

Library Agenda
Thursday November 2, 2017
7:00 PM

- Policy Updating/Current Task
- Secretary's Report
- Treasurer's Report
- Library Director's Report
- Old Business:
 - Landscaping Account
 - Accept Donations
- Schedule Next Meeting

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

November 2, 2017

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

The meeting was called to order at 7:07pm.

Policy Updating / Current Task: Cara will upgrade WordPress when it comes up for renewal; doing so will remove the ads.

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

Treasurer's Report: The Friends are expecting \$2054.82 to be moved from the donation account into their account to be used for landscaping. Money was transferred from fines to cover the overage in materials. The alarm system is over budget; that line will need to be increased in the future. The proposed budget was discussed at length. Cara will make a few slight changes and share it with the town. Susan moved to accept the treasurer's report. Chris seconded the motion. All voted in favor.

Library Director's Report:

- Although circulation is down from this time last year, the gate count is up and library usage is good. Cara will look into becoming an Overdrive Advantage user and assess the data to see how those books circulate.
- Susan moved to add the director's report to the minutes. Jen seconded the motion. All voted in favor.

Old Business: None.

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

The meeting was adjourned at 9:34pm.

Next meeting: Wednesday, December 13, 2017, at 7:00pm.

Respectfully submitted,
Allison Friend-Gray

BLAISDELL MEMORIAL LIBRARY
Budget vs. Actual
January 1 through November 2, 2017

Accrual Basis

	Jan 1 - Nov 2, 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	8,489	9,700	-1,211	88%
Furniture	0	200	-200	0%
Landscaping	481	500	-19	96%
Library Automation	2,700	3,390	-690	80%
Maintenance	2,460	2,500	-40	98%
Materials	19,123	18,000	1,123	106%
Mileage	106	100	6	106%
Miscellaneous	260	300	-40	87%
Museum Passes	2,780	2,780	0	100%
Postage	142	275	-133	52%
Prof. Dues/Continuing Educ.	375	600	-225	63%
Programming	1,868	1,750	118	107%
Repairs--Equipment	508	500	8	102%
Supplies	2,123	2,750	-627	77%
Technology	1,211	1,500	-289	81%
Total Expense	43,586	45,495	-1,909	96%
Net Ordinary Income	-1,671	0	-1,671	100%
Other Income/Expense				
Other Income				
Copier, printers, fax	131	0	131	100%
Fines	1,827	0	1,827	100%
Donations	1,890	0	1,890	100%
Photocopier	796	0	796	100%
Interest Income (Savings)	106	0	106	100%
Total Other Income	4,748	0	4,748	100%

BLAISDELL MEMORIAL LIBRARY
Budget vs. Actual
 January 1 through November 2, 2017

Accrual Basis

	Jan 1 - Nov 2, 17	Budget	\$ Over Budget	% of Budget
Other Expense				
Supplies (pd w/donations)	24	0	24	100%
Programming (pd w/donations)	75	0	75	100%
Photocopier expense	699	0	699	100%
Total Other Expense	798	0	798	100%
Net Other Income	3,951	0	3,951	100%
Net Income	2,280	0	2,280	100%

Director's Report – 11.2.2017

Circulation & Usage Statistics

- Circulation and usage increased over September's statistics, however we are still low for the year overall.

Programming

- There was an increase in programs in October for both children and adults. Many of the children's programs saw unprecedented attendance numbers and the adult programs were reasonably attended.
- The monthly adult game program, rebranded as "Game & Gab", is beginning again in November.
- Children's acquired a puppet theatre which has been very popular and Cheyanne is offering a program focused on the puppet theatre to create more awareness.

Technology

- Dick Bluin upgraded all of the staff and patron computers to Office 2016.
- One patron laptop was replaced with a newer, donated laptop; a positive improvement.
- The BML Instagram account is back up and running.

Banking/Financials

- The donation money from Peter Clark has been appropriated. A plaque for Phil's painting has arrived. A painting program is planned for December with Chris Arnold from Nottingham School. The donation will cover the instructor stipend and supplies.

Staffing

- Cheyanne attended the CHILIS conference this month and returned with great story time ideas and shared them with Robin and Carrie, which we plan to implement immediately.
- Summer Reading Program staffing?

Trustees

- No news.

Collection

- Utilizing fine money we've been able to maintain ordering new materials and the monies will cover us until December 2017.
- Deselection from the adult nonfiction section recently occurred due to space limitations and in anticipation of The Friends November book sale.
- Cara has thought about looking into the cost of BML becoming an Overdrive Advantage user, which would allow us to purchase downloadable content in addition to the state's collection. (Attached is further information.)

Meeting Room

- The sink faucet was replaced by a resident plumber, who volunteered his time. He also installed the Brita, so we have safe, drinkable water in the meeting room for programs and events.
- A thought for the future: install a mounted projector and screen for presentations and films.

Furniture

- There is still money in this line to use for the year. One or both of the circulation desk chairs could use replacing.
- A volunteer is building the board book shelving and the children's department is very grateful.

Building/Grounds Maintenance

- The Friends grounds clean up went well and the gardens are in good shape for the winter. The outdoor plants will be taken in by a Friend.
- The broken window in the front of the library is being replaced by Portland Glass. It should be complete by the end of November.
- There are a few sections of trim in the front of the building that need replacing.

Policies & Procedures

- The cards will no longer be sold year-round. They will be sold during The Friends book sale only.

Budget

- See attached spreadsheets.

Library Statistics Ending **October 31, 2017**

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	2780
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	31729

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	2936							
Nov	2321	2667	2441	0							
Dec	2140	2375	2261	0							
Total	4461	31084	33691	27114	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	152	0	9
Oct	128	9	21.25	283	72	65	6	93	322	106	0	1
Nov												
Dec												
Total	1205	142	134.75	2800	586	851	194	1005	3583	2196	566	1290