

MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING
March 10, 2022

Present: Liz Bolton, Allison Friend-Gray, Jim Kelly, Lorraine Petrini, Jen Phillips, Karyn Quinn, Debbie Ricker.

The meeting was called to order at 6:00pm.

Policy Updating/Current Task:

- The Library will lift Covid restrictions on the downstairs meeting room while continuing to monitor usage. Pre-Covid health and safety requirements remain in effect.
- The results of the Town election on March 8 are in. Warrant Article 10, to appropriate \$37,000 to replace the handicapped lift, passed 887-393 showing strong support for the Library among voters. The Town budget, including the Library budget with provision for a new full-time employee position, passed. Trustees Kate Knight Dupuis and Jen Phillips were re-elected. Warrant Article 26, to implement a tax cap increase of no more than 4% on the 2023 Town budget, passed.

Secretary's Report:

- Jen and Debbie offered amendments to the minutes of the February meeting. Allison moved to accept the minutes as amended, Lorraine seconded. All voted in favor.

Treasurer's Report:

- The Treasurer's report was reviewed. Allison reported on the current totals in the donations and fines/copier funds. Liz reported that we are adjusting the mix of museum passes to reflect patron interest and to conserve expenditures. We will let some passes for Boston venues lapse and hope to renew select other passes with funds raised by the Friends of the Library. Jim moved to accept the Treasurer's report, Lorraine seconded. All voted in favor.

Library Director's Report:

- Foot traffic has been steady as have overdrive checkouts and computer use. We expect increased usage of Library facilities due to changing economic conditions.
- Children's programming remains a strength in response to high demand. Julie, Robin and Dan are doing a fantastic job in the various programs. We've received more requests for Julie's storytime with craft program.
- In preparation for the Summer Reading Program, Liz has advertised for two page positions. Interviews are ongoing.
- Adult programming including the two book clubs, Game n' Gab and crafting programs remain well attended. Upcoming programs include a presentation on mindful eating, an electric guitar performance, a zero waste class and a talk on Henry Dearborn. A highly

anticipated presentation by the Hannaford dietician was affected by a snowstorm. Liz will explore rescheduling.

- Unpredictable attendance on Sundays presents a staffing challenge. Prior to Covid this was a busy day, but recently foot traffic has varied widely. We are advertising for a weekend per diem employee. The library will close on Sundays in July and August.
- The HP printer continues to be a problem. We will consult with Dick on buying a new and less costly printer.
- Liz has been weeding out-of-date non-fiction from the Children's collection.
- Jim moved to accept the Director's report and Lorraine seconded the motion. All voted in favor.

Old Business:

- With Warrant Article 10 accepted by the voters, we will need to begin the process of replacing the old lift. Jen reported that this will necessarily cause some disruptions as the materials for new lift will have to enter the Library through the Children's Room. Because of this, we hope to delay construction sometime after school starts up again in the fall, although the timing of this may depend on whether the existing lift passes an upcoming inspection.
- Jen reported that a pending bill in the Legislature that would mandate background checks has been withdrawn.
- Jim reported on the progress of adding a Donate button on the Library's website. We previewed a new donation page on the site that Dan has added that will provide a way to donate both by PayPal and by check. Before the donation page can go live, we need to open a PayPal account to accept donations. Jim moved to open this account exclusively for donations to the Library and Jen seconded. All voted in favor.
- There was discussion of future fundraisers. The Friends of the Library will meet on March 31 to plan the annual book sale. With the potential for budget constraints due to the tax cap, we are exploring ideas for a targeted fundraiser in the late summer, early fall.

New Business:

- We elected officers for the upcoming year. Lorraine nominated Jen for Chair; Allison seconded. All voted in favor. Jim nominated Allison for Treasurer; Lorraine seconded. All voted in favor. Jen nominated Jim for Secretary; Allison seconded. All voted in favor.
- Karyn Quinn attended the meeting as an observer and prospective Alternate Trustee. Jen moved to submit her name to Select Board for that position, Allison seconded. All voted in favor.
- Jen recommended that we begin planning for exterior and interior maintenance for the Library by developing a spreadsheet of the physical plant which notes which functions are the responsibility of the Town and which are the responsibility of the Library.
- Liz reported a new donation of \$200. Jim moved to accept any and all new donations and Lorraine seconded. All voted in favor.

