

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

January 12, 2022

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

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

Policy Updating/Current Task:

- The meeting room remains available for no more than ten people. It has been used almost exclusively for library programming, but one outside group has used it so far. Currently masks are recommended throughout the library but not required. Most comply with fewer than five patrons resisting during brief visits. The Town is revisiting masking policy on a monthly basis as are we, with our policies currently in agreement.
- Wednesday library hours have been extended to 8PM.
- The new gutters have been installed. We expect to have the exterior power washed later this year.
- Jen and Liz presented the budget to the town. A warrant article to replace the failing library lift was recommended by the select board and will be discussed at the deliberative session on February 5, along with the library budget. Trustees are urged to attend!
- We are evaluating various fund-raising strategies for the library. Jim will explore the possibility of putting a PayPal donate button on the website. We will also evaluate the possibility of a targeted fund-raising campaign later this year.

Secretary's Report:

- The minutes of the December meeting were reviewed. Jim moved to accept the minutes, Allison seconded. All voted in favor.

Treasurer's Report:

- The Treasurer's report was reviewed. We ended the year with \$1800 remaining in the account. That amount will cover outstanding bills for books ordered in 2021 and delayed due to supply chain slowdowns.

Library Director's Report:

- Overdrive checkouts dropped slightly while foot traffic increased. The library is very busy on children's programming days. Computer use remains constant.
- With Julie and Robin doing in-person story time, and Dan doing LEGO Club, Harry Potter RPG and BYG, children's programming is a particular strength.
- Adult programming including the two book clubs, Game n' Gab and crafting programs remain well attended.
- Liz previewed an ambitious programming schedule for the coming months.

- During the recent ice storm, the library walkway and parking lot were not promptly treated by the Town, creating a potential hazard. Jen and Liz raised the issue and were assured that this was a temporary personnel problem and would be corrected.
- 104 items were added to the collection in December. Ongoing culling of the collection is keeping us about 2000 titles under a limit which might trigger higher costs. A new inventory began the last week of December and is ongoing.
- Our plumbing leak has not been fixed but was mitigated by adjustments to the heating unit in the meeting room closet. However other problems with this unit were discovered and it will probably need to be replaced by the Town sometime this year.
- The septic tank is due to be pumped.
- Jim moved to accept the Director's report and Allison seconded the motion. All voted in favor.

Old Business:

New Business:

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

Jim moved to adjourn, and the meeting ended at 7:28pm

The next meeting will be February 9, 2022 at 6:30 for in person and virtual attendance.

Respectfully submitted,
Jim Kelly

BLAISDELL MEMORIAL LIBRARY
Budget vs. Actual

Accrual Basis

January through December 2021

	Jan - Dec 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	8,899	9,800	-901
Furniture	70	500	-430
Library Automation	1,600	1,900	-300
Maintenance	4,799	2,500	2,299
Materials	20,788	21,000	-212
Mileage	0	100	-100
Miscellaneous	351	500	-149
Museum Passes	1,200	1,000	200
Postage	132	150	-18
Prof. Dues/Continuing Educ.	258	500	-242
Programming	1,807	2,000	-193
Repairs--Equipment	0	500	-500
Supplies	2,764	3,000	-236
Technology	756	1,500	-744
Total Expense	44,228	46,050	-1,822
Net Ordinary Income	1,822	0	1,822
Other Income/Expense			
Other Income			
Grant - State of NH ARPA	1,568		
Fines	1,189		
Donations	1,345		
Photocopier	961		
Interest Income (Savings)	171		
Total Other Income	5,234		
Other Expense			
Programming-paid w/grant \$	1,568		
Supplies paid w/copier funds	228		
Photocopier expense	699		
Total Other Expense	2,494		
Net Other Income	2,739		
Net Income	4,561	0	4,561

Director's Report 1.12.21

Circulation and Usage Statistics:

- Foot traffic stays consistently inconsistent with either many people in the library at one time or no one at all. December numbers were higher than November and children's programming days always bring extra traffic.
- Overdrive checkouts for December dropped slightly, down to 653, but remain higher than pre-pandemic totals.
- Computer use generally remains about 30 – 40 users per month
- While we offer outdoor pickup, on cold, wet days we don't wheel the whole cart out – due to the potential to dampen books. If people need items to be left out, they call us and request that items be left out on the benches for pickup.
- Facebook Page visited 331 times in past 28 days, likes: 645 total up slightly, 701 total followers.

