

March 25, 2025
Library Board of Trustees
5:00 PM

Call to Order

Attendees:

Excused Absences: James McGraw; Nancy Berger

Guest: Mindy Atwood, Assistant State Librarian

Chair's Remarks

Approval of February 27, 2025 minutes

Update from Mindy Atwood, Assistant State Librarian

Director's Report

Treasurer's Report

Approval of Manifest of Bills

Available Information on Default Budget

Chair's Report

Conservation Commission update on knotweed removal

Onboarding new director

Work on updating the Board Manual

Assistant Director Job Description Proposed Changes

Book Sale

Sue and Jon

Non Public Meeting

Public Comment

Adjournment

Next Meeting:

May 27, 2025

June 24, 2025

March 25, 2025
Library Board of Trustees
5:00 PM

Call to Order

Attendees:

Present: Bev Bjorklund, Jim Harrison, Sue Johanson, Jon Reed, Peter Maciaszeak (5:05) Kyler Wessner - Youth Services Librarian,

Excused: Absences: James McGraw; Nancy Berger

Guest: Mindy Atwood, Assistant State Librarian, Shannon Martinez - Town Manager, Allison Stark, Friends of Abbott Library,

Bev called the meeting to order at 5:00pm

Elect slate of officers

Jon nominated Bev for Chair

Bev nominated Jim for vice - chair

Bev nominated Tim for Treasurer

Tim nominated Nancy for Secretary

Bev made a motion for this slate, seconded by Jon, all in favor

Chair's Remarks

Request board stop in to meet with Jeff during April.

Jeff was in town recently and met Steve Bourque, Russ Holden, and Christie from the town HR dept.

Jeff Cabral on phone gave an overview of his status

Approval of February 27, 2025 minutes

Motion by Tim, second by Jim, all in favor, unanimous vote passed

Update from Mindy Atwood regarding IMLS, funding

3/14/25 President Trump issued an executive order to reduce the Institute for Museums Library Services (IMLS) to the minimum number of people required by statute. Mindy gave an overview of what the IMLS does and how the statutes integrate with the IMLS. The NH State Library gets between 1.3-1.5 million from the federal government and they draw down that money over two years. There is confusion at IMLS on federal funding and if people will be put on leave.

IMLS pays for state services such as interlibrary loans, providing 6 vans that log over 220,000 miles per year. Libby platform fee, technology librarian for the state library and 8 other FTEs there.

In Concord, the NH House Finance Committee put forth an amendment on 3/24 to defund the state library. Mindy gave an update on the process. Representative Sweeney made this proposal to eliminate the Council on Arts and the State Library. The Council on Arts went through, the library one was paused. Today the Representative who made the proposal withdrew the amendment. The state is still looking to cut money from the library.

Some libraries are providing their patrons with information on how to apply pressure to officials to continue to support libraries. This varies from town to town. The Library Trustee Association has given guidance that this is advocacy, not electioneering. Trustees shared other ways to advocate for the library, such as tying the effect of loss of libraries to the greater loss of the community.

Mindy gave Jeff some guidance on how to get connected with communication channels.

Allison Stark, Friends update - Allison gave an update on what the Friends are up to. Lunch on April 11, 2025. Story Walk is being updated. The Scholarship Committee is going to be giving 2 scholarships to graduating seniors. Sy Montgomery is coming and giving a talk at the LSPA including the elementary school kids. Literacy Day at the elementary school and the Square Dance will be back in the fall. Steve Swinburne will be at the library on the 27th. The tent has been ordered.

Treasurer's Report -

Approval of Manifest of Bills, see attached
Motion by Tim, Second by Jim, all in favor

Available Information on Default Budget - Tim gave an update that he has projected out that due to not being full staffed we will end up at the default budget number. Shannon explained that the town is \$300,000 short and the SelectBoard will need to make decisions about where this is coming from, including a possible hiring freeze. Tim advocated for proposing that we will meet our default budget, no further until we have further guidance from the Select Board.

Debit Card - No discussion needed. Automatic monthly payments are all working.

Director's Report - See attached

Chair's Report

Conservation Commission update on knotweed removal - Ginny Gwynn updated Bev that the CC is looking at goats. Do we want to allow this? The consensus is yes. Bev will talk to Ginny further.

Onboarding new director - Please stop in and meet Jeff.

Work on updating the Board Manual - Jon & Bev to check on the status of updates

Assistant Director Job Description Proposed Changes.

