

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

December 13, 2017

Present: Cara Marsh, Susan Medeiros, Deb Merrick, Jen Phillips, Chris Thompson
The meeting was called to order at 7:06pm.

Policy Updating / Current Task: No Significant Changes

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

Treasurer's Report: Cara spoke to the overall shortage discrepancies between what we requested to what was received from the town. All points were clarified without any issues to affecting the budget. Susan moved to accept the report. Jen seconded the motion. All voted in favor.

Library Director's Report: See Director's Report

Old Business: Cara and Dick were able to research a more cost-effective option to the projector/audio setup for the conference room. They found a mobile option at a fraction of the cost with the same quality. The board approved the purchase and the funds will be executed.

New Business: The board approved the continued purchase of new materials through the use of accrued fines money. Cara referenced the increased number of planned children's programs and the potential of bringing in a children's author. Cara is planning another painting night based on the increased demand for the program. Susan moved to accept any and all donations. Jen seconded the motion. All voted in favor.

The meeting was adjourned at 9:04pm.
Next meeting: Thursday, January 10, 2018 at 7:30pm.

Respectfully submitted,
Christopher P. Thompson

BLAISDELL MEMORIAL LIBRARY

Budget vs. Actual

January 1 through December 12, 2017

Accrual Basis

	Jan 1 - Dec 12, 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Appropriation--Operating Exp.	41,915	41,915	0	100%
Total Income	41,915	41,915	0	100%
Expense				
Alarm System	962	650	312	148%
Cleaning	9,364	9,700	-336	97%
Furniture	0	200	-200	0%
Landscaping	481	500	-19	96%
Library Automation	1,200	1,200	0	100%
Maintenance	2,460	2,500	-40	98%
Materials	18,191	18,000	191	101%
Mileage	106	100	6	106%
Miscellaneous	280	300	-20	93%
Museum Passes	1,390	1,390	0	100%
Postage	142	275	-133	52%
Prof. Dues/Continuing Educ.	375	600	-225	63%
Programming	1,907	1,750	157	109%
Repairs--Equipment	508	500	8	102%
Supplies	3,314	2,750	564	120%
Technology	1,225	1,500	-275	82%
Total Expense	41,903	41,915	-12	100%
Net Ordinary Income	12	0	12	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 December 12, 2017

Accrual Basis

	Jan 1 - Dec 12, 17	Budget	\$ Over Budget	% of Budget
Other Expense				
Library automation (w/donation)	1,500	0	1,500	100%
Materials (paid w/donations)	184	0	184	100%
Materials (paid w/fines)	3,522	0	3,522	100%
Museum passes (pd w/donations)	1,333	0	1,333	100%
Programming (pd w/donations)	125	0	125	100%
Supplies-pd w/fines/copier fund	21	0	21	100%
Supplies (pd w/donations)	622	0	622	100%
Landscaping (pd w/donations)	2,055	0	2,055	100%
Photocopier expense	931	0	931	100%
Total Other Expense	10,293	0	10,293	100%
Net Other Income	-5,545	0	-5,545	100%
Net Income	-5,533	0	-5,533	100%

Director's Report – 12.13.2017

Circulation & Usage Statistics

- The gate count for November increased which could be attributed to The Friends Book Sale and the increase in the number of children's and adult programs last month.
- Circulation decreased slightly which could also be attributed to The Friends Book Sale and the library was closed three additional days this month for holidays.
- Facebook Page Likes: 11 new likes in November; 409 total
- Instagram Followers: 13 new followers in November; 48 total

