

Abbott Library
Board of Trustees
January 28, 2025 Meeting
Minutes

Attendance

Trustees:

Beverly Bjorklaud
Jim Harrison
Sue Johanson
Jon Reed
Nancy Berger

Alternate:

Peter Maciaszek

Acting Director:

Justin Levesque

Excused

Tim Eliassen
Jim McGraw

Call to Order

Chair Bev called the meeting to order at 5:03 pm

Treasurer's Report

Expenditures by Vendor

Bev reviewed the report and made a motion to approve it as presented. Sue second the motion. Justin clarified that Baker & Taylor is the book company. Motion passed.

Director's Report

Justin reviewed his report. Rebecca Searles, new Public Services Librarian, starts January 30, 2025.

Programming numbers for 2024 are nearly double an impressive 2023.

Children/Family/Adult programming is continuing strong. Of note is an upcoming Mahjong tournament on February 3, 2025.

Chair's Report

Conservation Commission Request

Ginny Gwynn, at the encouragement of the Conservation Commission (CC), has formed a town wide Task Force on Japanese Knotweed, a menacing invasive plant. Its purpose is to explore methodologies to effectively reduce and ultimately eradicate the plant in Sunapee. The Select Board unanimously approved the formation of the Task Force and requested Ginny, as the leader, to return to the February 10 meeting to report on -what the Task Force would like to do, -where, -resources needed, and -timing. The Task Force's plans to focus their initial efforts on four areas in Town where Japanese Knotweed is present. One of those places, the largest, is the extensive swath of it behind the Library along Route 11. They would like to use part of the Library parking lot to dry out the weed once it is cut since it can not be discarded until it is dried out. Trustees unanimously agreed to support the Task Force's plan. Ginny will report our support as part of her presentation to the upcoming Select Board meeting.

Budget Discussion

Bev advocated that the Board engage in efforts to promote the Library and the success of its programs to the community. One strategy identified was including highlights of the Library's program success in Sunapee Happenings, a widely circulated publication about the Town.

Board of Trustees Positions

Applications for a Board of Trustees position can be filed at Town Hall from January 21 to 29, 2025. Board Trustees Tim & Bev are at the end to their respective terms. They both plan to run again. All board members should be looking for alternates and be aware of the importance of Library leadership succession.

Book Suggestion for Programming

Bev informed the Board and Justin of a book called Gather by Kenneth M. Cadow, a Vermont author. A former Board Trustee suggested to current trustee Nancy Berger that the Library consider hosting a "Community Read and Discussion" of this book about an adolescent in rural New England. Recognizing that Library Programming is the purview of the Library Director and staff, Nancy, as a Library patron, will meet with Justin to consider the suggestion.

Strategic Plans

In March we should be advancing our work on the Strategic Plan. Meanwhile Bev urges trustees to be mindful of the areas of the Plan to which they are assigned.

Policies

The Board reviewed edits made by legal counsel on two Library policies; 1) Library Code of Conduct and 2) Filming and Photography

A motion was made by Bev to adopt the Code of Conduct Policy as edited. Jim seconded the motion. Motion passed.

A motion was made by Bev to accept the newly edited Filming and Photography Policy. Jon seconded the motion. Motion passed.

These documents will be filed as required by NH RSA and the Library website will be updated to include these revised policies.

Book Sale:

The 2025 Book Sale will be on Saturday, July 5. Sue and Jon will serve as co-chairs again. A meeting will be scheduled for March to begin the planning and organizational tasks.

Old Business

Donation by Patron.

Bev met with the donor to apprise him of the Library's current administrative priorities. He is comfortable with the situation. Further discussion will take place in the upcoming months.

Interviews of Candidates for the Library Director Position

Seven candidates will be interviewed by the Board during the first week of February, 2025. Bev will work on fitting them into a schedule of time slots and share it with the Board.

Adjournment

Jon made a motion to adjourn the meeting. Peter seconded it. The motion passed.

Meeting adjourned at 6:23 pm.