Bev suggested making changes to clarify the pay range for the Assist. Dir position.
Consider that part of the job is scheduling staff and "All other duties as required"

Consider applications received by April 18 will be given priority

Book Sale

Sue and Jon - Confirmed Saturday, July 5, 8:00 - 1:00

Rec Dept needs art work by March 30

We can have Wednesday and Thursday for set up and collection

Schedule for set-up, book drop off, sale day and break down.

Wednesday, July 2 9:00-12:00. Set up tables, transport books from the library and shed to the gym. Jon to get keys to Sue the week ahead of time.

1:00-5:00 book drop off. Sort books.

Thursday, July 3 10:00-6:00. Book drop off and sorting

July 4, nothing

Saturday, July 5 8:00-1:00 Book sale 1:00-2:30 Break down and pick up by book seller The following is a list of the book sale tasks and who coordinated each of them in 2024. We're hoping you will consider taking on that role again or let us know if you would rather do something else.

Advertising: Bev and Sue

Volunteer Sign up: Jon and Nancy

Set up: Jim H and Bev

Sales: Sue

Break down: Tim

I would also like to talk about pairing past book sale volunteers, and even folks who have volunteered yet, with board members in each area to expand the number of people who would be familiar with the different parts of the sale and could possibly take on more responsibility. Just an idea.

Book Sale Committee Meeting - Sue and Jon will schedule a meeting to catch up.

Public Comment

none

Adjournment Motion to adjourn by Jon, second by Tim at 7:29, all in favor.

Next Meetings:

April 22, 2025

May 27, 2025

June 24, 2025

Assistant Director's Report to the Board of Trustees of the Abbott Library

March 25, 2025

Staff:

- Rebecca has been a rock star and jumped right into her role as Public Services Librarian. She has come up with new and innovating ways to create engagement on our social media platforms. Also she has gone above and beyond in her role with creating two book clubs "Beach Reads," which is centered on more cozy reads, and "The Investigators," which is a murder mystery book club. Patrons are excited to have the continuation of book clubs! She had 4 participants for "Beach Reads," and plenty of interest in "The Investigators," which has its first meeting on March 28th.
- I also want to point out the contributions of Terri and Laura. Every time a patron brings back a book that Terri has recommended they say they absolutely love it, which is a testament to how well Terri knows our patron base. Laura has done an excellent job of ensuring our catalog records are consistent, as well as sharing her catalog knowledge with staff. She has also taken a deep dive into Koha to learn more about the backend of things and has been able to relay her knowledge to staff.
- I want to thank our subs, aids, and weekend staff (Alex, Barb, Ruane, Liz, Wendy, David, and Al) for willing to pick up shifts when needed and being flexible. It has made this transition period so much easier.

Programming:

- We put out a program survey to better understand what our community would like to see in Adult and Youth programs. We had 30 responses. It shows where we are hitting the mark with community interest and where we can grow with new topics.
- This week we have the Steve Swinburne author visit, which is in collaboration with the school and the Friends.
- We had our first and second Teen DnD sessions, and had 6 teens come out for each session!
- Rebecca launched a tech talk series to help patrons understand what their library cards do and what they have access to. For her first session, she only had one person, but we are hoping word spreads, and we get more people for the second one. The patron who came said, "I wished more people would have come because it was so informative." Look for more of these tech talk sessions in the future!
- We have a wide variety of youth programs sponsored by the Friends coming up for April break, including a kids Mario Kart Tournament, sensory play for ages 0-5, balloon-powered cars, and more!

- Winter Reading was a success! We had 40 kids participate and 534 reading hours log. Also, Magic Fred, had 55 participants for the finale. Now onto Summer Reading and camp planning.

Building:

- **Wasps in NH Room** - We had Fowler's Pest Control here on March 7. They laid traps in the ceiling and around the windows to help control the wasps in the NH room. The second plan of action would be to have them come out and spray the windows, so when the wasps land they take it back to their hive; however, the library would have to close for 5 hours during this process. They could do it on a Saturday or Sunday.
- **Generator** - Power Guaranteed Services was here on March 19 to replace the block heater on the generator.
- **Desk** - Building and Grounds were here the previous week to cut the desk. As they started taking it apart the desk started to break/crack. It appears you cannot take apart the desk without breaking it because it is dead bolted on the sides. Storage of the desk in the shed would be the next best option. I would like to recommend still having additional seating over in the teen area because the beanbags are not the best seating for studying or working on homework. Also during midterms, we didn't have enough seating over there so some of the teens were sitting in the kid's area.

