

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

December 8, 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 6:30pm.

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

- The meeting room became available this month on a limited basis for no more than ten people. It has been used primarily for library programming, but one outside group has used it so far. Currently masks are recommended throughout the library but not required with most patrons respecting the recommendation.
- In order to accommodate programming, Wednesday library hours may extend to eight, depending on staffing.
- Jen and Liz previewed their presentation to the Town's budget committee, upcoming on December 16. There was lengthy discussion about our approach to making our case for this budget, emphasizing our need for a new full time position. This is in order to provide basic library service and increased programming to meet growing community needs. We also need to start planning for building maintenance, especially with regards to the exterior.

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

- The minutes of the November meeting were reviewed. Jim pointed out there was an error about the upcoming December 16<sup>th</sup> meeting; it's with the Budget Committee, not the Select Board. Jen moved that we amend the minutes to reflect this, Allison seconded. All voted in favor. Allison moved to accept the amended minutes, Jen seconded. All voted in favor.

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

- The Treasurer's report was reviewed. We are on track with our budget at 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:**

- Overdrive checkouts are up and this increases our costs since they are linked to the overall number of books that are checked out as well as the number of times an individual book is checked out. Once an individual book has been checked out a certain number of times, it must be reacquired. Overdrive also increases its price every year. Additionally,

since the town population now exceeds 5000, we have jumped into a new, and more costly, level of service.

- With Julie and Robin doing in-person story time, the children's room is seeing a resurgence of use with more families coming in on non-program days.
- LEGO Club and Harry Potter roleplaying programs are very popular.
- Adult programming like the two book clubs, Game n' Gab and crafting programs are also very popular.
- While the increase in program attendance is welcome, it creates staffing problems. Liz has been exploring the possibility of adding a new intern.
- Jim moved to accept the Director's report and Kate seconded the motion. All voted in favor.

#### **Old Business:**

- Jen and Liz will meet with the Budget Committee on December 16 to discuss budget considerations.
- Deb Ricker was approved as an Alternate Trustee at the last Select Board meeting.
- Jen and Kate will file for new terms as Trustees when the filing dates open.

#### **New Business:**

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

Lorraine moved to adjourn, and the meeting ended at 7:37pm

The next meeting will be January 12, 2022 at 6:30 for in person and virtual attendance.

Respectfully submitted,  
Jim Kelly

## BLAISDELL MEMORIAL LIBRARY

## Budget vs. Actual

January 1 through December 8, 2021

	Jan 1 - Dec 8, 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	8,374	9,800	-1,426
Furniture	70	500	-430
Library Automation	1,600	1,900	-300
Maintenance	3,218	2,500	718
Materials	18,924	21,000	-2,076
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	2,726	3,000	-274
Technology	656	1,500	-844
<b>Total Expense</b>	<b>41,261</b>	<b>46,050</b>	<b>-4,789</b>
<b>Net Ordinary Income</b>	<b>4,789</b>	<b>0</b>	<b>4,789</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)	144	0	144
<b>Total Other Income</b>	<b>4,871</b>	<b>0</b>	<b>4,871</b>
<b>Other Expense</b>			
Supplies paid w/copier funds	190	0	190
Photocopier expense	699	0	699
<b>Total Other Expense</b>	<b>889</b>	<b>0</b>	<b>889</b>
<b>Net Other Income</b>	<b>3,982</b>	<b>0</b>	<b>3,982</b>
<b>Net Income</b>	<b>8,771</b>	<b>0</b>	<b>8,771</b>

## **Director's Report 12.8.21**

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

- Foot traffic remains inconsistent at best. Our numbers are good, but steady is no longer in the vocabulary. We seem to either be very busy or very quiet. November traffic was lower than usual due to the holiday closings for this month.
- Overdrive checkouts for November have remained consistently higher – 721 for November - than pre-pandemic totals.
- Computer use remains consistent.
- While we offer outdoor pickup, we are no longer wheeling out a whole cart on Fridays as the weather gets colder and wetter. If people need to stay outside, we request they call us and ask that we leave items out on the benches for them.
- Facebook Page visited 112 times in past 28 days, likes: 642 total up slightly, 696 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 story times, the children's room is seeing a resurgence of use, and families are coming in even on non-program days.

- All Storytime sessions filled up this session.
- LEGO Club has been very popular and well attended.
- We dropped the Crafternoon offering due to low interest. Julie will instead travel to the school on Tuesday afternoons and do crafts through the Wider Horizons program. We can count these as library outreach.
- Dan's Harry Potter RPG night is full with 6 enrolled. Any more than 6 and it would not be workable in the current format. BYG remains popular and is open to as many as want to attend.
- Dan is now working with the BYG kids two Wednesdays per month.

