

## MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

May 9, 2018

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

The meeting was called to order at 6:06pm.

**Policy Updating/Current Task:** Joe Medeiros will stop by the library to check on building maintenance. Cara has been working on updating the monthly task list. The Art Exhibit Policy needs a small revision: mentions of the display case needs to be removed. Susan moved to change art exhibit policy to remove any references to the display case. Jen seconded the motion. Cara will update and post to the website. For-profit sales at the library were discussed; Cara will research policies at other libraries.

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

**Treasurer's Report:** The "Museum Passes" line will be reimbursed by the Friends of the Library. Susan moved to accept the treasurer's report. Jen seconded the motion. All voted in favor.

### **Library Director's Report:**

- Spring programming is slowing down and wrapping up as the library prepares for the summer reading program.
- Cara will decline the installation of a 32' flat screen TV from the solar panel company.
- Upcoming: The library will have a table at Nottingham Earth Day on 5/12/18. Cara has obtained a tent, as rain is likely.
- Susan will move the Peter Clark donated funds from donations to operating to pay for the Chris Arnold for Paint Night.
- Wendy Roberts and Cheyanne Thompson have resigned. This opens up an opportunity to hire a Children's Librarian.
- Susan moved to add the director's report to the minutes. Jen seconded the motion. All voted in favor.

**Old Business:** None.

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

The meeting was adjourned at 7:29pm.

Next meeting: Wednesday, June 6, 2018, at 6:30pm.

Respectfully submitted,  
Allison Friend-Gray

# BLAISDELL MEMORIAL LIBRARY

## Budget vs. Actual

January 1 through May 8, 2018

Accrual Basis

	Jan 1 - May 8, 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
Income				
Appropriation--Operating Exp.	20,958	44,295	-23,337	47%
Total Income	20,958	44,295	-23,337	47%
<b>Expense</b>				
Alarm System	360	980	-620	37%
Cleaning	3,162	9,800	-6,638	32%
Furniture	0	200	-200	0%
Landscaping	0	300	-300	0%
Library Automation	0	2,100	-2,100	0%
Maintenance	545	2,500	-1,955	22%
Materials	5,990	18,500	-12,510	32%
Mileage	0	150	-150	0%
Miscellaneous	80	350	-270	23%
Museum Passes	1,479	1,390	89	106%
Postage	50	175	-125	29%
Prof. Dues/Continuing Educ.	270	600	-330	45%
Programming	1,372	2,000	-628	69%
Repairs--Equipment	0	500	-500	0%
Supplies	693	2,750	-2,057	25%
Technology	236	2,000	-1,764	12%
Total Expense	14,237	44,295	-30,058	32%
Net Ordinary Income	6,721	0	6,721	100%
<b>Other Income/Expense</b>				
Other Income				
Fines	411	0	411	100%
Donations	300	0	300	100%
Photocopier	540	0	540	100%
Interest Income (Savings)	49	0	49	100%
Total Other Income	1,300	0	1,300	100%
Other Expense				
Materials (paid w/donations)	466	0	466	100%
Materials (paid w/fines)	1,019	0	1,019	100%
Supplies-pd w/fines/copier fund	36	0	36	100%
Photocopier expense	233	0	233	100%
Total Other Expense	1,754	0	1,754	100%
Net Other Income	-454	0	-454	100%
Net Income	6,266	0	6,266	100%

# Library Statistics Ending April 30, 2018

## 2018 Miscellaneous Library Usage Statistics

Month	Total materials added	New patrons	Volunteer Hours	Children's Programs	Children's program attendance	Adult Programs	Adult program attendance	Ref ?'s	Museum pass usage	PC usage	Ancestry searches	Heritage searches	EBSCO searches
Jan	85	9	8	6	166	13	77	113	9	79	145	467	TBD
Feb	110	14	51.5	7	175	10	73	91	26	84	279	127	TBD
Mar	85	14	12	8	206	11	120	94	12	85	54	2	3
Apr	99	12	10	7	200	8	59	97	34	107	181	7	13
May													
Jun													
Jul													
Aug													
Sep													
Oct													
Nov													
Dec													
Total	379	49	81.5	28	747	42	329	395	81	355	659	603	16