Collection Development:

- With the funds from a foundation (they prefer to rename anonymous) we are relaunching our 1,000 Books Before Kindergarten program. I worked with the middle/high school art teacher and his class made some logos for the library to use for the program. Also, with the funds we created Storytime to go Bundles, which are kits that include 5 themed books and a 1 page insert that have suggested rhymes, finger plays, songs and a craft on it. We have 17 book bundles ready for circulation and more on the way!
- We added kid magazines to the youth collection! Right now we have Highlights: High Five, Kid's National Geographic, and Ranger Rick.
- For Consideration- We have been having patrons who are overdue on books ranging from 6 months to years. Terri and Ruane call patrons for overdue materials, some patrons we hear no response from. Staff was wondering if there could be way to send letters or collections notices to patrons that haven't been responding to calls. Then if so would this need to be a policy update?

Library User	Feb 2025	YTD 2025	YTD 2024	% Change
Library Items	2,326	5,080	5,534	-8%
Downloaded Audiobooks	440	879	876	0%
Downloaded E Books - Overdrive and				
Freading	198	422	645	-35%
Downloaded Magazines	222	438	445	-3%
Local Use	16	98	120	-26%
Online Tools Total	421	825	1,595	-48%
Breakdown of Online Tools				
Ancestry	0	0	41	-100%
Kanopy (Videos)	80	179	241	-26%
EBSCO	81	100	4	2400%
Mango	4	11	556	-98%
New York Times	40	80	461	-83%
Hoopla	200	416	292	42%
BookFlix	9	19	0	0%
ScholeltoGo	7	20	0	0%
Total Circulation	3,693	7,728	9,214	-16%

* still awaiting definitive numbers

Patron Visits	1,843	4,058	4,092	-1%
New Registrations	6	19	31	-39%
Internet Sessions (public computers)	91	222	285	-16%
Wireless Usage	910	1,064	1,017	9%
Program Questions	24	84	120	-47%
Regular Reference	49	127	129	-2%
Extended Reference	3	7	23	-70%
Readers' Advisory	26	45	38	-22%
Tech Help	25	51	89	-43%
Extended Tech Help	9	3	58	-91%
Total Reference	130	299	472	-87%

Website	Feb 2025	YTD 2025	YTD 2024	% Change
Visits	1,999	8,214	8,621	-11%
Unique Visitors	685	1,872	0	0
Avg Visits per Day	57.0			

Programs This Month	Adult	Child	Adult YTD	Child YTD	2024 Adult YTD	2024 Child YTD	% Change Adult	% Change Youth
Number of Programs	7	7	13	16	19	88	-32%	-58%
Number of Attendees	69	136	104	393	150	784	-31%	-53%

Meeting Room Usage in Hours	Activities	Conferences	Activ YTD	Conf YTD
	52.3	46.5	120.0	80.0

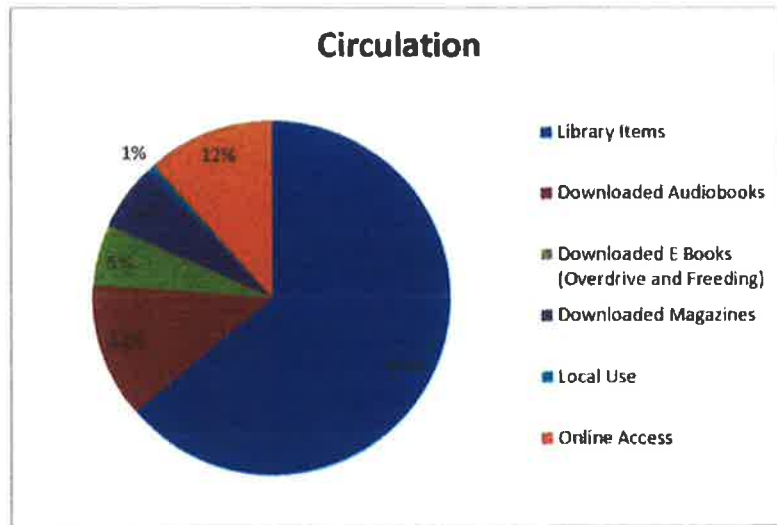
Launched Checkouts	Feb 2025	YTD 2025
	0	3

Volunteer Hours	Feb 2025	YTD 2025
	214.3	423.5

Web Chats	Feb 2025	YTD 2025
	2	5

February 2025

Circulation	
Library Items	2,326
Downloaded Audiobooks	440
Downloaded E Books (Overdrive and Freeding)	198
Downloaded Magazines	222
Local Use	26
Online Access	421
Total Circulation	3,633



