 surplus to be returned to town 195.49

**Chamberlin Free Public Library
Special Account (RSA 202-A:4c, 11-a)**

<u>Income</u>			
Checkbook Balance 1/1/2018	709.81		
Fines/Fees/Donations	1,467.98		
Total	2,177.79		
<u>Expenses</u>			
Air Conditioner	449.10		
Concrete Pad for Book Return	44.52		
Total	493.62		
		Interest	Subtotal
Checkbook Balance 12/31/2018	1684.17	0	1,684.17
Certificate of Deposit	3842.83	5.77	3,848.60
Certificate of Deposit	4691.15	7.04	4,698.19
Certificate of Deposit	11470.15	111.43	11,581.58
Total			21,812.54