

Abbott Library Board of Trustees Agenda

April 22, 2025

5:00 PM

Call to Order

Attendees:

- Excused Absences: Bev Bjorklund, Susan Johanson, Nancy Berger

Chair's Remarks

- NHLTA Conference on May 1st: attendees? (Tim, Nancy, Jeff so far)
- Regional Trustee Gathering at Newbury Library on May 12th: attendees? (Jim, Jeff)

Approval of March 25, 2025 minutes

Director's Report

Treasurer's Report

- Approval of Manifest of Bills
- Update on Default Budget
 - Impact this year and in 2026

Friends/Foundation Update

- Couch for teen area – check location

Chair's Report

- Conservation Commission update on knotweed removal
- Assistant Director Position has been posted, receiving applicant inputs

Book Sale

- Sue and Jon
- We can have Wednesday and Thursday for set up and collection
- Book Sale meeting May 5th at 4 pm in the library

Non-Public Meeting (if necessary)

Public Comment

Adjournment

Next Meeting:

May 27, 2025

June 24, 2025

April 22, 2025
Library Board of Trustees
5:00 PM

Call to Order 5:02pm by Jim Harrison

Attendees: Jim Harrison, Tim Elliassen, James McGraw, Jon Reed, Jeff Cabral

Excused Absences: Bev Bjorklund, Susan Johanson, Nancy Berger,

Chair's Remarks

- NHLTA Conference on May 1st: Tim, Nancy, Bev, & Jeff will all be attending
- Regional Trustee Gathering at Newbury Library on May 12th: attendees? Jim H

Approval of March 25, 2025 minutes

Motion to approve by Tim E Second by Jon R Unanimously approved
Jim H to follow up with Bev on what should be posted on website and when, then update Jeff.

Director's Report: See attached

- NY Times numbers are not possible to sort out of regional access.
- Craig sent two proposals from BriarPatch for cleanup and mowing. Rates are changing for the coming year. Craig needs approval from. \$3300 for mowing, \$812 cleanup Tim E will follow up Shannon on this.
- Discussion about the couch for the Teen Area, Jeff will move forward with this.
- Jim will follow up with Bev regarding donations in the library's name
- RE: PC in NH Room, used to convert analog video files to digital files.
 - Computer has been there for a while, not sure if it is used. It was the consensus that if it is not being utilized then it should be disposed of.
- AWE computers have been in storage for a while. It was the consensus these should be offered to another library
- Discussion regarding adding another cleaning to the week, this needs to be deferred until after we have further discussion about the budget
- Jeff had a thorough IT discussion with Andrew Young and will create a prioritized list of needs
- Applicants for the Assistant Director position are coming in. Jeff will review the pool with Jim H. and educate himself on the process with Christie.

Treasurer's Report: See attached

- Approval of Manifest of Bills for mach \$40,579.20, \$30,180.00 is payroll & benefits
 - Motion by Tim Second by Jim M Approved unanimously
- Available Information on Default Budget
 - Tim provided information on the history of the budget process since October 2024. Initially the 14% increase was reduced to 10.8%. Final budget number is \$574,714 after the default was approved. Tim presented finalized numbers through the end of March 2025. The rest of the town is about 60% people cost, library is around 80% people costs. There was generalized discussion about where staff are at on the pay table and where they will be when we are fully staffed. There needs to be more clarification on this. Jim will discuss with Bev. At this time we should forge ahead until we have more direction on the AD.

Chair's Report

- Conservation Commission update on knotweed removal - Removal of dead has begun. Still working on potentially using goats.
- Assistant Director Job has been posted, receiving applicant inputs - See Director's Report

Book Sale

- Sue and Jon
- Rec Dept needs art work by March 30
- We can have Wednesday and Thursday for set up and collection
- Next meeting May 5.

Non-Public Meeting (if necessary)

Public Comment: None

Adjournment: 6:57pm the meeting ended

Next Meeting:

May 27, 2025

June 24, 2025

Director's Report to the Board of Trustees of Abbott Library
April 22, 2025

Onboarding Update

- Abbott Library's staff and volunteers, Board members, Friends Board members, and the Town of Sunapee staff have been incredibly helpful and welcoming in my first three weeks here. Thanks to everyone for assisting me and answering endless questions (which will likely continue!) Thanks to Rebecca for organizing a well-attended Coffee and Chat Welcome that gave me a great opportunity to start meeting our fantastic patrons.
- The three priorities in coming weeks are:
 - I am attempting to schedule a meeting with Christie to go through the Harpers Payroll system and timesheet management system, so that I can bring this task [managing/approving timesheets, vacation requests, etc. for library staff] back to Abbott, as Christie has been helping to manage this process during the recent staff changes here.
 - Craig and I do need to complete a building tour here, so that I can better understand the order of operations and controls for the HVAC/boiler system as well as the generator, although we have discussed both of these as issues and questions have come up related to the monitoring of the generator. We also completed a boiler reset after condensate pump maintenance.
 - Meeting with Andrew Young and understanding the range of tasks Precision Software undertakes for us, and identifying any gaps in service.
- In both the Facilities and IT area, I have been collecting pending and outstanding questions, requests, issues, and required repairs from staff into a Google Doc that I will go through respectively with Craig and Andrew.
- There will be opportunities for expanding my own network and knowledge here very soon as I attend several events and meetings in the coming weeks: Librarians of the Upper Valley, ReCoDe (Regional Collection Development), NH Library Trustees Association conference, and a Regional Trustees get-together in Newport.

Staff Management

- We have received 10 applicants for the Assistant Director position, and I will be scheduling interviews with the most qualified candidates in the coming weeks.
- Once we determine budget projections, we do need to consider whether we recruit a second intern. A more urgent need will be to expand our substitute roster before the summer, due to some limited availability and the inevitable need to cover staff vacations. There are definite opportunities for recruitment that will improve our flexibility and ability to meet staffing needs.
- We have a new volunteer shelver named Gina who will be starting before the end of the month. We have received an additional inquiry from another community member who would like to volunteer, and a former volunteer is very interested in a substitute role here in the coming months if we can provide that opportunity.

- We are pleased that our intern Grace will continue with us through the summer, as well as the upcoming school year.
- Rebecca attended the New Hampshire Library Association conference this week and the Bywater (Koha) summit.
- We have been discussing internally some options around improving staff scheduling / calendars, as well as improving staff communications with one another, and there are some great ideas and options in both areas.
- Thanks and appreciation go to all staff for wearing so many hats throughout the last several months. Terri leads the way in taking such great care of our patrons here in Sunapee and afar via the ILL system, and everyone's collaboration is to be noted – from statistics, financials, scheduling, collection development and cataloging, programming, promotions, and managing any facility needs to the many day-to-day issues that arise. Their flexibility and commitment is incredibly impressive.

Patrons

- Staff were very sad to hear of the passing of our much-loved patron Ann Collins. Ann was a regular visitor to Abbott, and frequently brought in baked goods for the staff, as she did throughout the town. If appropriate, the Library could consider a memorial donation to the Upper Valley Humane Society, one of the organizations noted in Ann's obituary. Our sincere condolences go to her family and friends.
- Sue, Jon and I have had our initial discussions on planning for the July 5th Book Sale, and we have started to include 'Save the Date' notices in The Abbotter newsletter. We will also be using that vehicle for a call for volunteers. We will be working to relocate all Book Sale boxes to the shed by early May.
- It is worth exploring with Unique Management Services the options for e-mail, written, and phone communications with patrons who have not returned material after a certain point in time. Currently there is no follow-up with these patrons besides a phone call, and with added urgency, I am confident that we can improve the rate of return for long-overdue items.
- I have gathered feedback from staff on potential additions and changes to our offerings of Museum passes, and will be meeting with Liz Medlin to discuss these.
- In the interest of patron comfort, two different considerations that we would like to explore sooner rather than later: microphones or enhanced audio capabilities in the Activities Room (based on feedback from patrons); and outdoor seating / picnic tables.

Programming (Children and Adult)

- During my first week, I met with the Friends Board where Kyler's summer programming was approved, and we discussed plans for the May 15th Sy Montgomery / Matt Patterson visit to Sunapee at the LSPA. Plans for the Pancake Breakfast, the annual appeal, and the Fall Square Dance event are continuing.

