

## Conant Public Library Board of Trustees Meeting Minutes

**Meeting Date:** Aug 2, 2022

### **Attendance:**

Present: Jennifer Bennett, Ann Goodrich-Bazan, Jeny Levissee, Amaret (Mitty) Johnson, Jenn Howe (via Zoom, seen by all in attendance) and Library Director Barry Deitz; Excused Absence: Kristin Landry, Barb Depew, Denis Murphy; Unexcused Absence: Mim Johnson

**Public Meeting convened:** 6:41 p.m., meeting called to order by Mitty.

### Reports

#### **Secretary's Report**

Ann made a motion to approve the 07/12/22 minutes, Jeny seconded. No discussion; 5 yes, no abstentions. Motion carries. '

#### **Treasurer's Report**

100% converted to QuickBooks online. Ann made a motion to approve the Treasure Report. Jennifer seconded. No discussion; 5 yes, no abstentions. Motion carries. Budget will be placed on file for audit.

#### **Director's Report**

See attached Director's Report.

### Old Business

**COVID Masking Policy** - In effect as of today, masks have become optional, but strongly recommended.

**Pickle Festival (Book Sale)** - Kathy Morehouse has given us the two vendor spaces in front of the library. Discussion re: possibly having signage re: opening the museum/seeking donations. We will need volunteers for set-up, breakdown, and 2 hr shifts from 10-4. Barry will look into how to donate leftover books to local prisons.

**Front Door Lock** - Mike Haman came recently and fixed the front door. He insisted on not receiving payment for his services.

**Hiring of Custodian** - Barry has to let Mim Johnson know that it needs to be someone else at CHESCO who will come to the library for custodial services, since she is a Board member.

**New Business**

**Budget Review** - Water and Sewer actual for 2021-2022 was \$459/100 cubic ft.; the Board decided to increase the budget to \$750/100 cubic ft. Residential electric costs just increased 112%, but it's unknown that the library will be affected as well; the Board decided to budget for \$4,000. Proposed budget for oil was \$15,000; the Board decided to leave it as is. Jenn Howe will get the actuals for the Alarm Service. Barry will look into learning more about grant writing.

**Status of Climate-Control Plan** - Mitty has an appointment on Aug 18th with Karey Miner to work out the wording on the RFQ proposal for an engineer & architect which would include the further phase of the elevator to come at a later time. We would use the Trust Fund for the actual construction, but for the estimates we would use the capital reserve fund. We would also need to use Trust Fund money to improve the windows which will be several thousand.

**Meeting adjourned:** 8:22 p.m. Jennifer made a motion to adjourn. Ann seconded. No discussion; 5 yes; no abstentions. Motion carries.

Next meeting is September ~~13~~, 2022  
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Submitted by,

Jennifer Bennett



# Conant Public Library Statement of Activity by Month

July 2022

	Jul 2022	Total
<b>Revenue</b>		
Book Sales	3.25	3.25
Copier Income	7.75	7.75
Library Donations	30.30	30.30
Town Funds	89,900.00	89,900.00
Trust Funds	762.68	762.68
<b>Total Revenue</b>	<b>\$ 90,703.98</b>	<b>\$ 90,703.98</b>
<b>Gross Profit</b>	<b>\$ 90,703.98</b>	<b>\$ 90,703.98</b>
<b>Expenditures</b>		
Books	45.85	45.85
Copier Expenses	28.35	28.35
Electricity		0.00
eResources	60.00	60.00
Payroll Expenses	4,633.81	4,633.81
941 FICA	353.67	353.67
Suta	0.00	0.00
<b>Total Payroll Expenses</b>	<b>\$ 4,987.48</b>	<b>\$ 4,987.48</b>
<b>Total Expenditures</b>	<b>\$ 5,121.68</b>	<b>\$ 5,121.68</b>
<b>Net Operating Revenue</b>	<b>\$ 85,582.30</b>	<b>\$ 85,582.30</b>
<b>Net Revenue</b>	<b>\$ 85,582.30</b>	<b>\$ 85,582.30</b>

Tuesday, Aug 02, 2022 06:55:17 AM GMT-7 - Accrual Basis



Income	Actuals Budget	
	2021-2022	2023-2024
<b>Town Appropriation</b> *requested	<b>88,575</b>	
<b>Other Library Income</b>		
Book Sales	80	-
Replacement Items	11	60
Copier Income	86	225
Library Donations	692	600
Museum Donations	5	100
Fines	148	200
Grants	3,155	7,500
Interest	1	5
Membership Dues	10	60
Other/Misc	5,901	
Refunds/Rebates	32	
<b>Subtotal</b>	<b>10,120</b>	<b>8,750</b>
Trust Funds	<i>Interest</i> 9,434	<del>12,900</del>
Edith Atkins		<del>108,122</del>
<b>Subtotal</b>	<b>9,434</b>	<b>120,122</b>
<b>Total Income</b>	<b>108,129</b>	128,872
Requested		89,900
Prior Year Allocation		88,575
Requested Inc		1,325
% Increase		1.47%

