



The Board of Trustees of the Griffin Free Public Library will be holding a meeting on Monday, January 11 at 6:30 pm.

Note: Following various orders issued by Governor Sununu based on the State of Emergency declared on March 13, 2020, the general public will not be able to physically attend the Board of Trustee's meeting, but can call 646 558 8656 and enter meeting ID: 944 6645 3710 and passcode: 646051 to listen to the meeting. Alternatively, you may watch the meeting via Zoom at <https://zoom.us/j/94466453710?pwd=OU80UEZtK0NhMm5xWG44cGI4VF14Zz09>.

Griffin Library Trustee Meeting Agenda

Date: January 11, 2021
Location: Griffin Free Public Library -Zoom Call
Time: 6:30 PM

- Call to order
- Opportunity for the public to speak
- Review minutes from the previous meeting
- Review action items from previous minutes
- Correspondence received or sent
- Treasurer's Report
- Director's Report
- Friends of the Library
- Old Business
 - Review WiFi Hotspot lending policy
- New Business
 - Schedule date to give Kathy her review
 - Annual Town Report
 - Reminder: Trustee file for re-election
- Any other business
- Adjourn

Griffin Free Public Library

Meeting Date: January 11, 2021

Treasurer's Report, December 31, 2020

Activity:

Operating Account: Closed

Additional Funds: No Activity

Book Sale: No activity

Investment Account (NHPDIP): No activity.

Gift Account: Transferred \$800 to Clearing to pay The Park Street Foundation for Brainfuse; deposited gift of \$100

Museum Account: No activity.

Clearing Account: Paid The Park Street Foundation

Bank Balances:

Museum:	\$ 3,450.37
Operating:	\$ 0
Clearing Account:	\$ 52.74
Gift:	\$ 2,473.08
Book Sale:	\$ 4,723.32
Additional Funds:	\$ 6,228.47
Cap Stock Acct (req'd.)	\$ <u>5.00</u>
Bank Funds:	\$ 16,932.98
Investment Acct (NHPDIP):	\$ 45,631.79
Total Funds:	\$ 62,564.77

Current Status (Budgeted Funds):

