

Agenda
Chamberlin Free Public Library
Board of Trustees
November 18@ 6:30 pm

1. Review of Minutes from October 7, 2019 meeting
2. Accounting: Treasurer's report
3. Circulation statistics:
4. Personnel issues
5. Systems
6. Old Business

Bobcats Program

7. New Business
 - a. Adjusted 2020 Budget
 - b. Paid Time Off Calculation and Rollover
 - c. Program Dec 18 – A Christmas Carol
 - d. Trustees needing to register for 2020 election
8. Other

Chamberlain Free Public Library

Board of Trustees Meeting, October 7, 2019

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

The minutes from September 9, 2019, was read and approved. The Board changed the date for this month, because of Columbus Day falling on the second Monday.

The treasurer's report was read and approved. Charlie said we did receive the quarterly payment from the town. Cleaning may come up short, but he will transfer funds from Telecom.

Circulation showed 15 new patrons, 10 of which were children. Deb reminded us that the student cards will be up for renewal next month. Charlie said he would contact the school about renewals. Facebook and Genealogy usage was up last month.

Systems are fine. Inter library loan is now up and running.

The tree lighting will be on December 7th. Charlie said the new table changing station has been installed. It looks great! The smocks came in and have already been used.

Charlie made up a rough budget for next year. He will probably learn what the cost of benefits will be next month. The board suggested another \$1500.00, be added to the salaries for PTO for Charlie and Diane. He will make corrections and send to the Town Hall.

There will be a program on October 22, by the Fish and Game on Bobcats. On December 18th, there is to be a performance of A Christmas Carol at the library.

Our November meeting will be on the 18th. Meeting adjourned.

Paula Miller, Secretary

Budget Report: Chamberlin Free Public Library

as of November 7, 2019

Checking Account		\$44,425.74
Special Account		\$1,020.38
CDs		\$20,310.45

	Budgeted	Spent	Remaining
Benefits	\$12,350.00	\$11,311.85	\$1,038.15
Cleaning	\$2,400.00	\$2,119.80	\$280.20
Dues	\$100.00	\$25.00	\$75.00
Education	\$110.00	\$0.00	\$110.00
Equipment	\$750.00	\$286.58	\$463.42
Media	\$13,500.00	\$11,241.23	\$2,258.77
Payroll Taxes	\$7,616.34	\$6,410.49	\$1,205.85
Post Office Box	\$175.00	\$150.00	\$25.00
Postage	\$100.00	\$0.00	\$100.00
Programs	\$1,750.00	\$1,536.37	\$213.63
Safety	\$200.00	\$21.08	\$178.92
Salaries	\$97,160.00	\$81,844.96	\$15,315.04
Service Contracts	\$400.00	\$331.39	\$68.61
Supplies	\$1,000.00	\$856.89	\$143.11
Telecommunications	\$1,700.00	\$1,284.30	\$415.70
Total	\$139,311.34	\$117,419.94	\$21,891.40

October 2019 Circulation Report

Item type	Issues/Renews	Prev Mo	Web Site Activity		Prev Mo
			Unique visitors	1460	1155
AUD CD	25	24	Number of Visits	2491	1944
BIOG	7	11	Facebook	2378	3979
COMPUTER	143	138	Genealogy Database Activity	122	243
E	79	81			
E BOARD	3	5			
EZ	35	38	Patrons		
F	204	182	Adult	653	650
ILL	96	169	Juvenile	116	160
J PBK	2	0	ILL/Ebooks	160	178
JF	48	37	Total	1171	1176
JNF	34	13			
LP	41	39			
MUSIC CD	5	0	Ebsco Databases	82	163
NF	19	34			
P	38	26	NH Downloadable	64	25
PBK	1	2			
VID	180	143	New adult/ILL patrons	2	4
YA	11	12	New juvenile patron	4	10
REALIA	7	7	New nonresident	2	1
			Student	2	0
			Total	10	15
			ILL Borrowed	52	78
Databases	204	234	ILL Lent	44	75
Ebooks	64	53	Total	96	153
Total	1246	1248			