

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

February 18, 2021

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

The meeting was called to order at 5:32pm.

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

- Patron cooperation on COVID protocols continues to be good. Friday visits by appointment are being respected. Liz will evaluate more evening openings as the weather improves.

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

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

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

- Janet's report was reviewed. We have not yet received the January budget disbursement from the Town. Liz will follow up. Most of our expenses have been covered by last year's budget. Jim moved to accept the report, Kate seconded the motion. All voted in favor.

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

- Circulation numbers remain steady while Overdrive checkouts are up 10%. The inside grab 'n go service continues to be popular.
- Computer use remains constant but is expected to pick up with tax season. Dick Blouin has fine-tuned the new mesh network and all computers have been updated. The new network has made access to the library's printers more transparent.
- The afternoon book group continues to meet online and the evening book group will restart online February 24. We have purchased a Zoom subscription for book groups and other programming.
- We added 105 items in January and are seeing that orders from October, November and December are just now being fulfilled.
- The painting of the children's room has been finished and the fixtures have been adjusted for better flow of picture books.
- A Staff Meeting was held on January 12 with seven staff members in-house masked and socially distant. First Amendment Audits have been happening in Southern New Hampshire. Staff have been advised about protocols should one occur at the library.

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

**Old Business:**

- The date of the Deliberative Session has been set for April 17. The library's budget will be discussed as part of the Town's overall budget. Trustees are urged to attend.
- Catherine Bershtein and Allison Friend-Gray have announced candidacies for the upcoming three year Trustee term and Kate Knight-Dupuis has announced her candidacy to fill out the last year of Susan Medeiros's term as Trustee. The Town election has been set on June 8.

**New Business:**

- Jim moved to accept new donations and Jen seconded. All voted in favor.

Jim moved to adjourn, Allison seconded, and the meeting ended at 6:07pm

Next meeting: Thursday March 18, 2021 at 6:30pm for in-person and virtual attendance. Note the change in schedule.

Respectfully submitted,  
Jim Kelly

# BLAISDELL MEMORIAL LIBRARY

## Budget vs. Actual

January 1 through February 18, 2021

Accrual Basis

|                               | Jan 1 - Feb 18, 21 | Budget | \$ Over Budget |
|-------------------------------|--------------------|--------|----------------|
| Ordinary Income/Expense       |                    |        |                |
| Income                        |                    |        |                |
| Appropriation--Operating Exp. | 0                  | 46,050 | -46,050        |
| Total Income                  | 0                  | 46,050 | -46,050        |
| Expense                       |                    |        |                |
| Alarm System                  | 360                | 1,100  | -740           |
| Cleaning                      | 1,225              | 9,800  | -8,575         |
| Furniture                     | 0                  | 500    | -500           |
| Library Automation            | 0                  | 1,900  | -1,900         |
| Maintenance                   | 0                  | 2,500  | -2,500         |
| Materials                     | 4,021              | 21,000 | -16,979        |
| Mileage                       | 0                  | 100    | -100           |
| Miscellaneous                 | 0                  | 500    | -500           |
| Museum Passes                 | 0                  | 1,000  | -1,000         |
| Postage                       | 0                  | 150    | -150           |
| Prof. Dues/Continuing Educ.   | 0                  | 500    | -500           |
| Programming                   | 50                 | 2,000  | -1,950         |
| Repairs--Equipment            | 0                  | 500    | -500           |
| Supplies                      | 0                  | 3,000  | -3,000         |
| Technology                    | 112                | 1,500  | -1,388         |
| Total Expense                 | 5,768              | 46,050 | -40,282        |
| Net Ordinary Income           | -5,768             | 0      | -5,768         |
| Other Income/Expense          |                    |        |                |
| Other Income                  |                    |        |                |
| Fines                         | 163                | 0      | 163            |
| Donations                     | 1,345              | 0      | 1,345          |
| Photocopier                   | 81                 | 0      | 81             |
| Interest Income (Savings)     | 15                 | 0      | 15             |
| Total Other Income            | 1,603              | 0      | 1,603          |
| Other Expense                 |                    |        |                |
| Supplies paid w/copier funds  | 19                 | 0      | 19             |
| Total Other Expense           | 19                 | 0      | 19             |
| Net Other Income              | 1,584              | 0      | 1,584          |
| Net Income                    | -4,184             | 0      | -4,184         |