\* Budget given for 2021-2022 did not tie budget had town appro at 92328

Expense Budget Categories	
	Budget 2021-2022
Auditor	650
Bank Fees	50
Custodial Supplies	200
Electricity	2,700
Heating Oil	7,500
Water & Sewer	500
Payroll	66,642
Health Insurance	15,000
Payroll Liabilities	-
941	
Alarm System	600
Telephone & Internet	1,600
Insurance - Other	6,500
<b>Essential</b>	<b>101,942</b>
Advertising & Notices	100
Computer	3,800
Dues/Fees	100
Furniture/Equipment	500
Grant- ARPA	
Office Supplies/Postage	1,600
Other/Misc	
Training & Education	400
Website	
<b>Ops Subtotal</b>	<b>6,500</b>
Bindery	80
Books	9,000
Copier & Printer	600
eResources	2,050
Magazines	700
Maintenance & Repair	4,700
Multimedia/DVD	800
Museum	500
Programs	2,000
Subscriptions	
<b>Library Services</b>	<b>20,430</b>
	<b>128,872</b>
<b>Town Request</b>	<b>88,575</b>

Actuals- Estimated 2021-2022	Incomplete Var	Budget 2022-2023	Proposed 2023-2024	
1,000	(350)	2,616	1,200	
76	(26)	50	100	
74	126	700	1,450	*covid supplies/bathroom
1,471	1,229	4,000	3,000	↑4,000
6,600	900	12,000	15,000	
459	41	600	750	
63,727	2,915	68,375	79,753	
4,153	10,847	9,792	-	
1,154	(1,154)	4,240	4,749	
4,874	(4,874)			
396	204	450	450	do we have a contract?
1,860	(260)	1,800	1,900	
150	6,350		200	
<b>85,993</b>	<b>15,949</b>	<b>104,623</b>	<b>108,352</b>	
	100	100	100	
1,368	2,432	1,000	2,000	
1,432	(1,332)	1,400	2,000	\$90 Dues & Fee
1,189	(689)	500	1,000	AARP Grant
3,163	(3,163)			
2,952	(1,352)	1,000	1,800	
164	(164)			
	400	400	600	
420	(420)			
	-			
<b>10,688</b>	<b>(4,188)</b>	<b>4,400</b>	<b>7,500</b>	book repair
	80		100	
11,629	(2,629)	9,000	11,000	
2,342	(1,742)	1,000	1,000	
1,396	654	2,400	2,000	
233	467			
1,014	3,686			
1,981	(1,181)	800	2,000	
	500	500	500	
1,531	469	2,000	3,000	
225				quickbooks zoom
	-			
<b>20,351</b>	<b>79</b>	<b>15,700</b>	<b>19,500</b>	
				10,629
<b>117,033</b>	<b>11,839</b>	<b>124,723</b>	<b>135,352</b>	
88,575				
				\$97,443 ASK 72%

Expenditures

Alarm System		396.00		396.00
Bank Fees		76.00		76.00
Books		11,629.48		11,629.48
Computer		167.55		167.55
Copier Expenses		1,842.14		1,842.14
Custodial Supplies		73.66		73.66
Electricity		1,470.76		1,470.76
eResources		1,395.68		1,395.68
Fees/Professional Dues		1,432.34		1,432.34
Furniture & Equipment		1,189.01		1,189.01
Grant Expense				
ARPA		3,163.02		3,163.02
Total Grant Expense	\$	<u>3,163.02</u>	\$	<u>3,163.02</u>
Health Insurance		4,152.92		4,152.92
Insurance				
Bond Insurance		150.00		150.00
Total Insurance	\$	<u>150.00</u>	\$	<u>150.00</u>
Internet		157.65		157.65
Library Supplies		1,736.33		1,736.33
Magazines		232.99		232.99
Maintenance & Repair		1,014.44		1,014.44
Multimedia/DVD		1,980.77		1,980.77
Office Supplies		1,112.33		1,112.33
Oil		6,600.00		6,600.00
Other Miscellaneous Expenses		164.00		164.00
Payroll Expenses		63,727.20		63,727.20
941		4,873.95		4,873.95
Payroll Liabilities		1,154.42		1,154.42
Suta		0.00		0.00
Total Payroll Expenses	\$	<u>69,755.57</u>	\$	<u>69,755.57</u>
Postage		103.21		103.21
Programs		1,530.94		1,530.94
Subscription		224.90		224.90
Telephone		1,701.86		1,701.86
Water & Sewer		459.06		459.06
Website		420.00		420.00
Total Expenditures	\$	<u>114,332.61</u>	\$	<u>114,332.61</u>
Net Operating Revenue	-\$	<u>6,203.18</u>	-\$	<u>6,203.18</u>
Net Revenue	-\$	<u>6,203.18</u>	-\$	<u>6,203.18</u>

2700

\$ 117,032.61



*“The library card is a passport to wonders and miracles, glimpses into other lives, religions, experiences, the hopes and dreams and strivings of ALL human beings, and it is this passport that opens our eyes and hearts to the world beyond our front doors, that is one of our best hopes against tyranny, xenophobia, hopelessness, despair, anarchy and ignorance.”*

*Libby Bray*

Director’s Report  
Conant Public Library  
August 2022

Summer Reading Conclusions

Meeting with Kim at ELMM

Meeting with Kathy Morehouse

Meeting with Kate Michaud

Collaboration with ACCESS on back to school packets

Tent and toy display in kids room

Quilt display area in library

Maintenance: The front door!

Carbon ~~dioxide~~ alarm - Monadnock Security Systems

*monoxide*

Statistics:

- Patrons Served

June	
Loans	206
Holds	8
Adult Patrons	209
-13 Patrons Served	58
Computer Used	10
Print Copy/Fax	4

↑ Barry ~~will~~ will ask the F.D. for someone there to be on ~~off~~ the call list. As of now, it's just Barry and Mitty.

Active  
Programming

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