

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

May 11, 2022

**Present:** Liz Bolton, Jim Kelly, Kate Knight-Dupuis, Jen Phillips, Karyn Quinn, Debbie Ricker.

The meeting was called to order at 6:02pm.

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

- There is no firm startup date for repairs to the lift, but Liz is in regular contact with the lift installation company.
- There have been no outside requests for the meeting room and while the lift is being fixed, use of the meeting room is being limited to library programs.
- We will be reviewing all official policies in the coming months, beginning with revisions to the media relations policy.

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

- Since there wasn't a quorum of trustees who attended the previous meeting, approval of the minutes of the April meeting was postponed until June.

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

- The Treasurer's report was reviewed and all budget items were in order. Jim moved to accept the report and Kate seconded. All voted in favor
- Jen reported on ideas she heard at the NHLTA meeting with regards submitting budgets to the Town. It can help to provide a written narrative to outline programs and detail costs. Jen will write a mid-year report to the Town.

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

- Foot traffic has increased, Overdrive saw its highest usage ever and museum visits reached their highest level since the start of the pandemic. A consequence of the increasing popularity of Overdrive is that the State is warning of a possible 15% increase in the cost of these services. Circulation is down slightly but twenty-three new patron accounts opened in April. The library is busy!
- Children's programming continues to be in high demand. LEGO club is the most popular followed by morning story times. Julie, Robin and Dan are doing a fantastic job in the various programs.
- Adult programming including the two book clubs, Game n' Gab and crafting programs remain well attended. The summer will see ambitious schedule of individual evening programs.
- Our excellent page Olivia will be leaving in June. The background checks on the two new pages are in and they will be scheduled for work soon.
- The yearly inventory of the collection is done.

- With Megan having given her notice, and no applicants for our per diem positions, we have reluctantly decided to close on Sundays, starting in June. Jen, Jim and Debbie will conduct an exit interview with Megan. Liz will explore adding extra hours on Saturdays depending on the staffing situation. We plan to reopen on Sundays in the Fall.
- Patrons must be in good standing with no outstanding fees or fines for lost materials. We are considering an amnesty on long overdue materials if they are returned.
- Jim moved to accept the Director's report and Kate seconded the motion. All voted in favor.

#### **Old Business:**

- We discussed several proposals that would allow the library to use various digital payment services. Liz reported that Biblionix has a PayPal integration as a way of paying online circulation transactions. This is not a free service and would incur costs per transaction. Similarly, Jim reported on the feasibility of adding a donate button to the Library's website that would allow one time and continuing online payments to our donation account. The Stripe service integrates with Wordpress but would charge for each transaction. We have also been exploring opening a Venmo account so that the Library can accept online payments. Jim will present a written plan for adding a donate button at the next meeting. Jen will draft a policy for online payments.
- Jim proposed and Kate seconded that we accept the offer for pressure washing the building

#### **New Business:**

- Jen wondered whether when Trustee Jim and Alternates Debbie and Karyn meet as Friends of the Library, they might be construed as a quorum of the Trustees. Jim will query the NHLTA for guidance.
- Jim moved to accept any and all new donations and Kate seconded. All voted in favor.

Jim moved to adjourn, and the meeting ended at 7:34pm

Jen will poll the absent Trustees as to whether the next meeting will be June 8 or 9, 2022.

