



The Board of Trustees of the Griffin Free Public Library will be holding a meeting on Monday, February 8, 2021 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: 943 2846 5030 and Passcode: 544932.

Alternatively, you may join via the following Zoom link:

<https://zoom.us/j/94328465030?pwd=QThzc0ZpTU13Mk4vamdoNm5GaUdWQT09>

*Griffin Free Public Library
Board of Trustees Meeting
January 11, 2021 at 6:30pm*

Present: Nancy Mayland, Chair; Marilyn Cavanaugh; Treasurer; Liz Michaud, Secretary; Kathy Growney, Library Director

Guest in attendance: Patience Jackson, Library Consultant, Chris Chickering

Nancy Mayland called the meeting to order at 6:32 pm

Nancy Mayland read the following preamble:

Good Afternoon, as Chair of the Board of Library Trustees, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of Town government and services, which are vital to public safety and confidence during this emergency.

Governor Sununu issued Emergency Order #12 on March 23rd which provides local government boards the ability to conduct business using technology to hold remote meetings and not provide a public place of meeting but provide for the public's ability to listen to the meeting. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote to be in accordance with the provisions of RSA 91-A:2, III (e).

Let's start the meeting by taking a Roll Call attendance. When each member states their name, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Roll Call: Nancy Mayland, Chair; Marilyn Cavanaugh, Treasurer; Liz Michaud, Secretary

Library Needs Assessment Review

Patience Jackson reviewed her draft of the library needs assessment and spreadsheet. She had a question about the floor/foundation of the original building, and these were answered by Nancy Mayland. Nancy mentioned it has been reinforced with cement pillars and has a new foundation, she also mentioned that the building got a new roof 5 years.

Patience mentioned the architect will need to pay special attention to the foundation of the original building to make sure it is stable and does not need updating.

Overall Patience finds that Kathy and the staff are doing a fantastic job in what amounts to a ranch house building. Patience was shocked at how little space we have compared to other libraries in towns of similar size, she said we are very undersized.

Marilyn felt the chart in the assessment was the strongest part of the report. And Nancy said it presents the picture very graphically and factually.

Kathy felt the estimates of space needs and cost were in line with the research that she's done, as well as in line with the research that Hope Garner has done.

A discussion was held about how large a collection we should have and how many seats. We think we need to strive for 33 thousand and 53 seats (this would double our collection). The physical media should not grow as people are really engaging with streaming services for audio and movies. The standard is 10 volumes per square foot for adult books, but children's books are thinner and its approx 20 volumes. Another judgment call is how much computer space will we need? The standard computer set up is transitioning to laptops and iPads so we may not need traditional computer stations. However, we might need more chairs and desks, and decent quiet work spaces with internet access.

Nancy mentioned that other libraries have some small office like spaces where a few people can work on a project together. And space for small craft and story time space for children.

A discussion was held about meeting rooms that can be divided in two. We talked about a conference and a local history room (probably in the historic building) with a table for 10 people.

Patience asked about sharing the community room with other town departments. She is cautious that the Library needs to own the space and be responsible for scheduling and approving requests. and we need to make sure that the library still has ability to use the space for its own programing. Nancy said we could deal with this issue with a library policy. Kathy suggests that we build a second meeting room that would be separate from the libraries meeting space. We feel this would be approved by other town organizations and families. A suggestion was made to have a second meeting room for 50 people, and the Library room would be for 75 people that could be divisible (35 and 40).

A discussion was held about maintenance issues. Meeting rooms should have an outside glass wall so library staff see the room, storage is needed, and outside organizations will need to be responsible for clean up after the meeting and have access to restrooms but not the rest of the library. Scheduling, access, security, the library needs to be able to supervise the space.

The library has an application to reserve museum passes and there are add on modules that we can use to schedule and approve people who want to use spaces. If a meeting room is positioned near the children's room, it could be used for story time.

Patience asked about the sheds and what can be done with the items currently being stored. We discussed Book Sale book storage, we have no basement because it's wet, we could create an attic space but that would include a discussion of load factors and access for people with disabilities. Also an attic needs two methods of egress. Patience suggested that the Museum pieces could be used to flavor the whole library with historic items, and become part of the main entrance or displayed in a glass case in the meeting space. Similar to the concept of the having a color that goes throughout the space. A shed would be the most cost efficient (160 square feet), and Kathy suggested it should be right off the meeting room so we could be able to hold the book sale at the library.

