MINUTES OF BLAISDELL MEMORIAL LIBRARY TRUSTEES MEETING

Wednesday, August 5, 2026

Trustees Present: Kate Ver Ploeg, Christine Dabrieo, Lynn Soucie, Allison Friend-Gray, and Karyn Quinn (Alternate)

Others Present: Amanda Stevens, Interim Director

Members of Public: None

The meeting was called to order at 4:00PM.

Public Comment: None

Secretary's Report:

- Christine moved to approve the July 8 public meeting minutes as amended. Kate seconded the motion. All voted in favor.

Director's Report:

- Policies:
  - The Gaming System policy requires additional edits and will be re-reviewed at the September meeting, in addition to the Volunteer Policy.
  - Reviewed current Library of Things Policy. Christine moved to pass the policy as amended. Kate seconded the motion. All voted in favor.
  - Reviewed the Statement of Policies and Meeting Room Policy. Christine moved to pass the statement and policy as amended. Allison seconded the motion. All voted in favor.
- Discussed staffing hours and needs.
- Staff anticipate the current Overdrive fee to increase by approximately $300 next year based on anticipated statewide fee increase.
- Allison moved to add the Director's Report to the minutes. Christine seconded the motion. All voted in favor.

Treasurer's Report:

- The Treasurer's Report was not prepared for the month of July.

Old and New Business:

- Parking Lot Updates: The light post concrete bases are installed and the Highway Dept. has begun excavating the lower lot. Reviewed parking lot design.
- Monthly Tasks:
  - Develop 2027 budget. Action Item: Allison to obtain 2026 staff salary and operating budgets from Amanda and disseminate them to Board for review and planning purposes.
  - Septic pumping last occurred in April 2026. Action Item: Kate will move the task from August to April in the Monthly Tasks document.
  - Finalize winter Shoveling & Plowing MOU. Action Item: Kate will confirm if this has been done.

- Carpet cleaning is scheduled for August 31.

Friends of the Library Report:

- Oktoberfest tickets are now on sale. Friends have obtained free sponsor signs and are looking for willing sponsors.
- Friends will likely modify future book sale scheduling now that the Town Hall building will be equipped with AC/heat.

Next Meeting: Tuesday, September 8, 2026 at 2PM.

Kate moved to adjourn, and the meeting ended at 5:32PM.

Respectfully submitted,

Lynn Soucie

Approved Tuesday, September 8, 2026.

Blaisdell Memorial Library
Director's Report 8.5.2026

Banking/Financials (As of 7.29.2026):

- Operating: **$60,905.82**
- Debit: **$511.69**
- WS Fund (*4543): **$34,096.36**
- NHPDIP: **$** (Not available until 7/31/2026)
- Municipal Interest Checking: **$391.09**
- Donations: **$10,161.96**
- Copier/Fines: **$10,366.63**
- Certificate of Deposit (*2243): **$12,670.81**
- Certificate of Deposit (*5633): **$25,511.94**

Budget:

- Like last year, the Town will begin budget discussions early, with meetings starting in September. Of the $4,000 allocated for the Programming budget line, approximately $3,000 has been spent. Fortunately, grants and donations from NH Humanities and the Friends have helped offset these expenses, leaving a current balance of about $3,100.

Circulation and Usage Statistics:

- For 2027, member libraries of the NH Downloadable Books consortium will be purchasing content credit from OverDrive Marketplace directly as opposed to sending payments to the Park Street Foundation. Although the NHDB fee schedule for 2027 has not yet been finalized, the BML fee is expected to be between $4,654.80 and $4,958.16. As the NH State Librarian noted, "Even with our current 2026 budget of $728,147, with 1,912,408 checkouts over the FY2026, our average cost per circulation is pretty fantastic at $0.38."

- Breakdown of the circulation statistics from January to June 2026:

BML Checkouts
10181 items (does not include renewals)
496 unique users

OverDrive Checkouts
7337 items (does not include renewals)
344 unique users

OverDrive checkouts are about 42% of the total amount, and currently about 25% of our Materials line budget. Interestingly, 1430 of the OverDrive checkouts were magazines (18%).

Collection:

- Kanopy has been a positive addition to our digital collection. A total of 80 accounts have been created since January.

Maintenance/Building Needs:

- We are on track with the repavement of the parking lot. So far the trenching has been dug and the conduit laid for the outdoor lighting fixtures.
- Jack from C&K finally sent a quote to replace all the fixtures with LED lights in the building using the same footprint. The price is under $15,000.

Other:

- Steve Costain has the cabinetry work in the Meeting Room, and the final installation will be over the next couple of weeks.

Programming:

- The Junk to Funk all-day program had a huge attendance with Rec campers and BML patrons participating in the music assembly and breakout sessions.
- The Legacy luncheon and movie were a continued success, attracting its largest attendance to date.

Staffing/Service:

- Policies to review for the August meeting: Library of Things and Gaming. The Meeting Room may need some in-person discussion.

Technology:

- The VR headset has been featured on multiple days, giving children the opportunity to explore and enjoy immersive virtual reality experiences.
- John F. has made solid progress on implementing the online museum pass reservation system. While patrons will still need to visit the library to pick up a physical pass, they will be able to reserve it conveniently through our website.
- The library continues to work toward ADA compliance for its website. Local and state governments are required to maintain websites that meet ADA accessibility standards, and the compliance deadline has been extended to April 2028. John F. will be updating the library's website to ensure it meets these accessibility requirements.