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

The next meeting will be April 20, 2022 at 6pm.

Respectfully submitted,
Jim Kelly

BLAISDELL MEMORIAL LIBRARY
Budget vs. Actual
January through February 2022

Accrual Basis

	Jan - Feb 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Appropriation--Operating Exp.	23,025	46,050	-23,025
Total Income	23,025	46,050	-23,025
Expense			
Alarm System	540	1,100	-560
Cleaning	1,611	9,800	-8,189
Furniture	0	500	-500
Library Automation	0	1,900	-1,900
Maintenance	0	2,500	-2,500
Materials	4,173	21,000	-16,827
Mileage	0	100	-100
Miscellaneous	66	500	-434
Museum Passes	550	1,000	-450
Postage	0	150	-150
Prof. Dues/Continuing Educ.	0	500	-500
Programming	6	2,000	-1,994
Repairs--Equipment	0	500	-500
Supplies	168	3,000	-2,832
Technology	185	1,500	-1,315
Total Expense	7,299	46,050	-38,751
Net Ordinary Income	15,726	0	15,726
Other Income/Expense			
Other Income			
Fines	70		
Donations	1,216		
Photocopier	87		
Interest Income (Savings)	15		
Total Other Income	1,388		
Other Expense			
Supplies paid w/copier funds	19		
Photocopier expense	233		
Total Other Expense	252		
Net Other Income	1,136		
Net Income	16,862	0	16,862

Director's Report 3.10.22

Circulation and Usage Statistics:

- February Vacation programs drew many families to the library
- Circulation of print materials remains consistent at the 2000+ range
- OverDrive checkouts hover in the 600+ range – most new patrons mention wanting to make use of this service
- Computer use trended upward this month – tax season started
- We added nineteen new patrons to the system this month, nearly double our usual 8 - 10
- Outdoor pickup is available upon request.
- Facebook Page visited 557 times in past 28 days, likes: 649, +1 this month, 704 total followers.

Children's Programming:

Children's programs are still going strong. Regular library programs included 12 story-times, 3 LEGO Clubs and 2 BYG events. Four extra programs were offered during February vacation. Dan also did an outreach program for the Parks & Recreation's Vacation Camp. We had a total of 162 children participate in some or all of these events.

- Julie's afternoon crafting program through Wider Horizons at school remains popular with at least 9 weekly participants (12 signed up but absences keep the number lower)
- All Aboard Daycare – after seeing our multiple postings on Facebook regarding story-time with craft – put in a request to have Miss Julie come once or twice a month to do a story-time and craft with their PK and PS classes. We are in discussion with All Aboard about the details.
- The Summer Reading Program continues to inch closer. We have two page positions being advertised and are compiling lists of volunteers to help with events.
- Dan's Harry Potter RPG night will be adding another two places. Now that the program is up and running and the kinks have been worked out, we feel there is a little more room. We'll see if there is interest. Our BYG meetings are open to as many as want to attend and are currently planning decorations for the Children's Room for Summer Reading.
- Our fourth session of Children's programming starts March 14. We are still doing sign-ups for the next session but believe drop-in will be possible and will drop the need to sign-up for the fifth session (May – June).

• Adult Programming:

- Afternoon Book Group – Three members came in to discuss *Still Alice* by Lisa Genova on February 3.

- Evening Book Group met on February 23 to discuss *An American Marriage* by Tayari Jones. Six members attended this discussion.
- Game 'n Gab afternoon game club had four members come to play Mexican Train on February 1.
- We are working to generate interest for our upcoming adult programs: Mindful Eating Class, Electric Guitar performance, Zero Waste class, and a talk about Henry Dearborn. We find that there is more participation in adult programs when the weather is better, and it is lighter in the evening.