Respectfully submitted,

Nancy E Berger
Secretary

Next meetings: Tuesday February 25 at 5:00 pm
Tuesday, March 25 at 5:00 pm

Director’s Report to the Board of Trustees of the Abbott Library

January 28, 2025

Staff Management:

- **Incoming Public Services Librarian:** We are very excited to welcome Rebecca Searles as our new Public Services Librarian! Rebecca will start on Thursday, January 30. She previously worked as a Youth Services Librarian at Belmont Public Library and also brings experience with adult services from her time as a Library Assistant at the Maxfield Public Library in Loudon. Her versatile skill set will serve her well in carrying out this position’s varied range of responsibilities. Kyler and I have been finalizing an onboarding plan, and we look forward to working with Rebecca and getting her oriented.
- The Abbott Library staff continues to work commendably hard during this transitional period, with everyone pulling together on program support, collection development, materials processing and cataloging, and circulation coverage.

Programming:

- **Year-End Tallies:** 2024 was a banner year for programming at Abbott Library, with our year-end tallies more than doubling 2023’s impressive statistics and representing our highest numbers to date both in terms of offerings and attendance. It is our goal to sustain and build on this momentum.

	2024	2023	2022
Adult Programs	109	63	56
Adult Program Participants	1103	638	453
Family Programs	161	92	91
Family Program Participants	2,799	1,686	1,404

- **Children/Family Programming:**
 - Our children/family programming numbers held steady in December. We offered 3 programs that were attended by 33 people. Kyler’s monthly “Crafternoon” and weekly story times continue to draw a faithful crowd of participants, and the *Elf* family movie night and snow globe craft were well-appreciated seasonal offerings.
 - Kyler’s Winter Reading program is off to a lively start, with well-attended weekly Thursday events (a kick-off party, a live owl event courtesy of VINS, slime making) and a fun and engaging prize system that rewards reading and program participation with a gift card and a raffle ticket. We are excited for a program on insects with the Montshire Museum this Thursday!
- **Adult Programming:**
 - In December, we offered 6 programs that were attended by 91 people.
 - As previously highlighted, John Porter’s talk on barns was a notable success at 53 participants.

- Ruane’s flower arranging programs were reliably popular (12 participants on 12/17 and 13 on 12/21), and we are grateful for her expertise, as always.
- Barbara and Alex’s weekly Mah Jongg program continues to be a hit, and they have expanded on that popularity by coordinating a Mah Jongg invitational to take place on February 3.
- The Friends are coordinating a talk with author Sy Montgomery to be held in late April or early May.
- Thanks to a grant from New Hampshire Humanities, we will host artist Marina Forbes for a presentation on the history of Fabergé eggs on April 8. The Sunapee Seniors are co-sponsoring this event and will provide refreshments.
- We also partnered with the Sunapee Seniors to host a “pizza and movie” event on January 27.

Building:

- **Reference Desk:** We have received the new Reference Desk purchased at the end of 2024, and Tim very graciously put it together for us. We are planning to relocate the right-hand public computer desk and replace it with the Reference Desk so that it is located parallel to Kyler’s Youth Services desk on the other side of the floor. The plan is to move the empty public computer desk (we have moved the two computers to the other desk and ordered a privacy partition) to the Teen Area, but first we will need to have Buildings & Grounds cut it in half for spatial purposes. Craig and Kenny have ordered a trim to cover the raw edge and will come in to take care of the cutting job one morning this week before we open. I am working on scheduling an appointment with Andrew to bring in the computer for the desk and take care of other tech odds and ends.

Collection Development:

- **New “New Materials” Configuration:** We have done some re-arranging of the New Materials shelves in order to bring everything consistent with only holding 6 months' worth of new releases and allow Kyler to spread out his new Children's Materials, which had been cramped on just the one shelf. We have moved what was formerly the New Non-Fiction shelf to the Youth side (with one shelf containing Children's books and the other containing Juvenile materials), and at the moment the Adult new shelf contains New Fiction, New Large Print, Audiobooks, Non-Fiction, and Biographies. This will be perfectly functional and presentable in the short term, but for both visual consistency and ease of browsability I have asked Tim if the Foundation would be willing to sponsor the purchase of an additional shelf to house Adult Non-Fiction and Bio as we had it displayed before, and he indicated this would be acceptable. I will get in touch with Tucker Interiors to see about a quote.