- Laura and Rebecca have worked together to come up with a fantastic Local Author Series for the summer that will continue author visits here at Abbott right after Sy and Matt (one a month during June-August). This series includes Duncan Watson (*Everyone's Trash*), Jarrett Krosoczka (National Book Award finalist and children's author of several graphic novels and series), and Andru Volinsky (*The Last Bake Sale*).
- We have seen many new faces and strong attendance this week (both in Kyler's Storytime and Rebecca's book clubs). On Wednesday, April 16th, we had close to 30 participants for Storytime. They all had fun dancing, singing, and listening to stories. Kyler hopes to add an outdoor storytime when the weather is consistently warmer.
- The Summer Reading theme this year is Level Up At Your Library. The events planned are as follows: June 26th- Summer Reading Kick-Off Party, July 1st-The Poop Museum, July 10th-VINS: Fly Through The Season, July 15th-Jarrett J. Krosoczka, July 25th-Family Laser Tag, and July 31st-Lindsay and Her Puppet Pals. Kyler has also reached out to local businesses to see if they would be willing to donate gift cards, as an incentive for kids to reach 500 points. So far, Sanctuary Dairy and Harborside Trading have generously donated.
- We have a variety of programs lined up for Spring Break. We will have a Sensory Playtime for kids under 5, Kid's LEGO Workshop, Balloon-Powered Cars, a Mario Kart Tournament, and a showing of the Dog Man movie.
- Teen Dungeons and Dragons continues to be very popular, and seems to be drawing teens to our other programs. Since starting DnD, there has been more interest from teens wanting to be on the Teen Advisory Board.
- Relative to Youth Services is Bill HB273, which is specific to parent's access to their minor child's library records. It passed the House, and now is in the Senate Children and Family Law Committee. We are sharing this in the interest of awareness. We will follow its path, since it can affect policy and our youth patrons.
- Cribbage and Mah Jongg continue to have good turnout and we will explore ways of promoting all programs for all ages through new channels potentially, whether through collaborations with community groups or just increasing our reach through newsletters and Facebook. There are definitely many niche opportunities and great services we provide, like the Tech Talk series Rebecca has started. The program support at Abbott is incredible, and with new programs, it is often a matter of building patrons' habits and awareness, and continually trying new programs.
- The Faberge Egg / NH Humanities program attracted nearly 40 attendees. The Activities Room was packed for a very vibrant and dynamic speaker and the feedback was very positive.

Building and Equipment

- Rebecca's new desk is up and running and the computer table has been relocated to the shed. We have had positive feedback from patrons already.
- There is also a need to relocate the table formerly used for the AWE computers in the Children's area, but this isn't pressing and can be discussed in May.
- Andrew Young will be installing a new router and firewall system for us during the week of April 21st, as our 3-year subscription for the current service and equipment was coming to an end this

week. It was only marginally more expensive to purchase new equipment and renew than it was to renew the current equipment which was approaching end of life, so we opted for the former.

- Andrew has also suggested that we should discuss a possible migration to Fidium fiber network. My initial thought is that this would improve speed for patrons and staff and possible constitute a cost savings.
- We definitely need to have Andrew complete an asset inventory so that we know where we stand with software, updates, and security.
- Sunapee Gardeners have kindly offered to maintain the Betty Reid Garden during the upcoming spring/summer season.
- Key Communications will be making some necessary improvements to the Library's phone system on April 30th. Key is the vendor that originally installed our Panasonic digital phone system in the old building and then re-installed it here, but it was many years out of date. We have had no access at all to voicemail boxes, auto attendants and closure messages, nor other features. All of this will be in place with the upgrade, and we will be purchasing three phones, so that we have two phones at the front desk again, as well as a phone for each of: the Assistant Director; the Public Services Librarian, and the Adult Services Librarian.
- Fowler's has provided more information related to the issue in the New Hampshire Room, and I can provide an update at the Board meeting with regard to upcoming plans for treatment of the space.
- There is an opportunity to have on-site (street) delivery from the US Postal Service here at 11 Soonipi Circle, and staff are fully in support, so this is an item for further discussion when we have an opportunity. We could of course continue to maintain our PO Box if we wished, at least for the foreseeable future.
- Kyler and I will be looking into addressing some shelving improvements as soon as we can have a shelving vendor here.

Collection Management

- Laura has begun her annual weeding process, and the staff look forward to more room on the shelves. The patrons will enjoy an easier journey to discover material, always a positive result of de-accessioning items.
- Kyler has reapportioned our book and non-print budget with the new figures.
- The staff and I will begin to look at some reorganization options and ideas that they have, with regard to the flow of patrons and location of collections.

Abbott Library Foundation and Friends of Abbott Library

- Many thanks to the Friends Board members and volunteers who provided a wonderful lunch for staff and volunteers to cap off National Library Week in April.
- Our sincere thanks goes to the Foundation for supporting purchases that will improve storage, display, and shelving here. Staff as well as patrons will especially appreciate the latter item. We have ordered all approved items and look forward to discussing the couch for the teen area.

- Through Steve Nilsen, we were able to obtain the credentials for website maintenance for the Foundation, so Rebecca and I will be working with Tim and/or Arlene on retaining any necessary content and possibly migrating the Foundation site to be within the overall Abbott Library website. This was a request from the Foundation Board members.