Programming

- Children's programs continue to be well-attended.
 - Storyhour and LEGO Club maintain a loyal following.
 - The monthly drop-in craft has received positive feedback from kids and parents.
 - The Puppet Theatre launched our 'mascots' Blaze the Dragon and Dell the Bookworm, who are featured in our non-fiction Dewey Decimal posters in the children's room.
 - Monthly Children's department meetings are held and now facilitated by Annette, assistant director. Discussions about the Summer Reading Program have begun.
- Adult programs saw an increase in attendance this month.
 - The afternoon book group has acquired new members, while the evening book group with Northwood is also well-attended.
 - Eating for a Healthy Gut had 40 attendees and received rave reviews. Erin Holt will be returning in April and her program will be held at Old Town Hall.
 - The documentary, In Defense of Food, had 11 attendees and was also well-received. Documentary screenings will occur bi-monthly.
- There are quite a few forthcoming programs:
 - December includes the paint programs with Chris Arnold, NH weather with Josh Judge, and school vacation week special programs for kids.
 - We also announced our 2 new book groups, Family and Cookbook.
- 2018 is also filling up quickly and Summer Reading is on our radar.

Technology

- Dick Blouin has done a fantastic job of maintaining and fixing our machines and our portable projector.
- A staff tablet (iPad) was requested by a staff member. This would be helpful for staff training purposes and assisting patrons with OverDrive. This could be a potential purchase with donation money or an idea to present to The Friends.

Banking/Financials

- Should a trustee be making the deposits as opposed to the director?
- Do we want to continue transferring funds from fines/copier and donations into operating for materials until the end of December?

Staffing

- Summer Reading Program staffing: Our SRP assistant Kayleigh will not be returning this summer, however Carrie and Cheyanne will be collaborating this year. Dan has also expressed an interest in helping out.
- Annette has taken over the primary management of the children's department. She is facilitating meetings, supporting the children's staff and completing the marketing of children's programs and news. Cara is informed and assists when necessary.
- Dan will be facilitating the new Blaisdell Youth Group which will begin at the end of January.

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 of adult fiction and children's non-fiction is in process.
- Overdrive Advantage:
 - One time \$1000 content credit fee to be used toward titles. \$30 promotion offered in December. There are no yearly fees only the cost of titles that we select, so we can spend as much or as little as we'd like.

Meeting Room

- A thought for the future: install a mounted projector and screen for presentations and films.
 - Projector + screen + HDMI cable + mount = \$1850.60
 - Best prices Dick Blouin could find. Please see attached quote for more detail.
 - Additional quotes are coming in for installation and equipment.

Furniture

- The bookcase for the board books made my Eli Friend-Gray is fantastic!

Building/Grounds Maintenance

- The broken window in the front of the library is scheduled to be replaced by Portland Glass on December 15th.
- There are a few sections of trim in the front of the building that need replacing.

Policies & Procedures

- No news.

Budget

- The operating budget is depleted. Materials, supplies and program fees for December will be paid from fines, copier and donation accounts.

Library Statistics Ending November 30, 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	2669
Dec	1223	1445	2657	2543	2510	2427	2340	2403	2991	2874	0
Total	23206	24088	34229	38496	37217	38906	40347	34746	36565	39988	34398

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	3330							
Dec	2140	2375	2261	0							
Total	4461	31084	33691	30444	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	128	9	21.25	283	72	65	6	93	322	1060	0	1
Nov	114	13	11	193	87	80	13	84	327	334	0	6
Dec												
Total	1447	164	145.75	2993	673	931	207	1089	4232	4852	566	1296

www.projectorpeople.com
PO Box 844613
Boston, MA 02284-4613
Telephone: 800/639-3010 x2272
Fax: 813/261-1512
Rep: Donna Taylor
Email: donna@projectorpeople.com

Quote #412909-A

Please indicate above number with order

Date: 12/5/2017

Customer #: BLA076

Bill To:

Blaisdell Memorial Library
Attention: Cara Marsh
Phone: 603/679-8484
Email: blaisdellml@comcast.net

Ship To:

Blaisdell Memorial Library
Attention: Cara Marsh

VISA, MC, AMEX PREFERRED

Customer #	Ship Via	F.O.B.	Terms	
BLA076	BEST WAY	Ship Point	QUOTE	
Item Number	Item Description	Qty	Unit Price	Extended Price
OPTEH504WIFI	PROJECTOR, 1080P 5000L 11LB DLP 15000:1C W/LENS & WIFI	1	\$1,299.00	\$1,299.00
SANVMPIR1B	MOUNT, UNIVERSAL "VisionMount" SERIES CEILING (BLACK)	1	\$80.00	\$80.00
COMHDHD50PROBLK	CABLE, 50' PRO AV/IT HIGH SPEED HDMI W/ PROGRIP, CL3 - BLACK	1	\$140.00	\$140.00
DAL92843	SCREEN, 45"X 80" MODEL B W/CSR HDTV HC MATTE WHITE	1	\$331.60	\$331.60
			Subtotal	\$1,850.60
			Sales Tax	\$0.00
			S & H	\$0.00
			Total	\$1,850.60

Rep: Donna Taylor
800/639-3010 x2272

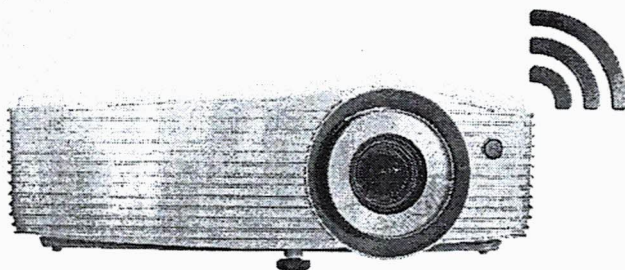
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EH504WIFI

Full HD Professional Installation DLP Projector



1080P DATA AND BUSINESS PROJECTOR



Wireless ready for screen mirroring and 4-way split screen presentation



Bright Projection - 5000 ANSI lumens



Four Corner correction - For a quick installation onto uneven walls



Installation flexibility - Vertical lens shift and 1.6x zoom



Vertical and Horizontal Keystone



Full Control over LAN and RS232

PRO | SCENE



The Optoma EH504WIFI is a full HD 1080p professional installation projector, offering a brightness of 5000 lumens, crystal clear images, and a variety of advanced features to facilitate a quick installation. The Optoma EH504WIFI is ideal for conference rooms, large classrooms, lecture theatres, museums and houses of worship.

For more complex installations, this projector is equipped with a large zoom range, vertical lens shift and a built-in geometric adjustment feature - ideal for uneven walls or where a projector placement is awkward and needs to be installed at an angle.

The EH504WIFI has Wireless support for Screen Mirroring, allowing presenters and attendees to share the desktop or screen of any Windows, Mac, iOS, or Android device. The moderator can utilize the 4-way split screen function to determine who can share PowerPoint Presentations, Word Documents, Excel Spreadsheets, videos, and images from multiple devices simultaneously for ultimate collaboration. With the Conference Control feature, the presenter can also pass full control of the session to any attendee or immediately remove someone from the session without disrupting the presentation session.



CONNECTIVITY (May require optional accessories)



