MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING
January 15, 2020

Present: Liz Bolton, Laura Cottrell, Allison Friend-Gray, Jim Kelly, Susan Medieros, Jen Phillips, Chris Thompson
The meeting was called to order at 6:40pm.

Policy Updating/Current Task:
- The alarm code hasn't changed yet. Liz is waiting for information from the state on the van driver who will need access to the code.
- Liz continues to interview for the Head of Circulation position.

Secretary's Report:
- The minutes of the November 7th meeting were reviewed. Susan moved to accept the report. Laura seconded the motion. All voted in favor.
- The minutes of the November 13th meeting were reviewed. Susan moved to accept the report. Chris seconded the motion. All voted in favor.
- The minutes of the December 4th meeting were reviewed. Susan moved to accept the report. Jen seconded the motion. All voted in favor.

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

Library Director's Report:
- We discussed the recent decline in circulation and gate count. Additional creative programming was suggested to get more patrons in the door.
- Liz suggests we do an inventory of the library collection every year.
- Susan moved to add the director's report to the minutes. Jen seconded the motion.

Old Business:
- Chess and book chat are still being considered.

New Business:
- Susan moved to accept any and all donations. Allison seconded the motion. All voted in favor.
- The 360 review (employee review of the director) should happen in January.
- Susan and Liz prepared an overview of 2019 for the Board of Selectmen.
- The trustees agreed that it would be a good idea to do exit interviews with any staff leaving the library. Jen will work on writing a policy on this topic.
- Monthly tasks are up to date.

BLAISDELL MEMORIAL LIBRARY
Budget vs. Actual
January through December 2019

Accrual Basis

	Jan - Dec 19	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
Appropriation--Operating Exp.	44,515	44,515	0
Total Income	44,515	44,515	0
Expense			
Alarm System	1,584	970	614
Cleaning	9,930	9,800	130
Furniture	353	900	-547
Library Automation	1,900	1,900	0
Maintenance	2,392	2,500	-108
Materials	19,133	18,500	633
Mileage	0	125	-125
Miscellaneous	601	350	251
Museum Passes	2,052	1,545	507
Postage	182	175	7
Prof. Dues/Continuing Educ.	603	600	3
Programming	1,899	2,200	-301
Repairs--Equipment	193	500	-307
Supplies	3,634	2,750	884
Technology	936	1,700	-764
Total Expense	45,390	44,515	875
Net Ordinary Income	-875	0	-875
Other Income/Expense			
Other Income			
Fines	1,297		
Donations	1,405		
Photocopier	771		
Interest Income (Savings)	163		
Total Other Income	3,636		
Other Expense			
Maintenance (pd with donations)	4,192		
Supplies paid w/copier funds	685		
Materials (paid w/donations)	1,115		
Materials (paid w/fines)	2,232		
Programming (pd w/donations)	936		
Photocopier expense	931		
Furni&equip.(paid w/donations)	2,373		
Total Other Expense	12,465		
Net Other Income	-8,830		
Net Income	-9,705	0	-9,705

Director's Report 1.15.20

Circulation and Usage Statistics:

- In a continuing trend, circulation went down from December 2018, 2018 saw 2899 circulations with 2019 coming in at 2205 circulations, a drop of 23%. Overdrive circulations rose approximately 3% from December 2018 to December 2019. Gate count was slightly lower for December of 2019, dropping from 2266 visits in 2018 to 2021 visits in 2019, a decrease of 10%.
- Facebook Page visited 106 times in past 30 days, likes: 3 new page likes in December; 540 total likes. 580 total followers

Programming:

- Discussed with Jessie the need for more "special" children's events to drive circulation and traffic.
- **Children's Programming:**
  - Regular Crafternoon and LEGO Club
  - Storytimes: created holiday gingerbread (graham cracker) houses
  - BYG Holiday Party: 3 attendees (lots of enthusiasm)

- **Adult Programming:**
  - Game & Gab (0) – cancelled due to snow
  - Evening Book Group (10)
  - Afternoon Book Group (8)
  - Cookbook Group (8)
  - Understanding Bobcats in NH (26)

Technology:

- Now have 5 computers upstairs for patron use
- Completing updates on catalog computer and computers in children's area
- Some occasional issues with printing (staff computers) usually a reboot fixes the issue per Dick B.

Banking/Financials: (As of 1.15.20)

- Operating: $3556
- Debit: $505
- Copier/Fines: $1442
- Donations: $7702

Staffing:

- Interviews for Head of Circulation have been done. Decision to follow within the next two weeks.

- Jessie Tanner started as children's librarian on Tuesday, January 14, already settling in and planning programming

Collection:

- Dan has started an inventory of the library. YA, Audiobooks, and DVDs have been done. Have found and fixed some discrepancies already.

Policies and Procedures:

- Statewide ILL now fully functional. Patron initiated requests can be done via: https://nhais.agshareit.com/login, patrons will need their library barcode and PIN to initiate the request which is then forwarded to library staff to submit.
- Tixkeeper platform has been set up by Plymouth Rocket. Testing has started.

Budget:

- First installment received on 14 January 2020
- Waiting for further information from Chris Sterndale as to where we are in the budget cycle.

Library Statistics Ending December 31, 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	3154	552
Jun	2064	1890	2721	3336	3035	3108	3510	2847	2878	3540	3908	382	2572	492	3524	541
Jul	2621	3438	4060	4701	4249	4375	4894	4051	4162	3985	3303	359	3616	562	3884	626
Aug	1779	2422	3486	3929	4285	4094	4176	3429	3614	3681	3419	377	3420	559	3452	561
Sep	1895	1903	3158	3320	2899	3133	3381	2496	3233	3365	2576	325	2905	552	2648	570
Oct	2290	2051	2767	2854	3188	3401	3561	2845	3053	3291	2780	322	3257	629	2899	604
Nov	1936	1754	2609	2893	2778	2709	2433	2373	2807	2794	2669	327	3228	590	2324	572
Dec	1223	1445	2657	2543	2510	2427	2340	2403	2991	2874	2232	341	2899	546	2205	562
Total	23206	24088	34229	38496	37217	38906	40347	34746	36565	39988	36630	4573	35840	6162	35817	6379

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	3137					
Jun	N/A	2476	3198	3010	2653	2586					
Jul	N/A	3262	3477	2871	3226	3108					
Aug	N/A	2936	3649	3211	3135	3150					
Sep	N/A	3039	2827	2569	2658	2764					
Oct	N/A	2660	2746	2936	2943	3120					
Nov	2321	2667	2441	3330	2541	2381					
Dec	2140	2375	2261	2377	2266	2021					
Total	4461	31084	33691	32821	31855	32332	0	0	0	0	0

Library Statistics Ending December 31, 2019

2019 Miscellaneous Library Usage Statistics

Month	Total materials added	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
Apr	142	7	50	8	158	12	100	18	70	262	158	1510
May	139	18	52	4	105	9	104	13	75	94	0	1469
Jun	145	26	55	4	115	7	47	15	70	120	11	1928
Jul	166	19	30	5	65	5	45	12	49	233	7	1398
Aug	73	35	32	2	94	6	41	24	51	179	25	1736
Sep	134	15	30	2	85	7	54	7	58	114	4	1659
Oct	105	16	36	2	91	6	58	11	56	171	0	1627
Nov	44	15	45	4	97	6	51	13	49	155	0	1215
Dec	113	6	31	6	67	4	52	12	51	148	0	1257
Total	1586	201	489	54	1389	90	832	179	759	2157	260	18361

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