Library Use:	Dec 2024	YTD 2024	YTD 2023	% Change				
Library Items	2,170	33,585	34,886	-4%				
Downloaded Audiobooks	416	5,118	4,628	11%				
Downloaded E Books - Overdrive and								
Freeding	207	3,105	3,039	2%				
Downloaded Magazines	154	1,988	712	179%				
Local Use	32	1,125	690	63%				
Online Tools Total	652	8,551	9,200	-7%				
Breakdown of Online Tools								
Ancestry	0	196	20	880%				
Kanopy (videos)	116	1,547	950	63%				
EBSCO	9	307	27	1037%				
Mango	8	1,211	2,579	-53%				
New York Times	350	4,191	4,121	2%				
Hoopla	169	2,037	1,503	36%				
Total Circulation	3,631	53,472	53,155	1%				
Patron Visits	1,968	28,382	23,280	22%				
New Registrations	15	313	245	28%				
Internet Sessions (public computers)	120	1,862	1,723	8%				
Wireless Usage	439	6,322	6,371	-1%				
Program Questions	29	659	335	97%				
Regular Reference	81	1,099	920	19%				
Extended Reference	3	95	155	-39%				
Readers' Advisory	30	305	416	-27%				
Tech Help	44	547	516	6%				
Extended Tech Help	2	115	204	-44%				
Total Reference	189	2,820	2,546	11%				
Website	Dec 2024	YTD 2024	YTD 2023	% Change				
Visits	852	19,861	16,283	22%				
Unique Visitors	736							
Avg Visits per Day	28.0							
Programs This Month	Adult	Child	Adult YTD	Child YTD	2023 Adult YTD	2023 Child YTD	% Change Adult	% Change Youth
Number of Programs	6	3	109	161	57	92	91%	75%
Number of Attendees	91	33	1,103	2,799	578	1,686	91%	66%
Meeting Room Usage in Hours	Activities	Conference	Activ YTD	Conf YTD				
	48.0	50.0	842.5	637.5				
Launchpad Checkouts	Dec 2024	YTD 2024						
	1	1						
Volunteer Hours	Dec 2024	YTD 2024						
	134.0	1,780.0						
Web Chats	Dec 2024	YTD 2024						
	4	21						

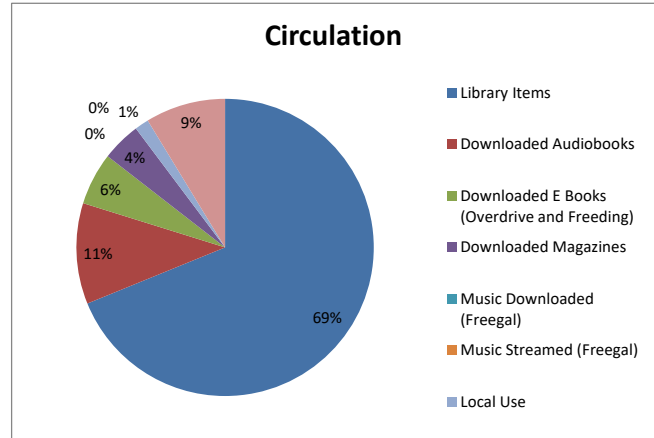
NOTE: Missing data for 12/1-12/10 & 12/31

December 2024

Circulation	
Library Items	2,170
Downloaded Audiobooks	416
Downloaded E Books (Overdrive and Freeding)	207
Downloaded Magazines	154
Local Use	32
Online Access	652
Total Circulation	3,631

Total Reference 189

Patron Visits 1,968



Library Code of Conduct
Abbott Library, Sunapee NH

The Library's Code of Conduct Policy has been established in order to create an environment that is welcoming, comfortable, safe and secure for all, and to maintain an atmosphere that promotes the use and enjoyment of the Library's resources, services, and programs. Abbott Library supports the right of all individuals to free and equal access to information and the use of the library without discrimination, intimidation, threat of harm or invasion of privacy. Unacceptable behavior includes behavior within the Library or on Library property that interferes with the use of the Library by other patrons, creates a risk of injury to other patrons or Library personnel, interferes with the work of personnel, or creates a risk of damage to Library or patron property.

