



Meeting Notice:

There will be a meeting of the Board of Trustees of the Griffin Free Public Library on Monday, July 12 at 7:00 pm at the Griffin Free Public Library, 22 Hooksett Road, Auburn, NH.

This meeting is open to members of the public.

Griffin Free Public Library
Where Auburn Comes Together
To Discover, Create, Connect and Succeed!

Board of Trustees Meeting
June 14, 2021 at 7pm

Present: Nancy Mayland, Chair; Marilyn Cavanaugh; Treasurer; Liz Michaud, Secretary; Kathy Growney, Library Director; Cindy Berling Alternate Candidate; Chris Chickering, public

Nancy Mayland called the meeting to order at 7:05 pm

Opportunity for the Public to Speak:

Luke Melendy – Boy Scout Troop 127 Auburn NH

Luke did a presentation of his proposed Eagle Scout project to build a library story walk in the field behind the library. He would like to place 12-15 stands on a path at a good height for younger children. Luke would do the fundraising by asking local businesses and families to donate and they would receive a plaque on one of the stands. Nancy asked if they could be moved once we get around to doing the library expansion and Luke said yes, they will likely be in cement pots that can be moved. He call this story walk an “Outdoor Quest”.

Kathy asked Nancy who actually owns the property, the library or the town. Nancy checked the RSA and the land is technically under library domain, but is owned by the Town. Nancy will check about merging the two lots with Bill Herman.

Luke will have to present his project to the Boy Scouts in August so this is a fall or next spring project.

Correspondence:

- None received.

Review Previous Meeting Minutes:

- Reviewed the minutes of the May 10 Trustee meeting.
- Motion to approve the minutes made by Liz Michaud/ Marilyn Cavanaugh 2nd. All in favor. Motion passed.
- Reviewed the minutes of the May 26 Trustee workshop.
- Motion to approve the minutes made by Marilyn Cavanaugh/ Liz Michaud 2nd. All in favor. Motion passed.

Treasurer’s Report:

- Reviewed and discussed the Treasurers Report for May
- Motion to accept the report and place it on file subject to audit made by Nancy Mayland/ Liz Michaud 2nd. All in favor. Motion passed.
- Reviewed yearly budget to date, we are over on programing, but it will balance all out. We also have the gift account funds that can be used.

Directors Report:

- Reviewed and discussed the Directors Report for May
- The library is now open for browsing as of June 1st. People are meeting outside on the patio, but we do not feel we can do programming inside yet. After a discussion about masks, we decided we would not require masks, but will have a sign that says we are following CDC guidelines and ask that people who are not vaccinated wear their masks.
- Summer reading program: Mary has been working hard on the children's programming. Dan has scheduled the adult programming. You can sign up on-line.
- The friends were very generous, and they are purchasing the outside projector. Kathy would like to run a summer children's movie program on the patio once a week. They also purchased the OWL meeting program, renewed museum passes, and are paying for the puppet show to end the summer reading program.
- Reviewed some facility actions.
- Reviewed the statistics – all looks good.
- The Cub Scouts are taking over the planter in front of the library.

Friends of the library

- See above
- Held the plant sale – made over \$1000 but the total is not final.
- Marilyn suggested a second plant sale for mums in the fall.

Old Business:

- Book sale: Do we want to do another small one. The one we did earlier this year was very small, and during the town wide garage sales. We didn't advertise or publicize it. Discussed doing a second one in the fall.
- Discussed putting out a cart of books for sale on the porch.
- Kathy met with Bill Herman about the expansion and the consultants report. We talked about potentially meeting with the BOS to review the summary of the report.

New Business:

- Welcome Cindy Berling who has volunteered to be our new Alternate. Cindy will need to be approved by the BOS.
- Marilyn will be away July 12th. Once Cindy is sworn in, she will be able to cover.
- Library will be closed July 3rd for the holiday.
- Wifi hot spots policy, Kathy is recommending we keep the policy and do away with the form.
 - Motion to the approve the Wifi hotspot lending policy without the form made by Marilyn Cavanaugh/Liz Michaud 2nd. All in favor. Motion approved.
- Kathy and Marilyn to work together to use the gift account and/or the additional funds account for items that are ultimately being paid for by grant funds coming in later.
- Nancy checked on the Official work schedule to make sure it is updated.
- Nancy reviewed a wish list she has on file and asked Kathy to review. Kathy has an updated list and will email a copy to the board.