Total Reference 130

Patron Visits 1,843

Abbott Library

Expenditures by Vendor Summary

February 2025

	TOTAL
Adobe, Inc	39.98
Amazon business	379.28
Baker and Taylor	758.54
Belletetes	12.86
Bluehost, Inc.	21.17
Comcast	147.39
Dead River Company	1,119.71
Demco	88.51
Eversource	647.20
Google Services	274.52
Hampshire Fire Protection Co.,LLC	75.00
Hoopla	480.58
Kanopy Inc	72.00
Midwest Tape	452.90
Richards Free Library	255.08
UniFirst Corporation	116.69
Not Specified	44,423.65
TOTAL	\$49,365.06

Abbott Library
Statement of Financial Position
As of February 28, 2025

	Total
ASSETS	
Current Assets	
Bank Accounts	
B101 Operating Account - 9330	20,986.26
B102 Trust and Fines - 5620	35,455.63
B102.1 Petty Cash - Drawer	45.00
Total B102 Trust and Fines - 5620	\$ 35,500.63
B103 Debit Card Account - 7419	819.10
B201 Cap. Campaign/Donation Account	31,738.75
Total Bank Accounts	\$ 89,044.74
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	7,940.74
A303 Accrued Interest from Town Trusts	796.19
Total Other Current Assets	\$ 8,736.93
Total Current Assets	\$ 97,937.67
Other Assets	
A18600 Other Assets	
A18610 Certificate of Deposit	
A18620 Martha Abbott Trust	135,906.89
A18630 Mabel Davies' Funds	115,104.00
Total A18610 Certificate of Deposit	\$ 251,010.89
Total A18600 Other Assets	\$ 251,010.89
A301 Library Gardner Fund	2,636.24
A302 Library General Fund	9,158.77
Total Other Assets	\$ 262,805.90
TOTAL ASSETS	\$ 360,743.57
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	7,724.74
2100 Encumbrances	-121.45
Total 20000 Accounts Payable	\$ 7,603.29
Total Accounts Payable	\$ 7,603.29
Total Current Liabilities	\$ 7,603.29

Total Liabilities	\$	7,603.29
Equity		
30000 Opening Balance Equity		296,634.25
31300 Perm. Restricted Net Assets		900.00
32000 Unrestricted Net Assets - Retained Earnings		-280,688.68
Equity		324,858.85
Net Revenue		11,435.86
Total Equity	\$	353,140.28
TOTAL LIABILITIES AND EQUITY	\$	360,743.57

Friday, Mar 21, 2025 02:29:23 PM GMT-7 - Accrual Basis

Abbott Library
Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L
January - December 2024

	Total					% of Annual Budget
	YTD Actual	YTD Budget	\$ over YTD Budget	% of YTD Budget	Annual Budget	
Revenue						17%
1 Town Funding Contributions					0.00	
100 Town Funding	18,333.34	18,983.20	-649.86	96.58%		
101 Town Funding Payroll & Benefits	69,554.81	77,135.74	-7,580.93	90.17%		
Total 1 Town Funding Contributions	\$ 87,888.15	\$ 96,118.94	-\$ 8,230.79	91.44%	\$577,013.26	
43300 Direct Public Grants (deleted)						
43330 Foundation and Trust Grants	4,000.00					
Total 43300 Direct Public Grants (deleted)	\$ 4,000.00					
43400 Direct Public Support	0.00	0.00	0.00		0.00	
43450 Individ, Business Contributions	50.00	0.00	50.00		0.00	
Total 43400 Direct Public Support	\$ 50.00	\$ 0.00	\$ 50.00		\$ 0.00	
44500 Government Grants	0.00	0.00	0.00			
44540 State Grants	0.00	0.00	0.00			
Total 44500 Government Grants	\$ 0.00	\$ 0.00	\$ 0.00			
45000 Investments	0.00	0.00	0.00		0.00	
45030 Interest-Savings, Short-term CD	538.86	0.00	538.86		0.00	
Total 45000 Investments	\$ 538.86	\$ 0.00	\$ 538.86		0.00	
46400 Other Types of Income	0.00	0.00	0.00		0.00	
46429 Interest Operating Acct	0.96	0.00	0.96		0.00	
46480 Book Reimbursement	105.98	0.00	105.98		0.00	
46481 Non-Resident Fees	160.00	0.00	160.00		0.00	
46482 General Donations/Coffee	0.00	0.00	0.00		0.00	
46487 Printing/Copying Income	266.67	0.00	266.67			
46488 Fax	0.00	0.00	0.00			
46489 Overdue Conscience	32.29	0.00	32.29			
Total 46400 Other Types of Income	\$ 565.90	\$ 0.00	\$ 565.90		\$ 0.00	
47200 Program Income	0.00	0.00	0.00			
Total Revenue	\$ 93,042.91	\$ 96,118.94	-\$ 3,076.03	96.80%	\$577,013.26	16.12%
Gross Profit	\$ 93,042.91	\$ 96,118.94	-\$ 3,076.03	96.80%	\$577,013.26	16.12%
Expenditures						
2 Payroll and Benefit Expenses						
207 Full Time Wages	27,214.11	37,770.86	-10,556.75	72.05%	226,625.16	
208 Part Time Wages	13,931.16	14,282.82	-351.66	97.54%	85,696.95	
208.5 Overtime Wages	154.25	0.00	154.25		0.00	
209 Unused Sick Time	0.00	907.80	-907.80	0.00%	5,446.84	
210 Health Insurance	6,934.14	13,206.44	-6,272.30	52.51%	79,238.60	