The specific provisions of the Rules of Conduct are set forth below.

1. Show mutual respect for everyone in the Library.
2. Allow others to use the Library in peace. Loud, boisterous behavior is not acceptable. Profanity, abusive or threatening language is not acceptable. Threatening gestures or unwanted physical contact is not acceptable.
3. Treat Library materials and other Library property with care.
4. Neither the Library nor its staff is responsible for patrons' personal belongings left unattended.
5. Appropriate attire, including shirts and shoes, must be worn at all times.
6. Seating is limited to one person per chair.
7. No running, pushing, shoving, or throwing objects.
8. No congregating in or around doorways, inside or out.
9. No congregating around computer workstations.
10. Stealing, defacing or otherwise damaging Library or patron property is not allowed.
11. Smoking (including the use of all forms of electronic cigarettes, including without limitation, vapes, e-cigs, vape pens, and electronic nicotine delivery systems (ENDS)) and the use of illicit drugs and alcohol are prohibited.
12. Parents/guardians/caregivers are responsible for their children.
13. Patrons must refrain from displaying obscene or objectionable materials.
14. When making or taking telephone calls in the library, patrons should exercise good judgment and take care not to disturb other library users.
15. Intimidation, threats or verbal harassment toward staff or patrons, including without limitation, yelling, foul language, sexual advances or sexual harassment, following or stalking in the library building or library grounds is prohibited.
16. Library users are required to comply with a reasonable direction of a library staff member.
17. Library users should not use roller skates, skateboards or other similar devices in or on library premises.
18. Library users must not be under the influence of any controlled substance or intoxicating liquor, beverage or substance.
19. Some other examples of prohibited behavior includes:
 - a. Interfering with the free passage of library staff or patrons in or on library premises, (without limitations) by placing objects such as bicycles, skateboards, backpacks or other items that impede free passage.
 - b. Consuming food and beverages in the library.
 - c. Selling, soliciting and panhandling in the library building or on the library property.

- d. Habitual, daily sleeping, noisy sleeping and lying on the floor and tables.
 - e. Entering non-public areas in the library without escort or permission.
 - f. Loitering at entrances to the library.
 - g. Entering the library with bare feet or bare chest.
 - h. Bringing in excessive baggage such as sleeping bags, bedrolls, luggage, shopping carts and large camping backpacks. Small backpacks, book bags, briefcases, laptops and purses are permitted.
 - i. Refusing to leave the building during an emergency or drill evacuation.
 - j. Refusing to relinquish computer equipment or other library resources after scheduled period of use has expired.
 - k. Using false ID to obtain a library card or use of another person's card without permission.
 - l. Any action deemed by library staff to be disruptive to safely using the library's resources.
 - m. Acting or attempting to act in violation of state, federal or local law, ordinance, regulation or Library policy.
20. Materials may not be removed from the library without proper authorization.
21. Prior consent of any Library patron is required to film and/or photograph them while accessing Library materials or using Library computers. If the photographer/videographer intends to use Library patron images on social media or in any other public forum, notice of that intent must be provided when consent is requested. See Photography and Filming Policy.
22. Prior consent of the parent or guardian of any minor Library patron is required to film and/or photograph said minor Library patron. If the photographer/videographer intends to use images of said minor Library patron on social media or in any other public forum, notice of that intent must be provided to the parent or guardian when consent is requested. See Photography and Filming Policy.

Please help us to enforce the rules. If you see something that is inappropriate, let staff know so that appropriate responsive action may be taken.

Library users who do not follow these rules of conduct will be asked to modify their behavior or may be asked to leave. Repeated disregard for the rules of conduct may result in the suspension of Library privileges.

Approved by the Abbott Library Trustees – September 16, 2008

Amended and approved by the Abbott Library Trustees – November 15, 2016

Revised and approved by the Abbott Library Trustees – April 23, 2024

A. Current Abbott Library Photography and Filming Policy

The Library's Photography and Filming Policy has been established in order to create an environment that is welcoming and comfortable for all and to maintain patrons' privacy regarding Library materials and usage.