Respectfully submitted,  
Jim Kelly

**BLAISDELL MEMORIAL LIBRARY**

January through April 2022

	<u>Jan - Apr 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Appropriation--Operating Exp.	23,025	46,050	-23,025
<b>Total Income</b>	<u>23,025</u>	<u>46,050</u>	<u>-23,025</u>
<b>Expense</b>			
Alarm System	792	1,100	-308
Cleaning	3,049	9,800	-6,751
Furniture	0	500	-500
Library Automation	0	1,900	-1,900
Maintenance	220	2,500	-2,280
Materials	6,332	21,000	-14,668
Mileage	0	100	-100
Miscellaneous	141	500	-359
Museum Passes	930	1,000	-70
Postage	6	150	-144
Prof. Dues/Continuing Educ.	60	500	-440
Programming	456	2,000	-1,544
Repairs--Equipment	0	500	-500
Supplies	620	3,000	-2,380
Technology	185	1,500	-1,315
<b>Total Expense</b>	<u>12,791</u>	<u>46,050</u>	<u>-33,259</u>
<b>Net Ordinary Income</b>	<u>10,234</u>	<u>0</u>	<u>10,234</u>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Fines	237		
Donations	1,817		
Photocopier	293		
Interest Income (Savings)	43		
<b>Total Other Income</b>	<u>2,390</u>		
<b>Other Expense</b>			
Supplies paid w/copier funds	76		
Photocopier expense	233		
<b>Total Other Expense</b>	<u>309</u>		
<b>Net Other Income</b>	<u>2,081</u>		
<b>Net Income</b>	<u><u>12,315</u></u>	<u><u>0</u></u>	<u><u>12,315</u></u>

## **Director's Report 5.11.22**

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

- Foot traffic increased by 7% for the month of April
- Circulation of print materials went down slightly by 3%
- OverDrive saw its highest usage yet, with a total of 791 checkouts in April, an increase of 4% over March
- Computer use remains consistent with 56 users
- Twenty-three new patron accounts were opened in April – keeping the double-digit streak for 2022
- There have been no requests for outdoor pickup in the past two months, we will still offer it as an option on an as needed basis
- Patron museum visits went up to 23 for the month of April – the highest monthly totals since the start of the pandemic
- Facebook Page viewed 110 times, posts reached 2477 people in past 28 days, likes: 668, +11 this month, 725 total followers.

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

Children's programming continues to be popular, and we anticipate having good numbers in our last storytime session which starts the week of May 10 and runs until June 17. Then, we will take a two-week break to gear up for the Summer Reading Program offered from July 5 – August 12.

- Miss Julie presents storytimes at two different daycares/preschools in Nottingham on alternating Fridays. At All Aboard she reads to three different classes from ages 2 – 5 on the 1st and 3rd Fridays, with two classes at Nature's Place on the 2<sup>nd</sup> and 4th. For months with a 5<sup>th</sup> Friday, there is no visit to either facility.
- Even on weeks when we don't have Lapsit Storytime, we still see the same parents/caregivers/children come in on Wednesday mornings – it seems like an informal playgroup
- Nottingham residents have been more than generous with donated craft materials for our Summer Reading Program.
- The Harry Potter RPG and BYG programs continue to do well, there have been inquiries for added spots in the RPG program. We'll try adding one more in May.
- Carrie Bounds has been contacting local sponsors for Summer Reading Program donations. We have had a good response so far.

### **Adult Programming:**

- Afternoon Book Group – consistently sees 4 to 5 members in attendance, they are hoping for warmer weather so they can meet outside.
- Evening Book Group generally sees between 7 and 10 monthly attendees.

- Game 'n Gab afternoon game club had its usual four members come to play Mexican Train on April 5.
- The Acoustic Guitar Concert with Ellen Carlson and TJ Wheeler on April 6 was wildly popular with 25 people in attendance. One patron said that "the library should have a concert every week!" which was nice to hear. We will be doing most adult programming upstairs for the foreseeable future until the lift is replaced and there is again easy access downstairs.
- Julie's Living Zero Waste Program had eleven attendees and was held downstairs in the meeting room.

#### **Technology:**

- Dick returned at the end of April, just in time to fix a problem with the automatic shutdown script on the public computers.

#### **Banking/Financials: (As of 5.4.22)**

- Operating: \$ 24400
- Debit: \$ 734
- Copier/Fines: \$ 4498
- Donations: \$ 8610

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

- We have two potential pages waiting for their background check results.
- Olivia is leaving at the end of May, leaving a hole in our Saturday rotation, and Thursday night coverage – we're hoping the new pages will be able to get up to speed in a timely fashion
- Megan has given her notice; her last day will be May 25; she works 12 hours per week and one Sunday a month so this also leaves a hole in our weekend rotation.
- Sunday service is on the chopping block for the rest of the year – we have too few people to be open both weekend days for June. Liz is considering being open longer hours on Saturday and closing Sunday starting in June. She has polled the staff and it seems that longer hours on Saturdays for the summer 9 – 3, would work for everyone and leave enough people in the rotation until we resume Sunday service sometime in the fall.
- Liz has contacted all persons who had applied for the library per diem position advertised in March and found that due to changed personal circumstances, they are no longer interested. We'll have to start from scratch for a hire to replace Megan and rethink our weekend schedule.

