



Meeting Notice:

There will be a meeting of the Board of Trustees of the Griffin Free Public Library on Monday, June 14 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

Meeting Date: June 14, 2021

Treasurer's Report, May 31, 2021

Activity:

Operating Account: Closed

Additional Funds: No activity

Book Sale: Withdrew \$100 for startup cash; Deposited \$514.84 after book sale; Deposit of \$14.80 from Square (credit card sales) – Book sale proceeds are \$429.64

Investment Account (NHPDIP): No activity.

Gift Account: \$260 transfer to clearing to reimburse Nancy Mayland for tents

Museum Account: No activity.

Clearing Account: Paid \$260 to Nancy Mayland for tents

Bank Balances:

Museum:	\$ 3,451.09
Operating:	\$ 0
Clearing Account:	\$ 52.76
Gift:	\$ 2,713.67
Book Sale:	\$ 5,153.94
Additional Funds:	\$ 5,928.20
Cap Stock Acct (req'd.)	\$ 5.00
Bank Funds:	\$ 17,304.66
Investment Acct (NHPDIP):	\$ 45,635.66
Total Funds:	\$ 62,940.32

Current Status (Budgeted Funds):

Respectfully submitted,

Marilyn Cavanaugh, Treasurer

Griffin Free Public Library - 2021

<u>Expenses</u>	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,122.61	9,300.00	4,177.39	55%	Books	642.30	1,062.45	1,399.06	702.02	1,316.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,122.61				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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,997.42	12,748.00	6,750.58	47%	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,947.40	8,810.00	6,862.60	22%	Supplies	22.48	151.31	279.23	420.08	657.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,530.18	2,500.00	969.82	61%	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,508.92	10,100.00	5,591.08	45%	Total Expenses	7,362.62	2,442.09	3,956.57	4,439.36	7,604.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,805.10	53,909.00	28,103.90	48%
Print	642.30	1,062.45	1,399.06	702.02	1,316.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,122.61	9,300.00	4,177.39	55%																																																																																																																																																																																																																																																																																																																																			
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Library Director's Report 14 June 2021 Meeting of the Library Trustees

Reopening Updates

1. As of June 1, the library is open for walk-in browsing, but we continue to offer porch pick-up as well. The children's room door also remains open for families to use for direct access to the children's collection.
2. Currently, everyone is being asked to wear a mask when in the building, although the NH State of Emergency will end as of June 11. I would recommend that the library moves to recommending masks usage when inside and no longer requiring it.
3. The public library computer has been moved to the adult non-fiction room to provide more space around the circulation desk.
4. Staff have worked very hard to reorganize and clean out space to provide better social distancing in the library, spearheaded by Mary Hrubiec. This has resulted larger aisles in the adult fiction room, children's room and circulation desk area. However, it has resulted in the non-fiction room being used as storage. As we are not currently holding indoor programming and the sheds are full, this is alright as a short-term solution.

Funding Opportunities

5. The application for the New Hampshire State Library's ARPA grant is almost complete. As previously discussed, this grant of \$1,634 will go towards the purchase of new patio furniture. The furniture has been ordered and should arrive in the next few weeks.
6. The Town will be receiving ARPA funds and at the request of the Town Administrator, I submitted the list of possible COVID related projects as discussed at the last Trustee Meeting.

Summer Reading Programs

7. The Children's Summer Reading Program will take place from June 22 through August 3 and will be run by Mary Hrubiec. Mary has done an excellent job setting the program up.
8. Dan Szczesny has scheduled another excellent Summer Author Series which will run for five consecutive Thursdays, starting on July 8 and will be held via Zoom. Details are available on our website.

Friends of Griffin Free

9. The Friends held their annual plant sale at the library in May which was very successful. At their June meeting, they voted to purchase the following for the library:
 - a. A projector that can be used outside during the day so that we may show movies during the summer
 - b. A meeting camera that will allow for hybrid meetings and events
 - c. Renewal of the McAuliffe-Shepard Discovery Center Pass
 - d. A puppet show performance in August to celebrate the end of the Summer Reading Program
10. Griffin Free is very fortunate to have this amazing group of Friends supporting us!

