

Library Agenda
Wednesday Oct. 3, 2017
7:00 p.m.

Policy Updating/Current Task:

“Meet the Staff” page on the website
2018 Calendar

Secretary’s Report:

Treasurer’s Report:

Library Director’s Report:

Transfer funds
Poison Ivy
Capital Improvement Plan

Old Business:

Landscaping Account
Blaisdell CD

New Business:

Update Monthly Tasks
Accept Donations

Schedule Next Meeting

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

October 4, 2017

Present: Laura Cottrell, Allison Friend-Gray, Cara Marsh, Susan Medeiros, Deb Merrick, Jen Phillips, Chris Thompson

The meeting was called to order at 7:03pm.

Policy Updating / Current Task: The website has been updated. We are currently using the free version of WordPress which includes advertisements; Cara will look into the cost of upgrading. Circulation Policy: It is possible to link accounts together; currently that feature is deactivated and will remain so for the time being.

Secretary's Report: The minutes of the August meeting were reviewed. Susan moved to accept the report. Chris seconded the motion. All voted in favor.

Treasurer's Report: The alarm system line is over budget, but the alarm isn't working well; we will invite Police Chief Gunnar Foss to assess our needs and discuss how we could better secure our building. Susan moved to accept the report. Laura seconded the motion. All voted in favor.

Library Director's Report:

- Susan will transfer money from fines into the operating checking account to purchase new library cards and materials.
- Chris and Cara will look into the transfer of money from the garden/landscaping line to the Friends of the Library and confirm that this transfer has been made.
- Furniture: We will look into having a local carpenter make a book organizer for the board books in the children's room.
- Professional Development: Our subscription to Library Journal can be covered by this money.
- Susan moved to add the director's report to the minutes. Deb seconded the motion. All voted in favor.

Old Business: The closing of the landscaping account will be pursued. There is money in a CD from a member of the Blaisdell family; we will keep this in mind for future needs.

New Business: Monthly tasks are on track to be up to date. Susan moved to accept any and all donations. Chris seconded the motion. All voted in favor.

The meeting was adjourned at 8:48pm.

Next meeting: Thursday, November 9th, 2017, at 7:00pm.

Respectfully submitted,
Allison Friend-Gray

BLAISDELL MEMORIAL LIBRARY

Budget vs. Actual

Accrual Basis

January 1 through October 4, 2017

	Jan 1 - Oct 4, 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Appropriation--Operating Exp.	41,915	45,495	-3,580	92%
Total Income	41,915	45,495	-3,580	92%
Expense				
Alarm System	962	650	312	148%
Cleaning	7,614	9,700	-2,086	78%
Furniture	0	200	-200	0%
Landscaping	481	500	-19	96%
Library Automation	2,700	3,390	-690	80%
Maintenance	2,262	2,500	-238	90%
Materials	17,811	18,000	-189	99%
Mileage	0	100	-100	0%
Miscellaneous	244	300	-56	81%
Museum Passes	2,230	2,780	-550	80%
Postage	141	275	-134	51%
Prof. Dues/Continuing Educ.	325	600	-275	54%
Programming	1,596	1,750	-154	91%
Repairs--Equipment	363	500	-137	73%
Supplies	2,030	2,750	-720	74%
Technology	1,065	1,500	-435	71%
Total Expense	39,823	45,495	-5,672	88%
Net Ordinary Income	2,092	0	2,092	100%
Other Income/Expense				
Other Income				
Copier, printers, fax	131	0	131	100%
Fines	1,102	0	1,102	100%
Donations	1,840	0	1,840	100%
Photocopier	672	0	672	100%
Interest Income (Savings)	67	0	67	100%
Total Other Income	3,811	0	3,811	100%
Other Expense				
Programming (pd w/donations)	75	0	75	100%
Photocopier expense	699	0	699	100%
Total Other Expense	774	0	774	100%
Net Other Income	3,037	0	3,037	100%
Net Income	5,129	0	5,129	100%

Director's Report for 10.4.17

- **Circulation & Usage Statistics**

- Unfortunately, our overall statistics fell in the month of September. A few reasons may explain, but we are hoping with school back in session and our children's and adult programs ramping back up the library will see increased traffic.

- **Programming**

- Meet & Greet for New Director – Saturday October 21st, 10am-12pm drop-in
- Afternoon Adult Book Group: Dianne Wright who ran the group has stepped down. The group has agreed to continue and facilitate their own discussion. The library will continue to get the books and supply refreshments.
- Children's Programs: Story Hours and LEGO Club have started again with pretty good attendance. Cheyanne also has about 3 or 4 special programs scheduled each month through December.
- Adult Programs: With the transition of directors there were few adult programs scheduled in September, however this will increase in October with:
 - Author Visit, Comedy Night, Tick Talk, Tech Help

- **Technology**

- Website: Redesigned and updated
- Google calendar is up-to-date
- eNewsletter will commence October 2017.
- New library card barcode numbers: The library had few patron cards remaining a replacement order was necessary. After consulting Annette, the state library, and Biblionix we decided to move forward with a 14-digit patron barcode number moving forward. This is best practice, avoids any material and patron barcode number overlap, and much more secure for patron privacy. Any new patrons will receive the new cards and as patrons lose cards or expire we will issue new ones at that time. We will not have a library card recall.

- **Banking/Financials**

- Transferred funds from the Fines savings account to the Operating checking account for:
 - Purchase of new library cards
 - Purchase of materials
- Garden/Landscaping money for The Friends – Was this resolved?
- Donations account – Can we move some of this money to Operating for materials?

