

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

May 13, 2021

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

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

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

- Earlier in the day the CDC changed its guidelines and dropped mask-wearing in most situations for those who are vaccinated. We discussed at length how this might affect our mask policies. Jen pointed out that two of our key populations are older customers and children. Deb expressed concern for the children under twelve who are not eligible for vaccination. Allison reported that the school will continue to mask through the school year. Everyone wondered how staff might be able to know who was vaccinated and who wasn't. If vaccinated staff stopped masking, it would be difficult to enforce any mask rule. We don't yet know what policy the Town will adopt. Since the announcement was only hours old, the consensus was to gather more information before changing our mask policy. Jim proposed that we revisit this issue at the next meeting, keeping current policy in place until then. Jen seconded. All voted in favor.
- With the warmer weather, the library will be offering outdoor programming. Under the new and existing CDC guidelines, outdoor mask wearing is not recommended. Jim proposed and Allison seconded that masks will not be required for outdoor programs. All voted in favor.

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

- The minutes of the April meeting were reviewed. Allison moved to accept the report, Jen seconded the motion. Allison, Deb and Jen voted in favor and Lorraine abstained because she could not attend the entire meeting.

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

- We reviewed the Treasurer's Report. Allison pointed out that although one third of the year had passed, we had not yet spent a third of our budget. Liz reported that she has been somewhat conservative in spending but that with supply chain delays, some orders had been placed but not fulfilled. Jim moved to accept the report and Allison seconded. All voted in favor.

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

- Overdrive checkouts were continue to be strong, with in-person circulation down slightly.
- Our children's librarian has offered her resignation and Liz has accepted it and is advertising for a replacement. Jen reminded us that keeping this position filled has been a problem over the past several years and that increasing salary may not solve it. Many small libraries are having similar difficulty finding applicants with the right skills willing

to travel. Liz reported that two other NH are currently searching for children's librarians. While the search continues, Liz has distributed the children's librarian duties to the rest of the staff. Jen wondered what effect this would have on staffing the library and staff morale. We will revisit this next meeting. Lorraine wondered if it might be possible to hire a children's librarian just for the summer. Jen and Liz will explore this idea.

- The debit card Liz uses to make online purchases is due to expire. Allison will assist Liz in applying for a replacement.
- Liz has asked Dick to program the computers to shut down at closing to prevent customers who are using them from lingering past closing.
- The Friends are willing to purchase a shed for storage of library tools and other material. There is some question as to who would own the shed. Jen will check with Chris Sterndale about this proposal.

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

#### **Old Business:**

- Jen reminded everyone to vote in the Town election on June 8<sup>th</sup>.

#### **New Business:**

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

Jim moved to adjourn and the meeting ended at 7:42 pm

Next meeting: Thursday June 10, 2021 at 6:30pm for in-person and virtual attendance.

Respectfully submitted,  
Jim Kelly

## BLAISDELL MEMORIAL LIBRARY

# Budget vs. Actual

January 1 through May 13, 2021

	Jan 1 - May 13, 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	612	1,100	-488
Cleaning	3,325	9,800	-6,475
Furniture	0	500	-500
Library Automation	0	1,900	-1,900
Maintenance	750	2,500	-1,750
Materials	7,557	21,000	-13,443
Mileage	0	100	-100
Miscellaneous	173	500	-327
Museum Passes	550	1,000	-450
Postage	0	150	-150
Prof. Dues/Continuing Educ.	60	500	-440
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>14,427</b>	<b>46,050</b>	<b>-31,623</b>
<b>Net Ordinary Income</b>	<b>8,598</b>	<b>0</b>	<b>8,598</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)	59	0	59
<b>Total Other Income</b>	<b>1,807</b>	<b>0</b>	<b>1,807</b>
<b>Other Expense</b>			
Supplies paid w/copier funds	76	0	76
Photocopier expense	233	0	233
<b>Total Other Expense</b>	<b>309</b>	<b>0</b>	<b>309</b>
<b>Net Other Income</b>	<b>1,498</b>	<b>0</b>	<b>1,498</b>
<b>Net Income</b>	<b>10,096</b>	<b>0</b>	<b>10,096</b>