Respectfully submitted,

Marilyn Cavanaugh, Treasurer

Griffin Free Public Library - 2020

Expenses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Budget	Difference	%
Lending Materials	847.98	4,381.64	1,912.91	915.49	827.46	972.77	1,921.59	209.66	2,574.98	2,202.60	1,286.52	1,962.29	20,015.89			
Print	437.98	1,666.12	506.84	98.08	538.11	893.79	1,137.69	752.53	828.32	1,599.35	703.55	1,371.32	10,533.68	9,300.00	-1,233.68	113%
Books	0.00	1,564.52	506.84	98.08	538.11	893.79	1,137.69	752.53	828.32	1,599.35	703.55	1,371.32	9,934.10			
Adult	0.00	1,427.45	506.84	92.01	538.11	744.12	1,000.70	641.61	626.17	1,417.63	603.26	1,204.25				
Youth	0.00	137.07	0.00	6.07	0.00	149.67	136.99	110.92	202.15	181.72	40.29	167.07				
Periodicals, Ref	437.98	101.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00	0.00	599.58			
Electronic	410.00	2,715.52	1,406.07	817.41	289.35	78.98	785.90	-542.87	1,746.66	603.25	582.97	590.97	9,482.21	9,212.00	-270.21	103%
CARES							-500.00	-900.00	0.00							
Audio/CD	0.00	176.46	247.49	31.49	0.00	0.00	192.99	71.95	141.71	234.40	137.48	73.00	1,306.97			
Downloadables	0.00	2,117.00	1,158.58	588.00	0.00	48.99	949.98	103.00	1,565.97	57.00	345.03	460.99	7,394.54			
Databases	410.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
DVDs	0.00	422.06	0.00	197.92	289.35	29.99	140.93	182.18	38.98	311.85	100.46	56.98	1,770.70			
Adult	0.00	407.07	0.00	157.43	255.62	29.99	44.23	104.96	38.98	242.13	0.00	34.49	1,314.90			
Youth	0.00	14.99	0.00	40.49	33.73	0.00	96.70	77.22	0.00	69.72	0.00	22.49	355.34			
Programs	615.00	197.80	0.00	0.00	300.00	0.00	62.87	275.00	0.00	50.00	0.00	0.00	1,500.67	1,150.00	-350.67	130%
Adult	615.00	197.80	0.00	0.00	300.00	0.00	62.87	275.00	0.00	50.00	0.00	0.00	1,162.80			
Youth	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	62.87			
Computer Systems	3,349.99	82.96	0.00	942.16	0.00	0.00	-104.18	2,490.99	270.62	-941.63	0.00	0.00	6,090.91	7,000.00	909.09	87%
CARES							-142.16									
Hardware	0.00	0.00	0.00	0.00	0.00	0.00	37.98	1,478.99	24.62	0.00	0.00	0.00	1,541.59			
Software	49.99	132.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	182.94			
Elec. Supp./host'g	3,300.00	0.00	0.00	0.00	0.00	0.00	0.00	1,012.00	246.00	531.25	0.00	0.00	5,089.25			
Elec. Resources	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Equip./Furnish'g	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Maintenance	0.00	120.00	425.00	240.00	180.00	240.00	860.00	1,170.00	432.75	720.00	300.00	420.00	5,107.75	7,250.00	2,142.25	70%
CARES																
Supplies	520.60	68.54	0.00	0.98	724.58	688.12	-347.07	-60.66	674.39	2,166.92	2,283.92	368.12	7,088.44	2,500.00	-4,588.44	284%
CARES							-523.18	590.73	0.00							
Training	25.00	0.00	0.00	60.00	150.00	0.00	0.00	0.00	35.00	0.00	0.00	0.00	270.00	2,300.00	2,030.00	12%
Utilities	1,019.28	962.35	1,030.61	612.32	644.34	246.70	216.07	583.71	208.47	592.40	952.48	1,127.52	8,196.25	8,900.00	703.75	92%
Total Expenses	6,377.85	5,813.29	3,368.52	2,770.95	2,826.38	2,147.59	2,609.28	4,668.70	4,196.21	4,790.29	4,822.92	3,877.93	48,269.91	47,613.00	-656.91	101%
													48,269.91			
													48,269.91			



January 2021 Director's Report

SERVICES

1. The Wi-fi hotspots are now ready to loan. Chris Chickering has researched how other libraries are handling them and added them to our catalog. In addition, she has revised the draft WiFi Hotspot lending agreement (that was shared with the Trustees at the December meeting) to reflect their lending period of two weeks. The draft policy is awaiting Trustee review and approval.
2. Griffin Free Public Library is one of ten libraries in the state to offer the service Brainfuse HelpNow for 2021. It provides a suite of online services including Tutoring, writing labs and practice exams. This is expected to be particularly helpful during the pandemic and remote learning as well as for homeschoolers. It has services for all ages as well.

POLICY

3. The Wi-fi Hotspot Lending Policy v.2 is available for the Trustees review.

PROGRAMS

4. The NH Humanities presentation: Ireland's Great Famine in Irish-American History: Fateful Memory, Indelible Legacy will be held on Wednesday, February 24 at 6:30 PM via Zoom. There are already 11 people registered.
5. Hope Garner will be holding two workshops on gardening this spring. The dates are TBD.

BUDGET

6. There are still a couple of invoices outstanding for the 2020 operating budget including the last oil delivery. These should put us close to using the entire budget.

STAFF

7. I have received requests for additional staff membership and training support that is outside of our 2021 budget request. I have received one in writing. Historically, the library offers to pay for membership in the New Hampshire Library Association for all staff (\$25 each). The request is to also pay for the membership to the New England Library Association as well (\$20) each.