Computers



Smart Phones



Tablets



3D Blu-ray/DVD Players



Camcorders



Digital Cameras



Apple TV®



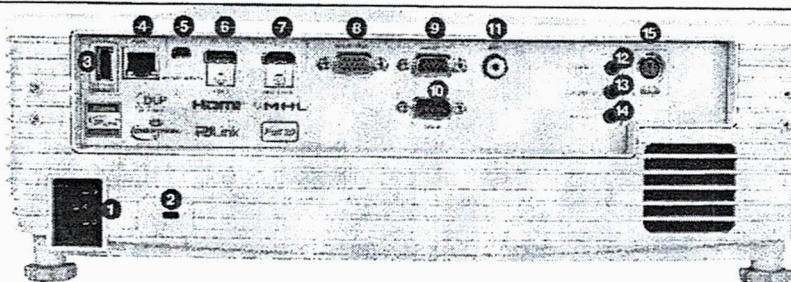
Chromecast™

TECHNOLOGY/FEATURES

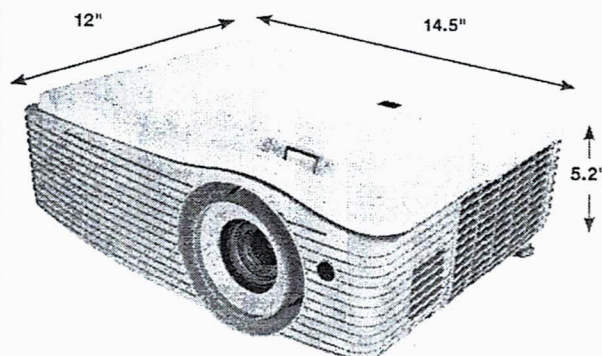


www.OptomaUSA.com

Full HD Professional Installation DLP projector — EH504WIFI



- | | | |
|-----------------------------|--------------------|------------------------|
| 1. Power | 6. HDMI1-In | 11. Composite Video |
| 2. Kensington™ Lock Port | 7. HDMI2-In (MHL) | 12. Audio1-In (3.5 mm) |
| 3. USB (Power 1.5A) | 8. VGA1-In (YPbPr) | 13. Audio2-In (3.5 mm) |
| 4. LAN | 9. VGA-Out | 14. Audio-Out (3.5 mm) |
| 5. mini USB (mouse/service) | 10. RS-232C | 15. 3D Sync |



OPTICAL/TECHNICAL SPECIFICATIONS

Display Technology	Single 0.65" 1080p chip, DLP® Technology from Texas Instruments™
Native Resolution	1080p (1920 x 1080)
Maximum Resolution	1080p (1920 x 1080)
Brightness	5000lm
Contrast Ratio	15000:1
Displayable Colors	1.07 Billion
Lamp Life and Type*	5000/4500/4000/3000 Hours (Eco+/Dynamic/Eco/Bright)
Projection Method	Front, rear, ceiling mount, table top
Keystone Correction	±30° Vertical and Horizontal
Uniformity	70%
Offset	99% to 116% (+/- 5% variance)
Aspect Ratio	16:9 (native), 4:3, Auto
Throw Ratio²	1.41–2.24:1 (distance/width)
Projection Distance	51.18"–370"
Image Size	26.2"–301.1" (diagonal)
Projection Lens	F=2.5–3.26, f=20.913–32.626mm - manual zoom and focus
Optical Zoom	1.6x
Digital Zoom	0.8–2.0
Speaker	2x 16W Speaker
Noise Level	30dB
Remote Control	IR remote
Operating Temperature	41–113°F (5–45°C), 85% max humidity
Power Supply	AC input 100–240V, 50–60 Hz, auto-switching
Power Consumption	421W Max (Bright), 329W Max (ECO)
High Altitude	Operating Temp @ Sea Level to 10000 feet = 23°C (max); must manually switch to high altitude mode @ 5000 feet & above (using OSD)

PHYSICAL SPECIFICATIONS

Security	Kensington® lock port, security bar, and keypad lock
Weight	10.2 lb (4.6 kg)
Dimensions (W x H x D)	14.5" x 5.2" x 12" (369 x 295 x 132 mm) - with feet

COMPATIBILITY SPECIFICATIONS

Computer Compatibility	UXGA, SXGA, XGA, SVGA, VGA, WXGA, 1080p, Mac
Video Input Compatibility	PAL (B, D, G, H, I, M, N, 4.43MHz), NTSC (M, J, 3.58MHz, 4.43MHz), SECAM (B, D, G, K, K1, L, 4.25MHz, 4.4MHz, 480i/p, 576i/p, 720p(50/60Hz), 1080i(50/60Hz) 1080p(24/50/60Hz)
3D Compatibility*	Side-by-Side: 1080i50 / 60 Frame-pack: 1080p24, 720p50 / 60 Over-Under: 1080p24, 720p50 / 60
Vertical Scan Rate	24–85 Hz (120 Hz for 3D feature projector)
Horizontal Scan Rate	15.375–91.146 KHz
User Controls	Complete on-screen menu, adjustments in 26 languages
I/O Connection Ports	2x HDMI 1.4a (HDMI 2 support MHL), 1x VGA-In, 1x VGA out, 1x Composite (RCA - Y), 2x Audio-In (jack 3.5mm female), 1x Audio-Out (jack 3.5mm female), 1x RS232C (9pin d-sub), 1x mini USB (service/control), 1x USB A (5V/1.5A out), 1x RJ45 (LAN), 1x 3D vesa port, AC power 3 pin
Wireless Compatibility	WHD200 (Source lock on), Chromecast™, FireTV™ Stick

