

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

January 10, 2018

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

The meeting was called to order at 7:32pm.

Policy Updating / Current Task: A few sections of the trim in the front of the building need replacing in the spring. Also in the spring, Cara will further investigate the sprinkler system that was installed many years ago.

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

Treasurer's Report: The budget is up to date. Susan moved to accept the treasurer's report. Jen seconded the motion. All voted in favor.

Library Director's Report:

- There was some drop off in circulation and usage in December, but that can be at least partially attributed to weather and holidays.
- Cara suggests using a portion of our monetary donations towards the Overdrive collection; we discussed trying to figure out which books and formats would be the most popular and ordering some of those. In addition, the monetary donation for audiobooks will be transferred from donations into the operating budget so that Cara can begin purchasing new audiobooks.
- 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. Jen seconded the motion. All voted in favor.

The meeting was adjourned at 8:45 pm.

Next meeting: Wednesday, February 14, 2018, at 7:00 pm.

Respectfully submitted,
Allison Friend-Gray

BLAISDELL MEMORIAL LIBRARY

Budget vs. Actual

January through December 2017

Accrual Basis

	Jan - Dec 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	9,889	9,700	189	102%
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	300	300	0	100%
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	2,783	2,750	33	101%
Technology	1,225	1,500	-275	82%
Total Expense	41,917	41,915	2	100%
Net Ordinary Income	-2	0	-2	100%
Other Income/Expense				
Other Income				
Copier, printers, fax	131			
Fines	1,968			
Donations	4,355			
Photocopier	902			
Interest Income (Savings)	107			
Total Other Income	7,463			
Other Expense				
Library automation (w/donation)	1,500			
Materials (paid w/donations)	184			
Materials (paid w/fines)	4,342			
Museum passes (pd w/donations)	1,333			
Programming (pd w/donations)	575			
Supplies-pd w/fines/copier fund	552			
Supplies (pd w/donations)	622			
Technology (paid w/donations)	1,588			
Landscaping (pd w/donations)	2,055			
Photocopier expense	931			
Supplies (paid with donations)	76			
Total Other Expense	13,758			
Net Other Income	-6,295			
Net Income	-6,297	0	-6,297	100%

Director's Report – 1.10.18

Circulation & Usage Statistics

- The gate count for December, 2,377, fell significantly by 1,000 from November and we closed out the year about 1,000 less than 2016. The monthly fall in numbers may be attributed to the holiday season, a snow storm, extremely cold weather, three additional days closed, and decreased story time attendance.
- Although our overall circulation decreased slightly from 2,669 to 2,232, the number of Overdrive checkouts saw its highest numbers since the summer, 341. This may be attributed to the lower gate count and foot traffic in the library. Also, story time and LEGO club were on break during the last 2 weeks of December.
- Facebook Page Likes: 7 new page likes in December; 416 total
- Instagram Followers: 14 new followers in December; 62 total
- Website traffic – Total site views per month:
 - December 2017: 1,463
 - November 2017: 1,616
 - October 2017: 1,670
 - September 2017: 1,717

Programming

- Children's programs saw a decrease in attendance throughout December.
 - Story time attendance experienced a large drop off, particularly the baby group. Robin has reached out to parents to determine how we can better accommodate this group.
 - Unfortunately, none of the story time groups have very many children registered for the upcoming session beginning January 16th.
 - The elementary paint sessions with Chris Arnold was a huge success! The middle school group did not have as much interest, however we believe changing the time of the program would accommodate more kids.
 - Our school vacation week programs (story time, movie, mini golf) saw decent attendance, but not as high as we had hoped. More marketing through the school may increase awareness.
- Adult program attendance remained solid, yet fewer programs were offered.
 - Both the afternoon and evening book groups maintain their loyal following, are well-attended and always a lively discussion.
 - The NH Weather with Josh Judge was a very fun event. The kids in attendance outnumbered the adults and we had 35 in attendance.
 - Our monthly game hour for adults was reintroduced in November and it held strong into December with 12 attendees. It's an enthusiastic group and they enjoy being in the meeting room, as opposed to the first floor.
 - The monthly Overdrive workshops began in December with 5 in attendance, which was a fantastic start. We hope this will create more awareness and encourage more people to utilize this service.
- Upcoming programs in January:
 - Our new book groups, Family and Cookbook, have their first meetings in January.
 - The middle school group has received a solid interest, 7 students, and their kickoff event is January 25th. Dan Bunker has planned an exciting 'escape the library' event for the kids.
 - Story time and LEGO club begin January 16th.
 - Resident James Patrick Kelly is offering a 2 part flash fiction writing workshop.
 - Our bi-monthly documentary film is back this month with "The Boys of '36".