## **Director's Report 2.18.21**

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

- Circulation numbers remained essentially steady when compared with previous months. January saw 1978 physical circulations, slightly lower than December 2020, but a good start for 2021.
- Overdrive checkouts crept up to 693 from 625 in December, an increase of 10%. 693 is our 'high-water' mark, we previously reached it once before in May 2020. Overall, the State saw a 13% increase in Overdrive checkouts in January 2021 when compared to January 2020.
- Computer use has remained consistent, we expect it to pick up as we enter tax season.
- Outside porch (curbside) pickup had 19 bags picked up during curbside-only hours, the majority of these went out on Friday between 12 and 5. Our indoor grab 'n go service remains popular, most patrons just want to step inside briefly to retrieve bagged items.
- Facebook Page visited 108 times in past 28 days, likes: 576 total. 626 total followers

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

- We tried doing a Winter Reading Challenge from January 1 through February 4. Craft kits and bingo cards would be offered to those who had signed up for the Challenge. The reality was that people signed up for the Craft Kits but not the Challenge. While our original plans were to offer a craft kit every other week interspersed with a book bingo card as an activity during the off weeks, the heavy demand for craft kits in the first week made us rethink these plans and we shifted to offering weekly kits. Five people signed up for the winter reading challenge although we distributed at least 9 – 12 craft kits each week.
- Ms. Robin is working on a special story time event for February – a stuffed animal story time. We had no story times in January.
- With the finish of the children's room painting project, we rearranged the children's room and adjusted the locations of some of the collections.
- Issues with craft kit pick-ups even with the change in distribution from non-labeled to labeled, continued during January. Moving forward, we are considering first-come, first served with an option for those who can't get there early, to call and ask us to hold aside a kit or two for them.

### **Adult Programming:**

- Afternoon Book Group – Meeting via FreeConferenceCall.com, 5-6 members attending each time two of whom are new members.
- The Evening Book Group has restarted with a reading of Truth & Beauty by Ann Patchett. Our first Zoom meeting will be on February 24@ 6:30pm. Five people have already picked up books.



- Now that our children's room painting project has finished, we will work with Rec on some additional programming.
- Many museums remain closed. The New England Aquarium has reopened but we have decided not to purchase that pass for this year as the demand has been nil.

#### **Technology:**

- Dick Blouin has continued to fine-tune the new wi-fi network.
- All computers have just had new updates installed; security checked, and printer software updated.

#### **Banking/Financials: (As of 2.9.21)**

- Operating: \$ 8624
- Debit: \$ 555
- Copier/Fines: \$ 2060
- Donations: \$ 10135

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

- Staff Meeting on January 12 was attended by 7 staff members all in-house masked and socially distanced. Topics included winter illness, circulation and ILL issues, winter reading challenge, and adding to the children's programming calendar. Next staff meeting February 16 @5pm.
- Jordan Reed has settled into her circulation duties and is working with the CRICUT to develop shelf signage.
- Our Children's Librarian continues to work from home but hopes to be in at some point post-vaccine.
- We are thinking we may adjust Thursday curbside hours to 4-6 rather than 5-7 as we see virtually no interest in the hours after 5pm. We are trying to add more additional virtual programming, which occurs at different times, and feel it would be better to allocate staff to the hours where they are most needed. We are open and offer curbside during those hours upon request and have evening hours covered on Wednesdays already, so a step in another direction makes sense. We can revisit longer hours on Thursday when the warmer weather approaches and people might be more mobile again.

#### **Collection:**

- We added 105 items during the month of January. We are now seeing items ordered in October, November, and December arriving.
- The Children's room has been readjusted for better flow of picture books and to 'freshen' up the area.

- Jordan and Olivia have gone through the entire fiction collection to find series titles and label them as such. This makes it easier for staff and patrons to find 'the next one in the series' for interested patrons.
- We are adjusting the seasonal and holiday books for easier discovery.

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

- Patrons have been cooperative with masks and sanitizing.
- Patrons still have multiple options for return of materials, we are renewing items or waiving fines for those who have been quarantined.
- Staff are asked not to come to work if they are feeling any potential symptoms, if they have substantial exposure to an active case, or if they are awaiting test results.
- Statewide ILL is experiencing a slowdown with delivery due to illness and slick conditions.
- First Amendment Audits seem to be becoming a thing across Southern NH, there has been a lot of chatter about them on the listserv. Staff have been advised to clear screens of personal information between patrons and to refer any potential videographers to the person in charge of their shift.

#### **Budget:**

- Children's room paint job has been finished. Now we need to repaint the picture book bins – next to the new walls, they look chipped and worn.
- New book circulation is staying consistently high.
- Starting to book Summer Reading performers for virtual performances. We will have two virtual and two or three socially distanced programs either on the library property or pair up with Rec to have them on the field.
- Deliberative Session has been moved back to April 17.

