

## MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

September 12, 2018

**Present:** Laura Cottrell, Allison Friend-Gray, Cara Marsh, Susan Medeiros, Jen Phillips  
The meeting was called to order at 6:37pm.

**Policy Updating/Current Task:** Volunteer Policy - Susan moved to change the age of volunteers from 14 to 12. Jen seconded the motion. All voted in favor. Technology/Internet Usage Policy - Cara will research if a child under 18 can consent and sign this policy to use the computer in the Children's Room. Other - Cara will research library policy to determine if there is a prohibition of pets in the library.

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

**Treasurer's Report:** The museum passes will be reimbursed by the Friends at the end of the year; this line is not over budget. Two programs were reimbursed by the state; that reimbursement will be moved into the operating budget and reduce the programming line. Susan moved to accept the report. Jen seconded the motion. All voted in favor.

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

- The library staff has debriefed summer programming; they received helpful feedback about how it went and have some ideas about changes they might make for next year.
- Children's programming will start again soon. Children will not ride the bus to the library after school.
- Cara will consult with the Trustees and Friends to look for a gardener to help manage the gardens.
- Cara will continue to work on the capital improvement plan. She's researching estimates for the water filtration system and the feasibility of a new parking lot configuration.
- 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 volunteer appreciation dessert social will be back in November by popular demand.

The meeting was adjourned at 8:07pm.  
Next meeting: Wednesday, October 17, 2018, at 6:30pm.

Respectfully submitted,  
Allison Friend-Gray

# BLAISDELL MEMORIAL LIBRARY

## Budget vs. Actual

Accrual Basis

January 1 through September 11, 2018

	Jan 1 - Sep 11, 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	6,137	9,800	-3,663	63%
Furniture	0	200	-200	0%
Landscaping	0	300	-300	0%
Library Automation	1,900	2,100	-200	90%
Maintenance	1,124	2,500	-1,376	45%
Materials	11,586	18,500	-6,914	63%
Mileage	0	150	-150	0%
Miscellaneous	316	350	-34	90%
Museum Passes	1,479	1,390	89	106%
Postage	168	175	-7	96%
Prof. Dues/Continuing Educ.	465	600	-135	78%
Programming	2,087	2,000	87	104%
Repairs--Equipment	0	500	-500	0%
Supplies	1,697	2,750	-1,054	62%
Technology	436	2,000	-1,564	22%
Total Expense	28,007	44,295	-16,288	63%
Net Ordinary Income	16,288	0	16,288	100%
Other Income/Expense				
Other Income				
Donations restricted-programmin	300	0	300	100%
Fines	862	0	862	100%
Donations	320	0	320	100%
Photocopier	943	0	943	100%
Interest Income (Savings)	100	0	100	100%
Total Other Income	2,525	0	2,525	100%
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)	1,770	0	1,770	100%
Museum passes (pd w/donations)	180	0	180	100%
Programming (pd w/donations)	450	0	450	100%
Supplies-pd w/fines/copier fund	79	0	79	100%
Photocopier expense	699	0	699	100%
Total Other Expense	3,679	0	3,679	100%
Net Other Income	-1,154	0	-1,154	100%
Net Income	15,134	0	15,134	100%

## Director's Report – 9.12.18

### Circulation & Usage Statistics

- August saw a very slight decrease from July in foot traffic and circulation, which is positive considering our programs ended mid-month. The museum pass usage was at its height during July and August.
- Facebook Page Likes: 6 new page likes in August; 458 total
- Instagram Followers: 2 more followers in August; 80 total
- Website traffic – Total site views per month:
  - August 2018: 1,801
  - 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:**
  - August Programs:
    - Summer Reading kept us very busy, which is reflected in our attendance numbers, foot traffic, and circulations. Our weekly grade level programs were 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, was a huge success and received positive feedback from families.
    - 122 kids signed up for the SRP and completed reading logs. They read a total of 2,085 days throughout the summer.
  - September Upcoming Programs:
    - Story Time and LEGO Club are returning for 6-week sessions. Crafternoon will be added into the weekly programs. The Blaisdell Youth Group will begin again and meet monthly.
- **Adult Programming:**
  - August Programs:
    - Book groups had high attendance, except the Cookbook group postponed to September.
    - The SRP adult music trivia night only had 5 participants. However, the adult BINGO reading logs had 20 participants.
  - September Upcoming Programs:
    - New England Lighthouses
    - Overdrive Workshop
    - Estate Planning
    - Seed Library Meeting & Workshop

### Technology

- Nothing to report.

### Banking/Financials

- Balances as of 9/6/18:
  - Operating: \$19,766
  - Debit: \$175.51



- Fines/Copier: \$4,285
- Donations: \$8,784

## **Staffing**

- Our new Head of Circulation, Allison Bjorndahl-McCarter, officially begin September 4<sup>th</sup> and jumped right in and is an excellent addition to the staff.
- There is an interest in starting a baby yoga program. The certificate program is 3 days and a staff member is interested in getting the certification.

## **Trustees**

- Nothing to report.

## **Collection**

- Jessie is adding 'Literacy Kits' to the children's room collection. These bags are theme-based and include books, manipulatives, games, videos, etc.

## **Meeting Room**

- Running the dehumidifier constantly has eliminated the musty smell and dampness. When weekly children's programs resume we will run overnight and days children are not in the meeting room.

## **Furniture**

- 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**

- Carpet cleaning occurs Monday 9/10.
- 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.
- Garden maintenance is no longer happening. A discussion is in order on how to manage this moving forward. I suggest we hire landscapers to come two or three times during the spring, summer and fall to weed, prune and mulch (\$300 is budgeted in the landscaping line).
- Capital Improvement:
  - Water filtration system: Estimated cost from Epping Well & Pump is \$8000. However, a second opinion is in the works.
  - Parking lot configuration: Cost is unknown as feasibility study would need to be done.

## **Policies & Procedures**

- Volunteer policy: Adjust the age to 12 years old
- Internet policy: Include form for parents to sign
- Library hours: There's been some discussion of making changes and/or seasonal hours. Do we want to explore this further?

## **Budget**

- Nothing to report.

Library Statistics Ending August 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	3420	559
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	23551	3845

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	3135						
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	21447	0	0	0	0	0	0



## Library Statistics Ending August 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	138	15	15	10	229	5	40	60	20	85	842	0	0
Sep													
Oct													
Nov													
Dec													
<b>Total</b>	<b>811</b>	<b>112</b>	<b>148.5</b>	<b>61</b>	<b>1772</b>	<b>64</b>	<b>510</b>	<b>685</b>	<b>151</b>	<b>717</b>	<b>2482</b>	<b>603</b>	<b>16</b>

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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
<b>Total</b>	<b>1548</b>	<b>173</b>	<b>165.75</b>	<b>81</b>	<b>3196</b>	<b>79</b>	<b>767</b>	<b>1021</b>	<b>234</b>	<b>1141</b>	<b>4986</b>	<b>575</b>	<b>1331</b>