Technology

- With the installation of the new TV in the meeting room, are there any thoughts or ideas about the current, smaller TV? Could we utilize it elsewhere in the library?

Banking/Financials

- During December the library received a few monetary donations:
 - \$500 – Specifically for audio books
 - \$25 – Specifically for books
 - \$500 – General donation – Could we use a portion of this to get our downloadable (Overdrive) collection started?
- Should we make the transfers into the Operating account now?

Staffing

- Although this year's budgeting is done, could we begin discussions of reinstating the part-time children's librarian position?

Trustees

- Allison Friend-Gray's term is up in March 2018, she plans to run again.
- We have one alternate position open.

Collection

- The Overdrive Advantage initial setup is complete and included 3 e-book titles. No further items have been purchased. Do we have a specific total or percentage of items we'd like added per month?

Meeting Room

- The new TV should be delivered this week. Joe Medeiros and Dick Blouin will mount the TV on the wall. The electrician, Alan from Epping Electric, will then come and install power.

Furniture

- There's been preliminary discussions about rearranging the first floor, is there an objection of removing the display case from the library?

Building/Grounds Maintenance

- The broken window in the front of the library is repaired.
- The lectern and cabinet door in the office were repaired by Steve Costain.
- There are a few sections of trim in the front of the building that need replacing. (Leaving this in the report until the spring as a reminder.)

Policies & Procedures

- Would we like to consider rewording the library's mission statement?

"The Blaisdell Memorial Library exists to serve the personal, educational and professional needs of the entire community by providing a well-organized collection of materials and services in accessible, functional and attractive surroundings."

Budget

- The first installment for the 2018 budget from the town will be deposited this month. The exact date is yet to be determined.

Library Statistics Ending December 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	2669
Dec	1223	1445	2657	2543	2510	2427	2340	2403	2991	2874	2232
Total	23206	24088	34229	38496	37217	38906	40347	34746	36565	39988	36630

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	2377							
Total	4461	31084	33691	32821	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	97	65	6	93	322	1060	0	1
Nov	114	13	11	193	110	80	13	84	327	334	1	6
Dec	101	9	20	203	94	90	27	52	341	134	9	35
Total	1548	173	165.75	3196	815	1021	234	1141	4573	4986	576	1296

“Year End Review for the Blaisdell Memorial Library 2017”

- We were very fortunate to hire Cara Marsh as the New Director.
- 173 new patrons joined the library for a total of **2859** patrons!
- 36,630 items were circulated in 2017.
- Nottingham residents donated a total of **166** volunteer hours!
- Fundraising continues by the “Friends of the Library”
- Local Artist Displays, change monthly
- Adult program attendance has increased from 420 in 2014 to **815** in 2017 and children’s have increased from 1,794 in 2014 to **3,199** in 2017!!

Adult Programs:

- Afternoon and Evening Book Groups
- Writing Personal Histories – Jean Zipke
- Game & Gab - monthly game hour
- 1:1 Technology Assistance
- Midge Goldberg - Poet presentation
- "I am Mount Washington" - Steve Soreff
- Imperial Russian Faberge Eggs - NH Humanities
- Vernal Pools - Conservation Commission
- Angling in the Smile - NH Humanities
- What is GIS with Christian Matthews
- Squam Lake Animal Program
- Passport Day – Nottingham Post Office
- Adult Summer Reading Tournament of Books
- Your Hit Parade – NH Humanities
- Eating for a Health Gut – Erin Holt
- In Defense of Food Documentary Film
- NH Weather – Josh Judge
- Tick Talk – NH Department of Health & Human Services
- Jewish Humor – Steve Soreff
- Overdrive Workshop
- ChildVoice Author Visit and Presentation

Teen Programs:

- Snap Circuits, a hands-on electronic activity
- Teen Advisory Group
- Book Discussion Group
- Monthly Teen Movie Night

Children Programs

- "STEM" Science/Technology/Engineering/Math for grades 2-5
- Monthly drop-in craft
- Summer Reading Program broke a record with over **1000** attendees!
- Summer Evening Cinema
- Book Bingo
- Math Club

Story Hour, Baby, Toddler and Preschool

- Lego Club
- Movie Matinees
- Star Wars Parties
- Mythbusters
- Magic School Bus Science Programs
- Puppet Theatre
- Tea Parties

Respectfully,
Susan Medeiros, Library Chair