

Tucker Free Library 2018 NHLTA Library of the Year 31 Western Avenue PO Box 688 Henniker, NH 03242 (603) 428-3471

www.tuckerfreelibrary.org

TUCKER FREE LIBRARY BOARD OF TRUSTEES ANNOUNCEMENT OF TRUSTEES' MEETING & AGENDA Tuesday August 18, 2020 at 5:30 PM VIA ZOOM MEETING – COMPLETE DIRECTIONS FOR ACCESS ON PAGE 2

Join Zoom Meeting

https://us02web.zoom.us/j/84013581248?pwd=WHU0dUg5eU9aYjBrekhiak9YSFlrUT09

Meeting ID: 840 1358 1248 Passcode: 392013

or simply type: <u>https://zoom.us/</u> then CLICK ON JOIN A MEETING & ENTER: Meeting ID: 840 1358 1248 Passcode: 392013

- MEETINGA Checklist to Ensure Meetings Are Compliant with The Right-to-Know LawPROCESSDuring the State of Emergency
- ROLL CALL Attendance
- ITEM 1 Public Forum
- ITEM 2 Minutes of Meeting: May 28, 2020
- ITEM 3 Treasurer's Report & Budget Discussion
- ITEM 4 Friends Update
- ITEM 5 Pandemic Service Plan Next Phase for Library Services
- ITEM 6 USING THE TUCKER FREE LIBRARY DURING THE COVID-19 PUBLIC HEALTH EMERGENCY- Rules and regulations for all library patrons and staff – 1st Reading
- ITEM 7 Board Update/Town Meeting 2021
- ITEM 8 Other
- ITEM 9 Schedule Next Meeting

ADJOURN PUBLIC PORTION OF MEETING FOR NON-PUBLIC SESSION

ITEM 10 NON-PUBLIC PER RSA 91—A:3 II(a)

POSTED: August 11, 2020 at <u>Tucker Free Library</u>, <u>Henniker Town Hall</u>, <u>Tucker Free Library Facebook</u> <u>Page</u>, <u>Other Henniker News Outlet Facebook Page</u>

INSTRUCTIONS FOR ACCESSING MEETING

TUCKER FREE LIBRARY is inviting you to a scheduled Zoom meeting.

Topic: Board of Trustees Meeting Time: Aug 18, 2020 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting https://us02web.zoom.us/j/84013581248?pwd=WHU0dUg5eU9aYjBrekhiak9YSFlrUT09

Meeting ID: 840 1358 1248 Passcode: 392013 One tap mobile +13126266799,,84013581248#,,,,,0#,,392013# US (Chicago) +19292056099,,84013581248#,,,,,0#,,392013# US (New York)

Dial by your location +1 312 626 6799 US (Chicago) +1 929 205 6099 US (New York) +1 301 715 8592 US (Germantown) +1 346 248 7799 US (Houston) +1 669 900 6833 US (San Jose) +1 253 215 8782 US (Tacoma) Meeting ID: 840 1358 1248 Passcode: 392013 Find your local number: https://us02web.zoom.us/u/kdXpehYZFL

ltem #	Supporting	AUGUST 18, 2020 5:30 PM TRUSTEES' MEETING MANAGEMENT							
	Documents	Purpose/Descriptive							
MEETING	Page 5	A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law During The State Of							
PROCESS		Emergency							
ROLL CALL		ACTION - RECORD ATTENDANCE and IF ANYONE IS IN THE ROOM WITH TRUSTEE AT THE START							
		OF MEETING.							
		NAME OF MEETING PRESENT AT OTHERS IN ROOM							
		PARTICIPANTS (time entered)							
		Patti Osgood							
		Angelica Ladd							
		Debra Kreutzer							
		Anne Crotti							
		John Capuco							
		Lynn Piotrowicz- DIRECTOR							
sdITEM 1		Public Forum – The LIBRARY DIRECTOR will unmute you if you raise your hand.							
		NAME OF PUBLIC MEMBER ATTENDING NAME OF PUBLIC MEMBER ATTENDING							
ITEM 2	Pages 6-7	Minutes of Meeting: May 28, 2020							
		MOVE TO ACCEPT: SECONDED BY:							
		NAME VOTE							
		Patti Osgood							
		Angelica Ladd							
		Debra Kreutzer							
		Anne Crotti							
		John Capuco							
ITEM 3		Treasurer's Report & Budget Discussion							
	Pages 8-10	a) Y-T-D Summary & Monthly Expenditure Manifest							
		MOVE TO ACCEPT: SECONDED BY:							
		NAME VOTE							
		Patti Osgood							
		Angelica Ladd							
		Debra Kreutzer							
		Anne Crotti							
		John Capuco							
		 b) Personnel Timesheet Review ACTION – Suspended until that time the treasurer can physically review and sign 							
		 ACTION – Suspended until that time the treasurer can physically review and sign c) COVID19 Grant Funding Update – TFL received \$2864.24 in GOEFFER Funds. Have been purchasing a few additional COVID supplies before the end of this quarter and possible end of funding opportunity. d) Monies to Be Accepted: 							
		\$300.00 from Lorinda "Rindy" Routon for the great readers of Henniker: Gary McGrath, Walter K. Robinson, and Angela Robinson.							
		MOVE TO ACCEPT: SECONDED BY:							
		NAME VOTE							
		Patti Osgood							
		Angelica Ladd							
		Debra Kreutzer							
		Anne Crotti							
		John Capuco							
ITEM 4		Friends' Update							
	Dages 11 12	· ·							
ITEM 5	Pages 11-12	Pandemic Service Plan – Next Phase for Library Service							
ITEM 6	ADDENDUM 1	USING THE TUCKER FREE LIBRARY DURING THE COVID-19 PUBLIC HEALTH EMERGENCY- Rules							
ITEM 7		and regulations for all library patrons and staff. Policy – 1 st Reading Board Update/Town Meeting 2021 Patti Osgood and Angelica Ladd are up for reelection							
ITEN 7		Other							
		Utilei							

ITEM 9		Next Meeting
		ADJOURN PUBLIC FOR NON-PUBLIC SESSION
		See second Zoom Instructions
ADJOURN	TIME:	MOVE TO ADJOURN PUBLIC PORTION OF MEETING BY: SECONDED BY:
PUBLIC		NAME VOTE
SESSION		Patti Osgood
		Angelica Ladd
		Debra Kreutzer
		Anne Crotti
		John Capuco
		RECORDING SECRETARY:
ITEM 10		NON-PUBLIC PER RSA 91—A:3 II(a)
		(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such
		employee, or the investigation of any charges against him or her, unless the employee affected (1)
		has a right to a meeting and (2) requests that the meeting be open, in which case the request shall
		be granted.
		MOVE TO ENTER NON-PUBLIC PORTION OF MEETING BY: SECONDED BY:
		NAME VOTE
		Patti Osgood
		Angelica Ladd
		Debra Kreutzer
		Anne Crotti
		John Capuco
		MOVE TO SEAL MINUTES OF NON-PUBLIC PORTION OF MEETING BY: SECONDED BY:
		NAME VOTE
		Patti Osgood
		Angelica Ladd
		Debra Kreutzer
		Anne Crotti
		John Capuco
ADJOURN	TIME:	MOVE TO ADJOURN NON-PUBLIC PORTION OF MEETING BY: SECONDED BY:
NON-		NAME VOTE
PUBLIC		Patti Osgood
SESSION		Angelica Ladd
		Debra Kreutzer
		Anne Crotti
		John Capuco
		RECORDING SECRETARY:

SUPPLEMENTAL READING

https://www.theatlantic.com/ideas/archive/2020/07/scourge-hygiene-theater/614599/

https://www.theatlantic.com/health/archive/2020/06/is-air-conditioning-safe-pandemic/613438/

https://americanlibrariesmagazine.org/2020/06/01/how-to-sanitize-collections-in-a-pandemic/

https://www.webjunction.org/news/webjunction/test1-results.html

https://www.webjunction.org/content/dam/WebJunction/Documents/webJunction/realm/test2-report.pdf

https://www.thelancet.com/pdfs/journals/laninf/PIIS1473-3099(20)30561-2.pdf

http://www.ala.org/advocacy/intfreedom/reopeningguidelines

A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law During The State Of Emergency

As Library Director of the Tucker Library on behalf of the Board of Trustees, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:

We are utilizing ZOOM for this electronic meeting.¹ All members of the Board of Trustees have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # +1 929 205 6099 US (New York) and Meeting ID: 840 1358 1248 Passcode: 392013, or by clicking on the following website address: https://zoom.us/join. Meeting ID: 840 1358 1248 Passcode: 392013

b) Providing public notice of the necessary information for accessing the meeting:

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the Board of Trustees at: http://www.tuckerfreelibrary.org/ current-meeting-agenda/

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:

If anybody has a problem, please call 428-3471 or email at: tuckerfree@comcast.net.

d) Adjourning the meeting if the public is unable to access the meeting:

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

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

¹ Many public bodies are utilizing video teleconferencing technology, such as Zoom, to ensure the electronic meeting comply with the Right-to-Know law and any applicable due process requirements. In certain circumstances, a regular business meeting of a public body may be conducted utilizing audio-only technology. If you have any questions about the appropriateness of the technology utilized to conduct your meeting, please consult your agency counsel or the Attorney General's Office.

