

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

June 9, 2022

**Present:** Liz Bolton, Kate Knight-Dupuis, Allison Friend-Gray (until 7:15 p.m.), Jen Phillips, Karyn Quinn, Debbie Ricker.

The meeting was called to order at 6:32pm.

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

- There continues to be no firm startup date for repairs to the lift, but Liz is in regular contact with the lift installation company.
- Per NHLTA recommended best practices, the Town Attorney (Susan Lowry) will be conducting a full review of the library's policies. Thereafter, new and revised policies will be submitted for review; this will be added to next year's budget as a line item.

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

- Allison moved to approve the minutes from April's meeting, Kate seconded. Vote: Allison, aye; Kate, aye; and Jen, aye.
- Deb moved to approve the minutes from May's meeting, Kate seconded. Vote: Deb, aye; Kate, aye; Jen, aye.

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

- The Treasurer's report was reviewed and all budget items were in order. Allison moved to accept the report and Kate seconded. All voted in favor.

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

- May saw slightly lower circulation numbers, and requests for outdoor pickups increased.
- Children's programming continues to be in high demand; Julie will be conducting story time at both Nottingham day care sites this summer.
- Summer Reading planning is complete.
- One page has started work; we are waiting for the completion of paperwork for the second to begin.
- We are searching for a new printer as current one is on its last legs.
- It has been brought to our attention that former employees remain on the town/library payroll, even though they are no longer employed at BML and are not receiving any payments. Liz is working to correct this; even though there is no budget impact, it provides an incorrect number of employees at the library so important to have correct numbers on record.
- Allison moved to accept the Director's report and Kate seconded the motion. All voted in favor.

### **Old Business:**

- Jen has drafted a mid-year report to the Town, which will be sent at the end of June.
- Trustees reviewed the electronic payments policy of the Merrimack Library. Jen will draft a similar policy allowing Blaisdell Memorial Library to accept electronic funds.

- Once that policy is in place, we will work to determine how to proceed with setting up payments for fines and printing/copying charges. These funds are required to be kept separate, and Venmo charges a fee for payments, so it could end up eroding funds/costing more than it's worth to set up.
- Jen and Liz will begin the library budget development process in July.
- Liz will schedule the exterior power wash.

#### **New Business:**

- NHLTA guidance on the question of trustee alternates also serving as Friends was the following: *"It is NHLTA's understanding that an alternate is only considered an official member of the board when the alternate is substituting for an absent trustee at an official public board meeting."* Therefore, we do not need to be concerned with alternates who also are members of the Friends.
- Jen and Deb will be meeting on June 10, 2022, with Shawn McLean to discuss the erosion issues and overall state of the parking lot.
- Nottingham School is exploring adding a bus stop/drop off point at the Old Town Hall/across the street from the library for the next school year. This will increase attendance at after-school programs, and will necessitate a review of applicable library policies. Some road safety issues were also raised.
- Kate moved to accept any and all new donations and Karyn seconded. All voted in favor.

Kate moved to adjourn, and the meeting ended at 7:53 p.m.

Jen will poll the absent Trustees as to whether the next meeting will be July 7 or 14, 2022.

Respectfully submitted,  
Jen Phillips

# BLAISDELL MEMORIAL LIBRARY

## Budget vs. Actual

January through May 2022

Accrual Basis

	Jan - May 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	792	1,100	-308
Cleaning	3,749	9,800	-6,051
Furniture	0	500	-500
Library Automation	1,800	1,900	-100
Maintenance	220	2,500	-2,280
Materials	7,441	21,000	-13,559
Mileage	0	100	-100
Miscellaneous	141	500	-359
Museum Passes	930	1,000	-70
Postage	8	150	-142
Prof. Dues/Continuing Educ.	60	500	-440
Programming	505	2,000	-1,495
Repairs--Equipment	0	500	-500
Supplies	644	3,000	-2,356
Technology	185	1,500	-1,315
Total Expense	16,475	46,050	-29,575
Net Ordinary Income	6,550	0	6,550
Other Income/Expense			
Other Income			
Fines	237		
Donations	1,817		
Photocopier	293		
Interest Income (Savings)	43		
Total Other Income	2,390		
Other Expense			
Supplies paid w/copier funds	76		
Photocopier expense	466		
Total Other Expense	542		
Net Other Income	1,848		
Net Income	8,398	0	8,398

## **Director's Report 6.9.22**

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

- May was a slower month than April
- Circulation of print materials went down slightly by 12%
- OverDrive had fewer circulations than April, but still topped 700 for the third month in a row at 730 – the State has warned that the consortium for downloadable books will see a definite increase in costs this year due to higher use, coupled with rising costs of eBooks and audiobooks as well as updated publisher agreements.
- Computer use remains consistent, many people come in simply to print
- Only four patron accounts were opened in May
- With COVID seeming to rear its ugly head again, we did have some requests to leave books outside for outdoor pickup.
- Patron museum visits were down for May with the passes being used 10 times but was still higher than 2020/2021.
- Facebook Page viewed 92 times, posts reached 1779 people in past 28 days, likes: 676, +4 this month, 730 total followers.

