

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

December 9, 2020

**Present:** Liz Bolton, Allison Friend-Gray, Jim Kelly, Kate Knight-Dupuis, Lorraine Petrini, Jen Phillips, Debbie Ricker

The meeting was called to order at 6:32pm.

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

- Jen inquired about compliance with the mask policy and Liz reported that while there were occasional grumbles, all patrons were using masks and hand sanitizers.
- We have changed Wednesday hours to 10am -7pm and are seeing more patrons during the extra morning hours.

### **Secretary's Report:**

- The minutes of the November meeting were reviewed. Allison noticed a typo. Lorraine moved to accept the report as amended, Jim seconded the motion. All voted in favor.

### **Treasurer's Report:**

- Janet's report was reviewed. Jim moved to accept the Treasurer's report. Lorraine seconded the motion. All voted in favor.
- We are under budget for 2020 for cleaning and materials. New books deliveries have slowed due to COVID, which accounts in part for the surplus in materials. Liz will make a final order shortly. We will dedicate some of the cleaning surplus to replacing our old vacuum cleaner.
- The library budget has been reviewed by the Select Board and has passed on to the Budget Committee.

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

- Circulation and foot traffic were down in November due in part to the COVID spike. Overdrive checkouts increased.
- Interest in some of our programming dropped in November. We will join with the Recreation Department in offering some programs in the coming month and retool our offerings in the new year.
- We have received the portable outdoor message board for posting library hours.
- Our local author presentation is online and has been getting views. We are exploring more virtual offerings from book talks to possible online Cricut crafting sessions.

- After experiencing network problems, we are exploring adding a mesh network. This may make it possible for patrons to access our network from cars in the parking lot.
- New staff Jordan Reed has begun working. Given the current hours of operation, no new hires are anticipated.
- The Children's Room is scheduled for repainting.

Jim moved to accept the Director's report and Lorraine seconded the motion. All voted in favor.

#### **Old Business:**

- The appointment of Kate Knight-Dupuis as a Trustee was confirmed by the Select Board. Since she has not yet been sworn in, she did not vote at this meeting. Debbie Ricker has also been confirmed as an Alternate Trustee and has been sworn in.

#### **New Business:**

- Jen noted that both Allison's and Kate's terms are ending in the new year and encouraged them to decide whether to seek a new term in the coming election and file before the deadline.
- Jim moved to accept new donations. Lorraine seconded. All voted in favor.

Jim moved to adjourn, Allison seconded, and the meeting ended at 7:14pm

Next meeting: January 13, 2021 at 6:30pm for in-person and virtual attendance.

Respectfully submitted,  
Jim Kelly

## BLAISDELL MEMORIAL LIBRARY

## Budget vs. Actual

January 1 through December 9, 2020

	Jan 1 - Dec 9, 20	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Appropriation--Operating Exp.	47,000	47,000	0
<b>Total Income</b>	<b>47,000</b>	<b>47,000</b>	<b>0</b>
<b>Expense</b>			
Alarm System	987	1,000	-13
Cleaning	7,868	9,800	-1,932
Furniture	477	500	-23
Library Automation	1,800	1,900	-100
Maintenance	1,547	2,500	-953
Materials	16,249	19,500	-3,251
Mileage	0	100	-100
Miscellaneous	259	500	-241
Museum Passes	1,329	3,400	-2,071
Postage	119	150	-31
Prof. Dues/Continuing Educ.	213	600	-387
Programming	1,306	2,200	-894
Repairs--Equipment	0	350	-350
Supplies	2,729	3,000	-271
Technology	1,151	1,500	-349
<b>Total Expense</b>	<b>36,034</b>	<b>47,000</b>	<b>-10,966</b>
<b>Net Ordinary Income</b>	<b>10,966</b>	<b>0</b>	<b>10,966</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Fines	868	0	868
Donations	2,680	0	2,680
Photocopier	605	0	605
Interest Income (Savings)	134	0	134
<b>Total Other Income</b>	<b>4,287</b>	<b>0</b>	<b>4,287</b>
<b>Other Expense</b>			
Supplies paid w/copier funds	180	0	180
Photocopier expense	931	0	931
<b>Total Other Expense</b>	<b>1,111</b>	<b>0</b>	<b>1,111</b>
<b>Net Other Income</b>	<b>3,176</b>	<b>0</b>	<b>3,176</b>
<b>Net Income</b>	<b>14,142</b>	<b>0</b>	<b>14,142</b>