Respectfully submitted,
Amanda Stevens
Interim Library Director

Library Statistics Ending July 31, 2026

Monthly Circulation (includes print & e-resources)

Month	2019 Total	2019 OD	2020 Total	2020 OD	2021 Total	2021 OD	2022 Total	2022 OD	2023 Total	2023 OD	2024 Total	2024 OD	2025 Total	2025 OD	2026 Total	2026 OD
Jan	3542	621	2648	625	1978	693	2176	687	2192	926	2360	1181	2588	1064	2656	1339
Feb	3290	568	2323	619	1754	657	2043	651	2123	835	2443	1089	2076	986	2070	1234
Mar	3837	614	1483	558	2161	652	2460	757	2651	936	2596	1112	2426	1067	2405	1368
Apr	3263	550	277	643	1868	651	2366	791	2048	864	2383	1109	2382	1020	2172	1308
May	3154	552	440	693	1718	679	2063	730	2054	719	2360	1183	2616	1073	2187	1299
Jun	3524	541	1156	642	2230	688	2482	697	2503	800	2191	1079	2416	1037	2415	1294
Jul	3884	626	1540	656	2871	685	2969	744	2490	906	2867	976	3584	1109	2601	1345
Aug	3452	561	1821	651	2783	777	2789	749	2841	865	2459	1023	2359	1049		
Sep	2648	570	2171	654	2656	671	2310	705	2191	857	1908	951	2269	1178		
Oct	2899	604	2192	629	2266	690	1987	696	2253	1027	2265	956	2189	1109		
Nov	2324	572	1647	635	2176	721	2397	774	2115	1063	2400	911	2026	1110		
Dec	2205	562	2270	631	2330	653	2042	812	1969	1076	2169	957	1691	1082		
Total	**35817**	**6379**	**19968**	**7636**	**26791**	**8217**	**28084**	**8793**	**24917**	**10874**	**28401**	**11038**	**28622**	**12884**	**16506**	**9187**

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	Total 2025	Total 2026
Jan	N/A	1889	2203	2068	2240	2695	2648	557	1696	2102	2350	1655	1926
Feb	N/A	1846	2128	2100	2375	2240	2121	515	1701	2027	2274	1260	1584
Mar	N/A	2522	2981	2552	2649	2668	1248	619	2083	2455	1882	1687	1674
Apr	N/A	2636	2638	2590	2374	2462	0	547	2243	2137	1828	1852	1688
May	N/A	2776	3142	3207	2795	3137	0	555	1908	2292	2022	1998	1770
Jun	N/A	2476	3198	3010	2653	2586	140	1568	3802	2551	1917	1612	1932
Jul	N/A	3262	3477	2871	3226	3108	424	2163	3056	2542	1968	2433	1819
Aug	N/A	2936	3649	3211	3135	3150	482	2247	2578	2204	250	1373	
Sep	N/A	3039	2827	2569	2658	2764	570	2043	2560	2231	1450	1861	
Oct	N/A	2660	2746	2936	2943	3120	623	2015	2088	2200	1794	1572	
Nov	2321	2667	2441	3330	2541	2381	455	1400	2133	1979	1664	1445	
Dec	2140	2375	2261	2377	2266	2021	564	1759	2185	1843	1408	1214	
Total	4461	31084	33691	32821	31855	32332	9275	15988	28033	24720	19143	19962	**12,393**

Library Statistics Ending July 31, 2026

2026 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	Website Traffic	Kanopy Usage Plays/Minutes
Jan	101	7	5	26	550	20	229	3	39	1757	95/2990
Feb	57	15	2	20	462	18	163	5	44	1438	164/6153
Mar	69	7	10	26	591	19	144	7	53	1575	117/3059
Apr	68	10	10	18	436	24	197	4	56	1618	64/1350
May	69	8	10	27	547	20	128	5	45	1357	51/2145
Jun	77	13	16	20	357	21	127	14	31	1631	41/1196
Jul	66	12	10	40	1156	29	321	15	59	1704	28/1055
Aug											
Sep											
Oct											
Nov											
Dec											
TOTAL	507	72	63	177	4098	151	1309	53	324	10610	560/17948

2025 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	Website Traffic
Jan	81	17	3	31	516	11	55	5	34	1662
Feb	62	5	4	17	331	12	73	8	23	1437
Mar	60	10	14	30	646	14	117	7	44	1535
Apr	63	11	34	27	634	13	122	5	49	1615
May	116	11	65	31	562	13	114	8	43	2699
Jun	71	21	20	21	439	11	93	24	38	1763
Jul	57	16	8	34	874	24	246	25	35	1917
Aug	44	10	6	5	166	9	572	20	33	1826
Sep	35	9	15	34	546	16	153	5	42	1470
Oct	88	20	25	27	640	26	468	5	45	1939
Nov	38	6	12	20	455	18	167	1	21	1439
Dec	28	7	4	19	598	20	162	11	32	1318
TOTAL	743	143	210	296	6407	187	2342	124	439	20620