## **Director's Report 5.13.21**

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

- In-person circulation lost some ground in April, dropping back from 2161 in March to 1868 in April, a drop of 13%. When compared to 2020's number – 277 circulations for April, we were up 574%!
- Overdrive circulations are still consistently trending high with little change from March's 652 circulations dropping to 651 in April. Statistics show that most of this use was in e-books with a small percentage of audiobooks being checked out.
- Computer use trended upward slightly; we are seeing the same 30 - 40 computer users visiting per month.
- Outside porch (curbside) pickup saw 20 bags picked up during curbside-only hours.
- Facebook Page visited 94 times in past 28 days, likes: 580 total. 631 total followers

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

- Miss Robin had two story times in April on Facebook Live, April 6 and 27. The April 6 story time was viewed 45 times, April 27 was higher with 88 viewings.
- Demand for to-go kits has dropped markedly.
- Programming is up in the air due to the resignation of the children's librarian. We're working to get the information from her regarding her plans and the status of Summer Reading programs.
- Dan is working with Parks & Rec programs on their summer camp.
- Dan has restarted the Blaisdell Youth Group, next meeting will be on May 26 @6:30pm, a life-size Battleship program. We are encouraged by an uptick in interest.

### **Adult Programming:**

- Afternoon Book Group – Still meeting remotely via FreeConferenceCall unless the weather cooperates.
- The Evening Book Group will continue to meet remotely until further notice.
- To-go kits seem to run hot and cold.
- Puzzle drive from May 4 – 8 is going well. 35 puzzles donated in the first 3 days.
- Jordan is working on options for adult to-go kits and a summer reading adult craft evening on the lawn.

### **Technology:**

- Dick was away for most of April. We'll be asking him to go through our technology junk drawer to see if we are holding on to old items that have no possible use and can be discarded.



**Banking/Financials: (As of 5.6.21)**

- Operating: \$ 20565
- Debit: \$ 305
- Copier/Fines: \$ 2220
- Donations: \$ 10138

**Staffing/Service:**

- Staff meeting was held on May 4, 2021. Use of the new ADP payroll program was discussed (again!) as was summer programming, collaborations with Parks & Rec, 300<sup>th</sup> Celebration ideas and staffing changes.
- Children's librarian tendered her notice on April 29. Her final day will be May 14. We will be posting the job shortly and hope to start interviews by the beginning of June if possible. In the meantime, we'll be figuring out how to spread the duties around with Summer Reading coming sooner rather than later.
- Megan Mullins is settling in on a Wednesday 10 – 4 shift and has added Fridays 10am – 1pm as well.
- Fridays are now 10am – 5pm, regular open hours, no appointments needed unless the user needs a computer.
- Thursday evening curbside will end on May 6. As of Thursday, May 13, the library will now be open 10am – 7pm. Olivia Wing will be picking up the new 2-hour shift.

**Collection:**

- We added 132 items during the month of April. Shipping is back to normal.
- We are still trying to update and clarify series titles for easier discovery.

**Policies and Procedures:**

- Patrons remain mostly cooperative with masks and sanitizing.
- Statewide ILL is running well with minimal delays.

**Budget:**

- We are on track with budget.

# Library Statistics Ending April 30, 2021

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

Month	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	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	1888	651
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		
Total	38496	37217	38906	40347	34746	36565	39988	36630	4573	35840	6162	35817	6379	19968	7636	9922	2653

## 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	547			
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	2238	0	0	0

# Library Statistics Ending April 30, 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	132	4	2	3	88	2	7	1	35	62		1169
May												
Jun												
Jul												
Aug												
Sep												
Oct												
Nov												
Dec												
Total	439	29	54	11	206	7	114	1	139	758		5437

## 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