## **Director's Report 12.9.20**

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

- Most circulation numbers were down in November. Library visits dropped down to 455 after a post-opening high of 623 in October, a drop of 25%.
- Circulation of physical items dropped by 25% and fewer people signed up for library cards. Staff noted that it was much quieter with speculation that as the COVID-19 cases in town went up, library visits went down.
- Overdrive checkouts were up over both October 2020 and November 2019 numbers, a trend we think will continue through the winter months. Many patrons who had never used Overdrive/Libby called during November to check on their passwords and logins to use the service.
- Computer use by patrons also fell during the month of November.
- Outside porch (curbside) pickup saw 18 items picked up during curbside only hours. Many more bagged reserve items were picked up in-library during open hours. Several people seem to prefer this indoor pickup service as they can pick up their grab 'n go package and go. This service only applies to Blaisdell Memorial items. Items requested by ILL still reside behind the desk until asked for as they belong to other libraries.
- Facebook Page visited 136 times in past 28 days, likes: 1 new page like in November; 571 total likes. 615 total followers

### **Children's Programming:**

- We followed our scheduled programming through November. We saw higher numbers of interest in October than in November.
- We did two months of LEGO club, October and November but will not offer in December as interest dropped dramatically from October to November.
- Rather than a story time craft, a LEGO club and an art exploration for December, we simply spent some of our programming funds on the purchase of Gingerbread house kits for a one per family offering during the month of December.
- We will be doing a Winter Reading program for the month of January while we retool our program offerings for February – May. Some programs work better than others and it seems that patrons want "fresh" crafts/kits every month.

### **Adult Programming:**

- Afternoon Book Group – Meeting on the lawn, 6 members generally per meeting, switching to remote in December.
- Adult Art Exploration craft kit – week of November 23, all but one kit claimed. Will not be offered in December in lieu of family gingerbread house kit. Adult kits went faster than kid-themed ones during October and November.
- Local Author Talk filmed on November 20. Uploaded to webpage for December 1 posting.
- We are looking into other virtual offerings from book talks to possible online Cricut crafting sessions.



- All museums have reopened. We had one request for a museum pass in November – the Currier. We had not renewed that as we had not received a renewal notice, but the museum did allow our patron to enter on the reduced price provided we sent in the renewal which we have since done. We need to renew the Seacoast Science Center soon; all other NH passes have given us additional time through April 2021.

#### **Technology:**

- We have been having minor issues with our network depending on where a staff laptop is being used. The network tends to drop laptops from one extender to the next when staff are moving around the building (i.e., inventory, filming, etc.). Dick is looking into moving the library on to a mesh network which provides better coverage, no dead spaces and may jump further out from the building, possibly even to the parking lot.
- Computer use was way down in November, just the same individuals daily.

#### **Banking/Financials: (As of 12.4.20)**

- Operating: \$ 17636.08
- Debit: \$ 503
- Copier/Fines: \$ 1816
- Donations: \$8788

#### **Staffing/Service:**

- Staff Meeting on November 10 was attended by 5 staff members. Topics included hiring issues, circulation changes, ILL status, and how we are approaching the upcoming cold and flu season. Next staff meeting December 8 @5pm.
- Jordan Reed started on Thursday, November 12 and is becoming accustomed to library routines.
- Our Children's Librarian continues to work from home, coming in on days when there are no others in the library. She is putting together a Winter Reading Program and future children's craft programming.
- We changed Wednesday hours to 10am – 7pm and noticed more people wanted to come in the library during morning hours than in the evening.