	August 18, 2020 at 5:30PM								
MAY 28, 2020	Tucker	Free Library – Trus	stee Me	eting Minutes					
MEETING	A Chec	klist To Ensure Me	etings A	re Compliant W	/ith The Right-to-Know Law During The State Of Er	mergency			
PROCESS									
ROLL CALL	ACTION	- RECORD ATTEN	DANCE a	and IF ANYONE	IS IN THE ROOM WITH TRUSTEE AT THE START OF	MEETING.			
	NAME	OF MEETING	I	PRESENT AT	OTHERS IN ROOM				
	PARTI	CIPANTS	(time entered)					
	Patti 0	Dsgood	5	5:30	No one				
	Angel	ica Ladd		5:30	No one				
	Debra	Kreutzer	5	5:30	No one				
	Anne			5:30	No one				
		Сарисо		5:30	No one				
	Lynn Piotrowicz- DIRECTOR			5:30	No one				
	Erin Longan – NOTE TAKER 5:30 No one								
ITEM 1	Public Forum – The LIBRARY DIRECTOR will unmute you if you raise your hand.								
	NAME	OF PUBLIC MEME	BER ATT	ENDING					
	Mary	Corsetti – Friend o	of Tucke	r Free Library					
		ny Newcomb – Fri							
	Sylvia	Lennox – Friend o	f Tuckeı	⁻ Free					
	Denise Getts – TFL Staff								
ITEM 2		s of Meeting: Apr							
		TO ACCEPT: Patti	Osgood	SECOND	ED BY: John Capuco				
	VOTE		NOTE						
		NAME	VOTE						
		Patti Osgood	YES						
		Angelica Ladd	YES						
		Debra Kreutzer	YES						
		Anne Crotti	YES						
	John Capuco YES Treasurer's Report								
	a) Y-T-D Summary & Monthly Expenditure Manifest								
	α,	MOVE TO ACCEP		· ·	SECONDED BY: Anne Crotti				
		VOTE							
		NAME	VOTE						
		Patti Osgood	YES						
		Angelica Ladd	YES						
		Debra Kreutzer	YES						
		Anne Crotti	YES						
		John Capuco	YES						
	b)	Personnel Times							
		ACTION – Susper	nded un	til that time the	treasurer can physically review and sign				
	c)	COVID19 Grant F	unding l	Indate – Provid	ed receipts and supporting documentation to Russ	Rov at			
	0)		-	-	nd will reimburse TFL if/when funds are received.	noy at			
	d) Monies to Be Accepted:								
ITEM 4	Friends	NONE ' Update and Men	orandu	m of Understar	-				
11 L 141 4		to ACCEPT: Deb Ki			DED BY: Patti Osgood				
		N ACTION	CHILCI	SECON					
		NAME	VOTE						
		Patti Osgood	YES						
		Angelica Ladd	YES						
		Dobro Krouter	VEC						

YES

YES

Debra Kreutzer

Anne Crotti

6

	John Capuco YES						
ITEM 5	Epidemic/Pandemic Policy – 3rd Reading						
	ACTION – Review policy.						
	Suggested to have just the policy posted on library website. Procedures will be separate.						
	MOVE to ACCEPT: Deb Kreutzer SECONDED BY: Patti Osgood						
	VOTE ON ACTION						
	NAME VOTE						
	Patti Osgood YES						
	Angelica Ladd YES						
	Debra Kreutzer YES						
	Anne Crotti YES						
	John Capuco YES						
ITEM 6	Pandemic Service Plan as Presented by Staff						
	a) Curbside Service Plan. 72-hour quarantine on returned materials, but outgoing materials will not b						
	quarantined						
	b) Hours & Scheduling. 5-hour shifts, T-Th, 1-6pm; Fr & Sa, 9-2						
	c) Employee Safety. Enter through back door and each have own PPE kit						
	d) Home Delivery						
	e) Computer Access						
	f) Public Relations, Signage, and Press Release. Announcement ready to send out as soon as stay-at-						
	home order is lifted detailing library plan for accepting materials back and reserving materials for curbside pickup.						
ITEM 7	Additional Pandemic Policies and Procedures - None at this time						
ITEM 8	Other: 1. Town Meeting 6/6						
	2. Lynn Piotrowicz has become a board member of White Birch Community Ctr.						
ITEM 9	Next Meeting: Thursday, June 23, 2020 at 5:30pm						
ADJOURN	MOVE TO ADJOURN BY: Patti Osgood SECONDED BY: John Capuco						
PUBLIC	VOTE						
SESSION	NAME VOTE						
	Patti Osgood YES						
	Angelica Ladd YES						
	Debra Kreutzer YES						
	Anne Crotti YES						
	John Capuco YES						