215 Life & Disability Insurance	118.07	709.72	-591.65	16.64%	4,258.28	
220 Medicare	587.65	795.06	-207.41	73.91%	4,770.41	
221 Employer FICA	2,512.79	3,333.56	-820.77	75.38%	20,001.38	
231 Retirement Contribution	3,702.94	5,948.96	-2,246.02	62.25%	35,693.81	
250 Unemployment Comp Insurance	0.00	80.38	-80.38	0.00%	482.24	
260 Workers Compensation Insurance	0.00	100.14	-100.14	0.00%	600.78	
Total 2 Payroll and Benefit Expenses	\$ 55,155.11	\$ 77,135.74	-\$ 21,980.63	71.50%	\$462,814.45	11.92%
3 Prof. & Tech Services						
341 Telephone	214.70	258.34	-43.64	83.11%	1,550.00	
341A Fire Alarm	670.54	208.34	462.20	321.85%	1,250.00	
341B Internet and Web Services	858.98	833.34	25.64	103.08%	5,000.00	
342A Computer Support/Hardware	618.79	1,116.66	-497.87	55.41%	6,700.00	
342B Copier Lease	0.00	216.66	-216.66	0.00%	1,300.00	
365 Equipment Repair	0.00	50.00	-50.00	0.00%	300.00	
Total 3 Prof. & Tech Services	\$ 2,363.01	\$ 2,683.34	-\$ 320.33	88.06%	\$ 16,100.00	14.68%
4 Facilities						
410 Electricity	1,288.73	2,000.00	-711.27	64.44%	12,000.00	
411 Heat	2,083.74	1,000.00	1,083.74	208.37%	6,000.00	
412 Water	0.00	133.34	-133.34	0.00%	800.00	
413 Sewer	0.00	83.34	-83.34	0.00%	500.00	
430 Bldg Repair & Maintenance	87.86	1,500.00	-1,412.14	5.86%	9,000.00	
440 Outside Maintenance	228.31	616.66	-388.35	37.02%	3,700.00	
Total 4 Facilities	\$ 3,688.64	\$ 5,333.34	-\$ 1,644.70	69.16%	\$ 32,000.00	11.53%
5 Other Services						
520 Insurance	6,189.70	916.66	5,273.04	675.24%	5,500.00	112.54%
540 Training and Meetings	0.00	166.66	-166.66	0.00%	1,000.00	0.00%
550 Programs	350.00	83.34	266.66	419.97%	500.00	
555 Advertising	248.60	133.34	115.26	186.44%	800.00	
560 Membership	0.00	116.66	-116.66	0.00%	700.00	
Total 5 Other Services	\$ 6,788.30	\$ 1,416.66	\$ 5,371.64	479.18%	\$ 8,500.00	79.86%
6 Supplies						
610 General Supplies	302.12	333.34	-31.22	90.63%	2,000.00	15.11%
610-A Machine Supplies	0.00	116.66	-116.66	0.00%	700.00	
610-C Program Supplies	182.91	101.46	81.45	180.28%	608.81	30.04%
625 Postage	0.00	35.00	-35.00	0.00%	210.00	
630 Office Equipment	0.00	16.66	-16.66	0.00%	100.00	0.00%
640 Custodial Supplies	102.43	216.66	-114.23	47.28%	1,300.00	7.88%
Total 6 Supplies	\$ 587.46	\$ 819.78	-\$ 232.32	71.66%	\$ 4,918.81	11.94%
62100 Contract Services						
62110 Accounting Fees	0.00	250.00	-250.00	0.00%	1,500.00	
62150 Outside Contract Services	0.00	0.00	0.00		0.00	
Total 62100 Contract Services	\$ 0.00	\$ 250.00	-\$ 250.00	0.00%	\$ 1,500.00	0.00%
65000 Operatons						
65010 Books, Subscriptions, Reference	\$ 79.96	\$ 0.00	79.96			