The specific provisions of the policy are set forth below:

- Patrons are welcome and free to film and/or photograph the building, physical displays, shelves, books, and other physical items, provided that these photographs do not violate the provisions below.
- Filming and/or photographing private staff offices and workspaces is prohibited.
- Prior consent of any Library patron is required to film and/or photograph them while accessing Library materials or using Library computers. If the photographer/videographer intends to use Library patron images on social media or in any other public forum, notice of that intent must be provided when consent is requested.
- Prior consent of the parent or guardian of any minor Library patron is required to film and/or photograph said minor Library patron. If the photographer/videographer intends to use images of said minor Library patron on social media or in any other public forum, notice of that intent must be provided to the parent or guardian when consent is requested.

Library users who do not follow these rules will receive one warning by staff. Library users who commit another violation after the warning will be told to leave the building. Repeated disregard for the rules of conduct may result in the suspension of Library privileges.

Approved by the Abbott Library Board of Trustees 26 November 2024

B. Recommended Revised Abbott Library Photography and Filming Policy

The Library's Photography and Filming Policy has been established in order to create an environment that is welcoming and comfortable for all, and to maintain patrons' privacy regarding Library materials, access and usage. It is the policy of the Library to permit photography, recording and videography under the conditions described in this policy, and only to the extent it does not interfere with the operations, programs, and activities of the Library, does not cause disruption, and is consistent with the Library's Mission Statement, Code of Conduct and the following specific provisions.

The specific provisions of this policy are set forth below:

1. Classes or events sponsored by the Abbott Library may be photographed, recorded or filmed by Library staff or its representatives. Attendance at a Library-sponsored class or event constitutes the consent of all attendees and the consent of the parents or legal guardians of any minor children in attendance, to the future broadcast, publication, or other use of photographs, recording or videography at the sole discretion of the Abbott Library. Individuals who object to being photographed, recorded or filmed may request to be accommodated by Library staff. Such accommodation may include, but not be limited to, placement in a manner to avoid being photographed, recorded, or filmed.

2. The Library may utilize photos and videos from public programs and events at Library facilities and Library spaces on its website, social media platforms, and in Library publications. Photographs, images, and videos submitted to the Library by members of the public for online galleries or contests may also be used by the Library for promotional purposes. To ensure the privacy of all individuals, including children, individuals in photographs or images will not be identified by full name or personal identifying information without written approval from the photographed subject, parent, or legal guardian. *See Photo Consent and Permission Release form.*
3. Casual amateur photography, recording, and videography is permitted in the public areas of the Library facilities to include the building, physical displays, shelves, books and other physical items provided that it is not disruptive, does not interfere in any way with Library operations and does not record or capture any Library records that contain names or other personal identifying information regarding the users of the Library, its archival records related to the circulation, and use of library materials or services, including such information stored in electronic form as per NH RSA 201-D:11 (see appendix). Any such photography or recording must not interfere with patron use.
4. Filming and/or photographing of private staff offices and workspaces, and other non-public areas and areas where privacy is expected (e.g. bathrooms) is prohibited.
5. **Under no circumstances may anyone take a photo, record or film a Library patron, members of the public, Library Staff on duty, or visitor without the explicit prior consent of the individual, or the parent/guardian if they are a minor.** In addition, if the photographer/videographer intends to use Library patron images on social media or in any other public forum, notice of that intent must be provided when consent is requested.
6. We ask that you refrain from the use of flash equipment in reading rooms and other areas which might disturb Library users.
7. Equipment such as tripods may not obstruct passageways or cause disturbances to Library users.
8. No commercial or media photography, videography or recording may occur in Library facilities without the prior written permission and approval of the Library Director. This includes both professional and amateur photographers or videographers who want to use the Library facilities for projects. Such approval may contain conditions under which the commercial/media/amateur photography or filming will take place. *See Request to Photograph or Film in the Library form.*

Any consent granted pursuant to this Policy to permit photography, recording or videography may be revoked at any time upon failure to comply with the terms of this Policy, other rules or policies of the Library or state law. As a general rule, Library users who do not follow these rules will receive one warning by staff. Library users who commit another violation after the warning will be told to leave the building. Repeated disregard for the rules of conduct may result in the suspension of Library privileges.