NAME OF NOTE TAKER: Erin Longan RECORDING SECRETARY: Angelica Ladd

Tucker Free Library Treasurer's Year-To-Date Report

Selected Partod Budgeted Enternet Nets/Comments 4-000 Corrier Tom Appopriation \$18.14 \$27.073.00 \$31.44.27 \$32.3 encumbered from 2015, 7/29/2020; \$111,614.23 (\$15.8) of oppropriation remains 4-101 Hesting OI Apportation \$29.825.00 \$20.027.00 \$20.00				Januar	v 1. 2020 - A	- August 7, 2020			
44000 1000 Income 14100 Income 1420 Income 1420 <thincome 1420 <thincome 1420</thincome </thincome 			Selected Period		-				
4-100 Heating OA Approviation \$2,285.28 \$4,482.00 \$14,427.4 4-200 Personal Appropriation \$16,80.005 \$59,07.40 \$50,00									
4-2000 Personnal Appropriation \$198,007.00 \$190,076.00 \$30,027.64 4-3500 Conjer \$257.75 \$0.00 \$(320.75) 4-3530 Conjer \$257.75 \$0.00 \$(320.75) 4-3530 Conjer \$257.75 \$0.00 \$(320.75) 4-3530 DornegadLate Books \$52.00 \$0.00 \$(320.75) 4-3570 DemagndLate Books \$22.00 \$60.00 \$(320.75) 4-3570 DemagndLate Books \$23.00 \$25.00 \$20.00 4-000 Tom Tura Funds \$15.00,00 \$150.00 \$157.00 4-001 Wills Conjound \$25.00 \$20.00 \$20.00 \$20.00 4-001 Memoryherot Domains \$15.00 \$17.70 \$17.00 \$17.00 4-0010 Memoryherot Domains \$23.00 \$0.00 \$15.00 \$17.70 4-0010 Memoryherot Domains \$23.00 \$0.00 \$15.00 \$17.70 4-7010 Mere Gont \$3.12.00 \$3.10.00 \$10.00 <t< td=""><td></td><td></td><td></td><td></td><td></td><td>\$833 encumbered from 2019, 7/29/2020: \$111,614.23 (51%) of appropriation remains</td></t<>						\$833 encumbered from 2019, 7/29/2020: \$111,614.23 (51%) of appropriation remains			
4-8100 Contribution Overdue \$31.00 \$30.00		• • • •							
4-360 Copier S267.75 90.00 (529.76) 4-350 COPTNES S264.00 50.00 (520.00) 4-350 DoragedLott Eads S20.00 (520.00) 4-350 DoragedLott Audo S24.00 S0.00 (520.00) 4-350 DoragedLott Rudo S24.00 S0.00 (520.00) 4-350 DoragedLott Rudo S24.00 S0.00 (520.00) 4-400 Wills Cogame Park S1.357.43 S1.300.00 S1.200.00 4-400 Wills Cogame Park S25.00 S0.00 (522.00) S2.400.00 4-400 Samphone Doration S22.00 S0.00 (520.00) S3.00 S3.00 4-4700 NiPA GRANT S0.00 S1.700.00									
4-350 No. Piness 5224.00 50.00 (552.00) 4-350 Non-Resident Carlos 55.00 552.00 552.00 4-350 Non-Resident Carlos 52.00 552.00 552.00 4-350 Damaged Lat Allos 52.00 552.00 552.00 4-350 Damaged Lat Allos 51.64 51.68.12 55.33.10 4-500 Willis Cognell Fund 51.31.00 51.31.00 61.00 4-500 General Purpose Domation 540.00 (522.00) 50.00 (522.00) 4-500 General Purpose Domation 540.00 (532.00) 50.00 (532.00) 4-500 Sale of Surpia 52.00 52.00 52.00 52.00 52.00 4-700 KHAP GRANT 50.00 (532.00) 52.00									
4-560 Non-Resident Carla's 550.00 (550.00) 4-565 Damaged Lot Books 552.00 550.00 (550.00) 4-565 Damaged Lot Books 552.00 550.00 (550.00) 4-565 Damaged Lot Books 552.00 550.00 (552.00) (55									
4-367 Damaged Los Hooks 52.00 152.00 4-567 Damaged Los Hooks 52.40 52.20 52.40 52.40 52.40 52.40 52.40 52.40 52.40 52.40 52.40 52.40 52.40 52.40 52.40 52.40 52.40 52.40 52.40 52.40 52.40 5									
4-470 Darning of Los A Mudio \$24.00 \$50.00 \$54.000 4-4010 Wills Cognell Fluid \$13.574.00 \$13.974.00 \$53.874.30 4-6010 Wills Cognell Fluid \$13.574.00 \$13.974.00 \$63.87 COVID supplies. DEFMED. UNELSGINE \$45.980.00 Personnel GOEFFR Grant 4-6020 Tom Trust Fund Ovation \$22.500 \$13.971.00 \$63.87 COVID supplies. DEFMED. UNELSGINE \$45.980.00 Personnel GOEFFR Grant 4-6030 Estabilished Trust Fund Ovation \$22.500 \$50.00 \$50.00 \$50.00 4-6000 Safe of Surplies \$32.00 \$50.00 \$50.00 \$50.00 \$70.00 4-7000 Caft Meevs Sold \$32.00 \$51.00 \$17.80.00 \$17.80.00 4-7010 MHPG GRANT \$3.00 \$51.00 \$31.00 \$31.00 \$31.00 4-7020 NHPG Grant \$3.100 \$1.780.00 \$31.20 \$31.00 \$31.00 4-7020 NHPG Grant \$3.00.00 \$400.00 \$400.00 \$400.00 \$1.99.070.00 \$31.42.74 6-1010 Hating Oi Appropriation \$108,8									
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4-600 Form Turg Funds \$13,3100 \$13,3100 \$000 4-600 Memory Honor Donations \$22,500 \$50,000 4-600 General Purgos Donations \$57,27 \$50,000 \$50,000 4-600 General Purgos Donations \$52,000 \$50,000 \$50,000 4-7000 Cair Memory Sold \$50,000 \$50,000 \$50,000 4-7000 Cair Memory Sold \$50,000 \$50,000 \$50,000 4-7000 Cair Memory Sold \$50,000 \$50,000 \$50,000 4-7000 Mehory Forking Marking \$1,750.00 \$1,750.00 \$1,750.00 \$1,750.00 4-7010 Mehory Sold \$4,66,85.00 \$4,93,004 \$2,71.57 Mehory Sold \$1,750.00 \$1,42.74 4-7020 Nethic Sold Appropriation \$2,96,52.6 \$4,406.00 \$2,90,27.54 \$5,142.74 6-0000 Personal Appropriation \$2,96,52.6 \$4,406.00 \$50,000 \$51,42.74 6-3000 Bools \$55,76 \$1,142.00 \$50,000 \$50,000 \$50,000 \$50,000						\$4089.87 COVID supplies.DEEMED UNELIGIBLE \$4590.00 Personnel GOEFFR Grant			
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4-4000 Sale of Surpuis \$32.00 \$32.00 \$32.00 47000 Car Mours Sold \$32.00 \$32.00 \$32.00 47000 Car Mours Sold \$32.00 \$50.00 \$50.00 \$50.00 47010 MFA GRANT \$3.00 \$17.50.00 \$10.00 \$32.00 \$30.00 47020 MHC Speaker Reinbursement \$40.000 \$3.12.00 \$30.00 \$30		•							
4-700 Car's Mew Sold S2000 S000 (S20,00) 4-7005 FOR FRIENDS OFTFL S2500 S25000 S250000 S250000 S25000 </td <td></td> <td></td> <td></td> <td></td> <td>N</td> <td></td>					N				
4-700 FOR FRIENDS OF TFL \$2500 \$5000 Money Friends that came in as TFL 4-7016 MMAPA GRANT \$3000 \$17500 \$17500 \$12000 \$1200 \$1200 <t< td=""><td></td><td></td><td></td><td></td><td></td><td></td></t<>									
4-7010 NHPA GRANT \$0.00 \$1,750.00 \$1,750.00 \$1,750.00 \$1,750.00 \$1,750.00 \$1,750.00 \$1,750.00 \$1,750.00 \$1,750.00 \$1,750.00 \$1,750.00 \$1,750.00 \$1,750.00 \$1,750.00 \$1,750.00 \$1,750.00 \$0,000 \$1,750.00 \$1,40.74 \$1,40.00 \$5,20.34 \$2,00.00 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>									
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4-7020 NHHC Speaker Reimbursement \$400.00 \$400.00 \$400.00 \$400.00 4-4200 Design Work \$46.655.00 \$49.388.44 \$2.713.47 The \$49.389 is what remains from \$70,000 from 2019. The income is amount reimbursed by Town thus far 6-0000 Expenses 6-1010 Heating Oil Appropriation \$108,800.51 \$199.076.00 \$800.00 \$650.00 6-2020 MeetingsMembership/Mieage \$150.00 \$800.00 \$475.00 \$104.79.27 6-2030 Books \$6.770.73 \$17.250.00 \$10.479.27 \$000 \$6.3000 \$4.000.00 \$1.09.303 6-3000 Downloadable Content \$875.76 \$1.750.00 \$10.479.27 \$000 \$6.300.00 \$1.09.303 6-3030 DVD - Appropriation Fund \$750.00 \$1.09.00 \$1.09.303 \$1.09.00 \$1.09.303 6-3030 DVD - Appropriation Fund \$750.00 \$3.00.00 \$5.330.60 \$2.75.00 \$2.90.00 \$6.270.00 \$1.09.00 \$3.290.61 6-4000 General Maintenance \$3.30.60 \$3.290.00 \$3.290.61 \$42.500 \$2.50.00 \$42.50.00 \$42.50.00 \$42.50.00									
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6-4020 Utilities \$3,316.94 \$9,592.00 \$6,275.06 See 6-1010 for additional utility expense 6-4030 Supplies \$1,410.94 \$4,500.00 \$3,089.06 Submitting to Town of Henniker for GOEFFER Reimbursement 6-4035 COVID-19 Supplies \$4,089.87 \$4,089.87 \$0.00 Submitting to Town of Henniker for GOEFFER Reimbursement 6-5010 Technical Maintenance \$0.00 \$925.00 \$925.00 \$425 encumbered from 2019 6-5020 Equipment \$0.00 \$4,800.00 \$10.00 \$100.00 6-6000 Library Programs - Contracted \$3,840.00 \$100.00 \$100.00 6-6010 Library Program - Speaker & Sup \$12.38 \$2,000.00 \$1,876.17 6-6080 Bank Fees \$16.00 \$225.00 \$225.00 \$0.00 6-7005 FOR FRIENDS OF TFL \$25.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 6-7010 MHPA GRANT \$3,120.00 \$1,750.00 \$1,750.00 \$730.00 \$730.00 \$730.00 \$730.00 \$730.00 \$730 encumber		General Maintenance	\$3,965.50	\$9,000.00	\$5,034.50				
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6-4030 Supplies \$1,410.94 \$4,080.00 \$3,089.06 6-4035 COVID-19 Supplies \$4,089.87 \$4,089.87 \$0.00 Submitting to Town of Henniker for GOEFFER Reimbursement 6-5010 Technical Maintenance \$0.00 \$925.00 \$925.00 \$425 encumbered from 2019 6-5020 Equipment \$0.00 \$4,800.00 \$100.00 \$1300 from Fitch Fund & \$1000 encumbered from 2019 6-6000 Library Program - Speaker & Sup \$123.83 \$2,000.00 \$1,876.17 6-6000 Bank Fees \$16.00 \$225.00 \$225.00 \$225.00 6-6090 Trustees of the Trust Fund \$0.00 \$225.00 \$225.00 \$200.00 6-7005 FOR FRIENDS OF TFL \$25.00 \$225.00 \$200.00 \$1,750.00 6-7010 NHPA GRANT \$3,120.00 \$1,750.00 \$1,000 \$0.00 \$0.00 \$0.00 6-7020 NHHC Speaker Reimbursed \$400.00 \$0.00 \$0.00 \$730.00 \$730.00 \$730.00 \$730.00 6-9100 Outreach \$0.00	6-4020	Utilities	\$3,316.94	\$9,592.00	\$6,275.06	See 6-1010 for additional utility expense			
6-5010 Technical Maintenance \$0.00 \$925.00 \$925.00 \$425 encumbered from 2019 6-5020 Equipment \$0.00 \$4,800.00 \$4,800.00 \$1300 from Fitch Fund & \$1000 encumbered from 2019 6-6000 Library Programs - Contracted \$3,840.00 \$3,940.00 \$100.00 6-6010 Library Program - Speaker & Sup \$123.83 \$2,000.00 \$1,876.17 6-6080 Bank Fees \$16.00 \$225.00 \$225.00 6-6090 Trustees of the Trust Fund \$0.00 \$225.00 \$0.00 6-7005 FOR FRIENDS OF TFL \$25.00 \$0.00 6-7010 NHPA GRANT \$3,120.00 \$1,750.00 6-7010 NHPA Grant \$3,120.00 \$0.00 6-7020 NHHC Speaker Reimbursed \$400.00 \$0.00 6-9100 Outreach \$0.00 \$730.00 \$730.00 6-9200 Design Work \$46,655.50 \$49,389.00 \$2,713.50	6-4030	Supplies	\$1,410.94	\$4,500.00	\$3,089.06	····· · · · · · · · · · · · · · · · ·			
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6-6000 Library Programs - Contracted \$3,840.00 \$3,940.00 \$100.00 6-6010 Library Program - Speaker & Sup \$123.83 \$2,000.00 \$1,876.17 6-6080 Bank Fees \$16.00 \$24.00 \$8.00 6-6090 Trustees of the Trust Fund \$0.00 \$225.00 \$225.00 6-7005 FOR FRIENDS OF TFL \$25.00 \$20.000 6-7010 NHPA GRANT \$3,120.00 \$1,750.00 6-7020 NHHC Speaker Reimbursed \$400.00 \$0.00 6-9100 Outreach \$0.00 \$730.00 \$730.00 6-9200 Design Work \$46,655.50 \$49,369.00 \$2,713.50	6-5010	Technical Maintenance	\$0.00	\$925.00	\$925.00	\$425 encumbered from 2019			
6-6000 Library Programs - Contracted \$3,840.00 \$3,940.00 \$100.00 6-6010 Library Program - Speaker & Sup \$123.83 \$2,000.00 \$1,876.17 6-6080 Bank Fees \$16.00 \$24.00 \$8.00 6-6090 Trustees of the Trust Fund \$0.00 \$225.00 6-7005 FOR FRIENDS OF TFL \$25.00 \$225.00 6-7010 NHPA GRANT \$3,500.00 \$1,750.00 \$1,750.00 6-7015 Moose Plate Grant \$3,120.00 \$3,120.00 \$0.00 6-7020 NHHC Speaker Reimbursed \$400.00 \$0.00 6-9100 Outreach \$0.00 \$730.00 \$730.00 6-9200 Design Work \$46,655.50 \$49,369.00 \$2,713.50	6-5020	Equipment	\$0.00	\$4,800.00	\$4,800.00				
6-6080 Bank Fees \$16.00 \$24.00 \$8.00 6-6090 Trustees of the Trust Fund \$0.00 \$225.00 6-7005 FOR FRIENDS OF TFL \$25.00 \$0.00 6-7010 NHPA GRANT \$3,500.00 \$1,750.00 (\$1,750.00) 6-7015 Moose Plate Grant \$3,120.00 \$3,120.00 \$0.00 6-7020 NHHC Speaker Reimbursed \$400.00 \$0.00 6-9100 Outreach \$0.00 \$730.00 \$730.00 6-9200 Design Work \$46,655.50 \$49,389.00 \$2,713.50	6-6000	Library Programs - Contracted	\$3,840.00	\$3,940.00	\$100.00				
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6-7005 FOR FRIENDS OF TFL \$25.00 \$25.00 \$0.00 6-7010 NHPA GRANT \$3,500.00 \$1,750.00 (\$1,750.00) Reimbursement forthcoming from NHPA, report in final edit 6-7015 Moose Plate Grant \$3,120.00 \$3,120.00 \$0.00 6-7020 NHHC Speaker Reimbursed \$400.00 \$0.00 6-9100 Outreach \$0.00 \$730.00 \$730.00 6-9200 Design Work \$46,655.50 \$49,389.00 \$2,713.50	6-6080								
6-7010 NHPA GRANT \$3,500.00 \$1,750.00 (\$1,750.00) <i>Reimbursement forthcoming from NHPA, report in final edit</i> 6-7015 Moose Plate Grant \$3,120.00 \$3,120.00 \$0.00 6-7020 NHHC Speaker Reimbursed \$400.00 \$400.00 \$0.00 6-9100 Outreach \$0.00 \$730.00 \$730.00 6-9200 Design Work \$46,655.50 \$49,369.00 \$2,713.50	6-6090								
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6-7020 NHHC Speaker Reimbursed \$400.00 \$0.00 6-9100 Outreach \$0.00 \$730.00 \$730.00 6-9200 Design Work \$46,655.50 \$49,369.00 \$2,713.50						Reimbursement forthcoming from NHPA, report in final edit			
6-9100 Outreach \$0.00 \$730.00									
6-9200 Design Work \$46,655.50 \$49,369.00 \$2,713.50									
						\$730 encumbered from 2019			
6-9300 Project Planning \$0.00 \$1,000.00 \$1,000.00 \$1000 encumbered from 2019		•							
	6-9300	Project Planning	\$0.00	\$1,000.00	\$1,000.00	\$1000 encumbered from 2019			

