

## **MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING**

May 8, 2019

**Present:** Cara Marsh, Susan Medeiros, Jen Phillips, Jim Kelly

The meeting was called to order at 6:37pm.

### **Policy Updating/Current Task:**

- The group discussed raising the check out limit from 20 to 30. We agreed that this should be added to the policies at the net meeting.
- There was discussion of raising overdue fines from 5 to 10 cents a day. Cara will report on the income from these overdue fines and poll the staff with regard to public acceptance of the increase. DVDs are purchased from these funds.

**Secretary's Report:** Since there was no quorum of trustees attending that meeting, the vote to accept the minutes was tabled until the next meeting.

**Treasurer's Report:** Susan moved to accept the treasurer's report. Jen seconded the motion. All voted in favor.

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

- April was quieter than March.
- The black and white printer has been fixed but this may be a short term solution
- The library received free picture bookcases from the Dover Public Library. However they need will cleaning and repainting. Cara will explore rehabilitating them using either staff or volunteers.
- 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 on track to be up to date.
- Susan moved to accept any and all donations. Jen seconded the motion. All voted in favor.
- The library will no longer be able to use the Old Town Hall across the street for storage or programming as it does not meet building codes. After summer it will be closed for all functions.

The meeting was adjourned at 8:05 p.

Next meeting: Wednesday, June 12, 2019, at 6:30pm.

Respectfully submitted,  
Jim Kelly

# BLAISDELL MEMORIAL LIBRARY

## Budget vs. Actual

Accrual Basis

January 1 through May 7, 2019

	Jan 1 - May 7, 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
Income				
Appropriation--Operating Exp.	22,258	44,515	-22,258	50%
<b>Total Income</b>	<b>22,258</b>	<b>44,515</b>	<b>-22,258</b>	<b>50%</b>
Expense				
Alarm System	360	970	-610	37%
Cleaning	3,150	9,800	-6,650	32%
Furniture	353	900	-547	39%
Library Automation	0	1,900	-1,900	0%
Maintenance	99	2,500	-2,401	4%
Materials	8,617	18,500	-9,883	47%
Mileage	0	125	-125	0%
Miscellaneous	330	350	-20	94%
Museum Passes	472	3,090	-2,619	15%
Postage	59	175	-116	34%
Prof. Dues/Continuing Educ.	150	600	-450	25%
Programming	1,239	2,200	-961	56%
Repairs--Equipment	193	500	-307	39%
Supplies	1,983	2,750	-767	72%
Technology	358	1,700	-1,342	21%
<b>Total Expense</b>	<b>17,362</b>	<b>46,060</b>	<b>-28,698</b>	<b>38%</b>
<b>Net Ordinary Income</b>	<b>4,896</b>	<b>-1,545</b>	<b>6,441</b>	<b>-317%</b>
<b>Other Income/Expense</b>				
Other Income				
Fines	308	0	308	100%
Donations	1,325	0	1,325	100%
Photocopier	408	0	408	100%
Interest Income (Savings)	50	0	50	100%
<b>Total Other Income</b>	<b>2,091</b>	<b>0</b>	<b>2,091</b>	<b>100%</b>
Other Expense				
Supplies (paid with copier fund	42	0	42	100%
Maintenance (pd with donations)	4,192	0	4,192	100%
Supplies paid w/copier funds	527	0	527	100%
Materials (paid w/donations)	507	0	507	100%
Materials (paid w/fines)	1,729	0	1,729	100%
Programming (pd w/donations)	360	0	360	100%
Photocopier expense	233	0	233	100%
Furni&equip.(paid w/donations)	2,373	0	2,373	100%
<b>Total Other Expense</b>	<b>9,963</b>	<b>0</b>	<b>9,963</b>	<b>100%</b>
<b>Net Other Income</b>	<b>-7,872</b>	<b>0</b>	<b>-7,872</b>	<b>100%</b>
<b>Net Income</b>	<b>-2,976</b>	<b>-1,545</b>	<b>-1,431</b>	<b>193%</b>

## **Director's Report – 5.8.19**

### **Circulation & Usage Statistics**

- April was a bit quieter than March; circulations and foot traffic decreased slightly, which can be attributed to school vacation week and the Easter holiday.
- Facebook Page Likes: 9 new page likes in April; 508 total
- Instagram Followers: 5 new followers in April; 95 total

### **Programming**

- **Children's Programming:**
  - April hosted fewer sessions of Story Time, LEGO Club, and Crafternoon because of school vacation week.
  - The Thursday afternoon Gr. 1-3 Yoga is off to a slow start.
  - The Summer Reading Program is fully scheduled, and donations/prizes are arriving.
- **Adult Programming:**
  - The April adult programs had good attendance and received positive feedback.
    - Game & Gab (3)
    - Homestead & Garden Club (7)
    - Afternoon Book Group (12)
    - Evening Book Group (14)
    - Cookbook Group (15)
    - Paint Night (12)
    - Personal History (6)
    - Amelia Earhart (8)
    - Organic Gardening (10)

### **Technology**

- Black and white printer: cleaning was done and new toner ordered, hopefully this will be a short-term fix. Cara and Dick have discussed future options.
- Instaink contract was adjusted to compensate for printing overages.
- Electrician is scheduled for May 6 to install tracking to cover wires from the wall out to the copier, scanner and printer.