## 2017 Miscellaneous Library Usage Statistics

Month	Total materials added	New patrons	Volunteer Hours	Children's Programs	Children's program attendance	Adult Programs	Adult program attendance	Ref ?'s	Museum pass usage	PC usage	Ancestry searches	Heritage searches	EBSCO searches
Jan	85	10	7	7	180	7	49	39	18	91	201	56	95
Feb	148	9	4.5	7	195	9	71	59	19	84	485	185	353
Mar	120	13	13	6	154	7	61	95	31	120	114	87	9
Apr	177	13	7.5	6	222	6	54	88	28	119	442	17	425
May	184	15	16.5	7	207	7	56	106	23	95	130	0	170
Jun	112	24	6	9	249	6	37	130	13	107	233	0	37
Jul	132	22	30	5	836	7	102	86	26	93	179	168	168
Aug	135	24	23	6	360	7	53	113	22	116	154	53	23
Sep	112	12	6	7	114	4	31	70	8	87	1520	0	9
Oct	128	9	21.25	6	283	6	72	65	6	93	1060	0	1
Nov	114	13	11	6	193	7	87	80	13	84	334	0	6
Dec	101	9	20	9	203	6	94	90	27	52	134	9	35
Total	1548	173	165.75	81	3196	79	767	1021	234	1141	4986	575	1331



Library Statistics Ending April 30, 2018

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	2017 Overdrive checkouts	Total 2018	2018 Overdrive Checkouts
Jan	1856	1845	2299	2903	2588	2932	3257	2726	2435	3276	3057	491	2547	382
Feb	1581	1789	2512	2790	2864	3230	3011	2738	2623	3138	2967	379	2780	460
Mar	2213	2037	2921	3378	3380	3102	3290	3171	3068	3729	3304	459	3100	448
Apr	1954	1704	2518	3025	2848	3383	3664	3002	3147	3236	3263	412	2689	463
May	1794	1810	2521	2824	2593	3012	2830	2665	2554	3079	3152	399		
Jun	2064	1890	2721	3336	3035	3108	3510	2847	2878	3540	3908	382		
Jul	2621	3438	4060	4701	4249	4375	4894	4051	4162	3985	3303	359		
Aug	1779	2422	3486	3929	4285	4094	4176	3429	3614	3681	3419	377		
Sep	1895	1903	3158	3320	2899	3133	3381	2496	3233	3365	2576	325		
Oct	2290	2051	2767	2854	3188	3401	3561	2845	3053	3291	2780	322		
Nov	1936	1754	2609	2893	2778	2709	2433	2373	2807	2794	2669	327		
Dec	1223	1445	2657	2543	2510	2427	2340	2403	2991	2874	2232	341		
Total	23206	24088	34229	38496	37217	38906	40347	34746	36565	39988	36630	4573	11116	1753

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	2240						
Feb	N/A	1846	2128	2100	2375						
Mar	N/A	2522	2981	2552	2649						
Apr	N/A	2636	2638	2590	2374						
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	9638	0	0	0	0	0	0

## Director's Report – 5.9.18

### Circulation & Usage Statistics

- Gate count and overall circulation saw a slight decrease from March to April. Foot traffic decreased from 2649 to 2374, while overall circulation decreased from 3100 to 2689. This could be attributed to weather, school vacation week, and the end of the Story Hour/LEGO Club session. There was an increase in Overdrive checkouts from 448 to 463.
- Facebook Page Likes: 5 new page likes in April; 435 total
- Instagram Followers: 6 new followers in April; 76 total
- Website traffic – Total site views per month:
  - April: 2018: 1,695
  - March 2018: 1,554
  - February 2018: 1,626
  - January 2018: 1,692
  - December 2017: 1,463
  - November 2017: 1,616
  - October 2017: 1,670
  - September 2017: 1,717