#### **Collection:**

- We added 66 items during the month of November. Shipping times have gone up dramatically as we get closer to the holidays. We are waiting much longer for book orders to arrive.
- Olivia is doing most of the covering and processing of new materials with Jordan starting to learn the process. Dan is cataloging and updating series throughout the library.
- Liz is working on weeding and cleaning adult books on CD.
- Dan and Olivia have restarted the inventory of the children's room with corrections being made as they go along.

- We have a new large print bookcase in the front room, once we have secured it to the wall, we will be moving the large print items up front for easy access.

#### **Policies and Procedures:**

- Most patrons are familiar with our new entry policies. Not everyone is happily compliant, but we take the grudging compliance with cheer.
- Patrons have multiple options for return of materials.
- Staff are asked not to come to work if they are feeling any potential symptoms, if they have exposure to an active case, if they are awaiting testing results, or if they are unsure.
- Patrons are wearing masks, if they forget theirs, we ask them to take one from the box by the door.
- Our sneeze guards arrived and have been placed around the circulation desk.

#### **Budget:**

- The programming budget is still healthy – we're thinking of making a purchase from Blick Art Materials to use up some of the leftovers.
- A movable sign for programming/hours is on order, has had its shipping date pushed back twice, and will fall under the programming line item. We hope it arrives by the end of December.
- New book circulation is staying consistently high.  
We have not heard anything regarding the 2021 budget.

# Library Statistics Ending November 30, 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	1483	558
Apr	2518	3025	2848	3383	3664	3002	3147	3236	3263	412	2689	463	3263	550	277	643
May	2521	2824	2593	3012	2830	2665	2554	3079	3152	399	2827	479	3154	552	440	693
Jun	2721	3336	3035	3108	3510	2847	2878	3540	3908	382	2572	492	3524	541	1156	642
Jul	4060	4701	4249	4375	4894	4051	4162	3985	3303	359	3616	562	3884	626	1540	656
Aug	3486	3929	4285	4094	4176	3429	3614	3681	3419	377	3420	559	3452	561	1821	651
Sep	3158	3320	2899	3133	3381	2496	3233	3365	2576	325	2905	552	2648	570	2171	654
Oct	2767	2854	3188	3401	3561	2845	3053	3291	2780	322	3257	629	2899	604	2192	629
Nov	2609	2893	2778	2709	2433	2373	2807	2794	2669	327	3228	590	2324	572	1647	635
Dec	2667	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	17698	7005

## 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	1248				
Apr	N/A	2636	2638	2590	2374	2462	0				
May	N/A	2776	3142	3207	2795	3137	0				
Jun	N/A	2476	3198	3010	2653	2586	140				
Jul	N/A	3262	3477	2871	3226	3108	424				
Aug	N/A	2936	3649	3211	3135	3150	482				
Sep	N/A	3039	2827	2569	2658	2764	570				
Oct	N/A	2660	2746	2936	2943	3120	623				
Nov	2321	2667	2441	3330	2541	2381	455				
Dec	2140	2375	2261	2377	2266	2021					
Total	4461	31084	33691	32821	31855	32332	8711	0	0	0	0



# Library Statistics Ending November 30, 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	35	1	0	4	23	6	91	4	38	40	0	1171
Apr	14	6	0	0	0	0	0	0	0	121	0	1249
May	0	2	2	0	0	0	0	0	0	429	0	1222
Jun	148	8	6	2	87	0	0	0	4	688	0	1851
Jul	119	8	3	4	97	0	0	0	33	364	0	1750
Aug	121	9	5	1	21	0	0	0	31	65	0	1512
Sep	141	11	4	1	21	0	0	1	32	102	0	1611
Oct	111	19	10	3	56	1	10	0	32	8	0	1770
Nov	66	6	4	3	45	1	12	1	26	209	0	1661
Dec												
Total	907	86	43	50	655	22	211	34	341	2162	0	15233

## 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