PAYEE NHLTA TDS - FAX	DESCRIPTION Trustee Membership Dues Utilities	BUDGET CATEGORY Meetings/Membership/Mile Utilities	LINE ITEM 6-2020 6-4020	ې ډ ک	AMOUNT 150.00 36.68	CONFIRMATION # QCK7X-7LJ75 QCK7X-7MCCT
TDS - PHONE	Utilities	Utilities	6-4020	Ŷ	40.56	QCK7X-7N4FC
StarLight Cleaning	Janitorial Service	General Maintenance	6-4000	۰ A	206.00	QD1XQ-ZQDP8
eamunas Lumber Barn	sheeze guards for circ desks Sneeze Guards for circ desks	COVID 19 Supplies	6-4035 6-4035	ሉ ላ	993.52 123.47	QD516-V07FN
Eversource	Electric	Utilities	6-4020	ŝ	105.50	
Baker & Taylor	Acquistions	Books	6-3000	\$ 7	1,781.82	QDXB1-QTX83
Line M. Distrontion	Acquistions	Audio Books	6-3010	<mark>ہ م</mark>	161.68	
Lyllil M. Floti Owicz Amazon		COMPLIA Supplies	6-4030 6-4030	n v		
	BOOKS	ACOUISITIONS-BOOKS	6-3000	ς Υ	73.36 73.36	
	COVID SUPPLIES	COVID 19 Supplies	6-4035	ŝ	745.33	
DEMCO	MATERIAL PROCESSING SUPPLIES	Supplies	6-4030	ŝ	499.61	QG9HV-GY3WK
ACADEMY OF APPLIED SCIENCE	STEAM PRG FOR SUMMER	PROGRAMS	6-6010	Ŷ	25.00	Q6F2D-RXP7R
COMCAST BUSINESS	INTERNET	Utilities	6-4020	ŝ	124.90	QHTM2-YRYBQ
Edmunds	BUILDING SUPPLIES	SUPPLIES	6-4030	۰ v	55.79	QHTM2-YSW5V
MONADNOCK SECURITY	BUILDING REPAIRS		6-4010 C 1000	м (140.86 200 00	QHTM2-4FTOT
StarLight Cleaning TDS_EAV	Janitorial Service	General Maintenance	6-4000	ሉ ህ	309.00 36.68	QHTM2-Y172P OHTM2-VVE2O
TDS-FAX	Oundes Hrilitiae	Ounides Lifilities	0-4020 6-4020	γv	20.00 40 58	QHTM2-TVF3Q OHTM2-VVY7K
Baker & Tavlor	Acquistions	Books	6-3000	r v	376.16	QHXCV-7G2PG
	Acquistions	Audio Books	6-3010	ŝ	65.98	
Steadfast Spirits Distilling	NHSL Hand Sanitizer Contract	COVID 19 Supplies	6-4035	Ŷ	180.00	QHXVQ-LZ3ZZ
Eversource	Electric	Utilities	6-4020	Ŷ	122.09	QJ0D7VBDFK
Friends of Tucker Free Library	Reimbursement for Donation	Friends	6-6095	Ŷ	25.00	QK79B-XNX3L
MONADNOCK SECURITY	Replace backup batteries (5)	BUILDING REPAIRS	6-4010	Ŷ	468.50	QKBMP-WV70J
SYNC/Amazon	General Supplies	Supplies	6-4030	Ŷ	35.73	QKBMP-WVQJ
	BOOKS	ACQUISITIONS-BOOKS	6-3000	Ŷ	13.46	
	Summer Reading/Reimburse FTFL	PROGRAMS	6-6010	Ŷ	98.83	
Cogswell Spring Water	Utilities	Utilities	6-4020	ዯ	163.80	QKYHZ-803QP
TDS-FAX	Utilities	Utilities	6-4020	Ŷ	37.39	QKYHZ-824PY
TDS-PHONE	Utilities	Utilities	6-4020	Ŷ	43.76	QKYHZ-82M2M
COMCAST BUSINESS	INTERNET	Utilities	6-4020	Ŷ	124.90	QLMZ4-L0BHY
StarLight Cleaning	July Janitorial Service	General Maintenance	6-4000	Ŷ	206.00	QLMZ4-L1TBG
By signing below, I acknowledge, as aforementioned bills.	issign, and authorize payment of the	Date of Board Review:	.v			
		Motion to Accept Manifest by:	anifest by:			
Lynn M. Piotrowicz	Date	Motion to Accept Manifest Seconded by:	anifest Seconded	by:		
		Vote: PAT DEB ANG	PATTI OSGOOD DEBRA KREUTZER ANGELICA LADD			JOHN CAPUCO ANNE CROTTI
		Comments:				

