

WADLEIGH MEMORIAL LIBRARY TRUSTEES

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2023 Annual Report

This has been a hectic year for the Library and the trustees! We started the year with the unexpected problem of roof damage from the big storm in December 2022. Several large leaks needed to be dealt with. After working with Lincoln Daley, the Town Administrator, and DPW Director, Leo Lessard, we drafted a request for proposal, (RFP), for replacing the roof. Once the contractor was chosen and the project started, an unfortunate discovery occurred - all the plywood over the children's area (the 1986 addition) was rotted and needed to be replaced. New ventilation, shingles, and a rubber roof were also installed.

On a more positive note, we were fortunate to receive an American Rescue Plan Act (ARPA) grant from the county and some funding from the town to replace the outdated and inefficient HVAC system, which began at the end of September. The project had its challenges as the original building HVAC system and the system in the 1986 addition were never connected. Designing the system to make the two areas work together was challenging, however engineers at Eckhart & Johnson persevered. Hundreds of feet of wire were installed by Daniels Electric. Throughout December, it was all hands on deck to complete the project by the December 31st deadline. We'd like to thank Karl Plater, on-site supervisor from Milestone Construction for going above and beyond when things went awry and keeping the project going within the short timeline. The project was finished with new clean air coming into the building, new controls, and consistent heating and cooling - a great thing since the Library is an official warming and cooling center.

The Library is also working with the town to find a solution for the Oval parking woes. The Town received Department of Transportation funding to improve parking and pedestrian safety on the Oval. The goal is to make crosswalks safer and provide more municipal parking (there are two other lots in town as well). A portion of the federal funding will go toward, the redesign and improvement of the library parking lot and the hope of adding electric charging stations in the future. Some of the trustees formed a "park committee" to find a better use for some of the underutilized areas of the library property. We've enlisted the help of Brandin Swisher of Alliance Landscaping to assist us in the design of the new park; this will encompass some of the storied history of the library property and even some Milford granite.

Another project the trustees took on was a feasibility study to see if there is local support to conduct a capital campaign to fund a much-needed addition. We sent out a request for proposal, RFP and received several submissions. In the end, we chose the Strong

Resource Group out of Portsmouth. We worked together to find participants and decided what type of questions we wanted to be asked, and they ran with it. The results are attached to this report. We are very grateful to all who took the time to participate in the study.

We are sad to be saying goodbye to our library director, Betsy Solon, at the end of January. She has been instrumental in keeping staff spirits high during times of stress, guiding the trustees in all aspects of the library as well as state library goings on. She will be sorely missed. This brings us to another project for the trustees - we have a committee taking charge of the search for a new director. Wish us luck in finding someone as wonderful as Betsy!

We thank you all for your continued patronage and support, even during times of limited access and curbside pickup. Keep us on your radar in the coming years - we still have some big plans for the library.

Respectfully submitted,

Kathryn Parenti, WML Trustee Chair



The HVAC project impacted every area of the library. The top left is staging of ducts, the top right is the children's room, the middle left is the lobby area, the lower left is the young adult area and the lower left is the new stack configuration.

**2023 Wadleigh Memorial Library
Library Trustee Funds**

(Unaudited)

