

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

October 13, 2021

Present: Liz Bolton, Lorraine Petrini, Jen Phillips, Debbie Ricker

The meeting was called to order at 6:25 p.m.

Policy Updating/Current Task:

- Patrons are masking at their discretion. There have not been any recent issues with the current policy that encourages but does not mandate mask use for the vaccinated. Unvaccinated patrons continue to be required to wear masks.
- We are at the point when the meeting room downstairs is needed to provide adequate space for programming. However, due to space constraints and that most children remain unvaccinated, program size, particularly children's programming, will have to be limited attendance.
- To address patron demand—which has been considerable—for more children's programming, another story time has been added and the age range for another program has been expanded. We now have two sections of story time, a "lap-sit" story time, and a family story time.
- As the demand for children's programming is high, there were several suggestions from Trustees including prioritizing those who were unable to sign up for previous sessions, adding additional times, and more—especially since we are unable to increase the size of the groups. The Director and the Children's Programming Assistant will continue to work to figure out the best fit for the community.
- Building exterior maintenance issues: during the book sale, Jen spoke with a member of the Friends' Group, who took the time to walk around the outside of the building and point out some neglected maintenance issues. The most pressing right now is the situation with the gutters, which have plants growing in the accumulated debris due to the removal of downspouts. This has caused water to pool and collect in areas around the foundation, particularly in wood-framed corners, causing rot.
- Jen contacted a local company and she and Liz will meet a representative from Gutter Brothers to inspect the gutters on Saturday, Oct. 16 at 10:00 a.m. Given the urgency of the situation, Lorraine suggested preemptively authorizing a set amount to augment the current maintenance budget.
 - Lorraine moved to authorize the transfer of up to \$1500 from donations to the operating budget to address gutter repairs. Deb seconded the motion; all voted in favor.

Secretary's Report:

- The minutes of the August meeting were reviewed; Lorraine moved to accept the minutes as submitted, Deb seconded. All voted in favor.

Treasurer's Report:

- The Treasurer's report was reviewed. We remain generally on track with our budget; however, the programming line needs to be adjusted as it does not reflect the offset of grant money that was received. It appears as though we're over budget on that line even though we are not. Liz will investigate how to get this corrected.

Deb moved to accept; Lorraine seconded. All voted in favor.

Library Director's Report:

- Foot traffic and circulation continue to look very good, even with a predicted dip at the end of summer reading; Overdrive checkouts had an enormous month in August (777 checkouts, a high) and while they dropped slightly in September demand for these ebooks remains high.
- Children's programming has been wildly successful.
- Volunteer Peggy Tucker will get a gift certificate in thanks for her outstanding programs over the summer.
- September was a big month for new items, with more than 200 items added to the collection.

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

Old Business:

- Liz and Jen updated the Trustees on the presentation before the Select Board regarding the possibility of adding an additional full-time position. Liz expressed some concern that this could reduce flexibility in offering raises, an important tool in addressing the current climate of worker shortages.
- Despite the potential of losing some flexibility with offering raises, Trustees noted that none of the circumstances that led to the making of the request have changed, particularly the inability to fully staff the library when there are outside programs, or in the event that someone is sick, so it is recommended to proceed with the budget request. Liz will continue to pull together the necessary documentation requested by the Select Board.
- Budgets are currently being pulled together and submitted for Select Board and Budget Committee consideration.

New Business:

- Lorraine moved and Deb seconded that we accept all donations. All voted in favor.

Lorraine moved to adjourn, and the meeting ended at 7:24 p.m.

Next meeting: Wednesday, November 10 at 6:30 p.m.

