MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING
October 9, 2019

Present: Liz Bolton, Laura Cottrell, Allison Friend-Gray, Janet Hall, Jim Kelly, Susan Medeiros, Deb Merrick, Jen Phillips
The meeting was called to order at 6:34pm.

Policy Updating/Current Task:
- 2020 Budget - The current budget was reviewed to help plan for next year's budget. Trustees noted that the income line "fines" has been lower in recent years because of automatic renewals in the new system; the library will need to consider asking for an increase in the "materials" line in the 2020 budget to offset this decrease.
- Proposed by-laws - Jen and Jim have a draft set of by-laws they will share with the Trustees to be reviewed.
- Changing the alarm code - Liz has not made changes yet, but will do so in the near future.
- Head of Circulation position - Liz will adjust the previous Head of Circulation posting and post soon.

Secretary's Report: The minutes of the September 18th meeting were reviewed. Susan moved to accept the report. Jen seconded the motion. All voted in favor.

Treasurer's Report: Janet Hall visited to review the budget. Liz will move some money between the expense lines to balance the percent of budget column. After the treasurer's report was reviewed, Susan moved to accept the report. Laura seconded the motion. All voted in favor.

Library Director's Report:
- Susan moved to add the director's report to the minutes. Jen seconded the motion. All voted in favor.

Susan moved to enter Nonpublic Session. Laura seconded the motion.
Non-Public Session: RSA 91-A:3 II c
Allison: Yes
Laura: Yes
Susan: Yes
Jen: Yes
Entered non-public session at 7:53pm.
Personnel issues were discussed.
Allison moved to leave non-public session and return to public session. Jen seconded the motion. The motion passed.
At 8:13pm, public session reconvened.
Jen moved to seal the minutes. Allison seconded the motion because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board.

Allison: Yes
Laura: Yes
Susan: Yes
Jen: Yes

Old Business:
- The director continues to pursue book chats and chess club.

New Business:
- There is a NHLTA fall workshop on Tuesday 11/5.
- Monthly tasks are on track to be up to date.
- Susan moved to accept any and all donations. Laura seconded the motion. All voted in favor.

The meeting was adjourned at 8:20pm.
Next meeting: Wednesday, November 6, 2019, at 6:30pm.

Respectfully submitted,
Allison Friend-Gray

BLAISDELL MEMORIAL LIBRARY
Budget vs. Actual
January 1 through October 8, 2019

Accrual Basis

	Jan 1 - Oct 8, 19	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Appropriation--Operating Exp.	44,515	44,515	0	100%
Total Income	44,515	44,515	0	100%
Expense				
Alarm System	1,584	970	614	163%
Cleaning	7,655	9,800	-2,145	78%
Furniture	353	900	-547	39%
Library Automation	1,900	1,900	0	100%
Maintenance	2,392	2,500	-108	96%
Materials	15,595	18,500	-2,905	84%
Mileage	0	125	-125	0%
Miscellaneous	601	350	251	172%
Museum Passes	1,802	3,090	-1,289	58%
Postage	125	175	-50	72%
Prof. Dues/Continuing Educ.	603	600	3	100%
Programming	2,066	2,200	-134	94%
Repairs--Equipment	193	500	-307	39%
Supplies	3,305	2,750	555	120%
Technology	402	1,700	-1,298	24%
Total Expense	38,576	46,060	-7,484	84%
Net Ordinary Income	5,939	-1,545	7,484	-384%
Other Income/Expense				
Other Income				
Fines	840	0	840	100%
Donations	1,405	0	1,405	100%
Photocopier	636	0	636	100%
Interest Income (Savings)	118	0	118	100%
Total Other Income	2,999	0	2,999	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	583	0	583	100%
Materials (paid w/donations)	507	0	507	100%
Materials (paid w/fines)	2,039	0	2,039	100%
Programming (pd w/donations)	936	0	936	100%
Photocopier expense	699	0	699	100%
Furni&equip.(paid w/donations)	2,373	0	2,373	100%
Total Other Expense	11,370	0	11,370	100%
Net Other Income	-8,371	0	-8,371	100%
Net Income	-2,432	-1,545	-887	157%

Circulation and Usage Statistics:

- Circulation went down slightly from September 2018, 2018 had 3457 total with 2019 coming in at 3218 a drop of 6.9%. Gate count was slightly higher for September of 2019 rising from 2658 in 2018 to 2764 in 2019, an increase of 3.9%.
- Facebook Page Likes: 3 new page likes in September; 534 total. 572 total followers

Programming:

- **Children's Programming:**
  - ➢ September started off with two "Build a Fairy House" programs with a total of 21 children and adults attending.
  - ➢ Crafternoon and LEGO Club started on September 17 and have had over 30 children in attendance split between the two programs.

- **Adult Programming:**
  - ➢ Game & Gab (2)
  - ➢ Afternoon Book Group (9)
  - ➢ Evening Book Group (13)
  - ➢ Cookbook Group (17)

Technology:

- Dick Blouin switched out a wireless card to the downstairs public pc. The computer had been placed next to the librarian's desk and as there was no ethernet connection available, patrons were unable to access the internet. Access has been restored with this swap.

Banking/Financials: (As of 10.9.19)

- Operating: $8791
- Debit: $404
- Copier/Fines: $1183
- Donations: $8698

Staffing:

- On October 1, Circulation Supervisor Allison Bjorndahl-McCarter handed in her resignation. She will work through October 10. We appreciate Allison's efforts of the past year and wish her luck. We will be posting for her position shortly.

Collection:

- We've added a total of 1324 items as of September 30, more than last year's additions for the whole year.

- Zeb adjusted the collection down in the children's room. Several of the more beloved series were moved to the window shelves and tops of bookcases to make more room for other titles while still showcasing the series.

Meeting Room:

- Usage has gone up exponentially – requests are being taken months in advance and most weeks see the room in use on both nights we are open.
- Requests are starting to come in for weekend usage for programs on Sundays. The Historical Commission will be holding some programs at this time in the upcoming months.

Policies and Procedures:

- Liz would like to have the staff members start working on writing up procedures for the work that they do (book covering, processing, cataloging, etc.) so that work can be easily transferred from day to evening and weekend staff who may have more time for this on those quiet times.

Budget:

- Slowing down on materials ordering as we approach the end of the year. Many items are coming in from Baker & Taylor's Automatically Yours service and we don't want to go over budget.

Library Statistics Ending September 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	3100	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	3303	382	2572	492	3524	541
Jul	2621	3438	4060	4701	4249	4375	4894	4051	4162	3985	3908	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	2739	325	2905	552	2648	570
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	30595	5203

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						
Nov	2321	2667	2441	3330	2541						
Dec	2140	2375	2261	2377	2266						
Total	4461	31084	33691	32821	31855	24510	0	0	0	0	0

Library Statistics Ending September 30, 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	179	25	1398
Aug	73	35	32	2	94	6	41	24	51	233	7	1487
Sep	134	15	30	2	85	7	54	7	58	114	4	1501
Oct												
12Nov												
Dec												
Total	1324	164	298	33	890	49	531	100	445	1157	214	9469

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	55	17	65	28	0	0	1266
Total	1220	176	224.5	82	2246	96	845	1015	196	984	3366	603	16	19275