Facilities

11. Cub Scout Pack 124 Bear den, led by Susan Field, refreshed the large planter on June 5 and did a beautiful job.
12. The outdoor spicket has been replaced and is now working again.
13. Boy Scout Luke Melendy has offered to create permanent outdoor sign holders for a Storywalk installation. This would be a wonderful update to the temporary sign holder that we are currently using. He has asked to meet with the Trustees to present his project.
14. I worked with Marilyn Cavanaugh to set-up an Apple Business Management Account. The goal is to use this account to help us manage the iPads more efficiently.

Statistics

15. In May of 2021, we were open almost twice as many days as during the previous May when we were just coming out of lock down due to COVID. This helped us obtain strong usage statistics, particularly in the circulation of physical items. In the chart showing the past year's statistics, it becomes easy to see how the pandemic impacted us over this time.

	May 2019	May 2020	May 2021
<i>Business Days (defined as staff operating in the building)</i>	23	11	21
<i>2020 Total Circulations (Circ, mus, NHDB)</i>	1743	1281	1911
<i>Circulation (In-House)</i>	1308	720	1342
<i>New Issues</i>	916	391	608
<i>Renewals</i>	277	329	676
<i>Magazines circulated (physical)</i>	4	0	0
<i>Borrowed ILL (patron requests)</i>		0	45
<i>Lending ILL (lent to other libraries)</i>	98	0	45
<i>Museum Passes</i>	13	0	13
<i>Circulation (on-line)</i>	435	561	569
<i>Overdrive</i>	308	357	413
<i>Hoopla</i>	67	171	123
<i>Kanopy (plays)</i>	60	33	33
<i>Website Page Views</i>	1129	2002	1582
<i>Website Visitors</i>	394	578	584
<i>Facebook Friends (likes)</i>	490	560	593
<i>Phone Calls Taken</i>	63	136	259
<i>New Items</i>	122	34	98
<i>New Patrons</i>	2	3	9

Patron Count (visitors)	787	0	74
Donations	1821	156	595
Donations kept	44	0	17
Weeded	155	160	120

Last 12 Months (2020 – 2021)

	June 2020	July 2020	Aug 2020	Sept 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021
Business Days (defined as staff operating in the building)	19	23	20	22	23	17	19	21	20	22	22	21
2020 Total												
Circulations (Circ, mus, NHDB)	1340	1724	1596	1717	1610	1630	1676	1885	2003	2238	2394	1911
Circulation (In-House)	845	1161	1024	1111	1001	1034	1120	1307	1410	1652	1849	1342
New Issues	470	522	531	569	463	527	551	802	657	942	940	608
Renewals	375	639	492	492	491	438	507	430	705	618	834	676
Magazines												
Magazines circulated	0	0	0	0	0	3	0	0	0	0	0	0
Borrowed ILL (patron requests)	0	0	0	50	45	62	62	75	46	85	66	45
Lending ILL (lent to other libraries)	0	0	0	39	45	37	52	64	14	52	46	45
Museum Passes	0	0	1	0	2	4	0	0	2	7	9	13
Circulation (on-line)	495	563	572	606	609	596	556	578	593	586	545	569
Overdrive	362	405	389	446	429	436	379	407	428	409	388	413
Hoopla	123	146	154	116	141	121	133	120	118	132	126	123
Kanopy (plays)	10	12	29	44	39	39	44	51	47	45	31	33
Website Page Views	2125	2104	1933	1480	1652	1840	1572	1600	1576	1552	1684	1582
Website Visitors	717	656	718	499	578	779	543	616	532	645	729	584
Facebook Friends (likes)	560	567	569	569	578	581	581	583	586	587	593	593
Phone Calls Taken	226	229	239	271	227	198	210	247	235	324	268	259
New Items	126	92	89	88	113	137	70	76	96	127	87	98
New Patrons	13	3	8	5	11	6	8	8	5	16	1	9

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)