Respectfully submitted,
Jen Phillips

BLAISDELL MEMORIAL LIBRARY

Budget vs. Actual

January 1 through October 5, 2021

| | Jan 1 - Oct 5, 21 | Budget | \$ Over Budget |
|--------------------------------|-------------------|---------------|----------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| Appropriation--Operating Exp. | 46,050 | 46,050 | 0 |
| Total Income | 46,050 | 46,050 | 0 |
| Expense | | | |
| Alarm System | 804 | 1,100 | -296 |
| Cleaning | 6,799 | 9,800 | -3,001 |
| Furniture | 70 | 500 | -430 |
| Library Automation | 1,600 | 1,900 | -300 |
| Maintenance | 1,638 | 2,500 | -862 |
| Materials | 14,822 | 21,000 | -6,178 |
| Mileage | 0 | 100 | -100 |
| Miscellaneous | 223 | 500 | -277 |
| Museum Passes | 1,200 | 1,000 | 200 |
| Postage | 120 | 150 | -30 |
| Prof. Dues/Continuing Educ. | 233 | 500 | -267 |
| Programming | 3,037 | 2,000 | 1,037 |
| Repairs--Equipment | 0 | 500 | -500 |
| Supplies | 1,381 | 3,000 | -1,619 |
| Technology | 656 | 1,500 | -844 |
| Total Expense | 32,583 | 46,050 | -13,467 |
| Net Ordinary Income | 13,467 | 0 | 13,467 |
| Other Income/Expense | | | |
| Other Income | | | |
| Grant - State of NH ARPA | 1,568 | 0 | 1,568 |
| Fines | 926 | 0 | 926 |
| Donations | 1,345 | 0 | 1,345 |
| Photocopier | 619 | 0 | 619 |
| Interest Income (Savings) | 116 | 0 | 116 |
| Total Other Income | 4,574 | 0 | 4,574 |
| Other Expense | | | |
| Supplies paid w/copier funds | 152 | 0 | 152 |
| Photocopier expense | 699 | 0 | 699 |
| Total Other Expense | 851 | 0 | 851 |
| Net Other Income | 3,723 | 0 | 3,723 |
| Net Income | 17,190 | 0 | 17,190 |

Director's Report 10.13.21

Circulation and Usage Statistics:

- Foot traffic remains in the 2000+ range. It has dropped off slightly since the end of the Summer Reading Program in August but remains steady.
- After a banner month in August when the library saw 777 Overdrive checkouts, September fell back to the more 'normal' range of 671 checkouts. This is consistent since the start of the pandemic.
- Computer use remained constant with 42 users.
- Outside porch (curbside) pickup saw 11 bags picked up during curbside. Indoor pickup of bagged reserves remains popular.
- Facebook Page visited 132 times in past 28 days, likes: 631 total (up 5%). 682 total followers

Children's Programming:

Children's programming was jumpstarted with the addition of Julie Wojtkowski as the children's programming assistant. Julie's first formal day was October 1 due to a backup in the background check system, so she started the position on a volunteer basis on September 15 with impressive results.

- Slots for the Preschool Storytimes on Thursday and Friday mornings filled within a week of their opening. With limited numbers, several people were shut out of the programs and requested extra storytimes be added for the next session.
- Miss Robin is offering Baby Storytime on Wednesdays at 10am. So far, we've had one or two attendees most weeks, a lower turnout than anticipated. We hope that changing the name to Lapsit Storytime for the next session and expanding the age range to 0 – 3 from 0 – 2 will add to our numbers for this storytime.
- Miss Julie has restarted LEGO Club on Wednesday afternoons with 4 – 6 attendees per week and growing interest.
- Thursday and Friday morning Preschool Storytimes are full but never fully attended due to children being ill or having other commitments. We will up the number to 8 attendees for the next session so that more may sign up and hope that we will get a consistent 6 – 8 children attending.
- Storytime programs are by registration only. We decided against drop-ins as this might enlarge the group too much when some parents are nervous about group size.
- We will add another preschool storytime at 1pm on Thursdays as some homeschooling parents mentioned this would be a suitable time for them.
- The addition of a weekly activity program at 3:30pm on Thursdays if the school buses can drop off children opposite the library on Thursdays is under consideration. Julie is checking with the school transportation system and is willing to be available to collect the students while the buses hold the traffic for crossing. Many parents report that bus issues do not allow them to arrive at the library on-time for afternoon programs. We will

try to adjust our programming schedule to coincide with the school schedule in case this becomes a reality.

- Dan is persevering with the BYG with good results. He has a core group that come for meetings and is considering adding some extras for those interested in more specialized programs.

- **Adult Programming:**

- Afternoon Book Group – Four members came in to discuss *The Elegance of the Hedgehog* by Muriel Barbery on September 2. The book got mixed reviews.
- Six members of the Evening Book Group met on September 29 to discuss *Autobiography of a Face* by Lucy Grealy. All found it worth reading if a little difficult in subject matter.
- Game 'n Gab afternoon game club resumed it's first Tuesday of the month meeting in August and added an extra member in September.

