



Blake Memorial Library
Board of Trustees
Agenda – August 15, 2023
6:30 to 8:30

In an attempt to expedite discussions, please read all pre-submitted reports prior to the meeting. Zoom session is listed below

Approve Agenda (1 minute):

Minutes Review and Approval (5 minutes): June, 2023

Reports and Discussion: (60 minutes)

1. Treasurer Report (20 minutes)
2. Library Director Report (20 minutes)
3. Committee Reports or Updates. (20 minutes)
 - a. Fundraising : 2023 Garden/Art/House tour
 - b. Governance: no report
 - c. Buildings and Grounds: no report
 - d. Personnel Committee : no report
4. After school program: Rob, Miranda

New Business:

1. Association Meeting: set date for Saturday afternoon at 1:00 with refreshments on September 16, 2023

Zoom: <https://bit.ly/BMLBoardMeeting>

Next Meeting: October 17, 2023

DRAFT

BLAKE MEMORIAL LIBRARY TRUSTEES MEETING

6:30pm, June 20, 2023

At the library and on zoom

Trustees present on zoom: Dina Dubois. At the library: Nick Kramer, Shirley Montagne, Rob Rinaldi, Kathryn Price, and Carl Demrow. Also present: Jen Spanier, Library Director; Miranda Moody Miller, Afterschool and Camp Director; Assistant Director Kimberly Hotelling (on zoom).

Shirley brought the meeting to order at 6:30 pm

Rob moved to approve the minutes of the February meeting, Kathryn seconded. Minutes approved unanimously.

Treasurer's Report:

Shirley presented the treasurer's report. We are in positive territory, due to some payroll expenses and some of our fixed operating costs being covered by the after school and summer camp grants. Dina asked about a second fundraising letter. We could do even better with the garden tour this year. The book and plant sale brought in nearly \$1,900 with Rob's pizza donation added in. Carl made a motion to approve the treasurer's report, Nick seconded. The report was unanimously approved.

Jen gave the director's report. We are getting a lending telescope that Jon Saken is assisting with, and it is being paid for with the Afterschool grant. Jon will make some modifications to it that make it more user friendly, and it will be available for use by patrons. Jen also talked about building some shelving- Rob suggested the metro type shelving that can be wheeled out and is flexible. Programming has been busy with Harry Potter movie night and others. The magician is coming this weekend and Ben Killian the bear guy is coming in July. There will be some outdoor movie nights and a Beetlejuice night. The staff is working to get a robotics team going and there are kids interested in that. There are grants available for the robotics team, too. Jen brought up the solar possibilities and Rob and Carl spoke a bit about the limitations of site and existing roof and the need to build a second structure to house the panels.

Blue Hawaii will be using the parking lot from the 11th to the 14th. They would also like to use the Library as a VIP lounge from 10am to 10 pm on the day before and three days they are filming. We should have someone on site when the building is being used by the production company. Jen will ask for some money for the use of the library. Rob made a motion to approve the director's report, Shirley seconded. The report was adopted.

The Afterschool program was well attended- there was a dip in attendance at the end due to baseball and softball programs. There were a few days that there were some snags with busing.

The end of program celebration was on Saturday- unfortunately lousy weather for the celebration.

Camp registration is full within three days. The camp is fully staffed now, and families were asked to provide a deposit per week of \$25 with the option to have it refunded or donated to the library and 80% chose to donate. Miranda is working on locations for the camp for the filming days. The fairgrounds may be a possible location. Pick up and drop off should have a bathroom and water.

We decided to move the Association meeting to sometime in the fall to be determined at the August board meeting.

We had some discussion around the Juneteenth holiday and should we be open or closed. There was some interest in keeping the library open for the day as an educational opportunity.

The next board meeting will be August 15th.

Rob moved to adjourn, and Nick seconded. The meeting adjourned at 7:39 PM.

Respectfully submitted,
Carl Demrow, secretary

Director's Report

General Operations:

- We continue to be open for our full hours for both in-person and curbside service. Interlibrary loan service continues to be active, as does patron use of Overdrive and Kanopy. Circulation, number of visitors, and number of Kanopy plays are all up a bit this summer.
- We've provided access to computers, public WiFi, and printing/copying/faxing/scanning services.
- Passes are available to be checked out for the Vermont Institute of Natural Science, the Fairbanks Museum, the Echo Leahy Center, the Billings Farm and Museum, and Vermont State Parks and Historic Sites.