Next step is to work with Kathy to discuss the spaces and discussing how many chairs and small details

Patience will schedule another day to visit and talk with Kathy to draft the area descriptions. Then we'll have to vote to accept. ETA is sometime in the spring.

Printed copies of report from Patience are available, we cannot send out digital copies.

Correspondence:

- Thank You note sent to Mr & Mrs Senftleben.
- Kathy mentioned a letter to Nancy.

Review Previous Meeting Minutes:

- Reviewed the minutes of the December Trustee meeting.
- Motion to approve the minutes made by Nancy Mayland/ Marilyn Cavanaugh 2nd. All in favor. Motion passed.
- No one has responded to Kathy about the AC units estimate. Nancy to connect and try to get a response.
- Reviewed the minutes of the December 16th Director Review meeting.
- Motion to approve the minutes made by Liz Michaud/Marilyn Cavanaugh 2nd. All in favor. Motion passed.

Treasurer's Report:

- Reviewed and discussed the Treasurers Report for December.
- The Brain Fuse bill was paid.
- Motion to accept the report and place it on file subject to audit made by Liz Michaud/ Nancy Mayland 2nd. All in favor. Motion passed.

Directors Report:

- Reviewed and discussed the Directors Report for November.
- The Wi-fi Hotspots policy has been amended
- Motion to accept the new policy made by Nancy Mayland/ Liz Michaud 2nd. All in favor, motion passed.
- Statistics look good.

Friends of the library

- The Friends did not meeting in January.

Old Business:

- Kathy's annual review scheduled for Jan 19th at 7pm

New Business:

- Marilyn asked about reimbursement for quicken review.
- Annual Town Review – Kathy to work on the numbers and send to Liz for write up. Jan 31st is the deadline.
- Nancy to file for re-election.

Any Other Business:

- NA

Opportunity for the Public to Speak:

- NA

Action Items:

- Nance to follow up on the AC Units

Motion to adjourn the meeting made by Liz Michaud/Marilyn Cavanaugh 2nd. All in favor.

The next board meeting will be held Monday February 8th, 7pm via Zoom.

