

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

August 18, 2021

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

The meeting was called to order at 6:37pm.

Policy Updating/Current Task:

- We have been monitoring the spread of the Delta variant in NH and the recommendations of the CDC. Lorraine polled the policies of several local libraries; while there are very few mask mandates, all are recommending masking for the non-vaccinated and some are recommending masking for all. Trustees expressed concern about the vulnerability of children who are not eligible for the vaccine; however, the decision to mask should be left to parents. After some discussion, we came up with a policy to recommend masking but not to mandate it. Allison proposed that we place signage stating that CDC guidelines recommend everyone mask indoors regardless of vaccination status in areas of substantial transmission and that Rockingham County currently is experiencing substantial transmission.
- There have been inquiries about the availability of the meeting room downstairs. As it is not well ventilated, it remains closed to the public.
- Liz and Jen will make a presentation to the Select Board on August 23 to authorize the Library to hire a full time employee.
- In conjunction with the Friends booksale on August 28, the Library will hold an open house. Light snacks will be served.

Secretary's Report:

- The minutes of the June meeting were reviewed after being postponed. Allison moved to accept, Deb seconded. All voted in favor.
- The minutes of the July meeting were reviewed. Jim moved to accept, Lorraine seconded. All voted in favor.

Treasurer's Report:

- The Treasurer's report was reviewed. We are on track with our budget. Jim moved to accept, Lorraine seconded. All voted in favor.

Library Director's Report:

- Foot traffic was up and circulation remained high. Summer programming was successful in bringing patrons to the library; many borrowed books after attending events.

- Volunteer Peggy Tucker will get a gift certificate in thanks for her outstanding programs over the summer.
- We have made an offer to Ursula Stapel of Nottingham for Library Assistant – Interlibrary Loan and Overdues and she has accepted.

Jim moved the accept the Director's report and Lorraine seconded the motion.

Old Business:

- None

New Business:

- Liz proposed Julie Wojtkowski of Nottingham for the position of Children's Programming Assistant. After the Trustees interviewed her and reviewed her resume, Jim moved and Allison seconded that we offer her the position. All voted in favor.
- Jim moved and Allison seconded that we accept all donations. All voted in favor.

Jim moved to adjourn, and the meeting ended at 7:36pm

Next meeting: Wednesday October 13 at 6:30pm.

Respectfully submitted,
Jim Kelly

BLAISDELL MEMORIAL LIBRARY

Budget vs. Actual

January 1 through August 18, 2021

	Jan 1 - Aug 18, 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	5,574	9,800	-4,226
Furniture	70	500	-430
Library Automation	1,600	1,900	-300
Maintenance	1,638	2,500	-862
Materials	12,022	21,000	-8,978
Mileage	0	100	-100
Miscellaneous	173	500	-327
Museum Passes	1,200	1,000	200
Postage	119	150	-31
Prof. Dues/Continuing Educ.	60	500	-440
Programming	1,313	2,000	-687
Repairs--Equipment	0	500	-500
Supplies	1,240	3,000	-1,760
Technology	642	1,500	-858
Total Expense	26,455	46,050	-19,595
Net Ordinary Income	19,595	0	19,595
Other Income/Expense			
Other Income			
Fines	545	0	545
Donations	1,345	0	1,345
Photocopier	412	0	412
Interest Income (Savings)	88	0	88
Total Other Income	2,390	0	2,390
Other Expense			
Supplies paid w/copier funds	133	0	133
Photocopier expense	466	0	466
Total Other Expense	599	0	599
Net Other Income	1,791	0	1,791
Net Income	21,386	0	21,386

Director's Report 8.18.21

Circulation and Usage Statistics:

- Foot traffic went higher, ^28% in July as compared to June, as the library started the annual Summer Reading Program.
- Overdrive circulations remain high at 685 checkouts for the month of July.
- Computer use jumped slightly – up to 45 users – from 43 in June. At present, computer use is by walk-in or appointment as needed by the user.
- Outside porch (curbside) pickup saw 12 bags picked up during curbside. Indoor pickup of bagged reserved materials remains popular, so we anticipate continuing this service until further notice.
- Facebook Page visited 84 times in past 28 days, likes: 599 total. 655 total followers

• Children's Programming:

- Peggy Tucker made herself available for several outdoor events at the library as a part of the summer reading program. She was our kick-off event with a Teddy Bear Picnic for small children which had 42 attendees and did several music and movement programs.
- Lindsey Lapointe returned for 'Rocket Launch with Lindsey' on July 15 @2pm. 25 attendees listened to her talk about rocket design and then made their own. Depending upon design, some went way up in the air with no distance, others had distance but not much height and still more needed a little fine-tuning to fly correctly. Lindsey came with all the materials needed to make the rockets and was instrumental in helping to launch them. An excellent STEM/STEAM program.
- We held a day-long STEM/STEAM exploration day at the library on July 22, showcasing several recently ordered kits that allowed kids to find out about magnets, light, water, and basic engineering. We had good turnout and would pursue this type of programming again.
- Best-In-Show Stuffy Day found several stuffed animals making the trip to the library and taking selfies of their library visit. Everyone who visited that day received another swag bag with coupons, stencils, stickers, and other goodies.
- To-go kits purchased from Oriental Trading were offered after staffer Jordan put one of each of them together and re-wrote the assembly instructions. The instructions for those kits are generally so hard to follow that even Jordan had trouble and had to start over. Most of these kits have been taken with only a few (around 5 or so) being left over.
- We distributed all 60+ swag bags made for summer reading within the first two weeks of the announcement of the program's starting. We made extras after that but only a few were taken. Lesson learned: get everything together for one early push in July.
- Dan's outreach days at the Parks and Rec summer camp were very successful.
- The BYG meeting on 28 July was mildly successful – Dan and two participants made launchers out of popsicle sticks and rubber bands. Next scheduled meeting is for September 22 @6:30pm.

- Summer Readers attending any program during the July 6 – August 11 period were entered in a raffle for that program. We had several prizes to offer thanks to the generosity of our sponsors including: 10- 15\$ gift certificates to BarnZ's in Barrington, 5 - \$20 gift cards from Hannaford in Northwood, a family 4-pack of passes to Squam Lakes Science Center, and a family 4-pack of passes to Dover Bowl. We were also able to distribute a variety of coupons from The Beach Plum, Liar's Paradise, and Golick's Dairy Bar in our swag bags.

- **Adult Programming:**

- Afternoon Book Group – Two members of the Afternoon Book Group came in to discuss the book "A Visit from the Goon Squad" by Jennifer Egan. They also made a list of books they were interested in potentially reading for the 2021-2022 year.
- The Evening Book Group is now using an in-person format. On Wednesday, June 28 we had five members in-house for a far-ranging discussion of Abraham Verghese's *Cutting for Stone*.
- We offered a Summer Reading adult event – a Pour-Painting class on Thursday, July 29 @6:30. Even on such a rainy night we had four attendees. With enthusiasm and a lot of paint, we made several dazzling pictures.
- Several adult readers picked up Book Bingo cards to see if they could read enough to be entered in the final raffle for a Hannaford gift card at the end of the program. Cards are due by August 20.

Technology:

- Systems have been running well, a few issues were had with minor power failures, but these were neither large scale nor debilitating to service.

Banking/Financials: (As of 8.12.21)

- Operating: \$ 32226
- Debit: \$ 589
- Copier/Fines: \$ 3132
- Donations: \$ 10139

Staffing/Service:

- We have made an offer to a candidate for the Library Assistant – Inter-Library Loan, Overdues. We are arranging for notarization of the background check and hope to get the process started soon. We have a candidate for the Children's Programming assistant who is willing to be at the next Trustees meeting at 7pm to meet the board. The candidate is highly recommended by one of our staff and used to run the Kingston Library children's room, thinks story-time is one of the most important programs in the library, can do collection development and is available most days of the week.

- Still offering outdoor curbside all day on Fridays. Usage has gone down although we anticipate that it might jump up again later in the year.

Collection:

- We added 122 items during the month of July.
- Dan is working on collection development for the Young Adult area.
- Wendy Carlson – our ILL Assistant, found a used bookcase on FB Marketplace. With a coat of stain and a little TLC, it has joined the other large print bookcase upstairs to house the growing collection.

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 overspent slightly on museum passes with the purchase of the New England Aquarium pass for the 2021/2022 year in anticipation of good use due to the number of questions we have fielded regarding availability. At end of year, after their book sale, we will ask the Friends of the Library to reimburse the overage cost for this pass as they have done in the past.
- We spent approximately \$1000.00 of our programming budget on summer reading swag materials, craft kit supplies, and performers for our programs.

Library Statistics Ending July 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	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		
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	16741	4705

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				
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	6524	0	0	0

Library Statistics Ending July 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	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												
Sep												
Oct												
Nov												
Dec												
Total	739	64	88	22	391	15	152	15	261	1397		10090

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