

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

November 10, 2021

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

The meeting was called to order at 6:34pm.

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

- There have been requests for the meeting room. Now that there is an air purifier in the room, it's available for use on a limited basis for no more than ten people.
- We have engaged Gutter Brothers of Northwood to install covered gutters. Some of the cost of this improvement will be drawn from the Donation account, as authorized by the Trustees at the October 20<sup>th</sup> Special Meeting. Installation is scheduled for December 15<sup>th</sup>.
- While the lift is currently functional, it is at the end of its recommended lifespan. We estimate that replacement to meet the requirements of the ADA will cost around \$37,000. To cover this cost, we will need the Town to vote on a warrant article in 2022.
- Other projected CIP improvements scheduled for the future are an automatic front door and a redesign of the parking lot.
- As part of the Town's overall budgeting process, the Trustees submit the library's annual budget. Overall we are asking for a 5% increase, which is less than the inflation rate. Jim moved to submit the library's budget for consideration and Kate seconded the motion. All voted in favor.

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

- The minutes of the October 13<sup>th</sup> meeting were reviewed. Lorraine moved to accept the minutes, Jen seconded the motion. All voted in favor.
- The minutes of the Special Meeting on October 20<sup>th</sup> were reviewed. Lorraine moved to accept the minutes, Jen seconded the motion. All voted in favor.

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

- The Treasurer's report was reviewed. We are on track with our budget as we approach the end of the year.
- Jim moved to add the report to the minutes and Lorraine seconded the motion. All voted in favor.

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

- Circulation numbers and Overdrive checkouts remain steady.
- Our children's programming remains a strength, with both Julie and Robin doing in person story times. LEGO Club has had more interest than spots available.

- There is a leakage issue with the plumbing in the basement utility room with standing water on the floor. The plumber has looked into the problem and will need to reroute some pipes which are causing an overflow. While the exact cost of repair is not yet known, we will probably need to transfer funds to cover it.

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

**Old Business:**

- Jen and Liz will meet with the Select Board on December 16 to discuss budget considerations.

**New Business:**

- Deb has agreed to serve another term as Alternate Trustee and Jen will submit her name for approval by the Budget Committee. Both Jen and Kate have announced that they intend to run again for Trustee positions in 2022.
- Jim moved to accept new donations and Allison seconded. All voted in favor.

Jim moved to adjourn and the meeting ended at 7:10pm

The next meeting will be December 8 at 6:30 for in person and virtual attendance.

Respectfully submitted,  
Jim Kelly

## BLAISDELL MEMORIAL LIBRARY

## Budget vs. Actual

January 1 through November 9, 2021

	Jan 1 - Nov 9, 21	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Appropriation—Operating Exp.	46,050	46,050	0
<b>Total Income</b>	<b>46,050</b>	<b>46,050</b>	<b>0</b>
<b>Expense</b>			
Alarm System	804	1,100	-296
Cleaning	7,674	9,800	-2,126
Furniture	70	500	-430
Library Automation	1,600	1,900	-300
Maintenance	3,218	2,500	718
Materials	17,640	21,000	-3,360
Mileage	0	100	-100
Miscellaneous	223	500	-277
Museum Passes	1,200	1,000	200
Postage	132	150	-18
Prof. Dues/Continuing Educ.	258	500	-242
Programming	3,076	2,000	1,076
Repairs—Equipment	0	500	-500
Supplies	2,393	3,000	-607
Technology	656	1,500	-844
<b>Total Expense</b>	<b>38,944</b>	<b>46,050</b>	<b>-7,106</b>
<b>Net Ordinary Income</b>	<b>7,106</b>	<b>0</b>	<b>7,106</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Grant - State of NH ARPA	1,568	0	1,568
Fines	1,032	0	1,032
Donations	1,345	0	1,345
Photocopier	782	0	782
Interest Income (Savings)	130	0	130
<b>Total Other Income</b>	<b>4,857</b>	<b>0</b>	<b>4,857</b>
<b>Other Expense</b>			
Supplies paid w/copier funds	171	0	171
Photocopier expense	699	0	699
<b>Total Other Expense</b>	<b>870</b>	<b>0</b>	<b>870</b>
<b>Net Other Income</b>	<b>3,987</b>	<b>0</b>	<b>3,987</b>
<b>Net Income</b>	<b>11,093</b>	<b>0</b>	<b>11,093</b>

## **Director's Report 11.10.21**

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

- Foot traffic remained slightly above 2000 for October. As always, we see a slight drop off as we get into the fall/school season.
- Overdrive checkouts at 690 for October, remaining consistently higher than pre-pandemic totals.
- Computer use is staying around the same as previous months at 46 users.
- Outside porch (curbside) pickup saw 19 bags picked up during curbside hours on Fridays. This is an uptick of eight from last month.
- Facebook Page visited 233 times in past 28 days, likes: 638 total up slightly, 692 total followers. Julie is helping drive children's programs on Facebook with a weekly update of storytime themes and program announcements.