Meeting adjourned at 8:21pm

Liz Michaud
Secretary

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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	642.30	9,300.00	8,657.70	7%	Books	642.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	642.30				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	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	7,000.00	5,165.04	26%	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																Youth	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																Youth	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	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	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				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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,014.00	10,014.00	0%	Supplies	22.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.48	2,245.00	2,222.52	1%	Training	702.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	702.98	2,300.00	1,597.02	31%	Utilities	1,032.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,032.91	8,900.00	7,867.09	12%	Total Expenses	7,587.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,587.62	47,859.00	40,271.38	16%
Print	642.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	642.30	9,300.00	8,657.70	7%	Books	642.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	642.30				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	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	7,000.00	5,165.04	26%	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																Youth	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																Youth	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	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	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				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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,014.00	10,014.00	0%	Supplies	22.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.48	2,245.00	2,222.52	1%	Training	702.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	702.98	2,300.00	1,597.02	31%	Utilities	1,032.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,032.91	8,900.00	7,867.09	12%	Total Expenses	7,587.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,587.62	47,859.00	40,271.38	16%																	
Books	642.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	642.30				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	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	7,000.00	5,165.04	26%	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																Youth	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																Youth	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	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	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				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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,014.00	10,014.00	0%	Supplies	22.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.48	2,245.00	2,222.52	1%	Training	702.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	702.98	2,300.00	1,597.02	31%	Utilities	1,032.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,032.91	8,900.00	7,867.09	12%	Total Expenses	7,587.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,587.62	47,859.00	40,271.38	16%																																		
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	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	7,000.00	5,165.04	26%	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																Youth	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																Youth	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	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	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				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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,014.00	10,014.00	0%	Supplies	22.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.48	2,245.00	2,222.52	1%	Training	702.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	702.98	2,300.00	1,597.02	31%	Utilities	1,032.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,032.91	8,900.00	7,867.09	12%	Total Expenses	7,587.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,587.62	47,859.00	40,271.38	16%																																																			
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	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	7,000.00	5,165.04	26%	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																Youth	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																Youth	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	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	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				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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,014.00	10,014.00	0%	Supplies	22.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.48	2,245.00	2,222.52	1%	Training	702.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	702.98	2,300.00	1,597.02	31%	Utilities	1,032.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,032.91	8,900.00	7,867.09	12%	Total Expenses	7,587.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,587.62	47,859.00	40,271.38	16%																																																																				
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	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	7,000.00	5,165.04	26%	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																Youth	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																Youth	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	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	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				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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,014.00	10,014.00	0%	Supplies	22.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.48	2,245.00	2,222.52	1%	Training	702.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	702.98	2,300.00	1,597.02	31%	Utilities	1,032.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,032.91	8,900.00	7,867.09	12%	Total Expenses	7,587.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,587.62	47,859.00	40,271.38	16%																																																																																					
Electronic	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	7,000.00	5,165.04	26%	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																Youth	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																Youth	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	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	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				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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,014.00	10,014.00	0%	Supplies	22.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.48	2,245.00	2,222.52	1%	Training	702.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	702.98	2,300.00	1,597.02	31%	Utilities	1,032.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,032.91	8,900.00	7,867.09	12%	Total Expenses	7,587.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,587.62	47,859.00	40,271.38	16%																																																																																																						
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																Youth	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																Youth	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	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	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				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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,014.00	10,014.00	0%	Supplies	22.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.48	2,245.00	2,222.52	1%	Training	702.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	702.98	2,300.00	1,597.02	31%	Utilities	1,032.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,032.91	8,900.00	7,867.09	12%	Total Expenses	7,587.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,587.62	47,859.00	40,271.38	16%																																																																																																																							
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																Youth	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																Youth	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	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	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				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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,014.00	10,014.00	0%	Supplies	22.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.48	2,245.00	2,222.52	1%	Training	702.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	702.98	2,300.00	1,597.02	31%	Utilities	1,032.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,032.91	8,900.00	7,867.09	12%	Total Expenses	7,587.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,587.62	47,859.00	40,271.38	16%																																																																																																																																								
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																Youth	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																Youth	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	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	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				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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,014.00	10,014.00	0%	Supplies	22.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.48	2,245.00	2,222.52	1%	Training	702.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	702.98	2,300.00	1,597.02	31%	Utilities	1,032.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,032.91	8,900.00	7,867.09	12%	Total Expenses	7,587.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,587.62	47,859.00	40,271.38	16%																																																																																																																																																									
Adult	0.00																Youth	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																Youth	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	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	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				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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,014.00	10,014.00	0%	Supplies	22.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.48	2,245.00	2,222.52	1%	Training	702.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	702.98	2,300.00	1,597.02	31%	Utilities	1,032.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,032.91	8,900.00	7,867.09	12%	Total Expenses	7,587.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,587.62	47,859.00	40,271.38	16%																																																																																																																																																																										
Youth	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																Youth	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	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	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				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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,014.00	10,014.00	0%	Supplies	22.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.48	2,245.00	2,222.52	1%	Training	702.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	702.98	2,300.00	1,597.02	31%	Utilities	1,032.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,032.91	8,900.00	7,867.09	12%	Total Expenses	7,587.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,587.62	47,859.00	40,271.38	16%																																																																																																																																																																																											
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																Youth	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	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	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				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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,014.00	10,014.00	0%	Supplies	22.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.48	2,245.00	2,222.52	1%	Training	702.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	702.98	2,300.00	1,597.02	31%	Utilities	1,032.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,032.91	8,900.00	7,867.09	12%	Total Expenses	7,587.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,587.62	47,859.00	40,271.38	16%																																																																																																																																																																																																												
Adult	0.00																Youth	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	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	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				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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,014.00	10,014.00	0%	Supplies	22.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.48	2,245.00	2,222.52	1%	Training	702.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	702.98	2,300.00	1,597.02	31%	Utilities	1,032.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,032.91	8,900.00	7,867.09	12%	Total Expenses	7,587.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,587.62	47,859.00	40,271.38	16%																																																																																																																																																																																																																													
Youth	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	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	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				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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,014.00	10,014.00	0%	Supplies	22.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.48	2,245.00	2,222.52	1%	Training	702.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	702.98	2,300.00	1,597.02	31%	Utilities	1,032.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,032.91	8,900.00	7,867.09	12%	Total Expenses	7,587.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,587.62	47,859.00	40,271.38	16%																																																																																																																																																																																																																																														
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	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	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				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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,014.00	10,014.00	0%	Supplies	22.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.48	2,245.00	2,222.52	1%	Training	702.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	702.98	2,300.00	1,597.02	31%	Utilities	1,032.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,032.91	8,900.00	7,867.09	12%	Total Expenses	7,587.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,587.62	47,859.00	40,271.38	16%																																																																																																																																																																																																																																																															
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Utilities	1,032.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,032.91	8,900.00	7,867.09	12%	Total Expenses	7,587.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,587.62	47,859.00	40,271.38	16%																																																																																																																																																																																																																																																																																																																																																																																																																								
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Library Director's Report – February 8, 2021