65020 Postage, Mailing Service	\$ 73.00	\$ 0.00	73.00		0.00	
Total 65000 Operations	\$ 152.96	\$ 0.00	\$ 152.96		\$ 0.00	
65100 Other Types of Expenses (deleted)						
65160 Other Costs	0.00	0.00	0.00			
Total 65100 Other Types of Expenses (deleted)	\$ 0.00	\$ 0.00	\$ 0.00			
7 Capital Outlay	0.00	0.00	0.00			
750 Furniture and Fixtures	182.94	46.66	136.28	392.07%	280.00	
Total 7 Capital Outlay	\$ 182.94	\$ 46.66	\$ 136.28	392.07%	\$ 280.00	65.34%
8 Library Materials	0.00	0.00	0.00		0.00	
802-A Books	895.89	4,833.34	-3,937.45	18.54%	29,000.00	3.09%
802-B Subscriptions	0.00	583.34	-583.34	0.00%	3,500.00	0.00%
802-C Non-Print	777.03	1,166.66	-389.63	66.60%	7,000.00	11.10%
802-F Software	0.00	666.66	-666.66	0.00%	4,000.00	0.00%
802-G Collection Supplies	192.73	200.00	-7.27	96.37%	1,200.00	16.06%
802-H E-Content	2,726.62	1,033.34	1,693.28	263.86%	6,200.00	43.98%
Total 8 Library Materials	\$ 4,592.27	\$ 8,483.34	-\$ 3,891.07	54.13%	\$ 50,900.00	9.02%
9 Bank Charges and Fees	0.00	0.00	0.00			
Total Expenditures	\$ 73,510.69	\$ 144,253.29	-\$ 70,742.60	50.96%	\$ 577,013.26	12.74%
Net Operating Revenue	\$ 19,532.22	-\$ 49.92	\$ 19,582.14			
Other Revenue						
8100 Nonrecurring outside revenue	0.00	0.00	0.00			
8101 Abbott Library reimbursement	0.00	0.00	0.00			
8102 Friends of the Library reimbursement	113.64	0.00	113.64			
Total 8100 Nonrecurring outside revenue	\$ 113.64	\$ 0.00	\$ 113.64			
Total Other Revenue	\$ 113.64	\$ 0.00	\$ 113.64			
Other Expenditures						
9101 Abbott Library debit card expenses	0.00	0.00	0.00			
9102 Friends of the Library debit card expenses	0.00	0.00	0.00			
Total Other Expenditures	\$ 0.00	\$ 0.00	\$ 0.00			
Net Other Revenue	\$ 113.64	\$ 0.00	\$ 113.64			
Net Revenue	\$ 19,645.86	-\$ 49.92	\$ 19,695.76			
Total funding spend	\$ 18,355.58					
Under/(Over)	\$ 627.62					