### Programming

- **Children's Programming:**
  - Story hour saw an increase in attendance in April and LEGO Club maintained a loyal group of kids. The Tuesday session will discontinue, and we will offer only Thursday afternoon.
  - Full day Kindergarten begins in the 2018-2019 school year, so our Wednesday afternoon story hour may also discontinue.
  - The Youth Group (middle school students) has begun their first book as well as participating in a Paint Night for their May meeting.
  - April vacation week programs had solid attendance as well as the monthly drop in craft.
  - Summer Reading Program planning is almost complete. Carrie and Cheyanne have booked presenters, finalized the calendar, and finalizing plans for weekly programs. Cheyanne will visit Nottingham School on June 7<sup>th</sup>. Children's prize donations are coming in as well.
  - May Programs:
    - Drop in Craft: Mother's Day
    - Family Book Group: *El Deafo*
- **Adult Programming:**
  - The 3 monthly book groups are doing very well.
  - The additional adult programs in April had low attendance and are large event (Erin Holt) was canceled, which reflects in the lower program attendance.
  - Annette and Cara are wrapping up planning of the Adult Summer Reading Program. Programs and reading logs are finalized. We received a generous donation from Amtrak for an adult prize and Cara will solicit additional prizes.
  - We were not awarded the PBS Great American Read grant.
  - May Programs:
    - Preston Heller: *The Mentalist* – Canceled due to illness, will reschedule.
    - Paint Night with Chris Arnold

### Technology

- The following is on hold as Cara requested more information and details regarding the control and management of the screen's images:
  - *The solar panel company will be installing a 32" flat screen TV on the first floor to display the solar power data from the community center and fire department. The best location is where the two community bulletin boards are hanging. We are also able to display other announcements and websites using this TV, which will become our digital bulletin board.*
- For future consideration – An additional laptop for use in the meeting room. (This should also be discussed with Dick Blouin prior to deciding.)



## **Banking/Financials**

- Donations:
  - Mrs. Blaisdell's lamp from Shirley Woodard
  - Pop Culture (Raymond): Comic books and prizes for Free Comic Book Day (first Saturday in May)
  - Need approval to use donation funds to pay Chris Arnold for Paint Night – Coming from Peter Clark donation.
- Balances as of 5/2/18:
  - Operating: \$9,621.90
  - Debit: \$165.01
  - Fines/Copier: \$5,154.16
  - Donations: \$9,212.27

## **Staffing**

- Employee reviews began in March and will be completed by the end of May except for one in August.
- Our Overdues, ILL, Circulation Library Assistant submitted her resignation letter. Her last day is May 24<sup>th</sup>.
- I request we go off the public record to discuss:
  - Transition plan for Overdues, ILL, Circulation Library Assistant
  - Reinstating the part-time children's librarian position
  - Increases in compensation

## **Trustees**

- Nothing to report.

## **Collection**

- Nothing to report.

## **Meeting Room**

- Nothing to report.

## **Furniture**

- The display case will be taken by the end of May by the Historical Society of Webster, NH. Once this is removed rearrangement of the first floor will begin.

## **Building/Grounds Maintenance**

- A section of siding on the left side of the building needs reinforcing: Joe Medeiros will stop by to fix.
- The side outdoor entrance to the children's room needs to be fixed: Joe Medeiros will stop by to sand the door frame.
- Lower trim in the front of the building needs sanding and painting: Eli Friend-Gray will repair.
- Pending: Egress - Chris Sterndale will bring the building inspector to evaluate.
- Grass cutting and furnace filters are taken care of by the town.
- The library's monthly tasks need updating.