#### **Collection:**

- 123 items were added to the collection in April
- Liz was able to weed, shift, and reshelve the children's non-fiction, biography, oversize, and parenting sections to give an additional two shelves to the juvenile graphic novel section

which was out of shelving space. Graphic novels see high usage and we keep adding to the collection, so this was a much-needed change.

- Most inventory tasks have been completed, Liz and Dan are finishing with the missing items from the adult fiction area as Liz prepares to weed the adult collections.

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

- Patrons must be in good standing to renew their cards for another three years. We are asking people to pay any outstanding fines/fees/lost material costs before we renew the card. It is a policy that we have not been following to the letter but are now.
- We are looking into PayPal (integrated with Biblionix) as a way of paying online circulation transactions – fewer people seem to carry cash or checks than they once did and this leads to problems when need people to get their cards in good standing prior to a renewal.

#### **Budget:**

- With the continued addition of new patrons and the popularity of the New Hampshire Downloadable books, our usage is way up. The State Library is warning of a possible 15% increase in pricing for these services next year.
- Adjusting the number of authors ordered through the “Automatically Yours” program downward has brought the materials budget into better control – we’re no longer receiving books for which there is little circulation while the new ones we have added are seeing decent use
- Museum pass use was up in April. The Museum of Science pass runs out at the end of May – we are advertising this fact now so people can plan accordingly.

# Library Statistics Ending April 30, 2022

## Monthly Circulation (includes print & e-resources)

Month	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	2022 Total	2022 OD
Jan	2588	2932	3257	2726	2435	3276	3057	491	2547	382	3542	621	2648	625	1978	693	2176	687
Feb	2864	3230	3011	2738	2623	3138	2967	379	2780	460	3290	568	2323	619	1754	657	2043	651
Mar	3380	3102	3290	3171	3068	3729	3304	459	3100	448	3837	614	1483	558	2161	652	2460	757
Apr	2848	3383	3664	3002	3147	3236	3263	412	2689	463	3263	550	277	643	1868	651	2366	791
May	2593	3012	2830	2665	2554	3079	3152	399	2827	479	3154	552	440	693	1718	679		
Jun	3035	3108	3510	2847	2878	3540	3908	382	2572	492	3524	541	1156	642	2230	688		
Jul	4249	4375	4894	4051	4162	3985	3303	359	3616	562	3884	626	1540	656	2871	685		
Aug	4285	4094	4176	3429	3614	3681	3419	377	3420	559	3452	561	1821	651	2783	777		
Sep	2899	3133	3381	2496	3233	3365	2576	325	2905	552	2648	570	2171	654	2656	671		
Oct	3188	3401	3561	2845	3053	3291	2780	322	3257	629	2899	604	2192	629	2266	690		
Nov	2778	2709	2433	2373	2807	2794	2669	327	3228	590	2324	572	1647	635	2176	721		
Dec	2510	2427	2340	2403	2991	2874	2232	341	2899	546	2205	562	2270	631	2330	653		
Total	37217	38906	40347	34746	36565	39988	36630	4573	35840	6162	35817	6379	19968	7636	26791	8217	9045	2886

## 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	2083		
Apr	N/A	2636	2638	2590	2374	2462	0	547	2243		
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	7723	0	0

# Library Statistics Ending April 30, 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	123	5	29	2	48	61	1310
Feb	74	19	6	21	162	5	18	8	51	60	1432
Mar	126	11	4	20	199	5	39	9	50	2	1567
Apr	123	23	7	31	258	6	54	23	56	196	1343
May											
Jun											
Jul											
Aug											
Sep											
Oct											
Nov											
Dec											
Total	368	63	21	89	742	21	140	42	205	319	5652

## 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