Technology:

- We're looking into replacing the HP Scanner/Fax/Printer when Dick returns from his vacation. The equipment is 6+ years old and starting to age and the new HP app expects printing from devices, not computers as is routinely done by library staff.

Banking/Financials: (As of 3.4.22)

- Operating: \$ 31041
- Debit: \$ 461
- Copier/Fines: \$ 4125
- Donations: \$ 8358

Staffing/Service:

- Sunday service continues to range from busy to quiet.
- We are looking at keeping the operating hours the same for the time being. Opening until 8pm on Thursdays has been considered but we barely see any business after 5 so we're tabling the idea for now.
- Two page positions and a weekend per diem are being advertised on the library's home page.

Collection:

- Seventy-five items were added to the collection in February.
- The inventory process is nearly complete. Most sections are done, and we are at the point of compiling lists of items that were either not found or 'unexpected' during the scanning. We found no huge number of missing items, mostly odds and ends, some of which may have been weeded improperly.
- Liz has started the weeding project with the children's non-fiction downstairs. We have ordered several new non-fiction titles for this year's summer reading and older/worn/lower circulating materials need to be weeded to keep the collection tidy and within limits.

Policies and Procedures:

- Patrons are choosing to mask or not on their own preference.

- Any extra change donated through fine/copier transactions is being saved in a separate donation bag to make bank deposits easier.

Budget:

- At present we are waiting for the town elections on March 8.
- Museum passes for 2022/23: Children's Museum of NH, Seacoast Science Center, Bedrock Gardens, Strawberry Banke, Farm Museum of NH, NE Aquarium (through August 31), Boston MOS (through 5.31.2022), and possibly the Currier once we get all the renewals done and have extra money.
- Our shoveling/plowing situation remains problematic. Several inches of snow from the Friday, February 25 storm was shoveled out when staff arrived for the Saturday, February 26 opening, but the director had to shovel the walkway on the mornings of March 2 & 3 after those evening's light snowfalls.

Library Statistics Ending February 28, 2022

Monthly Circulation (includes print & e-resources)

Month	Total 2011	Total 2012	Total 2013	Total 2014	Total 2015	Total 2016	Total 2017	Total 2018	Total 2019	Total 2020	Total 2021	Total 2022
Jan	2588	2932	3257	2726	2435	3276	3057	491	2547	382	3542	621
Feb	2864	3230	3011	2738	2623	3138	2967	379	2780	460	3290	568
Mar	3380	3102	3290	3171	3068	3729	3304	459	3100	448	3837	614
Apr	2848	3383	3664	3002	3147	3236	3263	412	2689	463	3263	550
May	2593	3012	2830	2665	2554	3079	3152	399	2827	479	3154	552
Jun	3035	3108	3510	2847	2878	3540	3908	382	2572	492	3524	541
Jul	4249	4375	4894	4051	4162	3985	3303	359	3616	562	3884	626
Aug	4285	4094	4176	3429	3614	3681	3419	377	3420	559	3452	561
Sep	2899	3133	3381	2496	3233	3365	2576	325	2905	552	2648	570
Oct	3188	3401	3561	2845	3053	3291	2780	322	3257	629	2899	604
Nov	2778	2709	2433	2373	2807	2794	2669	327	3228	590	2324	572
Dec	2510	2427	2340	2403	2991	2874	2232	341	2899	546	2205	562
Total	37217	38906	40347	34746	36565	39988	36630	4573	35840	6162	35817	6379

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	1696		
Feb	N/A	1846	2128	2100	2375	2240	2121	515	1701		
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	3397	0	0

Library Statistics Ending February 28, 2022

2022 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	Website Traffic
Jan	45	10	4	17	101	5	29	2	48	61	1310
Feb	74	19	6	21	162	5	18	8	51	60	1432
Mar											
Apr											
May											
Jun											
Jul											
Aug											
Sep											
Oct											
Nov											
Dec											
Total	119	29	10	38	263	10	47	10	99	121	2742

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	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	1007	96	55	51	685	23	241	34	377	2039	16802