Collection:

We have ordered a lending telescope with the help of local physicist Jon Saken. It will be paid for by the Afterschool grant.

I am considering not renewing the Junior Library Guild subscription for next year because of the increasing cost.

Programming/Events:

- **Story hour** has continued on Thursday mornings with a growing group of regular participants. Wendy Heidenreich is looking to retire as story hour volunteer so we are looking for a replacement.
- We have an ongoing **Grow a Reader** program, encouraging families to read 1000 books to their children before kindergarten.
- A **Crafting Club** is meeting at the library on Monday afternoons.
- A **ukulele group** is using our space for their meetings on Thursday nights.
- **book display**
- The **Summer Reading** program is nearly complete. This year we've added a Vermont Golden Dome and Green Mountain book award challenge as well as larger prizes for older children. The larger prizes are being donated by businesses in the area. The finale will be held on August 19.
- **Summer performers** this year were/will be Alyx the Magician, Ben Kilham, and Michael Caduto.
- We held **outdoor movie nights** for *Encanto* and *The Parent Trap*.
- Local children's author and illustrator Zoe Tilley Poster gave a reading of her award-winning book, *The Night Wild*, in July.
- Lynn Murphy has continued to hold **basket making classes**.
- **Upcoming events** in August, in addition to the Summer Reading finale, are a Musical Prodigies talk by Hank Buermeier on August 21, and a Beetlejuice movie night on August 25.

Robotics Team:

Our new robotics team has now been officially registered with me as Team Administrator. The robot kits were purchased using money from the Afterschool Grant. We will be applying for more grants to cover the cost of registration, the Challenge set, and other costs. Team coaches are Nick Milburn and Angela Cottrill and they will be assisted by Dutton Vought. Scott McCalla from FIRST Robotics VT is guiding us through this process. We currently have 10 kids who want to join the team.

Book Display:

Our current book display is Vermont by Camera: Photographing the Green Mountain State. Thanks to volunteer Scott Elledge for helping to put it together.

Art Display:

Erica Venuti's paintings are currently on display. The display is called "Waiting for Ash" and the work was completed during a difficult pregnancy.

Grants:

I will be applying for another Courier grant by the end of August.

Blue Hawaii:

The library was closed from July 11-14 during filming of Beetlejuice 2. The production company used our parking lot and library for a donation \$1500. They also paid an \$350 for an electrical tie-in and \$225 for additional hours.

Respectfully submitted,

Jennifer Spanier, Library Director

8/10/2023

Month	Circulation	Downloadables	Visitors-Adult	Visitors-Kids	Visitors-Total	Computer Use
Jan-23	641	162	258	121	379	28
Feb-23	844	126	266	133	399	30
Mar-23	756	184	313	128	441	42
Apr-23	547	155	265	92	357	34
May-23	712	165	329	125	454	47
Jun-23	895	169	348	151	499	32
Jul-23	931	172	351	143	494	29

	Monthly additions	Program attendance	Programs held	Kanopy plays
Jan-23	22	189	20	14
Feb-23	81	106	20	21
Mar-23	81	168	27	5
Apr-23	78	99	18	16
May-23	118	101	15	15
Jun-23	69			17
Jul-23	77			

Treasurer's and fundraising report.

The Art, House and Garden was successful. Feedback from vendors was positive as they saw a steady stream of people come through and Peter Keene indicated that despite the rain on Sunday, people started coming through their garden at about noon through 4:30. The rain on Sunday certainly dampened some of the ticket sales, but I am pleased that we had a good attendance. We did send out individual letters with brochures to our regular donors (postage). Thank you to Anne McKinsey for her web and brochure design; Susan Pratt who set up and took down all the road signs; Anne Peck for organizing and our library staff for participating in the planning.

