



The Board of Trustees of the Griffin Free Public Library will be holding a remote meeting on Monday, March 8 at 7:00 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 Trustees meeting, but can call in via phone at (646) 558-8656. You will be asked for the Meeting ID: 954 7419 6388 and Passcode: 155557.

Alternatively, you may join via the following Zoom link:

<https://zoom.us/j/95474196388?pwd=OUhXN0pUNEYwWGlv1F5WIFFYk9Rdz09>

Griffin Free Public Library

Meeting Date: March 8, 2021

Treasurer's Report, February 28, 2021

Activity:

**Operating Account:** Closed

**Additional Funds:** No Activity

**Book Sale:** No activity

**Investment Account (NHPDIP):** No activity.

**Gift Account:** Deposited \$200 from NH Humanities Council & transferred it to Clearing Acct.

**Museum Account:** No activity.

**Clearing Account:** Paid Mary Kelly \$200 for Irish Famine virtual program (check has not yet cleared)

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Bank Balances:

Museum:	\$ 3,450.65
Operating:	\$ 0
Clearing Account:	\$ 252.75
Gift:	\$ 2,973.30
Book Sale:	\$ 4,723.70
Additional Funds:	\$ 5,869.96
Cap Stock Acct (req'd.)	\$ 5.00
Bank Funds:	\$ 17,275.36
Investment Acct (NHPDIP):	\$ 45,633.28
Total Funds:	\$ 62,908.64

Current Status (Budgeted Funds):

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	%
<b>Lending Materials</b>																
Print	642.30	1,062.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,704.75	9,300.00	7,595.25	18%
Books	642.30	1,062.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,704.75			
Adult	0.00															
Youth	0.00															
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,249.77	7,000.00	4,750.23	32%
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			
Adult	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			
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	0.00			
Programs	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	1,150.00	1,150.00	0%
Adult	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			
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	0.00			
Computer Systems	3,351.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,351.99	6,950.00	3,598.01	48%
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	51.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	103.98			
Elec. Supp./host'g	3,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,300.00			
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	0.00	0.00	0%
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	0.00	0.00	0%
Maintenance	0.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	10,014.00	9,714.00	3%
Supplies	22.48	151.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	173.79	2,245.00	2,071.21	8%
Training	477.98	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	537.98	2,300.00	1,762.02	23%
Utilities	1,032.91	453.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,486.43	8,900.00	7,413.57	17%
<b>Total Expenses</b>	<b>7,362.62</b>	<b>2,442.09</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,804.71</b>	<b>47,859.00</b>	<b>38,054.29</b>	<b>20%</b>



## March 8, 2021 Library Director's Meeting

### **SERVICES**

1. The Library's event calendar is now being shared on Burbio.com. This is a community calendar program that allows different groups to share their calendars. Users can then choose which calendars they want to follow and find them in one convenient location.

### **STAFF**

2. The State Library is working on holding virtual education and training programs for Library Directors. I attended the first one that was put on by Primex. It was titled, Now What? Managing Emotionally During Uncertain Times on February 11, 2021.

### **PROGRAMMING**

3. Hope Garner will present her second half of her series on Garden Design on March 24 at 6:30 PM. Liz Barbour will return to Griffin Free and provide her virtual program on Keyhole Gardens on April 28 at 6:30 PM.
4. On April 7 at 6:30 PM the library will host a virtual program on Understanding Your DNA.
5. Virtual Training for patrons on how to use the Libby App from Overdrive will be conducted on the Morning of April 15.

### **FRIENDS**

6. The Friends will be participating in Library Giving Day on April 7. This is a national library fundraising event to support libraries. As the Friends were not able to do their normal in person fundraising this year, it is important for them to find alternative ways of raising funds. The Friends normally provide more than \$4,000 worth of library services and programs, including all museum passes and Ancestry for the community. I have helped them set-up a PayPal account and updated their webpage to be able to accept online donations. They are still happy to receive donations via check.
7. The Friends will be holding their plant sale on May 22. More details to follow.

## **FACILITIES**

8. The windstorm on March 2<sup>nd</sup> blew down the hours section of our sign. It landed on the sign spot light breaking the light. The light has been repaired. The Trustees need to determine if they would like the hours rehung.
9. The bathroom toilet seat broke. Dan volunteered to go to Home Depot and pick-up a new one and it is now fixed.
10. I am continuing to work with the consultant, Patience Jackson on the building program. I am also working with Amy Lachance to make sure that Parks & Recs needs are being addressed in the program.

## **SYSTEMS**

11. When I ran the statistics for February, I noted that the number of ILL requests received from other libraries was dramatically down. I reached out to the State Library and asked if they could see any issues. They responded that our catalog was not communicating with their catalog. I opened a ticket with our catalog vendor and they were able to resolve the issue. Our ILL lending numbers should be back up to normal levels in March.

## **STATISTICS**

12. While the level of COVID-19 was high, museum closed and museum passes did not go out. Now that COVID numbers are decreasing, museums are reopening at limited capacity and passes are beginning to circulate again.
13. Last month I created a curated collection of Griffin Free specific content in NHDB. This is helping to drive an increase in usage as seen below.

	<b>Feb 2019</b>	<b>Feb 2020</b>	<b>Feb 2021</b>
<b>Business Days</b>	20	21	20
<b>Total Circulations (Circ, mus, NHDB)</b>	1798	2377	2003
<b>Circulation (In-House)</b>	1424	1904	1410
<b>New Issues</b>	1051	1044	657
<b>Renewals</b>	267	720	705
<b>Magazines circulated</b>	1	12	0
<b>Borrowed ILL (patron requests)</b>		111	46
<b>Lending ILL (lent to other libraries)</b>	91	65	14
<b>Museum Passes</b>	14	17	2
<b>Circulation (on-line)</b>	374	473	593
<b>Overdrive</b>	263	338	428
<b>Hoopla</b>	57	107	118
<b>Kanopy (plays)</b>	54	28	47
<b>Website Page Views</b>	1125	1346	1576
<b>Website Visitors</b>	395	480	532
<b>Facebook Friends (likes)</b>	476	530	586
<b>Phone Calls Taken</b>	71	70	235
<b>New Items</b>	87	107	96
<b>New Patrons</b>	15	13	5
<b>Patron Count (visitors)</b>	672	828	48
<b>Donations</b>	1188	777	32
<b>Donations kept</b>	27	29	
<b>Weeded</b>	66	247	

Respectfully submitted by,

Kathy Growney

Library Director