- *Request to Photograph or Film in the Library form*
- *Adult Permission and Minor (children under 18) Permission for Filming form*

Appendix to Abbott Library and Filming Policy

RSA 201-D:11 Library User Records; Confidentiality. –

I. Library records which contain the names or other personal identifying information regarding the users of public or other than public libraries shall be confidential and shall not be disclosed except as provided in paragraph II. Such records include, but are not limited to, library, information system, and archival records related to the circulation and use of library materials or services, including records of materials that have been viewed or stored in electronic form.

II. Records described in paragraph I may be disclosed to the extent necessary for the proper operation of such libraries and shall be disclosed upon request by or consent of the user or pursuant to subpoena, court order, or where otherwise required by statute.

III. Nothing in this section shall be construed to prohibit any library from releasing statistical information and other data regarding the circulation or use of library materials provided, however, that the identity of the users of such library materials shall be considered confidential and shall not be disclosed to the general public except as provided in paragraph II.

Photo Consent and Permission Release
(To be used if names will also be published.)

Adult Permission Release

I give permission to Abbott Library to use my photo on the libraries' website and/or in library promotional materials.

I release and hold harmless the library and its agents and employees from and against any claims or liability arising from or related to the use, publication or distribution of the photographs.

Signature: _____ Date: _____

Name: _____

Please print

Minor Release: For Persons 17 and Under

I am the parent or legal guardian of _____ and I give permission to Abbott Library to use their photo on the libraries' website and/or in library promotional materials.

I release and hold harmless the Library and its agents and employees from and against any claims or liability arising from or related to the use, publication or distribution of the photographs.

Signature: _____ Date: _____

Name: _____

Please print

REQUEST TO PHOTOGRAPH OR FILM IN THE LIBRARY

To be filled out by patron.

Please print.

Name of Organization and/or Individual _____

Name of Person Completing Form _____

Relationship to Organization _____

Address _____
_____ Phone _____

Date and Time of Proposed Photographing/Filming _____

Describe the Purpose of Photographing or Filming _____

Any persons photographing and filming in the Library or on Library premises must comply with the Library's PHOTOGRAPHING AND FILMING POLICY (see attached).

_____ *Date* _____ *Signature of person completing the form.*

FOR LIBRARY USE ONLY

Approved _____
Not Approved _____

Abbott Library Management

A copy of this form should be retained by the applicant.

Abbott Library
Statement of Financial Position
As of December 31, 2024

DRAFT

ASSETS

Current Assets

Bank Accounts

B101 Operating Account - 9330	14,424.61
B102 Trust and Fines - 5620	34,910.11
B102.1 Petty Cash - Drawer	45.00
Total B102 Trust and Fines - 5620	34,955.11
B103 Debit Card Account - 7419	727.55
B201 Cap. Campaign/Donation Account	27,688.75
Total Bank Accounts	77,796.02

Accounts Receivable

11000 Accounts Receivable	156.00
Total Accounts Receivable	156.00

Other Current Assets

12000 Undeposited Funds	0.00
A18611 Accrued Interest from CD	5,523.36
A303 Accrued Interest from Town Trusts	796.19
Total Other Current Assets	6,319.55

Total Current Assets **84,271.57**

Other Assets

A18600 Other Assets

A18610 Certificate of Deposit	
A18620 Martha Abbott Trust	125,160.00
A18630 Mabel Davies' Funds	115,104.00
Total A18610 Certificate of Deposit	240,264.00

Total A18600 Other Assets **240,264.00**

A301 Library Gardner Fund 2,636.24

A302 Library General Fund 9,158.77

Total Other Assets **252,059.01**

TOTAL ASSETS **336,330.58**

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 Accounts Payable	6,831.93
2100 Encumbrances	(121.45)
Total 20000 Accounts Payable	6,710.48