BOARD OF TRUSTEES MEETING August 18, 2020 at 5:30PM

Image: Constraint of the	BUDGET	BUDGET CATEGORIES		2019	2020 (Assuming 1.5% COLA)	2019 and 2020 Request	2020 Category Total	egory Tota
6-200 Ubrary - Wages (fermored 306s) 7a s 53 pay cycles eliminated) 5 155,173,40 5 135,573,00 5 345,050 5 345,050 5 345,050 5 345,050 5 345,050 5 345,050 5 345,050 5 343,000 5 343	PERSON	VEL EXPENSES	Ŷ				Ş	199,076.09
		Library Wages (Removed \$3069.78 as 53 pay cycles eliminated)	Ŷ					
$\label{eq:constraints} \begin{tabular}{lllllllllllllllllllllllllllllllllll$		Library - Benefit: Health Insurance (Confirmed)	ŝ	16,253.00	\$ 15,840.00	\$ (413.00)		
		Library - Benefits: Dental, Life, Disability (short & long)	ŝ	831.84	\$ 831.84			
Ibrary - Retrement (11.17% of Eligbie Wages) 5 8,613.32 5 8,337.93 5 (225.33) 6-2020 Ibrary - Membersing Minlage 5 800.00 5 875.64 5 7 6-2030 Ibrary - Membersing Minlage 5 2600.00 5 750.000 <td></td> <td>Library Fica (7.65% of Library Wages)</td> <td>Ś</td> <td>11,947.65</td> <td>\$ 12,211.62</td> <td></td> <td></td> <td></td>		Library Fica (7.65% of Library Wages)	Ś	11,947.65	\$ 12,211.62			
1Dary - Workers Comp/Unemp Ins. 5 $975,64$ 5 $975,64$ 5 $975,64$ 5 $975,64$ 5 $975,64$ 5 $975,64$ 5 $975,64$ 5 $975,64$ 5 $975,64$ 5 $975,64$ 5 $975,64$ 5 $975,64$ 5 $975,640$ 5 $975,640$ 5 $975,640$ 5 $975,640$ 5 $975,640$ 5 $975,640$ 5 $975,640$ 5 $975,640$ 5 $1750,00$ 5 $7750,00$ 5 <td></td> <td>Library Retirement (11.17% of Eligible Wages)</td> <td>Ś</td> <td>8,613.32</td> <td>8,387.99</td> <td></td> <td></td> <td></td>		Library Retirement (11.17% of Eligible Wages)	Ś	8,613.32	8,387.99			
6-2020 Ubrary - Membership & Mileage 5.2000 10 arry - Membership & Mileage 5.2000 5 1,500.00 5 - - 6-2030 Ubrary Acquisition - Books 5 1,500.00 5 1,750.00 5 (150.00) 6-3030 Ubrary Acquisition - Books 5 1,750.00 5 (150.00) 5 <td></td> <td>Library Workers Comp/Unemp Ins</td> <td>Ŷ</td> <td>875.64 \$</td> <td>\$ 875.64</td> <td>م</td> <td></td> <td></td>		Library Workers Comp/Unemp Ins	Ŷ	875.64 \$	\$ 875.64	م		
6-2030 Ubrary Tach Merentic 5 50000 5 7155000 5 7155000 5 7155000 5 7155000 5 7155000 5 7155000 5 7155000 5 7155000 5 7155000 5 7155000 5 715000 5 725000 5 <t< td=""><td>6-2020</td><td>Library Membership & Mileage</td><td>ŝ</td><td>800.00</td><td>800.00</td><td>۔ م</td><td></td><td></td></t<>	6-2020	Library Membership & Mileage	ŝ	800.00	800.00	۔ م		
ActOUNTION EXPENSE S 25,65000 S 21,150.00 S (150.000) S		Library Staff Development	Ŷ	500.00	500.00			
6-3000 Ubrary Acquisition - Books 5 17,250.00 5 750.00 6-3010 Ubrary Acquisitions - Nucle Books 5 1,000.00 5 1,500.00 5 750.00 6-3030 Ubrary Acquisitions - Nucle Books 5 1,600.00 5 1,250.00 5 750.00 6-3033 Ubrary Acquisitions - NUC Appropriation Fund 5 1,406.50 5 1,200.00 5 750.00 6-3033 Ubrary Acquisitions - NUC APPROPRIATION S) 5 1,406.50 5 1,200.00 5 750.00 6-4010 Ubrary General Maintenance - Biding Repairs 5 3,900.00 5 1,406.50 5 1,790.00 6-4010 Ubrary Ublifies (Total of 514,000 - Heating OII) 5 4,400.00 5 1,790.00 5 1,790.00 5 1,790.00 5 1,790.00 5 1,790.00 5 1,790.00 5 1,790.00 5 1,790.00 5 1,790.00 5 1,790.00 5 1,790.00 5 1,790.00 5 <td>ACQUISI</td> <td>rion expenses</td> <td>Ş</td> <td>22,650.00</td> <td>5 21,150.00</td> <td>\$ (1,500.00)</td> <td>Ş</td> <td><mark>21,150.00</mark></td>	ACQUISI	rion expenses	Ş	22,650.00	5 21,150.00	\$ (1,500.00)	Ş	<mark>21,150.00</mark>
6-3010 Uhary Acquisitions - Audio Books 5 2,0000 5 1,250,00 5 2,200,00 6-3030 Uhary Acquisitions - DVD Appropriaton Fund 5 1,650,00 5 1,287,00 5 2,500,00 5 1,900,00 5 1,900,00 5 1,900,00 5 1,900,00 5 1,900,00 5 1,900,00 5 1,900,00 5 1,900,00 5 1,900,00 5 1,900,00 5 1,900,00 5 1,900,00 5 1,900,00 5 </td <td></td> <td>Library Acquisition Books</td> <td>Ŷ</td> <td>18,000.00 \$</td> <td>\$ 17,250.00</td> <td>\$ (750.00)</td> <td>~</td> <td></td>		Library Acquisition Books	Ŷ	18,000.00 \$	\$ 17,250.00	\$ (750.00)	~	
6-3020 Ubrary Acquisitions - Periodicals 5 1,000.00 5 1,400.00 5 (250.00) 6-3035 Ubrary Acquisitions - UND Appropriation Fund 5 1,000.00 5 (250.00) 5 (250.00) 6-3035 Ubrary Aquisitions - UND Appropriation Fund 5 1,400.00 5 (130.00) </td <td></td> <td>Library Acquisitions Audio Books</td> <td>Ŷ</td> <td>2,000.00 \$</td> <td>\$ 1,750.00</td> <td>\$ (250.00)</td> <td><u> </u></td> <td></td>		Library Acquisitions Audio Books	Ŷ	2,000.00 \$	\$ 1,750.00	\$ (250.00)	<u> </u>	
6-3030 Ubrary Acquisitions - DVD Appropriation Fund 5 1,000.00 5 750.00 5 250.00 5 6-3035 Ubrary Acquisitions - DVD Fine Revenue (MOT APPROPRIATION \$) 5 1,000.00 5 1,037.00 5 1,037.00 5 1,000.00 5 -1,037.00 5 -1,037.00 5 -1,037.00 5 -1,037.00 5 -1,037.00 5 -1,037.00 5 -1,000.00 5 -1,030.00 5 -1,000.00 5		Library Acquisitions Periodicals	Ŷ	1,650.00 \$	3 1,400.00	\$ (250.00)		
6-3035 Library Acquisitions - DVD Fine Revenue (NOT APPROPRIATION 5) 5 1,406.50 5 1,187.00 5 1,187.00 5 1,187.00 5 1,187.00 5 1,900.00 <td></td> <td>Library Acquisitions DVD Appropriation Fund</td> <td>Ŷ</td> <td>1,000.00 \$</td> <td>\$ 750.00</td> <td>\$ (250.00)</td> <td></td> <td></td>		Library Acquisitions DVD Appropriation Fund	Ŷ	1,000.00 \$	\$ 750.00	\$ (250.00)		
FACILITY MANAGEMENT EXPENSE 5 31,400.00 5 31,400.00 5 199.80 5 6-4000 Ubrary General Maintenance - Jantorial 5 9,000.00 5 3,900.00 5 1,99.80 5 6-4010 Ubrary General Maintenance - Jantorial 5 3,900.00 5 3,900.00 5 1,79.80 6-4030 Ubrary General Maintenance - Jantorial 5 4,300.00 5 3,900.00 5 1,79.80 6-4030 Ubrary General Maintenance - Jantorial 5 4,300.00 5 4,50.00 5 1,50.00 6-4030 Ubrary Felding Maintenance Supplies 1,500.00 5 4,500.00 5 1,500.00 6-5020 Ubrary Felding Maintenance 5 1,000.00 5 1,500.00 5 1,500.00 5 1,500.00 5 1,500.00 5 1,500.00 5 1,500.00 5 1,500.00 5 1,500.00 5 1,500.00 5 1,500.00 5 1,500.00 5 1,500.00	_	Library Acquisitions DVD Fine Revenue (NOT APPROPRIATION \$)	Ŷ	1,406.50	\$ 1,187.00			
6-4000 Library General Maintenance - Janitorial 5 $9,000.00$ 5 -10 $6-4010$ Ubrary General Maintenance - Biding Repairts 5 $3,900.00$ 5 $3,900.00$ 5 -17380 $6-4020$ Ubrary Utilities (Total of 514,000 - Heating OII BOO gals $65.2.49$ per gal 5 $3,900.00$ 5 $4,902.00$ 5 $4,902.00$ 5 $1,900.00$		MANAGEMENT EXPENSES	ş	31,200.20	31,400.00	\$ 199.80	Ş	31,400.20
