

## **MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING**

March 11, 2020

**Present:** Liz Bolton, Allison Friend-Gray, Jim Kelly, Susan Medieros, Lorraine Petrini, Jen Phillips

The meeting was called to order at 6:39pm.

### **Policy Updating/Current Task:**

- Liz is waiting to change the alarm code until the state hires a new ILL driver.
- Giffin Estate - Jen joined a conference call on this topic and was told that since the money has been disbursed, our disbursement stands. Because it's \$5000, we need a public hearing. The Trustees propose holding this hearing on April 15 from 6:30-7:00pm. Chris Sterndale will help with this process.
- Exit Interview Policy - Susan moved to add the exit interview policy to the employee handbook. Jen seconded the motion. All voted in favor.

**Secretary's Report:** The minutes of the February 12th meeting were reviewed. Susan moved to accept the report. Jen seconded the motion. All voted in favor.

**Treasurer's Report:** As of meeting time, there is no treasurer's report. Liz feels that the budget is on track.

### **Library Director's Report:**

- YA circulation is down significantly. Liz spoke with the staff about this and is taking steps to make this collection more attractive and circulated.
- Liz will talk with Jessie about cross-posting library events on social media - i.e. the various Nottingham Facebook pages. Creating a marketing calendar could help keep this on track.
- Liz has identified a possible candidate for a weekend/evening type of position.
- Interlibrary Loans: Patrons are being reminded that ILLs are not automatically renewed. We will consider creating a policy on what to do about patrons who repeatedly fail to return ILL items in a timely manner.
- Susan moved to add the director's report to the minutes. Allison 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.

# BLAISDELL MEMORIAL LIBRARY

## Budget vs. Actual

January 1 through March 10, 2020

Accrual Basis

	Jan 1 - Mar 10, 20	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
Income			
Appropriation--Operating Exp.	23,500	47,000	-23,500
<b>Total Income</b>	<b>23,500</b>	<b>47,000</b>	<b>-23,500</b>
Expense			
Alarm System	360	1,000	-640
Cleaning	1,750	9,800	-8,050
Furniture	0	500	-500
Library Automation	0	1,900	-1,900
Maintenance	0	2,500	-2,500
Materials	4,711	19,500	-14,789
Mileage	0	100	-100
Miscellaneous	11	500	-489
Museum Passes	1,249	3,400	-2,151
Postage	0	150	-150
Prof. Dues/Continuing Educ.	0	600	-600
Programming	0	2,200	-2,200
Repairs--Equipment	0	350	-350
Supplies	394	3,000	-2,606
Technology	632	1,500	-868
<b>Total Expense</b>	<b>9,107</b>	<b>47,000</b>	<b>-37,893</b>
<b>Net Ordinary Income</b>	<b>14,393</b>	<b>0</b>	<b>14,393</b>
<b>Other Income/Expense</b>			
Other Income			
Fines	432	0	432
Donations	2,680	0	2,680
Photocopier	263	0	263
Interest Income (Savings)	28	0	28
<b>Total Other Income</b>	<b>3,402</b>	<b>0</b>	<b>3,402</b>
Other Expense			
Supplies paid w/copier funds	20	0	20
Photocopier expense	233	0	233
<b>Total Other Expense</b>	<b>253</b>	<b>0</b>	<b>253</b>
<b>Net Other Income</b>	<b>3,150</b>	<b>0</b>	<b>3,150</b>
<b>Net Income</b>	<b>17,543</b>	<b>0</b>	<b>17,543</b>

## **Director's Report 3.11.20**

### **Circulation and Usage Statistics:**

- Circulation of physical materials continues to slow down while Overdrive circulations continue to climb with 619 in February 2020 vs. 568 in February 2019 a rise of nearly 9%. Issue with physical circulation seems to be with children's, as parents attending story time and other programs are no longer taking out large piles of books – lessening our numbers. Jessie has noticed this and is thinking of making changes to how books are displayed as well as doing checkouts downstairs when possible.
- Facebook Page visited 90 times in past 30 days, likes: one new page like in February; 541 total likes. 542 total followers

### **Programming:**

- **Children's Programming:**
  - Regular LEGO Club – lots of attendees and excitement. Drop-in Craft on February 22 had a few takers on that day, others came during the week, so we had a total of 23 children and their parents participate. Afternoon Movie with popcorn during school vacation week had no attendees. Sometimes vacation weeks can be hit or miss.
  - Storytimes: Not as well attended as usual. Many parents and children reported sickness during February. Snow also seemed to play a part.
  - BYG Meeting: 2 attendees (lots of enthusiasm) still having issues with regular attendance due to school, and other outside factors.
- **Adult Programming:**
  - Game & Gab (3) – Our regulars are very faithful.
  - Evening Book Group (10) – Still having good numbers without Northwood
  - Afternoon Book Group (6) – it was snowy but 6 made it to the discussion
  - Cookbook Group (8) – Number varies – usually between 6 and 10

### **Technology:**

- Upstairs printer needed to be replaced – Dick took it home and tried to rebuild it with no success. Would not duplex more than one copy before jamming. Top corners of many print jobs were being folded by the printer, and the side wheels were chewing the pages. Made the decision to replace with another B&W printer, Dick found a faster, more reliable one on Amazon for \$179.99. Spent an extra \$29.99 on the extended warranty as some of our patrons give it a real workout.
- Ordering a refurbished laptop to replace the Head of Circulation's pc which has gotten extremely slow. First one came in, was deemed incorrigible by Dick, and returned. Awaiting replacement.

### **Banking/Financials: (As of 3.5.20)**

- Operating: \$19586

- Debit: \$658
- Copier/Fines: \$1738
- Donations: \$9025

**Staffing:**

- Dan Bunker has accepted the Head of Circulation position and will be starting on Tuesday, March 24.
- Will need to start looking to fill a weekend/evening type of position to account for staffing changes.

**Collection:**

- Weeding is our current priority – we're over the 19000-item threshold set by Apollo. We're also very tight in some shelving areas.
- When Dan comes on board, will be working on consistency of labeling items and relabeling some areas which are incorrect.

**Policies and Procedures:**

- Patrons are being reminded that there are not automatic renewals on Inter-Library Loan items and that we cannot guarantee renewals even if we ask as the materials belong to other libraries.
- We are transitioning Olivia to some of the book processing tasks that Dan has always done as we prepare to transition him to his new position.

**Budget:**

- We await election and town meeting results.



# Library Statistics Ending February 29, 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	2323	619
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	4971	1244

## 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	2121				
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 February 29, 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	109	8	4	16	185	8	52	19	76	19	0	1425
Mar												
Apr												
May												
Jun												
Jul												
Aug												
Sep												
Oct												
Nov												
Dec												
Total	152	22	9	32	305	14	98	28	145	136	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