Total Accounts Payable **6,710.48**

Total Current Liabilities **6,710.48**

Total Liabilities **6,710.48**

Net Assets **329,620.10**

Abbott Library

Expenditures by Vendor Summary

December 2024

	Total
Adobe, Inc	39.98
Amazon business	842.35
ARC Mechanical Contractors	1,484.54
Baker and Taylor	8,283.39
By Water Solutions	4,499.67
Comcast	147.16
Connecticut Library Consortium	100.00
Dead River Company	589.76
Demco	1,863.28
Eversource	717.53
Faronics	323.40
Google Services	273.60
Hannaford	33.12
Hoopla	428.96
Interactive Sciences, Inc.	500.00
Kanopy Inc	600.00
Midwest Tape	1,190.13
Park Street Foundation	1,242.38
Precision Software Corporation	1,262.21
Sunapee Granite Works	200.00
U.S.Postal Service	170.00
UniFirst Corporation	111.62
Valley News	351.00
VINS	412.50
YourMembership.com	324.00
non-payroll expenses total	25,990.58
Payroll expenses total	27,291.48
TOTAL	\$ 53,282.06

Tuesday, Jan 21, 2025 07:48:18 AM GMT-8 - Accrual Basis

Abbott Library

Profit and Loss

DRAFT

Budget vs Actual

2024

	Actual	Total Budget	Variance
Revenue			
1 Town Funding Contributions	-	-	-
100 Town Funding	113,902.14	113,899.20	2.94
101 Town Funding Payroll & Benefits	425,484.63	462,814.45	(37,329.82)
Total 1 Town Funding Contributions	539,386.77	576,713.65	(37,326.88)
43400 Direct Public Support			
43450 Individ, Business Contributions	5,000.00	-	5,000.00
Total 43400 Direct Public Support	5,000.00	-	5,000.00
44500 Government Grants			
44540 State Grants	300.00	-	300.00
Total 44500 Government Grants	300.00	-	300.00
45000 Investments			
45030 Interest-Savings, Short-term CD	2,155.45	-	2,155.45
Total 45000 Investments	2,155.45	-	2,155.45
46400 Other Types of Income			
46429 Interest Operating Acct	6.98	-	6.98
46480 Book Reimbursement	283.34	-	283.34
46481 Non-Resident Fees	940.00	-	940.00
46482 General Donations/Coffee	35.59	-	35.59
46487 Printing/Copying Income	1,129.51	-	1,129.51
46488 Fax	54.00	-	54.00
46489 Overdue Conscience	1,246.49	-	1,246.49
Total 46400 Other Types of Income	3,695.91	-	3,695.91
47200 Program Income	3,374.80	-	3,374.80
Total Revenue	553,912.93	576,713.65	(22,800.72)
Gross Profit	553,912.93	576,713.65	(22,800.72)
Expenditures			
2 Payroll and Benefit Expenses			
207 Full Time Wages	218,021.97	226,625.16	(8,603.19)
208 Part Time Wages	80,674.69	85,696.95	(5,022.26)
208.5 Overtime Wages	2,542.68	-	2,542.68
209 Unused Sick Time	2,928.47	5,446.84	(2,518.37)
210 Health Insurance	59,452.79	79,238.60	(19,785.81)
215 Life & Disability Insurance	3,916.97	4,258.28	(341.31)
220 Medicare	4,300.75	4,770.41	(469.66)
221 Employer FICA	18,389.38	20,001.38	(1,612.00)
231 Retirement Contribution	28,999.88	35,693.81	(6,693.93)
250 Unemployment Comp Insurance	216.00	482.24	(266.24)
260 Workers Compensation Insurance	316.00	600.78	(284.78)
Total 2 Payroll and Benefit Expenses	419,759.58	462,814.45	(43,054.87)