6-4010 Ubrary General Maintenance - Blding Repairs 5 3,900.00 5 3,900.00 5 179.80 6-4020 Ubrary Utilities (Total of 514,000 - Heating OII) 5 9,412.00 5 9,591.80 5 179.80 6-4020 Ubrary Utilities (Total of 514,000 - Heating OII) 5 4,408.20 5 1,500.00 5 200.00 6-4010 Ubrary Vertilities (Total of 514,000 - Heating OII) 5 4,408.20 5 4,08.20 5 1,500.00 5 200.00 5 200.00 5 200.00 5 200.00 5 1,500.00 5		Library General Maintenance Janitorial	ŝ	9,000.00	9,000.00	۰ ،		
6-4020 Library Utilities (Total of \$14,000 + Heating Oil) \$ 9,412.00 \$ 9,412.00 \$ 9,412.00 \$ 179.80 \$ 170.00		Library General Maintenance Blding Repairs	Ŷ	3,900.00	3,900.00	\$		
Ibrary Utilities - Heating Oil 1800 gals @ 52.449 per gal 5 4,582.0 5 (180.00) 6-4030 Ibrary Biding Maintenance Supplies 5 4,300.00 5 200.00 FECHNOLOGY MANAGEMENT EXPENSES 5 4,300.00 5 1,500.00 5 2,00.00 FECHNOLOGY MANAGEMENT EXPENSES 5 4,300.00 5 1,500.00 5 1,500.00 FECHNOLOGY MANAGEMENT EXPENSES 5 4,000.00 5 1,500.00		Library Utilities (Total of \$14,000 - Heating Oil)	Ŷ	9,412.00	\$ 9,591.80			
6-4030 Library Biding Maintenance Supplies 5 $4,300,00$ 5 $200,00$ 5 $200,00$ 5 $200,00$ 5 $200,00$ 5 $200,00$ 5 $1,500,00$ 5 $1,000,00$ 5 $1,000,00$ 5 $1,000,00$ 5 $1,000,00$ 5 $1,000,00$ 5 $1,000,00$ 5 $1,000,00$ 5 $1,000,00$ 5 $1,000,00$ 5 $1,000,00$ 5 $1,000,00$ 5 $1,000,00$ 5 $1,000,00$ 5 <td< td=""><td></td><td>Library Utilities - Heating Oil 1800 gals @ \$2.449 per gal</td><td>Ŷ</td><td>4,588.20</td><td>\$ 4,408.20</td><td>\$ (180.00)</td><td></td><td></td></td<>		Library Utilities - Heating Oil 1800 gals @ \$2.449 per gal	Ŷ	4,588.20	\$ 4,408.20	\$ (180.00)		
TECHNOLOGY MANAGEMIENT EXPENSES 5 1,500.00 5 1,000.00 5 1,500.00 5 1,000.00 5 1,000.00 5 1,000.00 5 1,000.00 5 1,000.00 5 1,000.00 5 1,000.00 5 1,000.00 5 1,000.00 5 1,000.00		Library Blding Maintenance Supplies	Ŷ	4,300.00 \$	\$ 4,500.00			
6-5010 Library Tech Maintenance \$ 500.00 \$ 500.00 \$ 1,000.00 \$ 1,000.00 \$ 1,000.00 \$ 1,000.00 \$ 1,000.00 \$ 1,000.00 \$ 1,000.00 \$ 1,000.00 \$ 1,000.00 \$ 1,000.00 \$ 1,000.00 \$ 1,000.00 \$ 1,000.00 \$ 1,000.0		OGY MANAGEMENT EXPENSES	ş	1,500.00	3,000.00			3,000.00
6-5020 Library Equipment 5 $1,000.00$ 5 $1,500.00$ 1,500.00 1,500.00 1,500.00 1,500.00 1,500.00 1,500.00 1,500.00 5 1,500.00 5 1,500.00 5 1,500.00 5 1,500.00 5 1,500.00 5 1,950.00 5 1,950.00 5 2,200.00 5 1,000		Library Tech Maintenance	ŝ	500.00	500.00			
PROGRAM EXPENSES 5 5,940.00 5 5,940.00 5 (270.00) 5 6-6000 Library Program - Contracted Services Apollo 5 3,610.00 5 3,940.00 5 330.00 5 330.00 5 - <		Library Equipment	ŝ	1,000.00 \$	\$ 2,500.00	\$ 1,500.00		
6-6000 Library Program - Contracted Services Apollo 5 3,610.00 5 3,940.00 5 330.00 NHDB ebook/audiobook fee/magazine 5 1,950.00 5 1,950.00 5 230.00 6-6010 Library Program - Speakers & Supplies Website 5 2,600.00 5 100.00 5 100.00 6-6010 Library Program - Speakers & Supplies S 2,600.00 5 1,00.00 5 100.00 10714 Library Program - Speakers & Supplies S 2,600.00 5 1,187.00 5 2,000.00 5 1,187.00 5 2,000.00 5 1,187.00 5 5 1,187.		M EXPENSES	Ş	6,210.00	5,940.00	\$ (270.00)		5,940.00
Apollo 1,950.00 1,950.00 2 1,950.00 2 2 100.00 2 2 100.00 2 2 100.00 2<		Services		3,610.00	3,940.00			
NHDB ebook/audiobook fee/magazine \$ 1,660.00 \$ 1,890.00 \$ 230.00 6-6010 Library Program - Speakers & Supplies Website \$ > \$ 100.00 \$ 100.00 TOTAL LIBRARY OPERATIONS BUDGET Website \$ > \$ 2,600.00 \$ 100.00 \$ 100.00 TOTAL LIBRARY OPERATIONS BUDGET \$ 2,600.00 \$ 2,600.00 \$ 1,187.00 \$ 1,187.00 \$ 1,187.00 \$ 2,138.08 \$ 2		Apollo	Ŷ	1,950.00	3 1,950.00	ۍ ۲		
Website 5 - 5 100.00 5 100.00 5 100.00 5 100.00 5 100.00 5 100.00 5 100.00 5 100.00 5 100.00 5 100.00 5 100.00 5 3.838.08 5 2 2 5 3.000.00 5 1,187.00 5 1,187.00 5 1,187.00 5 1,187.00 5 2,565.08 5 3.338.08 5 2		NHDB ebook/audiobook fee/magazine	ŝ	1,660.00	1,890.00	\$ 230.00		
6-6010 Library Program - Speakers & Supplies \$ 2,600.00 \$ (600.00) TOTAL LIBRARY OPERATIONS BUDGET \$ 2,600.00 \$ (1,187.00 \$ (1,187.00) LIBRARY REVENUE PROJECTIONS \$ 30,000.00 \$ 31,187.00 \$ 1,187.00 \$ 2,1187.00 LIBRARY REVENUE PROJECTIONS \$ 30,000.00 \$ 31,187.00 \$ 1,187.00 \$ 2,000.00 TOTAL IERRARY OPERATIONAL APPROPRIATION \$ 20,000.00 \$ 31,187.00 \$ 1,187.00 \$ 2,000.00 TOTAL PERSONNEL & OPERATIONAL APPROPRIATION \$ 2,000.00 \$ 31,187.00 \$ 1,187.00 \$ 2,651.08 \$	-		Ŷ	1	100.00	\$ 100.00		
TOTAL LIBRARY OPERATIONS BUDGET \$ 256,728.01 \$ 260,566.09 \$ 3,838.08 \$ 2 LIBRARY REVENUE PROJECTIONS \$ 30,000.00 \$ 31,187.00 \$ 1,187.00 \$ 2,187.00 \$ 2,187.00 \$ 2,187.00 \$ 2,187.00 \$ 2,187.00 \$ 2,187.00 \$ 2,187.00 \$ 2,187.00 \$ 2,1651.08 \$ 2,187.00 \$ 2,187.00 \$ 2,187.00 \$ 2,187.00 \$ 2,187.00 \$ 2,1188.00 \$ 2,187.00 \$ 2,100 \$ 2,1487.00 \$ 2,187.00 \$ 2,187.00 \$ 2,187.00 \$ 2,128.01 \$ 2,118.00 \$ 2,118.00 \$ 2,187.00 \$ 2,187.00 \$ 2,187.00 \$ 2,187.00 \$ 2,187.00 \$ 2,187.00 \$ 2,187.00 \$ 2,187.00 \$ 2,188.00 \$ 2,188.00 \$ 2,188.00 \$ 2,188.00 \$ 2,188.00 \$ 2,188.00 \$ 2,198.00 0,000.00 <		ഷ	s	2,600.00	5 2,000.00			
IBRARY REVENUE PROJECTIONS \$ 30,000.00 \$ 31,187.00 \$ 1,187.00 \$ 1,187.00 \$ 2,187.00 \$ 1,187.00 \$ 2,26,728.01 \$ 2,26,728.01 \$ 2,26,728.01 \$ 2,26,728.01 \$ 2,26,728.01 \$ 2,26,728.00 \$ 2,2		BRARY OPERATIONS BUDGET	Ŷ	256,728.01	5 260,566.09		\$ 2	260,566.29
TOTAL PERSONNEL & OPERATIONAL APPROPRIATION \$ 226,728.01 \$ 229,379.09 \$ 2,651.08 \$ 1 BUILDING RENOVATION PROJECT \$ 71,000.00 \$ 2,5379.09 \$ 2,651.08 \$ 1 \$ 1,000.00 \$ 2,651.08 \$ 1 \$ 1,000.00 \$ 2,651.08 \$ 1,000.00 \$ 2,651.08 \$ 2,610.09 \$ 2,651.08 \$ 2,610.09 \$ 2,651.08 \$ 2,610.09<		REVENUE PROJECTIONS	Ş				Ş	31,187.00
BUILDING RENOVATION PROJECT \$ 71,000.00 \$ • \$ (71,000.00) 6-9000 Feasibility Study (2018 Building Fund Approved at Town Meeting) \$ - \$ (71,000.00) 6-9100 Outreach \$ 1,000.00 \$ - \$ - \$ 6-9100 Outreach \$ 1,000.00 \$ -<		ERSONNEL & OPERATIONAL APPROPRIATION	Ŷ	226,728.01	\$ 229,379.09		ŝ	229,379.29
6-9000 Feasibility Study (2018 Building Fund Approved at Town Meeting) \$ - \$ - \$ \$ - \$ \$ 5 5 5 \$		3 RENOVATION PROJECT	ŝ		1			•
6-9100 Outreach \$ 1,000.00 \$ - \$ 6-9200 Design Work \$ 70,000.00 \$ 6-9300 Project Planning \$ - \$ \$ 6-9400 Capital Campaign Consultant \$ - \$ \$		Feasibility Study (2018 Building Fund Approved at Town Meeting)	Ŷ		'	\$		
6-9200 Design Work		Outreach	Ŷ	1,000.00		, ,		
6-9300 Project Planning \$ - 6-9400 Capital Campaign Consultant \$ -		Design Work	Ŷ	70,000.00		\$		
6-9400 Capital Campaign Consultant		Project Planning	ሉ ·			۰ ۲		
		Capital Campaign Consultant	ŝ					

