



Wadleigh Memorial Library

49 Nashua Street Milford, NH 03055

2021 Library Trustees Annual Report

This past year the Library staff set an example of resiliency and creativity by safely opening during a pandemic, navigating new community health restrictions and embracing added responsibilities - all while maintaining seamless library operations.

Although the Library could not return to all of our pre-Pandemic offerings, we accomplished so much in 2021, including:

- Reintroduced in-person story times
- Began reopening meeting room space
- Officially removed fines on all materials except brand new adult books!
- Continued to offer curbside service
- Reintroduced teen and adult programs
- Received grant funds for outdoor tables and equipment
- Introduced Book Subscription Boxes for all ages
- Added 560 new patrons
- Replaced the library skylight
- Repaired the leaking portions of the library roof
- Added a color photocopier and document scanner
- Won the Milford Scarecrow contest
- Implemented a food drive for SHARE
- Renovated the Circulation and Reference areas
- Began transitioning from public desktop computers to laptops
- Processed 591 passport applications
- Began a "Library of Things" including a car battery charger and 32 cake pans
- Revamped and relocated the NH History Collection
- Re-introduced the annual Wreath Auction
- Received ARPA Funds to create a new Teen Area in 2022

The HVAC Warrant Article did not pass in March; however, the facility issues did not go away so the article (updated with newer/higher) costs will appear on the March 2022 ballot.

The Trustees are so very grateful for the kindness and encouragement of our patrons and the community at large. We also appreciate the support of the Board of Selectmen, and Town Administrative and Departmental staff.

Connecting Our Community to Information and Each Other

Respectfully submitted,

The Trustees of the Library

2021 Wadleigh Memorial Library Library Trustee Funds

(Unaudited)

	43002 Town Appropriation	43505 Trustees Fund & Gift \$	43590 PDIP Investment	TOTAL
Fund Balance as of 01/01/2021:	\$ 20,422.67	\$ 50,066.53	\$ 28,179.35	\$ 98,668.55
INCOME:				
Town Appropriation & Cap Outlay	\$ 844,488.08			\$ 844,488.08
Fines Received		\$ 1,954.91		\$ 1,954.91
Interest Income		\$ 6.94		\$ 6.94
Interest on Investments		\$ -	\$ 5.85	\$ 5.85
Refunds/Reimbursements	\$ (20,422.67)	\$ 3,279.74		\$ (17,142.93)
Miscellaneous		\$ 600.70		\$ 600.70
Copy Fund Revenue		\$ 2,024.13		\$ 2,024.13
Book Sales		\$ 30.20		\$ 30.20
Non Resident Cards		\$ 3,500.00		\$ 3,500.00
Building Fund		\$ 21,380.67		\$ 21,380.67
Passport Execution Fees		\$ 20,685.00		\$ 20,685.00
Gifts/Grants/Donations		\$ 16,641.00		\$ 16,641.00
Transfer from Trust Funds		\$ 7,211.59		\$ 7,211.59
TOTAL INCOME:	\$ 824,065.41	\$ 77,314.88	\$ 5.85	\$ 901,386.14
EXPENSES:				
Salaries & Wages	\$ 596,990.99	\$ 41.00		\$ 597,031.99
Professional Services	\$ 47,577.37	\$ 4,727.33		\$ 52,304.70
Property Services	\$ 36,132.27	\$ 4,500.00		\$ 40,632.27
Other Services		\$ 2,175.00		\$ 2,175.00
To be Refunded/Reimbursables		\$ 5,147.60		\$ 5,147.60
Supplies & Materials	\$ 119,473.68	\$ 23,110.43		\$ 142,584.11
Capital Outlay	\$ 10,099.91	\$ 21,492.52		\$ 31,592.43
Return to General Fund	\$ 34,213.86			\$ 34,213.86
TOTAL EXPENSES	\$ 844,488.08	\$ 61,193.88	\$ -	\$ 905,681.96
Change in Fund Balance	\$ (20,422.67)	\$ 16,121.00	\$ 5.85	\$ (4,295.82)
BALANCE HELD BY TRUSTEES on 12/31/2021	\$ (0.00)	\$ 66,187.53	\$ 28,185.20	\$ 94,372.73

2021 STATISTICS (COVID Pandemic Year 2)

People		Library Services	
Registered Patrons	7229	Nr of Days Building Open to Public	216
Patron visits to library	30,748	Number of Service Hours	2,051
Volunteer hours (trustees)	265	Curbside Visits/Pickups	6,955
Notaries Public on Staff	8	In-person browsing visits	23,793
Passport Agents	6	Computer & Wireless Usage	5,192
Circulation		Online Catalog Searches	361,287
Adult Books	32,576	Database Searches	23,193
YA Books	5,313	Reference Questions Asked	6153
Children's Books	36,619	Notary Public Use	204
Magazines	1,532	Passport Applications Accepted	591
Audiobooks	2,165	Subscription Boxes Distributed	804
Downloadable audiobooks	8,962	Craft Kits Distributed	4,127
E-books	8,295	Story Walks	6
Downloadable magazines	1,128	Public Cell Phones	1
DVDs	12,977	3-D Printers	3
Music CDs	239	Number of Prints Jobs at Kiosk	1,950
Museum Passes	109	Number of Pages Printed at Kiosk	6,241
Sensory Kits	379	Library Holdings	
Equipment	62	Adult Books	37,333
Newspapers	458	Young Adult Books	5,633
Items from GMILCS network	25,263	Juvenile Books	17,267
Items borrowed outside network	809	Reference Books	2,989
Total Circulation	136,886	Magazine & Newspaper Subscriptions	146
Library Programs & Events		Magazine & Newspaper Issues	3,574
Website Programs	31	Total Books & Periodicals	66,796
Adult: ZOOM: 37 In-Person: 25	62	Sensory Kits	25
Youth: ZOOM: 31 In-Person: 333	364	Museum Passes (titles)	7
Total Events	457	Telescopes(1) and Equipment	18
Library Program Attendance		Music CDs	1,555
Website Program Views	2127	Audiobooks	3,033
Adult: ZOOM: 250 In-Person: 424	674	DVDs	8,514
Youth: ZOOM: 84 In-Person: 6708	6792	Misc./Other	7
Total Program Attendance	9,593	Microfilm (18 Titles)	216
Community Rooms		Total AV Materials	13,375
Meeting Rooms Available	1	Items added	6,783
Nr of Community Meetings	18	Items withdrawn	7,150
Number of ZOOM Meetings	9	Total Holdings	80,171
Community Meeting Attendance	240		