

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

December 12, 2018

Present: Allison Friend-Gray, Cara Marsh, Susan Medeiros, Deb Merrick, Jen Phillips
The meeting was called to order at 7:08pm.

Policy Updating/Current Task: Cara presented the Animal Policy; she will amend it to allow companion animals at the discretion of the director. Susan moved to adopt the form as amended. Jen seconded the motion. All voted in favor.

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

Treasurer's Report: Chris Sterndale confirmed that leftover 2018 money can be encumbered to pay for painting in 2018/2019. The \$5000 donation was deposited; a plan for the money will be discussed at the next meeting. Susan moved to accept the treasurer's report. Jen seconded the motion. All voted in favor.

Library Director's Report:

- November gate count and circulation were good even though the library was closed for four extra days this month.
- The electrician has not yet come back, but Cara will continue to contact him.
- Allison continues to research furniture. A carpenter has volunteered to build new shelving for picture books.
- Susan moved to add the director's report to the minutes. Allison seconded the motion. All voted in favor.

Old Business: None

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

The meeting was adjourned at 7:49pm.

Next meeting: Wednesday, January 16, 2019, at 6:30pm.

Respectfully submitted,
Allison Friend-Gray

Budget vs. Actual

January 1 through December 11, 2018

	Jan 1 - Dec 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	962	980	-18	98%
Cleaning	9,067	9,800	-733	93%
Furniture	100	200	-100	50%
Landscaping	0	300	-300	0%
Library Automation	1,900	2,100	-200	90%
Maintenance	954	2,500	-1,546	38%
Materials	16,477	18,500	-2,023	89%
Mileage	112	150	-38	75%
Miscellaneous	362	350	12	103%
Museum Passes	2,229	1,390	839	160%
Postage	169	175	-6	97%
Prof. Dues/Continuing Educ.	585	600	-15	98%
Programming	2,487	2,000	487	124%
Repairs--Equipment	181	500	-319	36%
Supplies	2,926	2,750	176	106%
Technology	701	2,000	-1,299	35%
Total Expense	39,212	44,295	-5,083	89%
Net Ordinary Income	5,083	0	5,083	100%
Other Income/Expense				
Other Income				
Donations restricted-programmin	373	0	373	100%
Fines	1,194	0	1,194	100%
Donations	5,320	0	5,320	100%
Photocopier	1,233	0	1,233	100%
Interest Income (Savings)	137	0	137	100%
Total Other Income	8,257	0	8,257	100%
Other Expense				
Supplies (paid with fines)	23	0	23	100%
Materials (paid w/fines/copier)	25	0	25	100%
Supplies paid w/copier funds	75	0	75	100%
Materials (paid w/donations)	466	0	466	100%
Materials (paid w/fines)	3,166	0	3,166	100%
Museum passes (pd w/donations)	180	0	180	100%
Programming (pd w/donations)	450	0	450	100%
Supplies-pd w/fines/copier fund	93	0	93	100%
Photocopier expense	931	0	931	100%
Total Other Expense	5,409	0	5,409	100%
Net Other Income	2,848	0	2,848	100%
Net Income	7,931	0	7,931	100%

Library Statistics Ending November 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	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	2905	552
Oct	2290	2051	2767	2854	3188	3401	3561	2845	3053	3291	2780	322	3257	629
Nov	1936	1754	2609	2893	2778	2709	2433	2373	2807	2794	2669	327	3228	590
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	32941	5616

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	2658						
Oct	N/A	2660	2746	2936	2943						
Nov	2321	2667	2441	3330	2541						
Dec	2140	2375	2261	2377							
Total	4461	31084	33691	32821	29589	0	0	0	0	0	0

Library Statistics Ending November 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	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	87	18	15	7	67	10	103	65	5	85	476	0	0
Oct	94	15	25	4	170	8	88	80	14	60	345	0	0
Nov	153	24	15	4	88	8	89	90	9	57	35	0	0
Dec													
Total	1145	169	203.5	76	2097	90	790	920	179	919	3338	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

Director's Report – 12.12.18

Circulation & Usage Statistics

- Circulations and foot traffic saw a slight dip in November. The library was closed three days for holidays and one snow day.
- Facebook Page Likes: 0 new page likes in November; 472 total
- Instagram Followers: 3 new followers in November; 86 total
- Website traffic – Total site views per month:
 - November 2018: 1,279
 - October 2018: 1,596
 - September 2018: 1,885
 - 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:**
 - Story Time, LEGO Club, and Crafternoon attendance was consistent in November, including some new families.
 - Upcoming programs:
 - December School Vacation Week – Craft, PJ Storytime, Movie Matinee
- **Adult Programming:**
 - Our November adult programs had good attendance and positive feedback.
 - Reclaiming Your Health (30)
 - Seed Library (10)
 - Overdrive (2)
 - Game & Gab (5)
 - Afternoon Book Group (12)
 - Evening Book Group (15)
 - Cookbook Group (14)

Technology

- An electrician will be in to 'clean up' the wires and add outlets for the new location of the public computers.

Banking/Financials

- Balances as of 12/6/18:
 - Operating: \$10,188
 - Debit: \$347
 - Fines/Copier: \$3,155
 - Donations: \$13,484

Staffing

- Nothing to report.

Trustees

- Susan and Jen's term ends in March 2019.
- Chris and Laura's term ends in March 2020.
- Allison's term ends in March 2021.

Collection

- Nothing to report.

Meeting Room

- Nothing to report.

Furniture

- Meeting room furniture is still being researched.
- Additional book cases for the picture books in the children's room will be built by a volunteer.

Building/Grounds Maintenance

- Interior painting begins the week of December 10th.

Policies & Procedures

- Animal policy – See attached.

Budget

- Nothing to report.

Animal Policy

It is the policy of the Blaisdell Memorial Library to prohibit all animals from entering library facilities, with the exception of service animals, service animal trainees and animals featured in programs sponsored by the Blaisdell Memorial Library,

any circumstances not included here are at the discretion of the ^{library} director.

Definitions

"Service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks. Service animals are working animals, not pets."

If they meet this definition, animals are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government.

The terminology used to label the specific types of work dogs perform for people with disabilities has not been standardized. Dogs trained to help a person walk might be referred to as a mobility dog, a walker dog or a support dog. Some animals are cross-trained to perform more than one category of work, such as a guide/mobility dog. Many individuals prefer to identify their service animal generically to avoid disclosing the nature of their disability. While most service animals are dogs, other service animals include cats, birds and miniature horses.

Assistance animals is a newer term being proposed to replace the term "service animals." It is similar to a service animal but instead of limiting the animal to assisting one person with a disability, an assistance animal works either with a specific person with a disability or a group of people with disabilities under the guidance of a trainer or owner. The animal's training is similar to that given service animals.

Companion animals are pets and may be excluded from the Blasidell Memorial Library facilities.

Social/therapy animals are usually service animals that did not complete training and have become the pet of a person with a disability. Other therapy animals are the personal pets of their handlers and work with their handlers to provide services to others, such as patients in nursing homes. Therapy animals might or might not meet the definition of service animals, but service animals are not pets. Pets are not allowed in the Woodbury ^{BML} County Library. Federal laws do not legally define therapy animals, but some states have laws defining therapy animals. Federal laws also have no provisions for people to be accompanied by therapy animals in places of public accommodation that have "no pets" policies.