SERVING THE HENNIKER COMMUNITY DURING THE COVID-19 PUBLIC HEALTH EMERGENCY

This proposal and subsequent service iterations will remain in place until changes are deemed necessary or the health emergency is resolved. Changes in service may be required if staff is unable to fulfill their duties, cleaning and PPE supplies are unavailable, or if there is a lack of compliance in mask wearing and/or social distancing behavior on the part of patrons. All policies and procedures are superseded by State or Health Department directives.

Depending on the evolution of the continuing health crisis, this plan may be changed or suspended without advanced notice at the discretion of the Board of Trustees in accordance with the Tucker Free Library Pandemic Service Policy as seen at: http://www.tuckerfreelibrary.org/policy-procedure-manual/

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SUMMARY

Proposal for enhanced library services during COVID pandemic

This proposal for consideration takes into account the desire of TFL staff to expand library services for our community. As the Town of Henniker grapples with the pandemic, TFL strives to offer safe access to our facility while maintaining a safe work environment for staff. All plans for expansion of service demand strict adherence to cleaning and safety protocols in place since TFL opened in June. <u>REALM Project</u> (REopening Archives, Libraries, Museums) research still supports the 72-hour quarantine of returned materials so the book drops will remain closed and materials need to be returned via the selfcheck-in process. This service require will remain in place until the 72-hour moratorium is lifted. Depending on the evolution of the continuing HEALTH CRISIS, this plan may be changed or suspended without advanced notice at the direction of the Board of Trustees in accordance with the TFL Pandemic Service Policy:

http://www.tuckerfreelibrary.org/policy-procedure-manual/

Modify hours

Tuesday	10-3
Wednesday	10-3
Thursday	10-3 and 5-8
Friday	10-3
Saturday	8-1

Changes effective

STAGES	DESCRIPTION OF STAGE	IMPLEMENTATION GOAL
Policy	USING THE TUCKER FREE LIBRARY DURING THE COVID-	Simultaneously with Phase 1 and
Adoption	19 PUBLIC HEALTH EMERGENCY – Rules and regulations	reinforced with Phase 2.
	for all library patrons and staff	
Phase 1	Transitioning to expansion of service.	September X
Phase 2	Grab & Go! Service.	September XX or when deemed appropriate based on Henniker
		numbers

DECISION MATRIX

CONSIDERATIONS Listed below are factors that will be taken into consideration when a decision to modify services is needed	PHYSICAL I	LIMITED SERVICES	
Community Spread Level	1 or fewer cases (containment)	2 to 9 cases (community spread)	10+ cases (accelerated spread)
Positive COVID results in community resulting in closures of: Henniker Community School John Stark Regional High School White Birch Town Hall	Provided all conditions are satisfied, begin normalizing hours and services, allow patron access with precautions prescribed by state and local officials	Suspected or confirmed cases within Henniker should elevate discussion on the services that can be safely offered on a limited basis if necessary	The accelerated spread of confirmed cases within Henniker community will result in return to limited curbside service for at least two-weeks
Staff Absenteeism	The library is able to provide coverage and manage absenteeism with little impact to library service	It is difficult to provide coverage and manage absenteeism and hours or services may have to be reduced	The level of staff absenteeism is too high to effectively manage
Availability of cleaning and protective supplies required to follow guidelines	Sufficient supplies available for routine daily cleaning and sanitization	Difficulty sourcing supplies necessary for routine daily cleaning and extensive sanitization may result in reduction of public access	Unable to obtain supplies for safe operation of the facility
Compliance with Protections	Mask wearing, physical distancing and other protective measures are followed	Small gaps in compliance, need to reeducate public and highlight rules	Significant gaps in compliance to the protective measures in place

POLICY: USING THE TUCKER FREE LIBRARY DURING THE COVID-19 PUBLIC HEALTH EMERGENCY – Rules and regulations for all library patrons and staff.

Due to the nature of the existing public health crisis, the Board of Trustees is instituting a policy to protect the health and safety of all library patrons and staff. Effective xxxxxx

- Patrons and staff who are in the library during hours of operation are asked to wear face masks and use hand sanitizer upon entering. Masks will be provided if needed. Patrons are asked to dispose of any face masks, tissues or other personal protective equipment used while in the library in the designated disposal receptacles upon departure from the building. Cloth masks left in the library will be immediately removed and irretrievably disposed of by staff members wearing gloves, face masks and shields.
- 2. The library is open for Grab & Go service only. This service will allow patrons to browse the stacks and select materials. We ask that patrons quickly and efficiently take care of their library business. The trustees reserve the right to institute time and/or occupancy limits if deemed necessary.
- 3. No congregating of any kind will be permitted in any interior or exterior area of the library. This includes the restroom, hallways, doorways, collection areas, stairwells, front porch and steps, and the rear entry area portico and ramp.
- 4. No unattended bags will be permitted in any area of the library, including hallways, doorways, collection areas, or stairwells.
- 5. Food and drink is not permitted in any area of the library, including hallways, doorways, collection areas, or stairwells.
- 6. Only one person will be permitted in the restroom at a time unless supervision or parental assistance is required. Restrooms will be sprayed with a sanitizing agent regularly; this regime may mandate that the restroom is temporarily unavailable throughout the day.
- Public computers are for adult use only. Equipment will be sanitized after each use. If the keyboard cover is removed, then the user forfeits his/her future use. The trustees reserve the right to institute time and/or occupancy limits if deemed necessary.

PUBLIC STATEMENT ANNOUNCING LIBRARY SERVICES – The next step

Beginning September x, 2020 the Tucker Free Library will expand pandemic level services to include self-check-in and pick-up during all hours of operation! The library will begin normalizing hours by opening at 10AM and closing at 3PM. After a thorough shift change cleaning, the library will reopen from 5PM-8PM on Thursday evening to offer service to our commuting patrons!

It is our goal to OPEN the library for in person browsing on September xx, 2020. Once we get a couple of weeks of school under our belts and barring no significant health emergency, we hope to **open the library stacks for browsing**! We are asking for your continued patience to see how our community responds to the return to school. If all goes well, we will be able to move forward without having to retract service if the public health emergency expands.

In the GRAB & GO! Service paradigm we will continue to require self-check-in and curbside service for patrons who are uncomfortable coming into the building. Home delivery is also available.

We are looking forward to the day when all our patrons can walk through our doors to attend a program, select library materials or use our computers!

PHASE DETAILS & CHANGES DESCRIBED

Phase 1 – TRANSITIONING TO EXPANSION OF SERVICE

- Modify hours to address concerns of library being a hangout for kids after school. Close at 3PM on Thursday and reopen at 5PM so evening patrons have an opportunity to pick-up and drop-off materials.
- 2. Close down J-Room Curbside service and open Rear Entrance to address:
 - a. Staff availability concerns with the workforce reduction as high school employees return to class
 - b. Traffic congestion most likely to occur with school-related transportation
- 3. Institute a self-check-in and curbside pickup at entry to E-Room on lower level.
- 4. Maintain self-check-in at Main Vestibule and ADD curbside pickup in vestibule.
- 5. When RESERVING MATERIALS FOR PICKUP, patrons will select the location where they will pick up their materials through Biblionix catalog.
- 6. Post signage about masks and provide hand sanitizer/masks at all entrances.

Phase 2 – GRAB & GO!

- 1. Maintain Phase 1 service ADD self-check-out/modified check-out stations on Main Floor and Lower Level.
- 2. Permit patrons to enter building to select materials.
- 3. To maintain social distancing parameters, the number of individuals and the duration of visit may be limited.
- 4. No programs.
- 5. All engagers and games removed from each floor.
- 6. Space out computers on the Main Floor in Soderstrom Area.
- 7. Remove computers from the J-Room.
- 8. Maintain parent's computer in E-Room.
- 9. Remove comforts to discourage patrons from remaining on site.
- 10. Staff would be in building prior to opening to gather ILL/Hold materials, shelve returns that have cleared quarantine, and prepare workstations for operation.
- 11. Continue offering business services to public with procedures in place to handle money.
- 12. Return all DVDs to cases to eliminate need for staff to handle material.