	43002	43505	43505	43590	
	Town	Trustees	Trustees	PDIP	
	Appropriation	Fund & Gift \$	Merchant Acct	Investment	TOTAL
Fund Balance as of 01/01/2023:	\$ 9,829.97	\$ 121,093.71	\$ 735.22	\$ 28,654.96	\$ 160,313.86
INCOME:					
Town Appropriation & Cap Outlay	\$ 935,106.85				\$ 935,106.85
Fines/Lost&Paid Received		\$ 3,253.94	\$ 1,138.19		\$ 4,392.13
Interest Income		\$ 335.05	\$ 3.70		\$ 338.75
Interest on Investments		\$ -	\$ -	\$ 1,499.63	\$ 1,499.63
Refunds/Reimbursements	\$ (9,829.97)	\$ 3,906.86	\$ -		\$ (5,923.11)
Miscellaneous		\$ 2,244.92	\$ -		\$ 2,244.92
Copy Fund Revenue		\$ 2,445.19	\$ 632.42		\$ 3,077.61
Book Sales		\$ 7.00	\$ -		\$ 7.00
Non Resident Cards		\$ 4,150.00	\$ 1,925.00		\$ 6,075.00
Building Fund		\$ 10,728.47	\$ -		\$ 10,728.47
Passport Execution Fees		\$ 51,940.00	\$ -		\$ 51,940.00
Gifts/Grants/Donations		\$ 9,468.70	\$ -		\$ 9,468.70
ARPA-LSTA Grant	\$ 209,030.92	\$ 813,895.00	\$ -		\$ 1,022,925.92
Transfer from Trust Funds		\$ 9,028.02	\$ -		\$ 9,028.02
TOTAL INCOME:	\$ 1,134,307.80	\$ 911,403.15	\$ 3,699.31	\$ 1,499.63	\$ 2,050,909.89
EXPENSES:					
Salaries & Wages	\$ 662,834.30	\$ -	\$ -		\$ 662,834.30
Professional Services	\$ 52,423.23	\$ 49,584.72	\$ -		\$ 102,007.95
Property Services	\$ 95,768.81	\$ -	\$ -		\$ 95,768.81
Other Services/Processsing Fees		\$ 3,619.84	\$ 3,737.93		\$ 7,357.77
To be Refunded/Reimbursables		\$ 4,820.94	\$ -		\$ 4,820.94
ARPA-LSTA Expenses	\$ 209,030.92	\$ 813,895.00	\$ -		\$ 1,022,925.92
Supplies & Materials	\$ 115,138.97	\$ 26,142.98	\$ -		\$ 141,281.95
Capital Outlay	\$ 7,438.24	\$ 13,406.61	\$ -		\$ 20,844.85
Transfer to Trustee Account	\$ -	\$ -	\$ -		\$ -
Return to General Fund	\$ -				\$ -
TOTAL EXPENSES	\$ 1,142,634.47	\$ 911,470.09	\$ 3,737.93	\$ -	\$ 2,057,842.49
Change in Fund Balance	\$ (8,326.67)	\$ (66.94)	\$ (38.62)	\$ 1,499.63	\$ (6,932.60)
BALANCE HELD BY TRUSTEES on 12/31/2023	\$ 1,503.30	\$ 121,026.77	\$ 696.60	\$ 30,154.59	\$ 153,381.26

Wadleigh Memorial Library - 2023 STATISTICS

People		Library Services	
Number of Registered Patrons	6,127	Nr. of Days Building Open to Public	292
Nr. of Patron visits to library	57,280	Nr. of Service Hours	2,510
Volunteer hours (Trustees & Friends)	1,080	Curbside Visits/Pickups	3798
Notaries Public on Staff	13	In-person Visits	53,482
Passport Agents on Staff	8	Computer & Wireless Usage	9,843
Circulation		Online Catalog Searches	843,152
Adult Books	31,577	Database Searches	14,669
YA Books	6,358	Social Media Reach	240,604
Children's Books	43,195	Notary Public Use	317
Magazines	1,539	Passport Applications Accepted	1,484
Audiobooks	1,235	Subscription Boxes Distributed	875
Downloadable audiobooks	12,377	Craft Kits Distributed	1,635
E-books	8,551	Public Cell Phones	1
Downloadable magazines	2,673	3-D Printers	1
DVDs	12,908	Nr. of Public Print Jobs	2,665
Music CDs	402	Nr. of Public Pages Printed	19,266
Museum Passes	364	Library Holdings	
Sensory Kits	251	Adult Books	38,187
Equipment	57	Young Adult Books	3,475
Newspapers	621	Juvenile Books	18,090
Items from GMILCS network	19,681	Reference Books	2,896
Items from outside network	615	Magazine & Newspaper Titles	117
Total Circulation	142,404	Magazine & Newspaper Issues	3,185
Library Programs & Events		Total Books & Periodicals	65,950
Nr. Adult Programs	280	Museum Passes (titles)	11
Nr. Youth Programs	333	Telescopes(1) and Equipment	47
Total Events	613	Music CDs	1,208
Library Program Attendance		Audiobooks	4,194
Adult Program Attendance	3,233	DVDs	8,399
Youth Program Attendance	14,694	Misc./Other	77
Total Program Attendance	17,927	Microfilm (18 Titles)	218
Community Meeting Rooms		Total Nonprint Materials	14,154
Meeting Rooms Available	3	Items added	5,945
Nr of Community Meetings	108	Items withdrawn	6,569
Meeting Room Attendance	716	Total Holdings	80,104