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

With Julie and Robin doing in-person storytimes, the children's room is seeing a resurgence of use.

- We added storytime slots for preschoolers on Thursday, and Friday mornings, and added an extra storytime on Thursday afternoon at 1pm.
- LEGO Club, Lapsit Storytime, Thursday and Friday AM Storytime filled up before the second session started.
- LEGO Club had more interest than spots. There are no plans to add another LEGO Club as Wednesday is the club day with other activities around town not running on a concurrent schedule.
- Crafternoon, offered Thursdays at the same time as LEGO Club on Wednesdays, has no interest at all. If this continues, Julie has offered to do outreach at the afterschool program with her crafts. If pursuing this route, we will start in December or January.
- Dan is persevering with the BYG with superior results. He has a core group that come for meetings and has added a second bi-monthly meeting for the group in which they are working on a Hogwarts (Harry Potter) themed tabletop game with five attending and another interested.

### **Adult Programming:**

- Afternoon Book Group – Six members came in to discuss Being Mortal by Atul Gawande on October 7. Everyone agreed that this was a must-read.
- Six members of the Evening Book Group met on October 27 to discuss Gilead by Marilynne Robinson. Everyone agreed the writing was good, but the lack of story bogged several people down.
- Game 'n Gab afternoon game club remains consistent with five attendees enjoying a hot game of Mexican Train on the first Tuesday of each month.



- Julie's Growing Garlic program was extremely popular with 15 adults attending. The clove of garlic to plant was more than appreciated.
- Julie will be offering an adult towel stenciling craft on November 18 @ 6pm.

#### **Technology:**

- Due to permissions changes in Comcast, our scanner/fax machine suddenly stopped allowing items to scan to an email. As many people use this free service, Dick was called in. After adjustments were made to use the Gmail account as the sending account rather than Comcast, scan to email works again.

#### **Banking/Financials: (As of 11.6.21)**

- Operating: \$ 23208
- Debit: \$ 1103
- Copier/Fines: \$ 3632
- Donations: \$ 7141

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

- One of our new staff members has resigned. Ursula Stapel resigned on Friday, October 29. She was willing to work through a two-week notice, but as she resigned due to family issues, Liz allowed her resignation to be effective immediately. This does cause problems for Sunday hours as Ursula was scheduled for every other Sunday. Megan is willing to work one of those Sundays per month. We should be ok through February due to monthly holidays in November, December, January, and February with the library closing those Sundays of holiday weekends. We will be working on our schedule to see if we have coverage through June.
- Liz will be advertising for a Saturday/Sunday rotation position ASAP. We're not so hopeful in the current hiring climate.
- Still offering outdoor curbside all day on Fridays.

#### **Collection:**

- We added 127 items during the month of October.
- We hope to start an inventory in 2022 or sooner if things quiet down dramatically.
- Staff are 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.
- We have had requests for use of the meeting room.

**Budget:**

- We are on track with budget.
- We will be spending some programming/supplies/miscellaneous funds on some story walk building materials in preparation for our partnership with Parks & Recreation in 2022. We have an Eagle Scout to perform the work of building the fixtures, and Dan is pricing out the costs of some of the building materials. P&R will be sharing some of the costs.
- We will be using some maintenance monies to fix a leak in the utility closet downstairs. A plumber has visited (we just discovered the leak on 11.3.2021) and will return next week to fix the problem which is one of too many water systems (well, heating, etc.) flowing into one small pipe at one time and overflowing onto the floor. We don't have an estimate on cost – the plumber must figure out how to re-route some flow.

# Library Statistics Ending October 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	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	2266	690
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	22285	6843

## 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	2015			
Nov	2321	2667	2441	3330	2541	2381	455				
Dec	2140	2375	2261	2377	2266	2021	564				
Total	4461	31084	33691	32821	31855	32332	9275	12829	0	0	0



# Library Statistics Ending October 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	80	13	21	6	92	2	5	5	38	185		1650
Sep	208	10	35	10	67	4	18	4	42	224		1154
Oct	127	13	22	14	75	4	34	3	46	112		1409
Nov												
Dec												
Total	1154	108	166	52	625	25	209	27	387	1918		14303

## 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	96	55	51	685	23	241	34	377	2183	0	18464