

## MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

January 16, 2019

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

The meeting was called to order at 6:33pm.

**Policy Updating/Current Task:** None

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

**Treasurer's Report:** The overage on furniture is covered by other lines being under budget. Susan moved to accept the treasurer's report. Laura seconded the motion. All voted in favor.

**Library Director's Report:**

- Overall, the 2018 statistics show good use of the library, especially in the face of several staff changes during the year.
- 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 wrote a letter to the Selectmen summarizing 2018 library statistics.
- Susan moved to nominate Jim Kelly as an alternate trustee to be approved by the Selectmen. Laura seconded the motion. All voted in favor.
- Susan moved to accept any and all donations. Laura seconded the motion. All voted in favor.

The meeting was adjourned at 7:37pm.

Next meeting: Wednesday, February 13, 2019, at 6:30pm.

Respectfully submitted,  
Allison Friend-Gray

**BLAISDELL MEMORIAL LIBRARY**  
**Budget vs. Actual**  
January through December 2018

	<u>Jan - Dec 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Appropriation--Operating Exp.	44,295	44,295	0	100%
<b>Total Income</b>	<u>44,295</u>	<u>44,295</u>	<u>0</u>	<u>100%</u>
<b>Expense</b>				
Alarm System	962	980	-18	98%
Cleaning	9,592	9,800	-208	98%
Furniture	1,857	200	1,657	929%
Landscaping	0	300	-300	0%
Library Automation	1,900	2,100	-200	90%
Maintenance	2,563	2,500	63	103%
Materials	17,294	18,500	-1,206	93%
Mileage	112	150	-38	75%
Miscellaneous	382	350	32	109%
Museum Passes	2,886	1,390	1,496	208%
Postage	221	175	46	126%
Prof. Dues/Continuing Educ.	585	600	-15	98%
Programming	2,487	2,000	487	124%
Repairs--Equipment	181	500	-319	36%
Supplies	3,177	2,750	427	116%
Technology	709	2,000	-1,291	35%
<b>Total Expense</b>	<u>44,908</u>	<u>44,295</u>	<u>613</u>	<u>101%</u>
Net Ordinary Income	-613	0	-613	100%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Donations restricted-programmin	373			
Fines	1,291			
Donations	7,685			
Photocopier	1,329			
Interest Income (Savings)	138			
<b>Total Other Income</b>	<u>10,816</u>			
<b>Other Expense</b>				
Supplies (paid with fines)	23			
Materials (paid w/fines/copier)	25			
Supplies paid w/copier funds	135			
Materials (paid w/donations)	466			
Materials (paid w/fines)	3,382			
Museum passes (pd w/donations)	180			
Programming (pd w/donations)	450			
Supplies-pd w/fines/copier fund	277			
Photocopier expense	931			
<b>Total Other Expense</b>	<u>5,869</u>			
Net Other Income	4,947			
Net Income	<u>4,334</u>	<u>0</u>	<u>4,334</u>	<u>100%</u>

2018 Miscellaneous Library Usage Statistics

2017 Miscellaneous Library Usage Statistics

2023 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	Website Traffic
	Jan	85	10	7	7	180	7	49	39	18	91	201	56	N/A
Feb	148	9	4.5	7	195	9	71	59	19	84	485	185	353	N/A
Mar	120	13	13	6	154	7	61	95	31	120	114	87	9	N/A
Apr	177	13	7.5	6	222	6	54	88	28	119	442	17	425	N/A
May	184	15	16.5	7	207	7	56	106	23	95	130	0	170	N/A
Jun	112	24	6	9	249	6	37	130	13	107	233	0	37	N/A
Jul	132	22	30	5	836	7	102	86	26	93	179	168	168	N/A
Aug	135	24	23	6	360	7	53	113	22	116	154	53	23	N/A
Sep	112	12	6	7	114	4	31	70	8	87	1520	0	9	1717
Oct	128	9	21.25	6	283	6	72	65	6	93	1060	0	1	1670
Nov	114	13	11	6	193	7	87	80	13	84	334	0	6	1616
Dec	101	9	20	9	203	6	94	90	27	52	134	9	35	1463
Total	1548	173	165.75	81	3196	79	767	1021	234	1141	4986	575	1331	6466