### **Banking/Financials**

- Operating: \$10,031
- Debit: \$156
- Copier/Fines: \$698
- Donations: \$8,942

### **Staffing**

- Staff reviews are underway.
- The children's librarian submitted her resignation and her last day is May 16<sup>th</sup>. The position has been posted and a few applications have come in. In the meantime, Cara is exploring coverage for the summer reading program.

## **Trustees**

- Nothing to report.

## **Collection**

- TixKeeper (web-based solution for managing museum passes) was presented to the staff and they were very interested in adding this service. Cara is holding off on this now as we see what happens with the printer.

## **Meeting Room**

- Nothing to report.

## **Furniture**

- New book cases for the picture books in the children's room arrived from the Dover Public Library. They need to be washed and painted. Cara is working with the paint store to select an appropriate color to compliment the new interior wall colors. Once nicer weather is upon us Cara will solicit volunteers to assist with painting the bins.

## **Building/Grounds Maintenance**

- Two tiles in the first floor bathroom need to be replaced.
- A volunteer garden club may be getting started in town and the library gardens are on the list to be maintained.

## **Policies & Procedures**

- Loan Periods Policy:
  - C.4. Increase 20 item limit to 30 items?

## **Budget**

- Nothing to report.



**Library Statistics Ending April 30, 2019**

**2019 Miscellaneous Library Usage Statistics**

<b>Month</b>	<i>Total materials added</i>	New patrons	Volunteer Hours	Children's Programs	Children's program attendance	Adult Programs	Adult program attendance	Museum pass usage	PC usage	Ancestry searches	EBSCO searches	Website Traffic
Jan	225	12	45	6	173	9	85	11	85	177	19	1734
Feb	170	10	50	5	97	10	64	24	70	213	36	1399
Mar	130	22	46	6	242	9	131	19	75	291	0	1429
<b>Apr</b>	<b>142</b>	<b>7</b>	<b>50</b>	<b>8</b>	<b>158</b>	<b>12</b>	<b>100</b>	<b>18</b>	<b>70</b>	<b>262</b>	<b>TBD</b>	<b>1510</b>
May												
Jun												
Jul												
Aug												
Sep												
Oct												
Nov												
Dec												
<b>Total</b>	<b>667</b>	<b>51</b>	<b>191</b>	<b>25</b>	<b>670</b>	<b>40</b>	<b>380</b>	<b>72</b>	<b>300</b>	<b>943</b>	<b>55</b>	<b>6072</b>

**2018 Miscellaneous Library Usage Statistics**

<b>Month</b>	<i>Total materials added</i>	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	9	8	6	166	13	77	113	9	79	145	467	TBD	1692
Feb	110	14	51.5	7	175	10	73	91	26	84	279	127	TBD	1626
Mar	85	14	12	8	206	11	120	94	12	85	54	2	3	1554
Apr	99	12	10	7	200	8	59	97	34	107	181	7	13	1695
May	108	13	12	7	201	6	58	85	10	85	137	0	0	1361
Jun	132	15	20	5	152	7	55	90	16	95	30	0	0	1703
Jul	54	20	20	11	443	4	28	55	24	97	814	0	0	1817
Aug	138	15	15	10	229	5	40	60	20	85	842	0	0	1801
Sep	87	18	15	7	67	10	103	65	5	85	476	0	0	1885
Oct	94	15	25	4	170	8	88	80	14	60	345	0	0	1596
Nov	153	24	15	4	88	8	89	90	9	57	35	0	0	1279
Dec	75	7	21	6	149	6	55	95	17	65	28	0	0	1266
<b>Total</b>	<b>1220</b>	<b>176</b>	<b>224.5</b>	<b>82</b>	<b>2246</b>	<b>96</b>	<b>845</b>	<b>1015</b>	<b>196</b>	<b>984</b>	<b>3366</b>	<b>603</b>	<b>16</b>	<b>19275</b>

# Library Statistics Ending April 30, 2019

## 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 OD	Total 2018	2018 OD	2019 Total	2019 OD
Jan	1856	1845	2299	2903	2588	2932	3257	2726	2435	3276	3057	491	2547	382	3542	621
Feb	1581	1789	2512	2790	2864	3230	3011	2738	2623	3138	2967	379	2780	460	3290	568
Mar	2213	2037	2921	3378	3380	3102	3290	3171	3068	3729	3304	459	3100	448	3837	614
Apr	1954	1704	2518	3025	2848	3383	3664	3002	3147	3236	3263	412	2689	463	3263	550
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		
Total	23206	24088	34229	38496	37217	38906	40347	34746	36565	39988	36630	4573	35840	6162	13932	2353

## 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	2695					
Feb	N/A	1846	2128	2100	2375	2240					
Mar	N/A	2522	2981	2552	2649	2668					
Apr	N/A	2636	2638	2590	2374	2462					
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						
Total	4461	31084	33691	32821	31855	10065	0	0	0	0	0