Any Other Business:

- NA

Action Items:

- Nancy to check with Bill Herman about merging the two lots.
- Liz to add Cindy to the contact list.
- Kathy to send out updated wish list.
- Nancy to talk to Bill Herman about adding Cindy as an Alternate.
- Cindy to go to town hall.

Motion to adjourn the meeting made by Marilyn Cavanaugh/ Liz Michaud 2nd. All in favor.
The next board meeting will be held Monday June 14 at 7pm.

Meeting adjourned at 8:30pm

Liz Michaud

Secretary

Griffin Free Public Library

Meeting Date: July 12, 2021

Treasurer's Report, June 30, 2021

Activity:

Operating Account: Closed

Additional Funds: No activity

Book Sale: No activity

Investment Account (NHPDIP): No activity.

Gift Account: \$1,803.92 transfer to clearing to pay for patio furniture

Museum Account: No activity.

Clearing Account: Paid \$1,803.92 To Amazon Capital Services for patio furniture

Bank Balances:

Museum:	\$ 3,451.23
Operating:	\$ 0
Clearing Account:	\$ 52.78
Gift:	\$ 909.84
Book Sale:	\$ 5,154.15
Additional Funds:	\$ 5,928.44
Cap Stock Acct (req'd.)	<u>\$ 5.00</u>
Bank Funds:	\$ 15,501.44
Investment Acct (NHPDIP):	\$ 45,636.47
Total Funds:	\$ 61,137.91

Respectfully submitted,

Marilyn Cavanaugh, Treasurer

Griffin Free Public Library - 2021

Expenses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Budget	Difference	%
Lending Materials																
Print	642.30	1,062.45	1,399.06	702.02	1,316.78	1,153.69	0.00	0.00	0.00	0.00	0.00	0.00	6,276.30	9,300.00	3,023.70	67%
Books	642.30	1,062.45	1,399.06	702.02	1,316.78	1,153.69	0.00	0.00	0.00	0.00	0.00	0.00	6,276.30			
Periodicals, Ref	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			
Electronic	1,834.96	414.81	420.42	227.41	3,099.82	208.45	0.00	0.00	0.00	0.00	0.00	0.00	6,205.87	12,748.00	6,542.13	49%
Audio/CD	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			
Downloadables	1,834.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,834.96			
DVDs	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			
Programs	0.00	0.00	221.00	765.00	233.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,219.24	1,150.00	-69.24	106%
Computer Systems	3,351.99	0.00	0.00	500.00	844.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,696.35	7,000.00	2,303.65	67%
Hardware	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			
Software	51.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	51.99			
Elec. Supp./host'g	3,300.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,800.00			
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	1.00	1.00	0%
Maintenance	0.00	300.00	412.00	585.00	650.40	430.70	0.00	0.00	0.00	0.00	0.00	0.00	2,378.10	8,810.00	6,431.90	27%
Supplies	22.48	151.31	279.23	420.08	657.08	269.41	0.00	0.00	0.00	0.00	0.00	0.00	1,799.59	2,500.00	700.41	72%
Training	477.98	60.00	0.00	75.00	170.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	782.98	2,300.00	1,517.02	34%
Utilities	1,032.91	453.52	1,224.86	1,164.85	632.78	370.64	0.00	0.00	0.00	0.00	0.00	0.00	4,879.56	10,100.00	5,220.44	48%
Total Expenses	7,362.62	2,442.09	3,956.57	4,439.36	7,604.46	2,432.89	0.00	0.00	0.00	0.00	0.00	0.00	28,237.99	53,909.00	25,671.01	52%



Library Director's Report 12 July 2021 Meeting of the Library Trustees

Budget

1. The 2022 budget season is already here. I received a Budget 2022 memorandum from Town Hall and it is time to submit our budget. Normally we hold a special budget meeting to review the next year's budget.