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

Children's programming continues to drive attendance even when there is a break in the action. We had no programs the first two weeks of May and had to cancel two due to COVID which did put a slight dent into our May numbers. Pre-registration was not needed for this session, and we have seen some families attend more than one story-time per week. Our current session ends in the third week of June to coincide with school closing. We then take a two-week break to gear up for the Summer Reading Program from July 5 – August 12.

- Miss Julie is still presenting story-times at both Nottingham Daycare sites.
- Families seem to stay longer and longer after story-times – this is good except on Thursdays, with two story-times, one at 10am and another at 1pm, Julie needs some time in between to set-up and have lunch.
- We are having many inquiries about the Summer Reading Program; everyone seems to be ready to go back to the old 'normal.'
- The Harry Potter RPG and BYG programs are still popular although sickness and spring sports seem to be capturing some participants. Dan thinks that maybe a break in May/June next year is better suited than one in the summer.
- Carrie Bounds has been contacting local sponsors for Summer Reading Program donations and we have lots of prizes for all ages.

### **• Adult Programming:**

- Afternoon Book Group – seeing consistent attendance and hoping for good weather for outdoor meetings.



- Evening Book Group continues to gain new members.
- Game 'n Gab afternoon game club has a consistent following.
- Terry Nelson's presentation on General Dearborn had 17 attendees and with several Dearborn descendants in the audience.
- In June we will have a repeat of the Mindful Eating Class presented by the Hannaford dietitian in March that was snowed out. June 15 @6pm.
- A Turtle Rehab specialist will be here to give a talk on 'What to do with Found Turtles' and will stay until close to answer questions as needed. Saturday, June 25 @11am.
- In July we will start the Summer Reading Program for adults with 'A Night of Good, Old-Fashioned Country Music' with musician Don Smith. July 6 @6:30pm.

#### **Technology:**

- Dick is looking into replacing our HP front printer with a laser printer. The cost of ink for the inkjet is expensive the printer has been having more glitches as it ages.

#### **Banking/Financials: (As of 6.5.22)**

- Operating: \$ 22419
- Debit: \$ 621
- Copier/Fines: \$ 4499
- Donations: \$ 8610

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

- Both pages have passed their background checks, one will start at the beginning of June, the other mid-June.
- We have a new volunteer working 10 – 12 on Tuesday mornings
- Miss Julie has a new volunteer working 1 – 2:30 on Wednesday afternoons
- Our last Sunday of this cycle will be June 12. July through September we will be open 10 – 3 on Saturday and closed on Sunday. In October we will be open 10 – 2 on Saturdays again and 12 – 4 on Sundays through April with holiday weekend Sundays being closed.
- We had two people interested in the per diem position, one wants very part time, the other is interested in more hours. Liz needs to interview both and determine fit.

#### **Collection:**

- 18 items were added in May. The focus was on weeding the collection prior to the book sale, and on getting 'summer reading' themed books ready to put out just before SRP.
- We have weeded books on CD, DVDs and Blu-ray, Biographies, and the Parenting collection.

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

- Jen was sending the newer policies out to be reviewed by the town attorney.

**Budget:**

- Along with everyone else, Biblionix has sent us a letter notifying us of a potential 5 – 10% increase in fees next year.
- Three weeks ago, National Mobility and Seating said that they would notify the project manager that we were interested in getting a basic timeframe for the lift replacement.
- At present, we're on track with budget.

# Library Statistics Ending May 31, 2022

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

Month	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	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	2063	730
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	2679	8217	11108	3616

## Monthly Gate Count

Month	Total 2014	Total 2015	Total 2016	Total 2017	Total 2018	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	1908			
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	9631	0	0	0



**Library Statistics Ending May 31, 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	18	4	16	23	223	6	47	10	49	153	1466
Jun											
Jul											
Aug											
Sep											
Oct											
Nov											
Dec											
<b>Total</b>	<b>386</b>	<b>67</b>	<b>37</b>	<b>112</b>	<b>965</b>	<b>27</b>	<b>187</b>	<b>52</b>	<b>254</b>	<b>472</b>	<b>7118</b>

**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
<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>2039</b>	<b>16802</b>