Technology:

- Buying less expensive remanufactured toner cartridges can have bad outcomes. One had a leak resulting in its being out of service while Dick took it home to vacuum it out. We are using another remanufactured toner cartridge for now but will order Brother brand replacements in the future.

Banking/Financials: (As of 10.8.21)

- Operating: \$ 25328
- Debit: \$ 385
- Copier/Fines: \$ 3363
- Donations: \$ 10140

Staffing/Service:

- We have two new staff members: Ursula Stapel will be working primarily in circulation and taking over some of Dan's duties with overdues and assisting with ILL on the days Wendy is out, is starting on October 12, and Julie Wojtkowski who started as a volunteer and is now working 15 – 18 hours per week as a children's programming assistant.
- Still offering outdoor curbside all day on Fridays.

Collection:

- We added 208 items during the month of September.
- After finding some discreetly cracked DVDs, staff is now looking through the collection to find damaged discs and determine if they should be removed or reordered.

- Staff are also working through the collection to find books with loose pages, broken bindings, or water damage and then either attempting repair or, if unable, checking to see usage so we can determine if we should order a new copy.

Policies and Procedures:

- Patrons are masking or not as they feel comfortable.
- Parents are making the decision on masking for their children based on their comfort level.
- The Town Hall is not requiring masks at present.

Budget:

- We are on track with budget.
- We do have extra programming and materials monies that we will be working to spend over the remaining year. The addition of the children's programming assistant will help us determine where to spend our monies.
- A Member of the Friends has offered to let us use their air purifier so that we may potentially reopen our meeting room for library programming.

Library Statistics Ending September 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 | 1868 | 651 |
| May | 2824 | 2593 | 3012 | 2830 | 2665 | 2554 | 3079 | 3152 | 399 | 2827 | 479 | 3154 | 552 | 440 | 693 | 1718 | 679 |
| Jun | 3336 | 3035 | 3108 | 3510 | 2847 | 2878 | 3540 | 3908 | 382 | 2572 | 492 | 3524 | 541 | 1156 | 642 | 2230 | 688 |
| Jul | 4701 | 4249 | 4375 | 4894 | 4051 | 4162 | 3985 | 3303 | 359 | 3616 | 562 | 3884 | 626 | 1540 | 656 | 2871 | 685 |
| Aug | 3929 | 4285 | 4094 | 4176 | 3429 | 3614 | 3681 | 3419 | 377 | 3420 | 559 | 3452 | 561 | 1821 | 651 | 2783 | 777 |
| Sep | 3320 | 2899 | 3133 | 3381 | 2496 | 3233 | 3365 | 2576 | 325 | 2905 | 552 | 2648 | 570 | 2171 | 654 | 2656 | 671 |
| 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 | 20019 | 6153 |

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 | 555 | | | |
| Jun | N/A | 2476 | 3198 | 3010 | 2653 | 2586 | 140 | 1568 | | | |
| Jul | N/A | 3262 | 3477 | 2871 | 3226 | 3108 | 424 | 2163 | | | |
| Aug | N/A | 2936 | 3649 | 3211 | 3135 | 3150 | 482 | 2247 | | | |
| Sep | N/A | 3039 | 2827 | 2569 | 2658 | 2764 | 570 | 2043 | | | |
| 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 | 10814 | 0 | 0 | 0 |

Library Statistics Ending September 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 | 68 | 10 | 6 | 3 | 50 | 2 | 13 | 1 | 34 | 21 | | 1104 |
| Jun | 110 | 9 | 4 | 3 | 41 | 3 | 14 | 4 | 43 | 11 | | 1681 |
| Jul | 122 | 16 | 24 | 5 | 94 | 3 | 11 | 9 | 45 | 607 | | 1868 |
| Aug | 80 | 13 | 21 | 6 | 92 | 2 | 5 | 5 | 38 | 185 | | 1650 |
| Sep | 208 | 10 | 35 | 10 | 67 | 4 | 18 | 4 | 42 | 224 | | 1154 |
| Oct | | | | | | | | | | | | |
| Nov | | | | | | | | | | | | |
| Dec | | | | | | | | | | | | |
| Total | 1027 | 87 | 144 | 28 | 550 | 21 | 175 | 24 | 299 | 1806 | | 12894 |

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 |