Library Statistics Ending December 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	Total 2018	Total 2019	2018 Overdrive Checkouts
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	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	2899	546
<b>Total</b>	23206	24088	34229	38496	37217	38906	40347	34746	36565	39988	36630	4573	35840	6162

## 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	2266						
<b>Total</b>	4461	31084	33691	32821	<b>31855</b>	0	0	0	0	0	0

## Director's Report – 1.16.19

### Circulation & Usage Statistics

- Circulation and foot traffic saw another slight dip in December. These can be attributed to two additional days closed for holidays, as well as the reduced number of programs and the high Overdrive checkouts (remote users as opposed to in-library visitors).
  - It should be noted that our Overdrive checkouts have seen a huge increase throughout 2018 and contributed greatly to our overall circulation. This is an area to continue to cultivate, support and capitalize on in 2019.
- Facebook Page Likes: 4 new page likes in December; 476 total
- Instagram Followers: 2 new followers in November; 88 total

### Programming

- **Children's Programming:**
  - Story Time, LEGO Club, and Crafternoon attendance was strong in December. For the final story time, Craftenoon and BYG meetings the kids made gingerbread houses, which was very well received and successful. With one year under our belt, Jessie can plan accordingly and further develop this program for the end of 2019.
  - The three school vacation week programs saw decent attendance, and is always hit or miss.
    - Drop In Craft – 15
    - PJ Story Time – 0
    - Movie Matinee – 5
  - Children's yoga/story time is slated to begin in 1/2019.
  - February school vacation week programs are in the works and summer reading planning will begin shortly.
- **Adult Programming:**
  - Our December adult programs had good attendance and positive feedback.
    - Seed Library (10)
    - Game & Gab (5)
    - Afternoon Book Group (12)
    - Cookbook Group (15)
    - Telescope Presentation & Sky Watch (10)
  - In January Jim Kelly is offering his free 2-day Flash Fiction workshop again.
  - Throughout the winter we will offer our monthly programs and pick up additional programs in March/April.

### Technology

- An electrician will be in to 'clean up' the wires and add outlets for the new location of the public computers.
- All technology is working well and the library is very appreciative of our volunteer Dick Blouin for his time and expertise.

### Banking/Financials

- Balances as of 1/16/19:
  - Operating: \$4,087
  - Debit: \$89
  - Fines/Copier: \$2,218
  - Donations: \$15.351

### 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

- The children's collection is undergoing a thorough weeding and updating, particularly non-fiction.
- The young adult collection was relocated to the rear of the first floor to create a true YA section and keep the collection together and fully integrated.

## Meeting Room

- New tables were ordered and the cost was split with The Friends. They should arrive in February and the current chairs will be used until new ones are selected.
- Coat hooks were installed along the ramp for children's programs.
- Mugs, bowls and plates were purchased to reduce waste during programs and for staff use.

## Furniture

- 2 large tables from the first floor were taken by the Lee Public Library. They will be replaced with the current tables in the meeting room once the new tables arrive.
- Additional book cases for the picture books in the children's room will be built by a volunteer. Materials will be the only cost to us.
- 4 new nesting display tables were purchased and assembled for the entrance and a new bulletin board was hung above.

## Building/Grounds Maintenance

- The new water filtration system was installed, which will be covered with capital improvement funds.
- Completed interior painting:
  - First floor bathroom and trim
  - First floor rear accent wall and trim
  - Stairwell, including trim and ceiling
  - Children's room bathroom and trim
- Future/Priority interior painting:
  - First floor pillars and accent wall
  - Children's room accent walls and trim
  - Meeting room accent wall and trim
- The pump in the meeting room for the children's bathroom may need service soon.

## Policies & Procedures

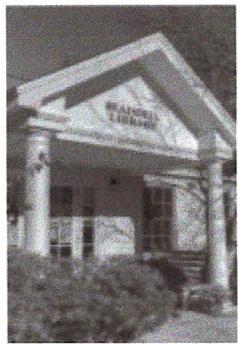
- Logo/branding design and colors are in the works. Please see attached.

## Budget

- Nothing to report.

— Some combination  
of interior colors

Inspire, Enrich, Inform



Blaisdell Memorial  
Library  
129 Stage Rd  
Nottingham, NH 03290

— pen + ink  
outline of  
building