FACILITIES

8. Patience Jackson has completed her draft of the library needs assessment and spreadsheet. She will be attending the meeting to discuss her findings.

FRIENDS

9. The Friends of Griffin Free Public Library did not meet in January.

STATISTICS

10. December circulation increased slight from November, although they are still down compared to previous years. Appointments and curbside remained even.

	Dec 2018	Dec 2019	Dec 2020
Business Days (defined as staff operating in the building)	18	18	19
2020 Total Circulations (Circ, mus, NHDB)	1257	2140	1676
Circulation (In-House)	982	1668	1120
New Issues	646	714	551
Renewals	277	813	507
Magazines circulated	1	7	0
Borrowed ILL (patron requests)	na	Na	62
Lending ILL (lent to other libraries)	47	129	52
Museum Passes	11	5	0
Circulation (on-line)	275	472	556
Overdrive	227	300	379
Hoopla	48	116	133
Kanopy (plays)	na	56	44
Website Page Views	896	992	1572
Website Visitors	345	336	543
Facebook Friends (likes)	473	523	581
Phone Calls Taken	54	55	210
New Items	67	120	70
New Patrons	7	7	8
Patron Count (visitors)	536	574	36
Donations	1621	676	112
Donations kept	17	51	5
Weeded	102	126	34

Respectfully submitted by,
Kathy Growney, Library Director

Griffin Free Public Library

WiFi Hotspot Lending Policy & Borrowing Agreement

By signing this form, you agree you are responsible for returning ALL hotspot items. You are responsible for payment if these items are missing. You also agree to return the hotspot to a Griffin Free Public Library staff member when the library is open. The hotspot may not be placed in the outside drop box.

1. Hotspot check-out is for two weeks by a single patron or family in good standing age 18 or older.
2. Hotspots must be returned to library staff inside Griffin Free Public Library. Please make an appointment to return it by calling 483-5374 during library hours. Hotspots cannot be returned in the outside drop box.
3. If the hotspot is damaged or missing parts, the patron will be charged the following amounts:

Sprint Hotspot Device	\$ 72
Mini USB cord	\$ 10
Coolpad travel charger	\$ 10
Instruction pamphlet	\$ 5
Carrying case	\$ 12

Missing or damaged parts are charged the individual amounts. If the entire kit is unusable or unreturned, the total cost is \$84 (\$72 + \$12)

4. Hotspots not returned after being overdue will incur the maximum fine and hotspot borrowing privileges will be suspended. The hotspot subscription will be turned off. Reactivation and replacement will be billed to the patron as specified.
5. Please treat the hotspot with care, keeping it in a clean, dry, dust-free place and safe from liquids, extreme temperatures and from being dropped. Storing it in a car is not appropriate or safe. The hotspot comes with the power cord, the charger, and instruction pamphlet as well as health and safety pamphlet. Please make sure all items are stored together in the carrying case when not in use.

Griffin Free Public Library

WiFi Hotspot Lending Policy & Borrowing Agreement

I, _____, have read and understood the complete Griffin Free Public Library Hotspot Lending Agreement and take full responsibility for the hotspot I am checking out.

Signature of Patron

Patron Card #

Date

Phone Number (including area code)

Staff Use Only

Check-Out

Staff member name: _____

Date & time: _____

Device: Hotspot Barcode #: _____

Due Date: _____

- Hotspot is inside its carrying case, with the power cord, plug, and two pamphlets
- Patron contact info confirmed
- Copy of this agreement is given to the patron

CHECK IN

Staff member name: _____ Date & time: _____

Device: Hotspot Barcode #: _____

- Hotspot returned directly to GFPL staff member (not in drop box)
- Hotspot is turned on, tested, and functional
- Hotspot is inside its carrying case, with the power cord, plug, and two pamphlets

If damaged, please note here:

(Return damaged hotspot to Director with completed form)