- **Staffing**

- Mary Irons resigned on August 29th and completed her last day on September 14th. Her responsibilities have been shifted to the other staff members.
 - Collection development: Cheyanne & Annette
 - Teen Advisory Group: Dan
 - Sunday Hours: Rotating among staff
- Cleaning services?
- Head Children's Librarian?

- **Trustees**

- N/A

- **Collection**
 - N/A
- **Meeting Room**
 - N/A
- **Furniture**
 - Children's would like to purchase a new shelf for the board books. We are little low on funds to cover this in the Furniture line. Can we supplement from elsewhere? Any community carpenters willing or able for payment?
- **Building/Grounds Maintenance**
 - Faucet in meeting room needs replacing/repair.
 - Alarm system – re-enabled beginning 10/10/17
 - Planning to have Gunnar from the police department come over and give some thoughts/advice on any changes we can make.
 - Window to be repaired in front.
- **Policies and Procedures**
 - Library hours
 - Can we vote on a yearlong calendar of holiday closures, although most fall on Mondays? Weekend closures for holidays? (Black is town approved, paid holidays; red are suggested closures)
 - New Years Eve: Sunday, December 31, 2017
 - New Years Day: Monday, January 1, 2018
 - Martin Luther King Day: Monday, January 15, 2018
 - President's Day: Monday, February 19, 2018
 - Easter: Sunday, April 1, 2018
 - Memorial Day: Monday, May 28, 2018
 - Independence Day: Wednesday, July 4, 2018 & Tuesday, July 3, 2018
 - Labor Day: Monday, September 3, 2018
 - Columbus Day: Monday, October 8, 2018
 - Veterans' Day: Sunday, November 11, 2018 & Monday, November 12, 2018 (observed)
 - Thanksgiving Day: Thursday, November 22, 2018
 - Thanksgiving Friday: Friday, November 23, 2018
 - Christmas Day: Tuesday, December 25, 2018
- **Budget**
 - The 2018 budgeting process begins soon, we are waiting on the worksheets from the town office.
 - Can we use professional development money to cover our subscription to Library Journal publication?
- **Miscellaneous:**
 - End 68 Hours of Hunger donation box in library – Patrons can drop off non-perishables?
 - Cards for sale in the library?

Monthly Circulation (includes print & e-resources)

Month	Total 2007	Total 2008	Total 2009	Total 2010	Total 2011	Total 2012	Total 2013	Total 2014	Total 2015	Total 2016	Total 2017
Jan	1856	1845	2299	2903	2588	2932	3257	2726	2435	3276	3057
Feb	1581	1789	2512	2790	2864	3230	3011	2738	2623	3138	2967
Mar	2213	2037	2921	3378	3380	3102	3290	3171	3068	3729	3304
Apr	1954	1704	2518	3025	2848	3383	3664	3002	3147	3236	3263
May	1794	1810	2521	2824	2593	3012	2830	2665	2554	3079	3152
Jun	2064	1890	2721	3336	3035	3108	3510	2847	2878	3540	3908
Jul	2621	3438	4060	4701	4249	4375	4894	4051	4162	3985	3303
Aug	1779	2422	3486	3929	4285	4094	4176	3429	3614	3681	3419
Sep	1895	1903	3158	3320	2899	3133	3381	2496	3233	3365	2576
Oct	2290	2051	2767	2854	3188	3401	3561	2845	3053	3291	0
Nov	1936	1754	2609	2893	2778	2709	2433	2373	2807	2794	0
Dec	1223	1445	2657	2543	2510	2427	2340	2403	2991	2874	0
Total	23206	24088	34229	38496	37217	38906	40347	34746	36565	39988	28949

Monthly Gate Count

Month	Total 2014	Total 2015	Total 2016	Total 2017	Total 2018	Total 2019	Total 2020	Total 2021	Total 2022	Total 2023	Total 2024
Jan	N/A	1889	2203	2068							
Feb	N/A	1846	2128	2100							
Mar	N/A	2522	2981	2552							
Apr	N/A	2636	2638	2590							
May	N/A	2776	3142	3207							
Jun	N/A	2476	3198	3010							
Jul	N/A	3262	3477	2871							
Aug	N/A	2936	3649	3211							
Sep	N/A	3039	2827	2569							
Oct	N/A	2660	2746	0							
Nov	2321	2667	2441	0							
Dec	2140	2375	2261	0							
Total	4461	31084	33691	24178	0	0	0	0	0	0	0

Miscellaneous Library Usage Statistics

Month	Total materials added	New patrons	Volunteer Hours	Children's program attendance	Adult program attendance	Ref ?s	Museum pass usage	PC usage	Overdrive checkouts	Ancestry searches	Heritage searches	EBSCO searches
Jan	85	10	7	180	49	39	18	91	491	201	56	95
Feb	148	9	4.5	195	71	59	19	84	379	485	185	353
Mar	120	13	13	154	61	95	31	120	459	114	87	9
Apr	177	13	7.5	222	54	88	28	119	412	442	17	425
May	184	15	16.5	207	56	106	23	95	399	130	0	170
Jun	112	24	6	249	37	130	13	107	382	233	0	37
Jul	132	22	30	836	102	86	26	93	359	179	168	168
Aug	135	24	23	360	53	113	22	116	377	154	53	23
Sep	112	12	6	114	31	70	8	87	325	1520	0	9
Oct												
Nov												
Dec												
Total	1205	142	113.5	2517	514	786	188	912	3583	3458	566	1289