## **Policies & Procedures**

- Policy to update:
  - Exhibits Policy – Remove display case.
- Policy to write:
  - For-profit presenters selling books/goods/items/etc. – This situation recently arose and should be addressed.

## **Budget**

- Nothing to report.

## JOB POSTING

**Title:** Children's Librarian (Part-time) – Blaisdell Memorial Library, Nottingham, NH

**Supervisor:** Library Director

**Summary:** The Blaisdell Memorial Library in Nottingham, NH seeks a creative, energetic professional with a passion for providing excellent library service to children and families. The Children's Librarian will instill a love of reading, libraries, and learning by providing a welcoming atmosphere, delivering quality programs, and maintaining an outstanding collection through traditional and innovative methods. The successful candidate will have a positive outlook, strong customer service skills, flexibility, a good sense of humor, and be a team player. As a small library our staff wear many hats and work closely together to best serve our patrons.

The Blaisdell Memorial Library is in interior Rockingham County, 15 miles from the University of New Hampshire, with easy access to major highways, exceptional natural resources, and a wide range of recreational opportunities. The library serves a supportive community of approximately 5,000, has 2,800 library patrons, an annual circulation of 40,000 from its collection of over 18,800 items, and hosts a variety of programs for children, teens, and adults.

### **Essential Functions and Responsibilities:**

- Provide a broad range of services for children, ~~primarily ages 6 and older~~, concentrating on maintaining the children's collection and creative programming for that age group.
- Plan, develop, schedule, and implement a variety of creative, enriching, and educational library programs for school aged children. Programs occur weekly and monthly during after-school and/or evening and weekend time slots.
- Manage the advertising of children's programs including the development of promotional materials and flyers, as well as social media (Facebook & Instagram) and the library website.
- Keep statistical records for children's programs and attendance.
- Perform regular collection development duties for the children's room, including reading professional publications and book reviews, selecting relevant titles, and weeding.
- Is responsible for keeping the children's area neat and orderly including the regular development of relevant and engaging book displays and bulletin boards.
- Collaborate with other children's department staff on scheduling, programs, procedures and other departmental needs. As well as coordinating with the Assistant Director monthly department meetings.
- Seek out grant opportunities to supplement and diversify the children's collection and programs.
- Attend conferences and participate in professional development opportunities as initiated by self or suggested by the director.

- Duties also include shelving and shelf reading, readers' advisory, assisting with implementing the children's summer reading program, creating library displays, circulation and other duties as assigned.

**Required Knowledge, Skills and Abilities:**

- Knowledge of childhood development and experience working with children ages 6 and older is required.
- Knowledge of children's literature. Ability to cultivate good public relations, to work with parents and young patrons, to create and implement age-appropriate programs using a variety of media, and to nurture interest in reading, arts, culture and music.
- Ability to interact and communicate courteously and effectively with the public and with other staff in a courteous and tactful manner, both verbally and in writing.
- Exceptional interpersonal communication, problem solving, customer relations and teamwork skills.
- High energy and an enthusiasm for public library services.
- Ability to handle a great many details, some simultaneously, with accuracy.
- Flexibility, adaptability, and the ability to work independently.
- Ability to use Internet searching methods, apps, devices, and information resources.
- Must be able to type and have good computer skills, including proficiency of email, Word, Google Drive, Publisher, Excel, and social media.

**Minimum Qualifications:** BA; Library degree is preferred – but a combination of appropriate education and experience may be acceptable; experience working with young children, preferably in programming; knowledge of library practices and services, children's literature and developmental levels and needs

**Salary:** \$12 – \$15 per hour, depending upon experience

**Schedule:** 20 hours/week + 3.5 hours/month

Tuesday	11:00 AM – 5:00 PM
Wednesday	1:00 PM – 8:30 PM
Thursday	11:00 AM – 5:00 PM
Saturday (1/month)	9:30 AM – 1:00 PM



## JOB DESCRIPTION

Title: **Children's Librarian (Part-time)**

Supervisor: Library Director

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