Funding Opportunities

2. The application for the New Hampshire State Library's ARPA grant has been submitted, the patio furniture has arrived, and the grant funds of \$1,634 have been received.

Summer Reading Programs

3. The Children's Summer Reading Program is off to a great start with 35 children participating thus far.
4. Dan Szczesny has held the first of the Summer Author Series which was very interesting. There are four more scheduled for Thursday nights at 6:30 PM.

Friends of Griffin Free

5. The Friends voted to renew the Seacoast Science Center Library pass at their last meeting.

Facilities

6. The patio furniture is almost all built and is on the patio. The sail cloth was installed by volunteer Walt Milne and has helped keep the library cool this summer.

Statistics

7. June was the first full month of not having any COVID restrictions on patrons entering the building which is reflected in the sharp increase to our patron visits. There has also been a sharp decline in porch pick-ups, but a few families continue to use this service. The plan is to continue porch pick-ups as long as there is interest.
8. In addition, not only has our digital circulation increased year over year, but our physical circulations are now also higher than our pre-pandemic levels as well!

	June 2019	June 2020	June 2021
<i>Business Days (defined as staff operating in the building)</i>	21	19	22
<i>2020 Total Circulations (Circ, mus, NHDB)</i>	2129	1340	2572
<i>Circulation (In-House)</i>	1703	845	2012
<i>New Issues</i>	1311	470	1256
<i>Renewals</i>	308	375	665
<i>Magazines circulated (physical)</i>	5	0	6
<i>Borrowed ILL (patron requests)</i>	Na	0	73
<i>Lending ILL (lent to other libraries)</i>	66	0	72
<i>Museum Passes</i>	13	0	18
<i>Circulation (on-line)</i>	426	495	560
<i>Overdrive</i>	279	362	395
<i>Hoopla</i>	74	123	145
<i>Kanopy (plays)</i>	73	10	20
<i>Website Page Views</i>	1540	2125	2212
<i>Website Visitors</i>	494	717	815
<i>Facebook Friends (likes)</i>	492	560	598
<i>Phone Calls Taken</i>	66	226	137
<i>New Items</i>	137	126	123

<i>New Patrons</i>	28	13	21
<i>Patron Count (visitors)</i>	858	0	528
<i>Donations</i>	1841	16	790
<i>Donations kept</i>	34	0	0
<i>Weeded</i>	58	79	145

New Items	92	89	88	113	137	70	76	96	127	87	98	123
New Patrons	3	8	5	11	6	8	8	5	16	1	9	21
Patron Count (visitors)	0	4	21	22	36	36	42	48	70	73	74	528
Donations		2	23	35	3	112	319	32	61	188	595	790
Donations kept	3	0	0	12	8	5	0	9	7	0	17	0
Weeded	79	88	na	56	141	34	314	1	106	35	120	145

Respectfully submitted by –

Kathy Growney, Director

MEMORANDUM

TO: DEPARTMENT HEADS, COMMISSIONS, COMMITTEES, AND BOARDS
FROM: PATRICIA ROUSSEAU, FINANCE DIRECTOR
SUBJECT: BUDGET 2022
DATE: AUGUST 16, 2021

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ATTACHED YOU WILL FIND YOUR BUDGET WORKSHEETS FOR THE BUDGET YEAR 2022. PLEASE TAKE A CLOSE LOOK AT THE YEAR-TO-DATE COLUMN, WHICH IS THROUGH EARLY SEPTEMBER. IF THERE ARE ANY PROBLEMS OR DISCREPANCIES ON THESE WORKSHEETS, PLEASE LET ME KNOW SO I CAN CORRECT ANY POTENTIAL PROBLEM.

