

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 next 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

January 1 through May 7, 2019

Accrual Basis

| | Jan 1 - May 7, 19 | Budget | \$ Over Budget | % of Budget |
|---|-------------------|---------------|----------------|-------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Appropriation—Operating Exp. | 22,258 | 44,515 | -22,258 | 50% |
| Total Income | 22,258 | 44,515 | -22,258 | 50% |
| 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% |
| Total Expense | 17,362 | 46,060 | -28,698 | 38% |
| Net Ordinary Income | 4,896 | -1,545 | 6,441 | -317% |
| Other Income/Expense | | | | |
| 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% |
| Total Other Income | 2,091 | 0 | 2,091 | 100% |
| 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% |
| Total Other Expense | 9,963 | 0 | 9,963 | 100% |
| Net Other Income | -7,872 | 0 | -7,872 | 100% |
| Net Income | -2,976 | -1,545 | -1,431 | 193% |

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 schedule 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 16th. 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

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 | 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 |
| Total | 1220 | 176 | 224.5 | 82 | 2246 | 96 | 845 | 1015 | 196 | 984 | 3366 | 603 | 16 | 19275 |

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 | Total 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 |