

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

September 18, 2019

Present: Liz Bolton, Laura Cottrell, Allison Friend-Gray, Jim Kelly, Susan Medeiros, Deb Merrick, Jen Phillips

The meeting was called to order at 6:36pm.

Policy Updating/Current Task:

- Bylaws - Jen and Jim will create a draft set of trustee bylaws based on examples from around the state. They will present this draft to the board at a later meeting.
- Alarm code - Liz will change the alarm codes so that everyone has their own code. This will make the building more secure.

Secretary's Report: The minutes of the July 15th meeting were reviewed. Susan moved to accept the report. Jen seconded the motion. All voted in favor.

Treasurer's Report: There is no treasurer's report to review. Liz reports no concerns with the budget.

Library Director's Report:

- Liz will advertise museum passes more. If pass use picks up, we could look at purchasing an online reservation system for passes.
- It was agreed that alarm codes should be changed.
- Susan moved to add the director's report to the minutes. Allison seconded the motion. All voted in favor.

Old Business:

- Book chat (at which patrons come in to share about books they love or listen to others talk about their book recommendations) - Liz aims to start it in early 2020. She is deciding what time of day would be best.
- Chess - In the past, there has been interest in a chess club. Liz will look for someone who could help start it up again.

New Business:

- 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.
- A major publisher has changed the structure of its book lending model for ebooks and audiobooks; this may end up pushing up prices. Liz is aware of this and will keep an eye on it.

BLAISDELL MEMORIAL LIBRARY
Budget vs. Actual
January 1 through September 17, 2019

Accrual Basis

	Jan 1 - Sep 17, 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	6,475	9,800	-3,325	66%
Furniture	353	900	-547	39%
Library Automation	1,900	1,900	0	100%
Maintenance	2,392	2,500	-108	96%
Materials	14,765	18,500	-3,735	80%
Mileage	0	125	-125	0%
Miscellaneous	526	350	176	150%
Museum Passes	1,502	3,090	-1,589	49%
Postage	125	175	-50	72%
Prof. Dues/Continuing Educ.	403	600	-197	67%
Programming	1,823	2,200	-377	83%
Repairs--Equipment	193	500	-307	39%
Supplies	3,063	2,750	313	111%
Technology	400	1,700	-1,300	24%
Total Expense	35,504	46,060	-10,556	77%
Net Ordinary Income	9,011	-1,545	10,556	-583%
Other Income/Expense				
Other Income				
Fines	594	0	594	100%
Donations	1,405	0	1,405	100%
Photocopier	636	0	636	100%
Interest Income (Savings)	103	0	103	100%
Total Other Income	2,737	0	2,737	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	563	0	563	100%
Materials (paid w/donations)	507	0	507	100%
Materials (paid w/fines)	2,133	0	2,133	100%
Programming (pd w/donations)	936	0	936	100%

BLAISDELL MEMORIAL LIBRARY

Budget vs. Actual

January 1 through September 17, 2019

Accrual Basis

	Jan 1 - Sep 17, 19	Budget	\$ Over Budget	% of Budget
Photocopier expense	699	0	699	100%
Furni&equip.(paid w/donations)	2,373	0	2,373	100%
Total Other Expense	11,444	0	11,444	100%
Net Other Income	-8,707	0	-8,707	100%
Net Income	305	-1,545	1,850	-20%

Director's Report – 9.18.19

Events Since We Last Met

- Story times have resumed on Tuesday, Wednesday and Thursday mornings at 10:30AM. A Friday morning PreK story time at 10:30 has been added.
- Children's Crafternoon program (Wednesdays) and LEGO Club (Thursdays) started this week.
- Judith Doughty, local artist, brought in her artwork on September 3 for the September/October display

Other News

- After a serious toilet incident, a snake has been purchased to assist with any future clogs
- A couch was donated to Children's so families can read together
- The Cookbook Group will start up again on September 19 @6:30

Items to Discuss

- Museum pass use is very low, online reservation via TK Mars (formerly TixKeeper) may be a solution in the future. BML subscribes to 9 different pass programs with a total use of 125 passes so far this year. This averages out to 14 uses per month. Liz plans to market these on Facebook and the newsletter more vigorously, but online patron booking via an Internet program, may be a better solution.
- Changing alarm codes so everyone has their own code

Banking/Financials (As of 8/18/19)

- Operating: \$11916
- Debit: \$404
- Copier/Fines: \$920
- Donations: \$8,696

Staffing

- Liz will complete the reviews for the two staff members due in September.
- Liz will work on a desk schedule for the main circulation desk so that those staff who need to complete tasks off-desk will have time to do so

Upcoming Events

- Nottingham Earth Fest – Saturday, September 21, 10-3PM, the library will have a table at the event with brochures and information, accompanied by the Friends of the Library selling book bags
- Evening Book Group – Wednesday, September 25, 7PM @Nottingham
- Garden Club/Seed Library Potluck – Thursday, September 26, 6PM
- Poetry with Peg – Wednesday, October 2 @ 6:30PM
- Meet and Greet New Library Staff, Thursday, October 3 3:30-6:00PM
- Hidden History of the New Hampshire Seacoast with Terry Nelson, Thursday October 10 @6PM

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	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		
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	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												
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	95	17	65	28	0	0	1266
Total	1220	176	224.5	82	2246	96	845	1015	196	984	3366	603	16	19275