Monday, Jan 06, 2025 09:12:25 AM GMT-8 - Accrual Basis

Budget Discussion March 25, 2025

	2024		2025 board budget	2025			V/E with adjustments
	Actual	Budget		2 mo actual	10 months per original budget	Projected year end	
Revenue							
1 Town Funding Contributions	0.00	0.00					
100 Town Funding	113,902.14	113,889.20	116,200.00	18,333.34			
101 Town Funding Payroll & Benefits	425,484.63	462,814.45	518,003.00	69,554.81			
Total 1 Town Funding Contributions	\$ 539,386.77	\$ 576,713.65	634,203.00	87,888.15			
43400 Direct Public Support	0.00	0.00		4,000.00			
43450 Individ, Business Contributions	5,000.00	0.00		4,000.00			
Total 43400 Direct Public Support	\$ 5,000.00	\$ 0.00		4,000.00			
44500 Government Grants	0.00	0.00					
44540 State Grants	300.00	0.00					
Total 44500 Government Grants	\$ 300.00	\$ 0.00					
45000 Investments	0.00	0.00					
45030 Interest-Savings, Short-term CD	12,683.32	0.00					
Total 45000 Investments	\$ 12,683.32	\$ 0.00					
46400 Other Types of Income	0.00	0.00					
46429 Interest Operating Acct	6.98	0.00					
46480 Book Reimbursement	283.34	0.00					
46481 Non-Resident Fees	940.00	0.00					
46482 General Donations/Coffee	35.59	0.00					
46487 Printing/Copying Income	1,129.51	0.00					
46488 Fax	54.00	0.00					
46489 Overdue Conscience	1,246.49	0.00		751.39			
Total 46400 Other Types of Income	\$ 3,695.91	\$ 0.00		751.39			
47200 Program Income	3,374.80	0.00					
Total Revenue	\$ 564,440.80	\$ 576,713.65		93,228.40			
Gross Profit	\$ 564,440.80	\$ 576,713.65		93,228.40			
Expenditures							
2 Payroll and Benefit Expenses	0.00	0.00					
207 Full Time Wages	218,021.97	226,625.16	256,000.00	23,568.08	213,333.33	236,902.41	
208 Part Time Wages	80,674.69	85,696.95	99,000.00	10,356.50	81,666.67	100,023.17	
208.5 Overtime Wages	2,542.68	0.00		282.54		282.54	
209 Unused Sick Time	2,928.47	5,446.84	5,040.00		4,200.00	4,200.00	
210 Health Insurance	59,452.79	79,238.60	96,161.00	13,535.08	80,134.17	93,669.25	
215 Life & Disability Insurance	3,916.97	4,258.28	4,600.00	72.22	3,833.33	3,905.55	
220 Medicare	4,300.75	4,770.41	4,900.00	603.39	4,083.33	4,696.72	
221 Employer FICA	18,389.38	20,001.38	21,000.00	2,579.98	17,500.00	20,079.98	
231 Retirement Contribution	28,999.88	35,693.81	31,100.00	3,227.13	25,916.87	29,143.80	
250 Unemployment Comp Insurance	216.00	482.24	730.00	323.19	608.33	931.52	
260 Workers Compensation Insurance	316.00	600.78	472.00	816.00	383.33	1,209.33	
Total 2 Payroll and Benefit Expenses	\$ 419,758.58	\$ 482,814.45	518,003.00	63,365.11	431,669.17	495,034.28	(27,227.33)
3 Prof. & Tech Services	0.00	0.00					
341 Telephone	1,288.24	1,550.00		322.05			
341A Fire Alarm	904.60	1,250.00		849.60			
341B Internet and Web Services	5,479.10	5,000.00		984.18			
342A Computer Support/Hardware	4,343.41	6,700.00		1,553.98			
342B Copier Lease	0.00	1,300.00		618.79			
365 Equipment Repair	691.00	300.00		324.00			
Total 3 Prof. & Tech Services	\$ 12,706.35	\$ 16,100.00		4,652.60			
4 Facilities	0.00	0.00					
410 Electricity	9,786.08	12,000.00		1,935.87			
411 Heat	3,906.86	6,000.00		2,083.74			
412 Water	872.60	800.00					
413 Sewer	275.00	500.00					
430 Bldg Repair & Maintenance	5,700.13	9,000.00		87.86			