Abbott Library

Profit and Loss

DRAFT

Budget vs Actual

2024

	Actual	Total Budget	Variance
3 Prof. & Tech Services	-	-	-
341 Telephone	1,288.24	1,550.00	(261.76)
341A Fire Alarm	904.60	1,250.00	(345.40)
341B Internet and Web Services	5,479.10	5,000.00	479.10
342A Computer Support/Hardware	4,343.41	6,700.00	(2,356.59)
342B Copier Lease	-	1,300.00	(1,300.00)
365 Equipment Repair	691.00	300.00	391.00
Total 3 Prof. & Tech Services	12,706.35	16,100.00	(3,393.65)
4 Facilities	-	-	-
410 Electricity	9,786.08	12,000.00	(2,213.92)
411 Heat	3,906.86	6,000.00	(2,093.14)
412 Water	872.60	800.00	72.60
413 Sewer	275.00	500.00	(225.00)
430 Bldg Repair & Maintenance	5,700.13	9,000.00	(3,299.87)
440 Outside Maintenance	3,625.06	3,700.00	(74.94)
Total 4 Facilities	24,165.73	32,000.00	(7,834.27)
5 Other Services	-	-	-
520 Insurance	5,678.61	5,500.00	178.61
540 Training and Meetings	1,242.15	1,000.00	242.15
550 Programs	2,087.45	500.00	1,587.45
555 Advertising	372.40	800.00	(427.60)
560 Membership	260.00	700.00	(440.00)
Total 5 Other Services	9,640.61	8,500.00	1,140.61
6 Supplies	-	-	-
610 General Supplies	4,003.74	2,000.00	2,003.74
610-A Machine Supplies	68.58	700.00	(631.42)
610-C Program Supplies	2,207.12	608.81	1,598.31
625 Postage	393.76	210.00	183.76
630 Office Equipment	2,250.05	100.00	2,150.05
640 Custodial Supplies	2,240.01	1,300.00	940.01
Total 6 Supplies	11,163.26	4,918.81	6,244.45
62100 Contract Services	-	-	-
62110 Accounting Fees	-	1,500.00	(1,500.00)
62150 Outside Contract Services	-	-	-
9 Bank Charges and Fees	(34.00)	-	(34.00)
Total 62100 Contract Services	(34.00)	1,500.00	(1,534.00)
65000 Operations	-	-	-
65010 Books, Subscriptions, Reference	420.79	-	420.79
65020 Postage, Mailing Service	216.00	-	216.00
Total 65000 Operations	636.79	-	636.79

Abbott Library

Profit and Loss

DRAFT

Budget vs Actual

2024

	Actual	Total Budget	Variance
65100 Other Types of Expenses (deleted)	-	-	-
65160 Other Costs	39.16	-	39.16
Total 65100 Other Types of Expenses (deleted)	39.16	-	39.16
7 Capital Outlay	-	-	-
750 Furniture and Fixtures	1,714.18	280.00	1,434.18
Total 7 Capital Outlay	1,714.18	280.00	1,434.18
8 Library Materials	-	-	-
802-A Books	25,749.34	29,000.00	(3,250.66)
802-B Subscriptions	3,223.01	3,500.00	(276.99)
802-C Non-Print	8,059.08	7,000.00	1,059.08
802-F Software	7,894.27	4,000.00	3,894.27
802-G Collection Supplies	1,357.93	1,200.00	157.93
802-H E-Content	16,528.25	6,200.00	10,328.25
Total 8 Library Materials	62,811.88	50,900.00	11,911.88
Total non-Payroll Expenses	122,843.96	114,198.81	8,645.15
Total Payroll expenses	419,759.58	462,814.45	(43,054.87)
Total Expenditures	542,603.54	577,013.26	(34,409.72)
Net Operating Revenue	11,309.39	(299.61)	11,609.00
Other Revenue			
8100 Nonrecurring outside revenue	-	-	-
8101 Abbott Library reimbursement	1,062.85	-	1,062.85
8102 Friends of the Library reimbursement	3,920.34	-	3,920.34
Total 8100 Nonrecurring outside revenue	4,983.19	-	4,983.19
Total Other Revenue	4,983.19	-	4,983.19
Other Expenditures			
9101 Abbott Library debit card expenses	1,001.27	-	1,001.27
9102 Friends of the Library debit card expenses	2,811.51	-	2,811.51
Total Other Expenditures	3,812.78	-	3,812.78
Net Other Revenue	1,170.41	-	1,170.41
Net Revenue	12,479.80	(299.61)	12,779.41