

## MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

August 8, 2018

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

The meeting was called to order at 6:32pm.

**Policy Updating/Current Task:** The lower trim at the front of the building will be painted once it dries out. Cara will talk with the Friends about weeding and caring for gardens out front.

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

**Treasurer's Report:** There is no treasurer's report to share at this time.

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

- July was a very busy month. Circulation, gate count, and website traffic were all up from the previous month.
- Susan moved to add the director's report to the minutes. Jen seconded the motion. All voted in favor.

**Old Business:** None.

**New Business:** A donation to the Hopkinton Library was discussed, as it recently had a fire; it was unclear what donations would be legally allowed, and it was decided that Cara would look into how other libraries are supporting the effort. Susan moved to accept any and all donations. Allison seconded the motion. All voted in favor. Monthly tasks are on track to be up to date; Cara will schedule the carpet cleaning for after summer reading is complete.

The meeting was adjourned at 7:34pm.

Next meeting: Wednesday, September 12, 2018, at 6:30pm.

Respectfully submitted,  
Allison Friend-Gray

**BLAISDELL MEMORIAL LIBRARY**  
**Budget vs. Actual**  
**January 1 through August 8, 2018**

Accrual Basis

	Jan 1 - Aug 8, 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Appropriation--Operating Exp.	44,295	44,295	0	100%
Total Income	44,295	44,295	0	100%
Expense				
Alarm System	612	980	-368	62%
Cleaning	5,262	9,800	-4,538	54%
Furniture	0	200	-200	0%
Landscaping	0	300	-300	0%
Library Automation	1,900	2,100	-200	90%
Maintenance	895	2,500	-1,605	36%
Materials	10,142	18,500	-8,358	55%
Mileage	0	150	-150	0%
Miscellaneous	277	350	-73	79%
Museum Passes	1,479	1,390	89	106%
Postage	167	175	-8	95%
Prof. Dues/Continuing Educ.	360	600	-240	60%
Programming	2,078	2,000	78	104%
Repairs--Equipment	0	500	-500	0%
Supplies	1,317	2,750	-1,433	48%
Technology	434	2,000	-1,566	22%
Total Expense	24,924	44,295	-19,371	56%
Net Ordinary Income	19,371	0	19,371	100%
Other Income/Expense				
Other Income				
Donations restricted-programmin	300	0	300	100%
Fines	725	0	725	100%
Donations	320	0	320	100%
Photocopier	866	0	866	100%
Interest Income (Savings)	87	0	87	100%
Total Other Income	2,297	0	2,297	100%

# BLAISDELL MEMORIAL LIBRARY

## Budget vs. Actual

January 1 through August 8, 2018

Accrual Basis

	Jan 1 - Aug 8, 18	Budget	\$ Over Budget	% of Budget
Other Expense				
Materials (paid w/fines/copier)	25	0	25	100%
Supplies paid w/copier funds	10	0	10	100%
Materials (paid w/donations)	466	0	466	100%
Materials (paid w/fines)	1,369	0	1,369	100%
Museum passes (pd w/donations)	180	0	180	100%
Programming (pd w/donations)	450	0	450	100%
Supplies-pd w/fines/copier fund	62	0	62	100%
Photocopier expense	466	0	466	100%
Total Other Expense	3,028	0	3,028	100%
Net Other Income	-731	0	-731	100%
Net Income	18,641	0	18,641	100%

## Director's Report – 8.8.18

### Circulation & Usage Statistics

- June slowed down quite a bit in the library, as we reduced the number of programs to prepare of our busy summer reading program. Foot traffic fell from 2795 to 2653 and circulation fell from 2827 to 2572, but Overdrive continues to see increased usage throughout the year.
- July has been our busiest month this year. Foot traffic increased by 573, circulations increased by 1044, and Overdrive usage increased by 70.
- Facebook Page Likes: 4 new page likes in June; 444 total
- Facebook Page Likes: 8 new page likes in July; 452 total
- Instagram Followers: 5 more followers in June/July; 78 total
- Website traffic – Total site views per month:
  - July 2018: 1,817
  - June 2018: 1,703
  - May 2018: 1,361
  - 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:**
  - June Programs:
    - Drop in Craft: Father's Day (14)
    - SRP Kick Off with Paul Durham (50)
    - SRP Registration (122)
  - July Programs:
    - Summer Reading is keeping us very busy, which is reflected in our attendance numbers, foot traffic, and circulations.
    - Our weekly grade level programs are consistently well attended and include the recreation department summer camp kids. They've been excellent participants and we've enjoyed having them.
    - The weekly STREAM program, again, has been a huge success and received positive feedback from families.
- **Adult Programming:**
  - June Programs:
    - Our three book groups saw consistent attendance, 10-15.
    - The Seed Library Launch had 10 attendees with great enthusiasm. We are working on getting a seed harvesting workshop scheduled to assist with growing the seed collection.
    - SRP Registration (19)
  - July Programs:
    - The evening book group took the month off and resumes in August, while the afternoon and cookbook groups saw lower attendance.
    - Grease Movie Night (3)

### Technology

- A check out station is setup in the children's room on the librarian's desk with scanner and receipt printer.
- Dick Blouin has been in a few times to fix the scanner and fax machine.
- The TV in the meeting room has been a great resource this summer during all of the programs.

## **Banking/Financials**

- Balances as of 8/1/18:
  - Operating: \$23,498
  - Debit: \$631
  - Fines/Copier: \$4,517
  - Donations: \$8,763

## **Staffing**

- Our new Children's Librarian, Jessie Tanner, will officially begin on August 7<sup>th</sup>.
- Our Assistant Director resigned in June and we adjusted to position's title and responsibilities to a Head of Circulation role. Our new Head of Circulation, Allison Bjorndahl-McCarter, will officially begin September 4<sup>th</sup>.

## **Trustees**

- Nothing to report.

## **Collection**

- The inventory of the collection is moving along nicely. This will help to 'clean up' the catalog.
- Our acquisitions over the passed two months has slowed because Cara is completing the collection development, ordering, and processing solo. In September our acquisitions will increase.

## **Meeting Room**

- Nothing to report.

## **Furniture**

- The display case is gone.
- Jessie, our new Children's Librarian has an interest is getting some smaller furniture for the children's room. This potentially could be sponsored by The Friends.
- A 2 or 3 new desk chairs for staff would be a nice update.

## **Building/Grounds Maintenance**

- 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.
- A plan and scale drawing for the first floor rearrangement has begun.

## **Policies & Procedures**

- Nothing to report.

## **Budget**

- Second disbursement of operating funds was deposited in June.



Library Statistics Ending July 31, 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	2827	479
Jun	2064	1890	2721	3336	3035	3108	3510	2847	2878	3540	3908	382	2572	492
Jul	2621	3438	4060	4701	4249	4375	4894	4051	4162	3985	3303	359	3616	562
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	20131	3286

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	2795						
Jun	N/A	2476	3198	3010	2653						
Jul	N/A	3262	3477	2871	3226						
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	18312	0	0	0	0	0	0

# Library Statistics Ending July 31, 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	108	13	12	7	201	6	58	85	10	85	137	0	0
Jun	132	15	20	5	152	7	55	90	16	95	30	0	0
Jul	54	20	20	11	443	4	28	55	24	97	814	0	0
Aug													
Sep													
Oct													
Nov													
Dec													
Total	673	97	133.5	51	1543	59	470	625	131	632	1640	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