Children's Programming:

Children's programming is still seeing high demand. LEGO Club is our most popular offering followed by morning Storytimes on Thursday and Friday, then our BYG programs. Afternoon storytime has attendees, just enough to run the program.

- Julie is offering a crafternoon through the Wide Horizons program at the school. Her roster is full (10) but usually only sees 7-8 students attending.
- We are in the planning process for the Summer Reading Program and have booked a kickoff performer to start. Other dates, programs are in development.
- Dan's Harry Potter RPG night is full with six enrolled. The regular BYG meetings are open to as many as want to attend.
- Dan has scheduled a Harry Potter RPG 'night' on a Saturday. We'd like to add Saturdays as a potential day for this type of programming. Wednesday nights are popular for all programs and meetings, and we often lack space to run a program.

• Adult Programming:

- Afternoon Book Group – Five members came in to discuss *Life After Life* by Kate Atkinson on December 2.
- Evening Book Group met on Wednesday, December 15 to discuss *Hidden Valley Road* by Robert Kolker. Nine members attended this lively discussion.
- Game 'n Gab afternoon game club saw five regulars enjoying a hot game of Mexican Train on December 7.
- Julie's repeat Dish Towel Stencil adult craft night on December 2 was just as popular as the first one. We had seven attendees. This hour-long program longer than intended.
- Five patrons stopped in on December 9 to participate in our pour-paint ornament night and left with two newly painted ornaments.

Technology:

- Computers and technology are running well at present.

Banking/Financials: (As of 1.6.22)

- Operating: \$ 14830
- Debit: \$ 544
- Copier/Fines: \$ 3968
- Donations: \$ 7141

Staffing/Service:

- Sunday service continues – like all other days, it is either very busy or very quiet.
- Starting Wednesday, January 12, the library will be open until 8pm. This will leave our schedule as: Tu/Fri: 10 – 5, Wed 10 – 8, Thurs. 10 – 7, Sat 10 – 2, and Sun 12 – 4. Wednesday is our most popular program night and staff currently stay until after 7/730 wrapping up. We will keep Thursday closing time at 7pm as it is rarely used for programs. With this addition, the library will be open 41 hours per week.
- Right now, our staffing is 'just enough,' we have no fat anywhere.

Collection:

- 104 items were added to the collection in December.
- Dan trained all staff on inventory procedures. Inventory started the last week of December; we hope to complete the inventory in the next two months.
- Staff are working on identifying additional series books and relabeling them for easier discovery.

Policies and Procedures:

- Most patrons are masking, not all are happy.
- Parents make masking decisions for their children, dependent upon age.
- We are still open for programs in the meeting room – with a maximum of ten people and air purifier on.

Budget:

- We are on track with budget.
- Supplies for the Library's part of the 2022 Tricentennial story walk have been purchased. Our Eagle Scout candidate will start work on the fixtures in the next few weeks.
- Our plumbing leak has not been fixed but has been mitigated by an adjustment to the condenser on the heating unit in that closet. Unfortunately, said heating unit then needed extensive work to fix several other problems and the Dowling technician advised that it could probably be kept running 'through this winter, not much beyond that.'

Library Statistics Ending December 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	43	9	11	17	106	3	19	0	38	79		1255
Dec	104	6	9	20	138	5	32	5	32	42		1244
Total	1301	123	186	69	869	33	260	32	457	2039		16802

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

Library Statistics Ending December 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 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	2330	653
Total	38496	37217	38906	40347	34746	36565	39988	36630	35840	6162	35817	6379	19968	7636	26791	8217

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	1759			
Total	4461	31084	33691	32821	31855	32332	9275	15988	0	0	0