### **• Adult Programming:**

- Afternoon Book Group – Five members came in to discuss LaRose by Louise Erdrich on November 4. It was a split decision – people either loved or loathed this one.
- Evening Book Group meeting was pushed forward to December 15 due to the Thanksgiving holiday.
- Game 'n Gab afternoon game club saw five regulars enjoying a hot game of Mexican Train on November 2.
- Julie's Dish Towel Stencil adult craft night was extremely popular. We had a waiting list for the 10-person program with 9 attending and one person a no-show. The program did last a full 1.5 hours rather than the scheduled 1, and there were so many sign-up



requests that another date was opened, December 2 @6pm, to allow as many as were able to try this craft.

- Two crafting nights have been scheduled for December.

#### **Technology:**

- All computers/scanners/printers have behaved well in November.
- Biblionix made some changes to receipt printing in Apollo that gives receipts a somewhat cluttered appearance. Full titles now appear on the receipts. This is noted as an enhancement for patrons who were previously confused by partial titles.

#### **Banking/Financials: (As of 11.30.21)**

- Operating: \$ 19475
- Debit: \$ 668
- Copier/Fines: \$ 3632
- Donations: \$ 7141

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

- We've resolved most of our Sunday schedule problems but are hoping to find another person if only for weekend work.
- One staff member needed to modify their work schedule due to school responsibilities. They will be dropping one day at the beginning of the year.
- Megan has picked up one Sunday per month and added extra hours on Fridays.

#### **Collection:**

- 43 items were added to the collection during November.
- We hope to start and complete an inventory during 2022.
- Staff continue to work through the collection to find water damage, stains, and or missing pages/tears/rips so these items can be reordered, weeded out, or repaired.

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

- Patrons continue to make their own masking decisions.
- Parents make masking decisions for their children.
- We are holding programming in the meeting room with a maximum of 10 attendees.

#### **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 TBD 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 November 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	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	2547	382	3542	621	2648	625	1978	693
Feb	2790	2864	3230	3011	2738	2623	3138	2967	2780	460	3290	568	2323	619	1754	657
Mar	3378	3380	3102	3290	3171	3068	3729	3304	3100	448	3837	614	1483	558	2161	652
Apr	3025	2848	3383	3664	3002	3147	3236	3263	2689	463	3263	550	277	643	1868	651
May	2824	2593	3012	2830	2665	2554	3079	3152	2827	479	3154	552	440	693	1718	679
Jun	3336	3035	3108	3510	2847	2878	3540	3908	2572	492	3524	541	1156	642	2230	688
Jul	4701	4249	4375	4894	4051	4162	3985	3303	3616	562	3884	626	1540	656	2871	685
Aug	3929	4285	4094	4176	3429	3614	3681	3419	3420	559	3452	561	1821	651	2783	777
Sep	3320	2899	3133	3381	2496	3233	3365	2576	2905	552	2648	570	2171	654	2656	671
Oct	2854	3188	3401	3561	2845	3053	3291	2780	3257	629	2899	604	2192	629	2266	690
Nov	2893	2778	2709	2433	2373	2807	2794	2669	3228	590	2324	572	1647	635	2176	721
Dec	2543	2510	2427	2340	2403	2991	2874	2232	2899	546	2205	562	2270	631		
Total	38496	37217	38906	40347	34746	36565	39988	36630	35840	6162	35817	6379	19968	7636	24461	7564

## 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	1400			
Dec	2140	2375	2261	2377	2266	2021	564				
Total	4461	31084	33691	32821	31855	32332	9275	14229	0	0	0



# Library Statistics Ending November 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	127	13	22	14	75	4	34	3	46	112		1409
Nov	43	9	11	17	106	3	19	0	38	79		1255
Dec												
<b>Total</b>	<b>1197</b>	<b>117</b>	<b>177</b>	<b>69</b>	<b>731</b>	<b>28</b>	<b>228</b>	<b>27</b>	<b>425</b>	<b>1997</b>		<b>15558</b>

## 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
<b>Total</b>	<b>1007</b>	<b>96</b>	<b>55</b>	<b>51</b>	<b>685</b>	<b>23</b>	<b>241</b>	<b>34</b>	<b>377</b>	<b>2183</b>	<b>0</b>	<b>18464</b>