

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING
February 12, 2020

Present: Liz Bolton, Allison Friend-Gray, Susan Medieros, Jen Phillips
The meeting was called to order at 6:30pm.

Policy Updating/Current Task:

- Liz has identified a candidate for the Head of Circulation position. Susan moved to offer Dan Bunker the position. Allison seconded the motion. All voted in favor.
- Jen has created a policy on exit interviews; she will bring it next month. It will go into the employee handbook and be offered on a voluntary basis.

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

Treasurer's Report: The cost of downloadable books increased by \$500, so the materials line is up a little but not a concern. After the treasurer's report was reviewed, Susan moved to accept the report. Allison seconded the motion. All voted in favor.

Library Director's Report:

- Liz will consider some creative marketing to help move the physical materials - circulation was up from December, but lower than January 2019.
- 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.
- Information for the 360 review (employee review of the director) has been gathered. Allison will send out the Google Form this month.
- Monthly tasks are on track to up to date.

The meeting was adjourned at 7:30pm.

Next meeting: Wednesday, March 11, 2020, at 6:30pm.

Respectfully submitted,
Allison Friend-Gray

BLAISDELL MEMORIAL LIBRARY

Budget vs. Actual

January 1 through February 11, 2020

Accrual Basis

	Jan 1 - Feb 11, 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Appropriation--Operating Exp.	23,500	47,000	-23,500
Total Income	23,500	47,000	-23,500
Expense			
Alarm System	360	1,000	-640
Cleaning	1,050	9,800	-8,750
Furniture	0	500	-500
Library Automation	0	1,900	-1,900
Maintenance	0	2,500	-2,500
Materials	3,249	19,500	-16,251
Mileage	0	100	-100
Miscellaneous	11	500	-489
Museum Passes	425	3,400	-2,975
Postage	0	150	-150
Prof. Dues/Continuing Educ.	0	600	-600
Programming	0	2,200	-2,200
Repairs--Equipment	0	350	-350
Supplies	148	3,000	-2,852
Technology	0	1,500	-1,500
Total Expense	5,243	47,000	-41,757
Net Ordinary Income	18,257	0	18,257
Other Income/Expense			
Other Income			
Fines	270	0	270
Donations	2,360	0	2,360
Photocopier	130	0	130
Interest Income (Savings)	12	0	12
Total Other Income	2,772	0	2,772
Net Other Income	2,772	0	2,772
Net Income	21,029	0	21,029

Director's Report 2.12.20

Circulation and Usage Statistics:

- Circulation of physical materials in January 2019 was 3542, circulation in January 2020 was 2648, a drop of 25%, but up from December's total of 2205. Overdrive circulations continue to climb with 625 in January 2020 vs. 621 in January 2019.
- Facebook Page visited 106 times in past 30 days, likes: no new page likes in January; 540 total likes. 580 total followers

Programming:

• Children's Programming:

- Regular LEGO Club – lots of attendees and excitement, Crafternoon cancelled on a weekly basis. Crafternoon will be offered once per month on a registration basis and a drop-in craft will be offered on the Saturdays that Jessie is working.
- Storytimes: celebrated birthdays (and created clay cakes), gingerbread men and valentines
- BYG Meeting: 6 attendees (lots of enthusiasm) topics of discussion included Minecraft, gaming, and comic books

• Adult Programming:

- Game & Gab (5) – stayed for over 2 hours
- Evening Book Group (12) – hot discussion of *Five Days at Memorial* by Sheri Fink.
- Afternoon Book Group (8)
- Cookbook Group (6)
- Flash Fiction (15) – two nights Jan 9 and 16

Technology:

- All computers including catalog pc have been updated by Dick B.
- Upstairs printer getting very feisty – much trouble printing out multiple two-sided documents – may need replacement at some future date.

Banking/Financials: (As of 2.12.20)

- Operating: \$21916
- Debit: \$352
- Copier/Fines: \$1443
- Donations: \$8703

Staffing:

- Dan Bunker is the top candidate for the Head of Circulation position.
- Jessie is settling in well, preparing for the Summer Reading Program and adjusting the space in the children's room.

Collection:

- Inventory is on hold at present, we're fixing labels and starting to weed some of the tighter areas in the collection.
- Changing the book display by the front door on a weekly or bi-weekly basis by different topics (Chinese New Year, Valentine's reading, Black History Month etc.) to try and drive circulation.

Policies and Procedures:

- ILLs have slowed down of late – more libraries are using the system which allows for a bigger loan matrix – in other words – we are one of many now, not one of the few.
- Tixkeeper platform has been set up by Plymouth Rocket, waiting for additional training as some passes need to be updated on our page.

Budget:

- Per Chris Sterndale, the library's proposed budget went through the committee with no comment. Simply a matter of waiting for town meeting at this point.

Library Statistics Ending January 31, 2020

Monthly Circulation (includes print & e-resources)

Month	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	2020 Total	2020 OD
Jan	2299	2903	2588	2932	3257	2726	2435	3276	3057	491	2547	382	3542	621	2648	625
Feb	2512	2790	2864	3230	3011	2738	2623	3138	2967	379	2780	460	3290	568		
Mar	2921	3378	3380	3102	3290	3171	3068	3729	3304	459	3100	448	3837	614		
Apr	2518	3025	2848	3383	3664	3002	3147	3236	3263	412	2689	463	3263	550		
May	2521	2824	2593	3012	2830	2665	2554	3079	3152	399	2827	479	3154	552		
Jun	2721	3336	3035	3108	3510	2847	2878	3540	3908	382	2572	492	3524	541		
Jul	4060	4701	4249	4375	4894	4051	4162	3985	3303	359	3616	562	3884	626		
Aug	3486	3929	4285	4094	4176	3429	3614	3681	3419	377	3420	559	3452	561		
Sep	3158	3320	2899	3133	3381	2496	3233	3365	2576	325	2905	552	2648	570		
Oct	2767	2854	3188	3401	3561	2845	3053	3291	2780	322	3257	629	2899	604		
Nov	2609	2893	2778	2709	2433	2373	2807	2794	2669	327	3228	590	2324	572		
Dec	2657	2543	2510	2427	2340	2403	2991	2874	2232	341	2899	546	2205	562		
Total	34229	38496	37217	38906	40347	34746	36565	39988	36630	4573	35840	6162	35817	6379	2648	625

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	2648				
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	2648	0	0	0	0

Library Statistics Ending January 31, 2020

2020 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	43	14	5	16	120	6	46	9	69	117	0	1672
Feb												
Mar												
Apr												
May												
Jun												
Jul												
Aug												
Sep												
Oct												
Nov												
Dec												
Total	43	14	5	16	120	6	46	9	69	117	0	1672

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	502	54	1389	90	832	179	759	2157	260	18361