# Library Statistics Ending January 31, 2021

## Monthly Circulation (includes print & e-resources)

| Month        | Total 2010 | Total 2011 | Total 2012 | Total 2013 | Total 2014 | Total 2015 | Total 2016 | Total 2017 | Total 2017 OD | Total 2018 | Total 2018 OD | 2019 Total | 2019 OD | 2020 Total | 2020 OD | 2021 Total | 2021 OD |
|--------------|------------|------------|------------|------------|------------|------------|------------|------------|---------------|------------|---------------|------------|---------|------------|---------|------------|---------|
| Jan          | 2903       | 2588       | 2932       | 3257       | 2726       | 2435       | 3276       | 3057       | 491           | 2547       | 382           | 3542       | 621     | 2648       | 625     | 1978       | 693     |
| Feb          | 2790       | 2864       | 3230       | 3011       | 2738       | 2623       | 3138       | 2967       | 379           | 2780       | 460           | 3290       | 568     | 2323       | 619     |            |         |
| Mar          | 3378       | 3380       | 3102       | 3290       | 3171       | 3068       | 3729       | 3304       | 459           | 3100       | 448           | 3837       | 614     | 1483       | 558     |            |         |
| Apr          | 3025       | 2848       | 3383       | 3664       | 3002       | 3147       | 3236       | 3263       | 412           | 2689       | 463           | 3263       | 550     | 277        | 643     |            |         |
| May          | 2824       | 2593       | 3012       | 2830       | 2665       | 2554       | 3079       | 3152       | 399           | 2827       | 479           | 3154       | 552     | 440        | 693     |            |         |
| Jun          | 3336       | 3035       | 3108       | 3510       | 2847       | 2878       | 3540       | 3908       | 382           | 2572       | 492           | 3524       | 541     | 1156       | 642     |            |         |
| Jul          | 4701       | 4249       | 4375       | 4894       | 4051       | 4162       | 3985       | 3303       | 359           | 3616       | 562           | 3884       | 626     | 1540       | 656     |            |         |
| Aug          | 3929       | 4285       | 4094       | 4176       | 3429       | 3614       | 3681       | 3419       | 377           | 3420       | 559           | 3452       | 561     | 1821       | 651     |            |         |
| Sep          | 3320       | 2899       | 3133       | 3381       | 2496       | 3233       | 3365       | 2576       | 325           | 2905       | 552           | 2648       | 570     | 2171       | 654     |            |         |
| Oct          | 2854       | 3188       | 3401       | 3561       | 2845       | 3053       | 3291       | 2780       | 322           | 3257       | 629           | 2899       | 604     | 2192       | 629     |            |         |
| Nov          | 2893       | 2778       | 2709       | 2433       | 2373       | 2807       | 2794       | 2669       | 327           | 3228       | 590           | 2324       | 572     | 1647       | 635     |            |         |
| Dec          | 2543       | 2510       | 2427       | 2340       | 2403       | 2991       | 2874       | 2232       | 341           | 2899       | 546           | 2205       | 562     | 2270       | 631     |            |         |
| <b>Total</b> | 38496      | 37217      | 38906      | 40347      | 34746      | 36565      | 39988      | 36630      | 4573          | 35840      | 6162          | 35817      | 6379    | 19968      | 7636    | 1978       | 693     |

## 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       | 557        |            |            |            |
| 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        |            |            |            |            |
| <b>Total</b> | 4461       | 31084      | 33691      | 32821      | 31855      | 32332      | 9275       | 557        | 0          | 0          | 0          |



# Library Statistics Ending January 31, 2021

## 2021 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   | 105                   | 12          | 16              | 4                   | 36                            | 0              | 0                        | 0                 | 33       |                   |                | 1602            |
| Feb   |                       |             |                 |                     |                               |                |                          |                   |          |                   |                |                 |
| Mar   |                       |             |                 |                     |                               |                |                          |                   |          |                   |                |                 |
| Apr   |                       |             |                 |                     |                               |                |                          |                   |          |                   |                |                 |
| May   |                       |             |                 |                     |                               |                |                          |                   |          |                   |                |                 |
| Jun   |                       |             |                 |                     |                               |                |                          |                   |          |                   |                |                 |
| Jul   |                       |             |                 |                     |                               |                |                          |                   |          |                   |                |                 |
| Aug   |                       |             |                 |                     |                               |                |                          |                   |          |                   |                |                 |
| Sep   |                       |             |                 |                     |                               |                |                          |                   |          |                   |                |                 |
| Oct   |                       |             |                 |                     |                               |                |                          |                   |          |                   |                |                 |
| Nov   |                       |             |                 |                     |                               |                |                          |                   |          |                   |                |                 |
| Dec   |                       |             |                 |                     |                               |                |                          |                   |          |                   |                |                 |
| Total |                       |             |                 |                     |                               |                |                          |                   |          |                   |                |                 |

## 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           |