

## MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

April 22, 2021

**Present:** Liz Bolton, Allison Friend-Gray, Kate Knight-Dupuis, Jen Phillips, Debbie Ricker, Lorraine Petrini (at 7:00 p.m.)

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

### Policy Updating/Current Task:

- Patron cooperation with COVID protocols continues to be good.
- Although the state has lifted the statewide mask mandate, infection numbers are still high. Trustees discussed maintaining the current mask policy.
  - Allison moved that the Blaisdell Memorial Library retain its current masking requirements. Kate seconded. All voted in favor.
- Mask requirements, along with other COVID protocols, will continue to be considered on a monthly basis, taking into account CDC recommendations, local case numbers, and vaccination rates.
  - Jen distributed a Draft Media Policy for consideration. Allison moved to accept the policy; Kate seconded.
    - Jen made a motion to amend the Photography section by deleting the reference to a Code of Conduct Policy, as the library does not currently have one in effect. Allison seconded. All voted in favor.
    - The Media Policy as amended was adopted; all voted in favor.
  - A Draft Code of Conduct policy will be drafted for the consideration of the Trustees at a later meeting.

### Secretary's Report:

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

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

- Budget remains on target.
- The Photocopy and Fines line is considerably lower, due in part to lower in-person foot traffic at the library for photocopies. Liz is considering future options if this remains the case, as the fees associated with the photocopier do offset some of the costs.
- Trustees also discussed fines; it was decided that the current system of fining for overdue materials will remain in place.
- Lorraine moved to accept the treasurer's report; Kate seconded. All voted in favor.

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

- Circulation numbers and Overdrive checkouts were back up considerably in March. The grab 'n go service continues to be popular and will be offered for the foreseeable future, perhaps permanently.
- Computer dropped slightly but use remains steady.
- Kits to go have been slowing down, but after Liz sent the report interest sparked again, so we'll continue to just keep going with the flow on this.
- People are beginning to request museum passes, but this remains a challenge due to many museum policies. As with other things, we're just going to have to keep an eye on interest and demand, with an eye toward next year.
- Dan has been working closely with Parks & Rec for summer programming; Legacy Luncheons, and there's something planned for every week during summer sessions.
- There will be a Puzzle Drive in May, and a Flower Drive for bouquets.
- ILL is almost back to normal.

- The library downstairs meeting room remains closed for groups. Liz will check with Dowling Heating & Cooling regarding a determination about air circulation in that room, to see if we need any additional measures for proper ventilation.
- Spring Cleanup is tentatively set for May 22.

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

**Old Business:**

- Jen will confirm with the town that the mowing agreement remains in place.
- Jen noted that the adjusted town election date is Tuesday, June 8.

**New Business:**

- Lorraine moved to accept new donations and Allison seconded. All voted in favor.

Allison moved to adjourn and the meeting ended at 6:30pm

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

Respectfully submitted,

Jen Phillips

## BLAISDELL MEMORIAL LIBRARY

## Budget vs. Actual

January 1 through April 20, 2021

	Jan 1 - Apr 20, 21	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Appropriation--Operating Exp.	23,025	46,050	-23,025
<b>Total Income</b>	<b>23,025</b>	<b>46,050</b>	<b>-23,025</b>
<b>Expense</b>			
Alarm System	360	1,100	-740
Cleaning	2,800	9,800	-7,000
Furniture	0	500	-500
Library Automation	0	1,900	-1,900
Maintenance	750	2,500	-1,750
Materials	6,238	21,000	-14,762
Mileage	0	100	-100
Miscellaneous	173	500	-327
Museum Passes	550	1,000	-450
Postage	0	150	-150
Prof. Dues/Continuing Educ.	0	500	-500
Programming	384	2,000	-1,616
Repairs--Equipment	0	500	-500
Supplies	470	3,000	-2,530
Technology	546	1,500	-954
<b>Total Expense</b>	<b>12,271</b>	<b>46,050</b>	<b>-33,779</b>
<b>Net Ordinary Income</b>	<b>10,754</b>	<b>0</b>	<b>10,754</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Fines	239	0	239
Donations	1,345	0	1,345
Photocopier	164	0	164
Interest Income (Savings)	45	0	45
<b>Total Other Income</b>	<b>1,793</b>	<b>0</b>	<b>1,793</b>
<b>Other Expense</b>			
Supplies paid w/copier funds	57	0	57
Photocopier expense	233	0	233
<b>Total Other Expense</b>	<b>290</b>	<b>0</b>	<b>290</b>
<b>Net Other Income</b>	<b>1,503</b>	<b>0</b>	<b>1,503</b>
<b>Net Income</b>	<b>12,257</b>	<b>0</b>	<b>12,257</b>