FACILITIES

1. The Library Consultant has completed the Needs Assessment has begun working on the detailed area descriptions.
2. The *Union Leader* ran an article on a NH business providing an air purification system (The Clean Air Curtain) in response to the pandemic. I reached out to the company to learn more and received the attached quote for the Trustees consideration. Information and a product video are available at <https://aircleanersinc.com/the-clean-air-curtain/>.
3. Patriot Heating & Cooling from Candia stopped by the library to look at our old AC units in order to provide a repair quote.

SERVICES

4. The NH Library Archives Collaborative has launched a digital portal at <https://nhlibraries.omeka.net>. The NH State Library has provided documentation and training for interested public libraries to participate. One of the first collections on the site is of historic photos of NH Public Libraries. I have posted a historic photo to the site to test out the training and workflow and found that this is something that library staff could be trained to do. Staff from the State Library will be speaking at the next Library Director Co-op Meeting to outline next steps.
5. The Griffin Free Public Library received recognition from the US Census Bureau as an "invaluable member of the 2020 Census Community Partnership and Engagement Program."
6. Our ebook and streaming audiobook vender, Overdrive, reported that "2020 saw a record number of readers turn to their public libraries' digital collections of ebooks and audiobooks, seeking information and entertainment they could enjoy safely at home. These new library patrons, and the millions more who have used OverDrive and Libby for years, led to a record 102 library systems surpassing one million digital checkouts. This includes 29 library systems hitting this milestone for the first time. In total, a remarkable 430 million digital books were borrowed globally across all OverDrive platforms." The NH State Library system (which we are a part of) circulated over 1 million items via OverDrive/Libby in 2020.

FRIENDS

7. The Friends of Griffin Public Library will be working with the Library Director to set-up a Pay-Pal account and a donation tab on their webpage.
8. The Friends will also be participating in Library Giving Day on April 7, 2021. General information about Library Giving Day are available at <https://librarygivingday.org/>. More details on the Friends participation are forthcoming.

STATISTICS

1. The number of physical items circulated continues to rebound, but is still below where we were a year ago. Circulation of digital items remains high with the combination surpassing usage from two years ago.

	Jan 2019	Jan 2020	Jan 2021
Business Days (defined as staff operating in the building)	22	22	21
2020 Total Circulations (Circ, mus, NHDB)	1817	2336	1885
Circulation (In-House)	1412	1843	1307
New Issues	968	972	802
Renewals	303	722	430
Magazines circulated	2	13	0
Borrowed ILL (patron requests)		129	75
Lending ILL (lent to other libraries)	125	76	64
Museum Passes	14	7	0
Circulation (on-line)	405	493	578
Overdrive	280	326	407
Hoopla	66	120	120
Kanopy (plays)	59	47	51
Website Page Views	1393	1663	1600
Website Visitors	431	449	616
Facebook Friends (likes)	473	525	583
Phone Calls Taken	106	68	247
New Items	101	104	76
New Patrons	18	16	8
Patron Count (visitors)	704	747	42
Donations	651	887	319
Donations kept	30	45	0
Weeded	44	210	314

Respectfully submitted by,
Kathy Gowney, Library Director

Air Cleaners Inc.

85 Pleasant Street, PO Box 100
Bristol, NH 03222
chris@aircleanersinc.com



Estimate

ADDRESS
Kathy Growney
Griffin Free Public Library
22 Hooksett Rd.
Auburn, NH 03032

SHIP TO
Kathy Growney
Griffin Free Public Library
22 Hooksett Rd.
Auburn, NH 03032

ESTIMATE 202139
DATE 02/01/2021
EXPIRATION 03/03/2021
DATE

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Spinnaker Assembly 2500 with UV	Series 2500 with Rosenberg with S02-A2	1	1,895.00	1,895.00
	Full Coverage Service Agreement (2 Years)	Complete coverage of all parts, labor & shipping for two (2) years following the end of the original warranty. Includes semi-annual performance inspection. Any needed repairs provided either on-site or with an updated replacement unit.	1	640.00	640.00

Thank you for requesting this estimate.

SUBTOTAL	2,535.00
DISCOUNT 30%	-760.50
SHIPPING	18.00
TOTAL	\$1,792.50

Accepted By

Accepted Date