440 Outside Maintenance	3,625.06	3,700.00	345.00
Total 4 Facilities	\$ 24,165.73	\$ 32,000.00	4,452.47
5 Other Services	0.00	0.00	
520 Insurance	5,678.61	5,500.00	6,189.70
540 Training and Meetings	1,242.15	1,000.00	
550 Programs	2,087.45	500.00	968.67
555 Advertising	372.40	800.00	248.60
560 Membership	280.00	700.00	
Total 5 Other Services	\$ 9,660.61	\$ 8,500.00	7,406.97
6 Supplies	0.00	0.00	
610 General Supplies	4,003.74	2,000.00	437.10
610-A Machine Supplies	68.58	700.00	
610-C Program Supplies	2,207.12	608.81	1,924.94
625 Postage	393.76	210.00	
630 Office Equipment	2,250.05	100.00	51.10
640 Custodial Supplies	2,240.01	1,300.00	175.36
Total 6 Supplies	\$ 11,163.26	\$ 4,918.81	2,588.50
62100 Contract Services	0.00	0.00	
62110 Accounting Fees	0.00	1,500.00	
62150 Outside Contract Services	0.00	0.00	
Total 62100 Contract Services	\$ 0.00	\$ 1,500.00	
65000 Operations	0.00	0.00	
65010 Books, Subscriptions, Reference	420.79	0.00	119.94
65020 Postage, Mailing Service	216.00	0.00	73.00
Total 65000 Operations	\$ 636.79	\$ 0.00	192.94
65100 Other Types of Expenses (deleted)	0.00	0.00	
65160 Other Costs	363.16	0.00	
Total 65100 Other Types of Expenses (deleted)	\$ 363.16	\$ 0.00	
7 Capital Outlay	0.00	0.00	
750 Furniture and Fixtures	1,714.18	280.00	182.94
Total 7 Capital Outlay	\$ 1,714.18	\$ 280.00	182.94
8 Library Materials	0.00	0.00	
802-A Books	25,749.34	29,000.00	2,179.39
802-B Subscriptions	3,223.01	3,500.00	899.22
802-C Non-Print	8,059.08	7,000.00	192.73
802-F Software	7,894.27	4,000.00	
802-G Collection Supplies	1,555.02	1,200.00	
802-H E-Content	16,528.25	6,200.00	2,728.12
Total 8 Library Materials	\$ 63,008.97	\$ 50,900.00	5,999.46
9 Bank Charges and Fees	-34.00	0.00	
Total non-payroll	123,385.05	114,198.81	25,475.88
Total payroll expenses	419,759.58	462,814.45	116,200.00
Total Expenditures	\$ 543,144.63	\$ 577,013.26	487,806.94
Net Operating Revenue	\$ 21,296.17	-\$ 299.61	684,006.94
Other Revenue			
8100 Nonrecurring outside revenue	0.00	0.00	
8101 Abbott Library reimbursement	1,062.85	0.00	
8102 Friends of the Library reimbursement	3,920.34	0.00	
Total 8100 Nonrecurring outside revenue	\$ 4,983.19	\$ 0.00	4,387.41
Total Other Revenue	\$ 4,983.19	\$ 0.00	
Other Expenditures			
9101 Abbott Library debit card expenses	1,001.27	0.00	113.64
9102 Friends of the Library debit card expenses	2,811.51	0.00	113.64
Total Other Expenditures	\$ 3,812.78	\$ 0.00	113.64
Net Other Revenue	\$ 1,170.41	\$ 0.00	113.64
Net Revenue	\$ 22,468.58	-\$ 299.61	4,501.05

no director/march, no asst director/march and April, includes benefits

Circulation Policy

Abbott Library, Sunapee, NH

SUMMARY

LOAN PERIOD:

General Collection:	2 weeks, renewable unless on reserve.
DVDs, CDs:	1 week, renewable unless on reserve.
Magazines:	1 week, renewable unless on reserve
New DVDs:	3 days, non-renewable.
Museum Passes:	1 day

CARD HOLDER RESPONSIBILITIES:

Patrons are responsible for ALL materials charged out to them. A patron is responsible for all use made of his/her library card. Parents or guardians are financially responsible for materials checked out by their patron children. Patrons must list those who may also use their card. The Library will assess damages beyond reasonable wear. Any materials lost or damaged will be charged to the patron. Fees of \$10.00 or more, patrons may be put on restricted borrowing privileges.

OBTAINING A LIBRARY CARD - ELIGIBLE BORROWERS

1. Resident Registration: No cost, full service library cards.
 - All residents, taxpayers, those renting property within Sunapee, employees of Sunapee businesses, library and school system.
 - Children may be issued a library card
2. Non-resident Registration: \$40.00 annual fee per family, full service library cards.
3. Temporary Registration: \$25.00 fee, limited time full service library cards.
 - Visitors to Sunapee for a limited period of time or with no mailing address in Town.
 - Fee is refundable when borrowed materials and temporary card are returned. Temporary cards are valid for one month.
4. Complimentary Registration: No cost, full service library cards.
 - Issued at the discretion of the Library Director.
5. A card may be invalidated by the Library at any time if the patron does not return overdue materials, does not pay outstanding fines, or does not abide by Library policies.

Approved by the Abbott Library Board of Trustees - 15 September 2009

Revised and approved by the Abbott Library Board of Trustees - 15 December 2009

Revised and approved by the Abbott Library Board of Trustees - 16 November 2010

Revised and approved by the Abbott Library Board of Trustees - 16 August 2016