

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

November 7, 2019

Present: Liz Bolton, Laura Cottrell, Susan Medeiros, Jen Phillips
The meeting was called to order at 6:35pm.

Policy Updating/Current Task:

- 2020 budget: Budget is in progress. Will have a meeting at the end of November or Early December to discuss.
- Proposed by-laws: Jen and Jim prepared draft by-laws. Laura, Susan, and Liz reviewed. Susan moved to accept, Laura seconded the motion.
- Head of Circulation: Position is posted, Liz is reviewing candidates.

Secretary's Report: The minutes of the October meeting were reviewed. Susan moved to accept, Laura seconded the motion.

Treasurer's Report: The Treasurer's Report was reviewed. Susan moved to accept, Jen seconded the motion.

Library Director's Report: The Director's report was reviewed. Susan moved to accept, Jen seconded the motion.

Old Business: No old business.

New Business:

- Susan moved to accept any and all donations. Laura seconded the motion.
- Monthly tasks are on track to be up to date.

The meeting was adjourned at 7:44pm.

Next meeting: December 4th, 2019, at 6:30pm.

Respectfully submitted,
Laura Cottrell

BLAISDELL MEMORIAL LIBRARY

Budget vs. Actual
January 1 through November 5, 2019

	<u>Jan 1 - Nov 5, 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
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	8,355	9,800	-1,445	85%
Furniture	353	900	-547	39%
Library Automation	1,900	1,900	0	100%
Maintenance	2,392	2,500	-108	96%
Materials	17,256	18,500	-1,244	93%
Mileage	0	125	-125	0%
Miscellaneous	601	350	251	172%
Museum Passes	1,802	3,090	-1,288	58%
Postage	182	175	7	104%
Prof. Dues/Continuing Educ.	603	600	3	101%
Programming	2,066	2,200	-134	94%
Repairs--Equipment	193	500	-307	39%
Supplies	3,369	2,750	619	123%
Technology	834	1,700	-866	49%
Total Expense	41,490	46,060	-4,570	90%
Net Ordinary Income	3,025	-1,545	4,570	
Other Income/Expense				
Other Income				
Fines	1,103	0	1,103	
Donations	1,405	0	1,405	
Photocopier	636	0	636	
Interest Income (Savings)	132	0	132	
Total Other Income	3,276	0	3,276	
Other Expense				
Supplies (paid with copier fund	42	0	42	
Maintenance (pd with donations)	4,192	0	4,192	
Supplies paid w/copier funds	603	0	603	
Materials (paid w/donations)	507	0	507	
Materials (paid w/fines)	2,039	0	2,039	
Programming (pd w/donations)	936	0	936	
Photocopier expense	699	0	699	
Furni&equip.(paid w/donations)	2,373	0	2,373	
Total Other Expense	11,391	0	11,391	
Net Other Income	-8,115	0	-8,115	
Net Income	-5,090	-1,545	-3,545	

Director's Report 11.6.19

Circulation and Usage Statistics:

- Circulation went down from October 2018, 2018 saw 3257 circulations with 2019 coming in at 2899 circulations, a drop of 10%. Gate count was slightly higher for October of 2019, rising from 2943 visits in 2018 to 3120 visits in 2019, an increase of 6%.
- Facebook Page Likes: 4 new page likes in October; 538 total likes. 576 total followers

Programming:

- **Children's Programming:**
 - Halloween-themed Crafternoon on October 30, with a scary movie, popcorn, and candy.
 - LEGO Club Haunted House build with spooky stories and candy on October 31.
- **Adult Programming:**
 - Game & Gab (3)
 - Evening Book Group (6)
 - Colonial Tales in Verse with Peggy Tucker (10)
 - NH Cemeteries and Gravestones (NH Humanities) (12)
 - Hidden History of the NH Seacoast (15)

Technology:

- Director's PC lacked memory and processing capacity, per Dick Blouin recommendation, will be replacing with laptop. Dick is migrating the files onto the laptop.
- Circulation PC 2 was experiencing periodic hard drive failures. Dick Blouin took the machine home and it failed diagnostics. A new hard drive was purchased and replaced by Dick.
- Microsoft has new setup for Office365 accounts. Dick is currently updating all staff PCs to use staff account and will update public PCs to use a public account so files will not be intermixed.

Banking/Financials: (As of 11.5.19)

- Operating: \$6652
- Debit: \$286
- Copier/Fines: \$1184
- Donations: \$8699

Staffing:

- Posting for Head of Circulation position brought in four possible candidates for interviews. Liz will sort through applications from Indeed.com posting for possible other candidates. Liz will be scheduling interviews to begin just after the book sale has completed.

Collection:

- We are starting to work on weeding and will begin a full inventory after the start of the new year. Per reports in Apollo, our collection is at 19291. Our ceiling is 20000. Some of the weeds went into the book sale depending on age and condition. Generally, our collection is in very good condition.
- Zeb is going to look through the Children's collection for weeds based on condition.

Meeting Room:

- Girl Scouts have booked the room for November 16 for a membership event. They would like to partner with the library to book these events to take place on evenings and weekends, potentially after programming events to get a better audience.

Policies and Procedures:

- Staff are writing up procedures as they have time and placing them in the Google Drive documents for the bmlcirculationdesk@gmail.com account.
- The new statewide ILL system has been up and running since the beginning of October. While we continue to honor requests from other libraries via phone and email still, the bulk of the requests are coming through the statewide system.
- Patrons have the ability to do their own requests through the statewide ILL system. We have not advertised this much as there are some kinks for the state and the vendor to work out. Some patrons have discovered it and are making use of it. We'll continue to allow patrons to do so unless there are problems (excess use – too many requests daily, or patrons placing requests who have blocks on their account)

Budget:

- Some tweaking and moving of funds done by Liz. While we had excess technology funds for a time, system upgrades and equipment failures have required us to start using some of these.
- Chris Sterndale came to speak with Liz on 11/5 regarding the budget process. At present, we don't have any outstanding needs to put into the budget and are thinking that a 2-3% increase is doable as the cost for programming, materials, and Overdrive have all inched up the past year.

Library Statistics Ending October 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		
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	33493	5807

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						
Dec	2140	2375	2261	2377	2266						
Total	4461	31084	33691	32821	31855	27930	0	0	0	0	0

Library Statistics Ending October 31, 2019

2019 Miscellaneous Library Usage Statistics

Month	Total materials added	New patrons	Volunteer Hours	Children's Programs 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	1487
Sep	134	15	30	2	85	7	54	7	58	114	4	1501
Oct	105	16	36	2	91	6	58	11	56	171	0	1627
Nov												
Dec												
Total	1324	180	426	44	1225	80	729	154	659	1854	260	15482

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
	Count	Value													
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	11	443	4	28	55	24	97	814	0	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	