Changes patrons will notice

- 1. The library will be open for patrons to come in and browse the collection. If necessary, occupancy and/or time limits may be required and imposed. We ask that you not congregate in the library and that protracted conversations with friends and neighbors take place outside the library building.
- 2. Restrooms will be sprayed with a sanitizing agent regularly; this cleaning protocol may mandate that the restroom is temporarily unavailable throughout the day.
- 3. Chairs and tables have been removed to create a physical reminder to social distance.
- 4. Library staff will be behind Plexiglas screens, if they come out to assist you give them a minute to don a mask, face shield, and gloves.
- 5. All games, STEAM activities and toys have been removed from the library.
- 6. All DVDs have been returned to their cases to reduce the handling of materials.
- 7. There are no computers in the J-Room. There will be one computer for parents with children to use in the E-Room. The Main Floor computers for adults to use have been spaced out to allow for social distancing.
 - a. We reserve the right to limit use to 30 minutes per day if demand warrants that.
 - b. Please don a mask and use hand sanitizer before and after you use the computers. If you do not have a mask one will be provided.
 - c. Keyboards will be wrapped in plastic cover to help us keep you safe. Removal of the plastic cover will cause us to rescind this service.
- 8. There will be a self-check-in station on both levels. Until the 72-hour quarantine moratorium is lifted, patrons will be asked to check-in their own materials.
- 9. Bring your library card! We will have a self-check-out station that works best if you can scan your library card. If you can't find your library card, we will have a staff assisted station where a new library card will be printed for you.

CONCERNS OF STAFF

- Handling materials that have been returned continues while the 72-hour quarantine requirements still exist.
- Air flow in the building once the cold weather sets in and windows are closed. Evaluation of air flow to determine if minimum standard of circulation turnover of 2.5 times per hour is achieved.
- Hours that the library is open when school kids traditionally congregate. We have removed all items that bring them in, but is that enough? Suggest limiting afterschool hours to break the "after school care" habits.
- Increased amount of cleaning in Phase 2 including hallways and public restrooms.
- Use of public restrooms.
- Use of computers and Soderstrom Area.

OCCUPANCY RESTRICTIONS

Location	Dimensions	Square	Occupant	Calculated	50% State	MAXIMUM
	(L x W)	Feet	Load	Occupancy	Occupancy**	POSTED
			Factor*			OCCUPANCY
TOTAL		8948	100 ¹	89.48	44.74	45
E-Room	38 X 22	858	50	17	8.6	9
J-Room	38 X 21	798	50	16	8	8
Meeting Room	18 X 19	342	50	7	3.5	4
Stack Room	38 X 22	858	100	8.58	4.29	4
NH Room	38 X 21	798	50	15.96	7.98	8
Soderstrom Area	26 X 21	546	100	5.46	2.73	3

1 Our certificate of occupancy allows for 100 people in our building under normal conditions.

*These figures are based on calculator located at: <u>https://www.dsm.city/departments/community_development-</u> <u>division/permit_and_development_center/covid-19_occupant_capacity_formulas.phpf</u>

Gross Square Footage of Library Book Areas / 100 Occupant Load Factor = Maximum Legal Occupancy Maximum Legal Occupancy x 0.50 = Allowable COVID-19 Occupancy

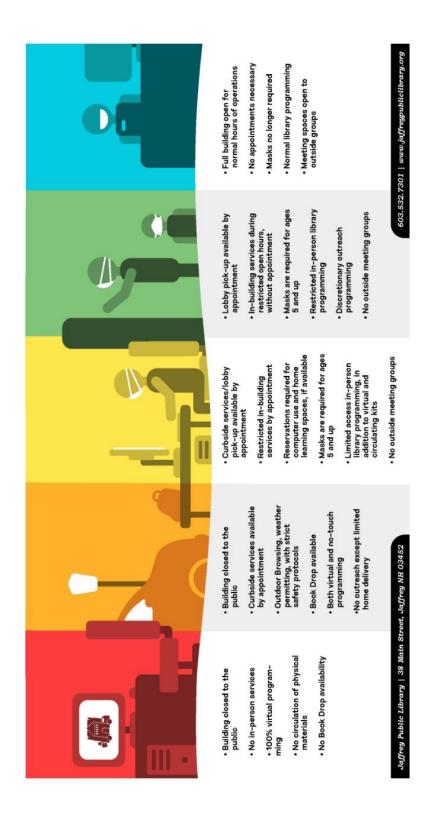
Example:

6000 SF / 100 = 60 occupants during Normal Conditions

State of Iowa COVID-19 Restrictions require 50% of Maximum Legal Occupancy 60 occupants x 50% = 60/2 = **30 Occupants - Allowable COVID-19 Occupancy**

Libraries use two different occupant load factors. They are as follows: Reading Rooms - 50 Occupant Load Factor Library Book Areas - 100 Occupant Load Factor

**Includes staff members. <u>https://www.covidguidance.nh.gov/sites/g/files/ehbemt381/files/files/inline-documents/guidance-libraries.pdf</u>



EXAMPLE OF PHASED PLAN – JAFFREY PUBLIC LIBRARY

SUPPLEMENTAL READING

HOW WILL PUBLIC LIBRARIES ADAPT TO NEW SCHOOL YEAR NORMS? Kelly Jensen Aug 13, 2020 <u>https://bookriot.com/how-will-public-libraries-adapt-to-new-school-year-norms/?fbclid=IwAR2Bmt9LqgF-8kmRB635B6pjMOwt9TpFMudcY3mXo-Pf9TCnmME4p8SXrnl</u>

Reopening Resources – State and National

ALA COVID-19 Recovery microsite: http://www.ala.org/tools/covid-19-recovery

Reopening NH Libraries Task Force Best Practices document, 5/20/2020: <u>nhlibrarians.org/wp-content/uploads/2020/05/FINAL-Reopening-NH-Libraries-Task-Force-Best-Practices-5 20 2020.pdf</u>

Article from NHMA, "Reopening Libraries During the Pandemic" by Natch Greyes (July/August 2020): <u>https://www.nhmunicipal.org/town-city-article/reopening-libraries-during-pandemic</u>

Sample Library Policies/Paperwork related to COVID-19 issues Pandemic Policy examples:

- Jaffrey Public Library Pandemic Policy: <u>https://www.townofjaffrey.com/sites/jaffreynh/files/uploads/pandemic_draft_20</u> <u>20_final.pdf</u>
- Nesmith Library (Windham) Pandemic Policy (based on Jaffrey policy): <u>http://nhlibrarians.org/wp-content/uploads/2020/04/Nesmith-Windham-Pandemic-PolicyCOOP.pdf</u>
- Salisbury Free Library Pandemic Policy (based on Jaffrey policy): <u>https://docs.google.com/document/d/16NOKMID7YjcYQGMm9b1UC8-</u> <u>BVyLkL0X1pXn1QaDrTds</u>
- Minot Sleeper Library Pandemic Policy (Bristol, NH): <u>http://nhlibrarians.org/wp-content/uploads/2020/07/MSL-Pandemic-Policy-FINAL.pdf</u>

Phased Reopening Plan examples:

- Wiggin Memorial Library (Stratham) Draft phased reopening plan: <u>http://nhlibrarians.org/wp-content/uploads/2020/05/WML-Phased-reopening-</u> <u>strategies-and-actions-draft-5-5-23-2020.pdf</u>
- Gilford Public Library Reopening Plan: <u>http://nhlibrarians.org/wp-</u> content/uploads/2020/07/GILFORD-PUBLIC-LIBRARY-reopen-plan-2.pdf
- Pembroke Town Library Services Plan 6/18/20 7/15/20: <u>http://nhlibrarians.org/wp-content/uploads/2020/07/Pembroke-Town-Library-Services-June-18-July-15-2020.pdf</u>

Quarantine/COVID19 policies (employees):

Model Primex policy for Employee COVID19 Illness Policy: <u>http://nhlibrarians.org/wp-content/uploads/2020/07/Primex-JL-Model-Employee-COVID-19-Illness-Policy-05-06-2020.pdf</u>

- Abbott Library editable flow chard regarding employee COVID exposure: <u>http://nhlibrarians.org/wp-content/uploads/2020/08/Abbott-Library-editable-flowchart-for-COVID-exposure.doc</u>
- NHEMS Flow chart regarding employee COVID exposure: <u>http://nhlibrarians.org/wp-</u> content/uploads/2020/08/Phase-III-Flow-Chart-Sick-Employee-and-Patron.pdf
- Wiggin Memorial Library Illness Policy Appendix A (procedures): <u>http://nhlibrarians.org/wp-content/uploads/2020/08/WML-Illness-Policy-Appendix-A-procedures-for-id-of-illness.pdf</u>
- Minot-Sleeper Library (Bristol) COVID19 employee screening questionnaire: <u>http://nhlibrarians.org/wp-content/uploads/2020/07/COVID19-Screening-Questionnaire-landscape.pdf</u>
- Minot-Sleeper Library (Bristol) COVID19 Screening and Safeguard Measures Policy: <u>http://nhlibrarians.org/wp-content/uploads/2020/07/Library-COVID-19-Screening-and-Safeguard-Measures-Policy-FINAL.pdf</u>
- Minot-Sleeper Library (Bristol) Temporary Policy on Leave Due to Coronavirus
 <u>http://nhlibrarians.org/wp-content/uploads/2020/07/Library-Temporary-Policy-on-Leave-Due-to-Coronavirus-FINAL.pdf</u>

NON-PUBLIC MEETING INSTRUCTIONS

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