Warranty

3-Year Optoma Express Service, 1-Year on Lamp

In the Box (Standard Accessories)

EH504WIFI projector, AC power cord, VGA cable, remote control, batteries, multilingual CD-ROM user's manual, basic user manual, and warranty card

Optional Accessories

Universal ceiling mount, Optoma screen, DLP® Link™ 3D glasses, wireless HDMI system

Accessory Part Numbers

Lamp: SP70B01GC01 Remote: SP72702GC01
 RF 3D Glasses: ZF2300Glasses
 DLP® Link™ 3D glasses: ZD302, ZF2300
 Wireless HDMI system: WHD200 (source lock: on)
 Universal ceiling mount: OCM815B, OCM815W, OCM818B-RU, OCM818W-RU

UPC 796435 44 084 8

*Lamp life is dependent upon many factors, including lamp mode, display mode, usage, environmental conditions and more. Lamp brightness can decrease over time.

²3D content can be viewed with DLP® Link active shutter glasses when projector is used with a compatible 3D player. Please visit www.OptomaUSA.com for more information.

www.OptomaUSA.com

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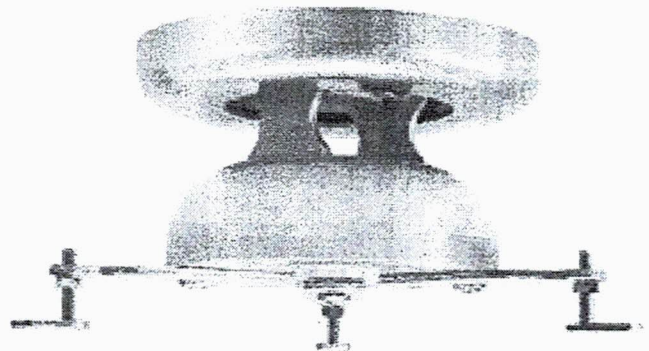
SANUS

S Y S T E M S

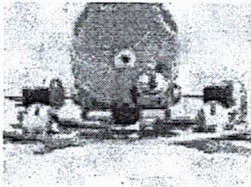
Projector Mount Overview

- Universal mount fits nearly all projectors
- Independent adjustments make aiming easy
- Quick-release mechanism makes maintenance easy
- Professional grade construction
- Includes ceiling adapter allowing mount to attach to angled or vaulted ceilings, and optional down pipe extends projector 7" from the mount

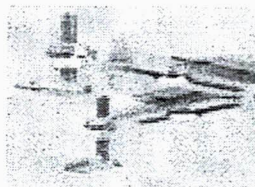
VMPR1



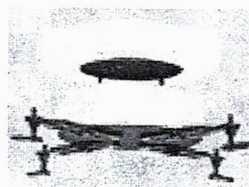
Available in silver or black



Quick-release thumb screws allow for easy projector maintenance



Universal projector legs and feet fit 95% of all DLP and LCD projectors



Both models also include detachable covers in white



Shown with 7" fixed extension column (included) and decorative ceiling covers.

Model #	Color	Package Dimensions	Product Dimensions	Weight Capacity
VMPR1s	Silver	W = 10.25"	W = 7.5"	50 lbs
VMPR1b	Black	D = 7.5"	D = 10.5"	50 lbs
		H = 5"	H = 5"	