	2023 Tour	2022 tour				
Total tickets sold	120	140				
Average Ticket Sale	\$ 24.92	\$ 23.26	Fees were charged through CC and Paypal			
Ticket Sales (net of fees)	\$ 2,990.06	\$ 3,257.00				
Corporate Sponsorships & Donations	363.00	800.00				
Vendor Fees	208.64	270.00	One vendor paid through paypal			
Total Receipts	3,561.70	4,327.00				
Expenses						
Posters, brochures, Road signs	566.77	527.48				
Postage	63.00	41.22				
Advertising	242.40	191.75				
Topsham Hall Rent	100.00	100.00				
Copies		75.00				
Paypall Credit Card Reader		78.00				
Total Expenses	\$ 972.17	\$ 1,013.45				
Profit	\$ 2,589.53	\$ 3,313.55				

Where did our visitors come from? Most of the addresses are from paypal or credit card payments. Others from checks and other information. The Historical society Academy Building was open during the 2 days and they were pleased with the attendance. However, they received about \$20 donations. I would like to suggest that we contribute \$50 to the Corinth Historical Society to be available for the tour.

State	total ticke
CT	7
FL	6
MA	14
MD	1
MN	2
NH	8
PA	7
VA	4
Vermont	65
Maine	2
Not Known	4
Total	120

Donations from Warner Brothers use of the library, parking lot and electricity total \$2,350.

At this point, I am not in favor of sending out another appeal letter for several reasons. The 2024 appeal letter will go out in late November/early December 2023 and a second letter so close to that appeal letter will dampen the responses as even though our donors are very generous. I think with the Warner Brothers payments, and support of general operational expenses through the After School Program and Summer Camp grant, we should be in good shape this year.

Respectively Submitted,

Shirley Montagne

	Blake Memorial Library Operating Receipts & Expenses				
	YTD 8/13/23	2023 Annual Budget	% of Annual Budget		
Receipts					
Corinth/Topsham Disp	-	5,138	0		
General & Memorial Donations	4,973	3,355	148%		
Amazon Smile	150	200	75%		
Plant Sale	1,061	900	118%		
Book sales	292	370	79%		
House/Art/Garden Tour	3,612	4,500	80%		
Appeal Letter	16,766	17,000	99%		
CM Blake Trust (Mellon)	2,000	5,000	40%		
FA Gendrot Trust (BoA)	7,463	14,925	50%		
Holland Fund	10,000	20,000	50%		
Honeywell Stock Dividend	207	286	73%	Receipt of 2019 Uncashed chk	
Grant Income	1,350	875	154%	\$500 Belle Grant;	
Miscellaneous Income	275	696	40%	CC Rewards, interest	
Total Receipts	\$ 48,149.74	\$ 73,244.94	66%		
Expenses					
Payroll	25,337	45,413	56%		
Insurance	2,226	2,455	91%		
Library Collection	4,876	9,143	53%		
Equipment	475	605	79%		
Program expense	2,267	2,500	91%		
Technology	536	1,000	54%		
Other	84	55	152%	Trash	
Snow Removal & Lawn mowing	1,638	2,000	82%		
Cleaning	1,395	2,040	68%		
Fundraising	979	1,260	78%		
Office & Misc Supply	1,759	1,000	176%		
Postage & Delivery	502	350	144%		
Building Repair	546	1,000	55%	Elevator Repair	
Electric	3,269	4,700	70%		
Phone & Internet	1,019	1,700	60%		
Fire Dispatch	261	845	31%		
Other	230	900	26%	or Insp \$175, Prof Dues \$56	
Total expenses	\$ 47,399.36	\$ 76,965.90	62%		
(Deficit) Gain	\$ 750.38	\$ (3,720.96)	-20%		

The receipts and expenses for year-to-date are as follows:

For the After School and Camp Program.

After School Program &					
After School & Camp Receipts	\$ 40,309.04				
Salaries	105,349.07				
Supplies	3,148.02				
Interest Expense	890.33				
Miscellaneous	1,198.40	Includes fingerprinting, mileage, CPR Training			
Consulting Heartsaver	236.00				
Liability Insurance	1,757.27	12 month insurance. Will be reimbursed for 11 months			
Total Expenses	\$ 112,579.09				
Deficit	\$ (72,270.05)				