## Director's Report 4.22.21

### Circulation and Usage Statistics:

- In-person circulation jumped back considerably from 1754 in February to 2161 in March, a gain of about 23%.
  - Overdrive circulations still trending upward as more people make use of New Hampshire downloadable books, from 558 in March 2020 to 652 in March 2021, a gain of 21%.
  - Computer use dropped slightly but remains consistent with 30 – 40 computer users visiting per month.
  - Outside porch (curbside) pickup saw 18 bags picked up during curbside-only hours.
  - Facebook Page visited 74 times in past 28 days, likes: 576 total. 627 total followers
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- **Children's Programming:**
    - March 2 was a Read Across America story time with party goody bags available to be picked up in-library. This story time was viewed 31 times.
    - Demand for Kits-to-go have slowed down dramatically.
    - We will continue with our scheduled programming including STEM to-go kits and story time craft kits through May.
    - Dan is working with Parks & Rec on a one-day appearance at their vacation camp and for multiple visits during summer camp.
    - Dan is restarting the Blaisdell Youth Group (grades 5-8) in April with a virtual program using Storyboard That. First meeting is set for April 28 @6:30pm virtually via Zoom and/or in-person per comfort level.
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- **Adult Programming:**
    - Afternoon Book Group – Still meeting remotely via FreeConferenceCall. The hope is to be able to meet outside on library grounds in May, or, if the weather does not cooperate, hold a socially distanced meeting inside the library with their 5-6 regular members.
    - The Evening Book Group met remotely via Zoom on Tuesday, March 23 @ 6:30 to discuss *Faithful Place* by Tana French. Next meeting is scheduled for Tuesday, Apr 20 to discuss *The Story of Charlotte's Web* by Michael Sims.
    - To-go kit demand is slowing down.
    - The library is partnering with Nottingham Parks & Rec on a Puzzle Drive the last week of April. All donations will be distributed to the Legacy Leaders lunch recipients on May 19.
    - Museums are reopening again; the Currier, Children's Museum, and Seacoast Science Center are all open. Bedrock Gardens has sent all local libraries a free family membership for 2021 and will open May 12.

#### **Technology:**

- Dick is away for the month of April; he will be available via text.

#### **Banking/Financials: (As of 4.13.21)**

- Operating: \$ 23,023
- Debit: \$ 324
- Copier/Fines: \$ 2220
- Donations: \$ 10138.18

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

- Staff meeting was held on April 6, 2021. Use of the new ADP payroll program was discussed as was summer programming, collaborations with Parks & Rec, 300<sup>th</sup> Celebration ideas and staffing additions.
- Children's librarian is now coming in Friday mornings and will continue add days starting in May.
- Megan Mullins started on April 7, she is working on learning our system and the workflow of the library.
- Our open hours will remain in flux as we adjust to the 'new normal'. We will be offering appointment only on Fridays from 10am – 1pm only, with regular open service from 1 – 5pm. Very few people are scheduling appointments, most simply knock and come in or just come in.

#### **Collection:**

- We added 116 items during the month of February. Shipping is back to normal.
- We are working primarily on finding series titles and labeling them properly as well as checking the cataloging. Some books are not showing up under series name and this needs to be fixed.

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

- Patrons remain mostly cooperative with masks and sanitizing.
- Statewide ILL is running well. Most items requested by Nottingham residents arrive within 8 days of request with some minor outliers.

#### **Budget:**

- We are on track with budget.
- We spent some miscellaneous line-item monies to purchase a plexiglass shield for the children's desk.



# Library Statistics Ending March 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	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	1754	657
Mar	3378	3380	3102	3290	3171	3068	3729	3304	459	3100	448	3837	614	1483	558	2161	652
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	8054	2002

## 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	515			
Mar	N/A	2522	2981	2552	2649	2668	1248	619			
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	1691	0	0	0

# Library Statistics Ending March 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	278		1602
Feb	86	8	22	2	51	3	96	0	40	347		1421
Mar	116	5	14	2	31	2	11	0	31	71		1245
Apr												
May												
Jun												
Jul												
Aug												
Sep												
Oct												
Nov												
Dec												
Total	307	25	52	8	118	5	107	0	104	696		4268

## 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