NOW IS THE TIME TO PUT IDEAS FORWARD FOR IMPROVEMENTS, UPGRADES AND CHANGES. THIS WOULD HELP INSURE THAT THE NECESSARY FUNDS SHOULD BE AVAILABLE WHEN NEEDED. ANY BUILDING IMPROVEMENTS/REPAIRS SHOULD BE MENTIONED AT THIS TIME EVEN IF IT IS NOT PRESENTED WITHIN THE DEPARTMENT BUDGET. NOT ALWAYS IS IT KNOWN IF REPAIRS/IMPROVEMENT MAY BE NEEDED IN ALL TOWN BUILDINGS. NOW WOULD BE A GOOD TIME TO BRING ANY RECOMMENDATIONS FORWARD. TOWNS ARE REQUIRED TO GROSS BUDGET, WHICH MEANS THAT ALL COSTS SHOULD BE INCLUDED IN BUDGET REQUESTS. SOME OF THE BUDGET AMOUNTS MAY BE OFFSET WITH REVENUE FROM OTHER SOURCES LIKE GRANTS OR TRUST FUNDS, BUT ALL AMOUNTS DESIRED SHOULD BE PART OF THE BUDGET.

THE TOWN WILL NEED ALL BUDGET REQUEST AS SOON AS POSSIBLE. DEPARTMENTS OR COMMITTEES SHOULD SCHEDULE THEIR PRESENTATION BEGINNING IN SEPTEMBER AND ENDING IN EARLY DECEMBER. EACH BUDGET WILL NEED TO BE PRESENTED FIRST TO THE BOARD OF SELECTMEN ON MONDAY NIGHTS, AND THEN THE BUDGET COMMITTEE ON THURSDAY NIGHTS. PLEASE LET ME KNOW IF YOU HAVE A SPECIFIC DATE DESIRED FOR YOUR PRESENTATIONS. IT IS IMPORTANT THAT BUDGET WORKSHEETS ARE COMPLETED AND RETURNED TO ME BEFORE SCHEDULED MEETINGS. THIS INSURES THE REQUESTED BUDGETS WILL BE AVAILABLE FOR EACH MEMBER AND EACH MEETING. SHOULD YOU NEED ANYTHING FURTHER, PLEASE DO NOT HESITATE TO CONTACT ME.

THANK YOU. I LOOK FORWARD TO WORKING WITH EACH OF YOU.

2022 PROPOSED LIBRARY
TOWN OF AUBURN

	1 Expended 2018	2 Expended 2019	3 Expended 2020	4 Budgeted 2021	5 Expended YTD 2021	6 Dept/Comm Request 2022	7 % Chg 21/22	8 BOS Approved 2022	9 Budget Comm Approved 2022
	As of December	As of December	As of December	As of December	As of December				
Library									
1 01-4550-3-340-0	Library Operating Expenses	41,685.02	47,666.92	216.13	0.00	0.00			
2 01-4550-5-535-1	Library Utilities	0.00	434.76	7,491.10	10,100.00	4,879.56	-100%		
3 01-4550-5-550-1	Library Maintenance	0.00	180.00	4,662.75	8,810.00	2,378.10	-100%		
4 01-4550-5-590-1	Library Computer Systems	0.00	0.00	6,090.91	7,000.00	4,696.35	-100%		
5 01-4550-6-810-1	Library Equip & Furnishing	0.00	0.00	0.00	1.00	0.00	-100%		
6 01-4550-6-845-1	Library Training, Prof. Journals	0.00	0.00	270.00	2,300.00	782.98	-100%		
7 01-4550-6-850-1	Library Programs	0.00	0.00	1,949.84	1,150.00	1,219.24	-100%		
8 01-4550-6-850-2	Library Lending Materials/Print	0.00	0.00	10,538.02	9,300.00	6,276.30	-100%		
9 01-4550-6-850-3	Library Lending Materials/Electronic	0.00	0.00	9,309.97	12,748.00	6,205.87	-100%		
10 01-4550-6-660-1	Library Supplies	0.00	0.98	4,421.44	2,500.00	1,799.59	-100%		
Grand Total:	41,685.02	48,282.66	44,950.16	53,909.00	28,237.99	0.00	-100%	0.00	