

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

January 13, 2021

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

The meeting was called to order at 6:30pm.

Policy Updating/Current Task:

- Most patrons willingly put on their masks as they enter the library. Despite occasional grumbles, all continue to comply.

Secretary's Report:

- The minutes of the December meeting were reviewed. Lorraine moved to accept the report, Allison seconded the motion. All voted in favor.

Treasurer's Report:

- Janet's report was reviewed. While the report shows that we came in slightly under budget for the year, it does not reflect some encumbered funds that had billing delayed due to the end-of-the-year mail deliveries. When the final report is issued, we should be on budget. Lorraine moved to accept the Treasurer's report. Allison seconded the motion. All voted in favor.

Library Director's Report:

- Circulation numbers bounced back 37% in December and exceeded the pre-pandemic numbers of December 2019. Overdrive checkouts held steady from November but also exceeded the December 2019 numbers. The inside grab 'n go service continues to be popular.
- Computer use has rebounded to "new normal" numbers. With Dick Blouin's lead, and with funds provided by the Town, the library has a new mesh network which make Wi-Fi available throughout the library and into the parking lot.
- We took a break from regularly scheduled programming in December. Instead, we offered 30 gingerbread family-oriented craft kits.
- We switched the recorded story time program to scheduled live performances.
- The afternoon book group continues to meet online and the evening book group will restart online in January.
- Perhaps starting as soon as February, depending on pandemic numbers, we will be open from 10-5 on Fridays by appointment. Our moveable sign arrived and make library hours visible to outside traffic every day the library is open.
- We added 100 items in December and as the holiday squeeze ends, orders pending from earlier are starting to arrive.
- The painting of the children's room is almost finished.

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

Old Business:

- The library's budget has been reviewed by the Town's Select Board, and will be part of the overall budget submitted to the voters at the deliberative session.
- Dates for the deliberative session and town elections have not yet been set. It's likely that they will be delayed until the spring due to the pandemic.

New Business:

- Allison intends to run for another term as a Trustee and will file her candidacy with the Town.
- There is a question as to whether Kate, who was appointed to replace Susan Medieros as Trustee, needs to run in the 2021 election or can serve until Susan's term expires in 2022. Jen continues to research this question.
- Jim moved to accept new donations and Lorraine seconded. All voted in favor.

Jim moved to adjourn, Allison seconded, and the meeting ended at 7:19pm

Next meeting: Thursday February 18, 2021 at 5:30pm for in-person and virtual attendance. Note the change in schedule.

Respectfully submitted,
Jim Kelly

BLAISDELL MEMORIAL LIBRARY

Budget vs. Actual

January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Appropriation—Operating Exp.	47,000	47,000	0
Total Income	47,000	47,000	0
Expense			
Alarm System	987	1,000	-13
Cleaning	8,891	9,800	-909
Furniture	477	500	-23
Library Automation	1,800	1,900	-100
Maintenance	1,573	2,500	-927
Materials	18,292	19,500	-1,208
Mileage	0	100	-100
Miscellaneous	476	500	-24
Museum Passes	1,329	3,400	-2,071
Postage	119	150	-31
Prof. Dues/Continuing Educ.	213	600	-387
Programming	1,863	2,200	-337
Repairs—Equipment	0	350	-350
Supplies	2,851	3,000	-149
Technology	1,351	1,500	-149
Total Expense	40,222	47,000	-6,778
Net Ordinary Income	6,778	0	6,778
Other Income/Expense			
Other Income			
Fines	868		
Donations	2,680		
Photocopier	605		
Interest Income (Savings)	195		
Total Other Income	4,348		
Other Expense			
Supplies paid w/copier funds	239		
Photocopier expense	931		
Total Other Expense	1,170		
Net Other Income	3,178		
Net Income	9,956	0	9,956

Director's Report 1.13.21

Circulation and Usage Statistics:

- Circulation numbers bounced back up again in December to a total of 2270 circulations of physical material, a gain of 37% over November 2020 numbers and up almost 3% over December 2019.
- Overdrive checkouts remained mostly the same as November 2020, with December 2020 numbers up 12% over 2019.
- Computer use by patrons rebounded back up into the 'new normal' numbers (36) during December.
- Outside porch (curbside) pickup saw 8 items picked up during curbside only hours. Far more items were picked up after bagging, inside the library. The grab 'n go service remains popular.
- Overdrive checkouts were the bright spot in the 2020 statistics. OverDrive use went up by nearly 20% from 2019 to 2020.
- Facebook Page visited 117 times in past 28 days, likes: 6 new page likes in December; 577 total likes. 620 total followers

• Children's Programming:

- We took a break in December from our regularly scheduled programming. Instead of offering weekly rotations – we offered one family-oriented craft kit – a Gingerbread house. We ordered 30 kits through Target, had 20 online signups and an additional 5+ kits were requested during the weeks before the holiday. Overall, we got some good feedback. We hope to do this again in the future – it seemed that a family-oriented theme was welcomed (we gave kits out to anyone who requested them but only one per household).
- When we looked at our story time numbers, we saw a downward trend from the first month, to the second month and so on. For December we decided to try a different format – filming Ms. Robin live on the normal story time day to see if people would rather 'tune-in' than watch something on their own time. This seemed to work better, we had @50+ people tune in during various parts of the story time, higher numbers than the filmed ones had received. Future story times will take place on school vacation weeks (as it did in December – a calculated move). The thinking being that all the children at home are a potential captive audience.
- The winter reading program will run from January 1 – February 4. So far, things are off to a slow start with only four signed up.
- Craft kit distribution has become problematic. When we ask for signups, some people do, some people don't, and everyone is experiencing some frustration as we try to hold kits for those who have signed up but don't pick them up while sometimes telling others no when there are extras on hand at the end because of no-shows.

- **Adult Programming:**

- Afternoon Book Group – Meeting via FreeConferenceCall.com, 6-8 members attending although this leaves out the less tech savvy.
- We're restarting the Evening Book Group at the end of January. A book has been ordered and we will try a remote meeting at the end of February.
- We are looking to work with the Rec. Dept. on reaching more of an audience. Both the Library and Rec are experiencing frustration trying to offer programs during the winter.
- Many of the museums (if not all) have closed for the month of January. They will notify us when they decide to reopen and their new policies. Liz did not renew the Tix Keeper software for Museum Passes – too little use to justify the service.

Technology:

- With Dick Blouin's lead, and additional monies, the library upgraded to a Mesh network at the beginning of January. We now have Wi-Fi available all the way to the parking lot, and throughout the entire library grounds. A bonus is patrons can print from their device to the Wi-Fi network printers in the library from the parking lot if needed.
- Computer use rebounded again in December.

Banking/Financials: (As of 1.8.21)

- Operating: \$ 11374
- Debit: \$ 374
- Copier/Fines: \$ 1816
- Donations: \$8789

Staffing/Service:

- Staff Meeting on December 8 was attended by 8 staff members, 7 in-house masked and socially distanced, 1 by FreeConferenceCall.com. Topics included hiring issues, circulation changes, holiday hours, and children's programming. Next staff meeting: January 12 @5pm.
- Jordan Reed is settling into her circulation duties and working with the CRICUT to produce craft pieces.
- Our Children's Librarian continues to work from home, coming in on days when there are no others in the library. She is hoping that, come spring and vaccines, she will be able to come in on Fridays at least, when we are By Appointment Only.
- Starting February (possibly sooner) we are considering being open from 10 – 5 on Fridays by appointment as Jordan is getting up to speed and we have enough staff to offer the extra time. Currently we are 10 – 2 by appointment with curbside 12 – 5. If we opened longer, we would still offer the curbside time as many have gotten used to that service since the shutdown.

Collection:

- We added 100 items during the month of December. Orders from earlier in the year are now coming in as the holiday shipping squeeze is mostly over. We're seeing titles we ordered in September and October finally come in.
- Olivia, Jordan, and Dan are sharing most of the material processing tasks. Jordan is spending much of her time relabeling series titles for easier access by patrons.
- Dan moved much of the children's room materials to allow for the painting can be finished. We are discussing moving some of the materials around to 'freshen up' the area.
- The Large Print bookcase has been secured to the wall and the LP books have been moved up front.

Policies and Procedures:

- As always, most patrons willingly put on their masks to enter the library.
- 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.
- Statewide ILL is experiencing a slowdown with delivery due to illness and a hiring freeze at the State level.

Budget:

- Our late-arriving orders were planned 2020 budget spends.
- Our movable sign arrived in mid-December and is on display every day the library is opened to announce the open hours.
- New book circulation is staying consistently high.
- Children's room painting is nearly finished.
- We have heard that the budget process is moving along smoothly although it appears that, with the ongoing pandemic, Town Meeting will be delayed back to spring/summer.

Library Statistics Ending December 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	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	2657	2543	2510	2427	2340	2403	2991	2874	2232	341	2899	546	2205	562	2270	631
Total	34229	38496	37217	38906	40347	34746	36565	39988	36630	4573	35840	6162	35817	6379	19968	7636

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	564				
Total	4461	31084	33691	32821	31855	32332	9275	0	0	0	0

Library Statistics Ending December 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	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	100	4	12	1	30	1	30	0	36	21	0	1570
Total	1007	90	55	51	685	23	241	34	377	2183	0	16803

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