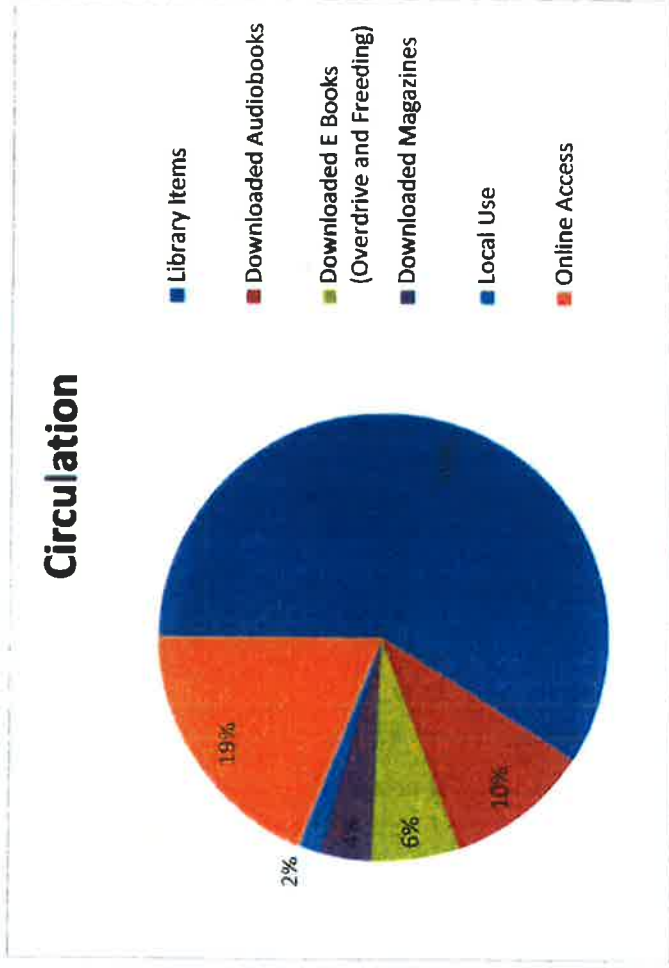
State Library Update

- The required annual report for Abbott will be submitted before April 30th.
- Interim State Librarian Mindy Atwood is providing regular helpful updates to the NHAIS list serv on the IMLS funding challenges that many states are facing. So far, operations and funding are continuing status quo, and their most recent drawdown request has been received. There has been no impact to Interloan nor e-content as of this date.
- The Library was able to collect approximately 40 signatures in support of IMLS funding; these were forwarded to the DNCR and many other public libraries in the region also contributed with similar efforts.

Library Use:	March 2025	YTD 2025	YTD 2024	% Change
Library Items	2,419	7,499	8,292	-10%
Downloaded Audiobooks	423	1,302	1,308	0%
Downloaded E Books - Overdrive and Freeding	251	673	1,010	-33%
Downloaded Magazines	155	588	664	-11%
Local Use	67	156	203	-23%
Online Tools Total	777	1,987	2,595	-23%
Breakdown of Online Tools				
Ancestry	1	1	136	-99%
Kanopy (videos)	176	355	355	0%
EBSCO	11	111	5	2120%
Mango	146	157	827	-81%
New York Times	229	694	825	-16%
Hoopla	211	627	447	40%
BookFlix	0	19	0	0%
ScholasticGo	3	23	0	0%
Total Circulation	4,092	12,205	14,072	-13%
Patron Visits	2,113	6,171	6,364	-3%
New Registrations	23	42	45	-7%
Internet Sessions (public computers)	126	348	404	-14%
Wireless Usage	534	1,598	1,531	4%
Program Questions	22	86	173	-50%
Regular Reference	39	166	199	-17%
Extended Reference	3	10	28	-64%
Readers' Advisory	25	70	83	-16%
Tech Help	43	94	137	-31%
Extended Tech Help	6	11	62	-82%
Total Reference	138	437	682	-36%
Website				
Visits	1,508	4,722	5,009	-6%
Unique Visitors	801	2,673	0	0
Avg Visits per Day	49.0			
Programs This Month				
	Adult	Child	Adult YTD	Child YTD
Number of Programs	6	7	19	22
Number of Attendees	40	228	144	583
Meeting Room Usage in Hours				
	Activities	Conference	Activ YTD	Conf YTD
	49.5	43.5	169.5	123.5
Launchpad Checkouts				
	March 2025	YTD 2025		
	0	3		
Volunteer Hours				
	March 2025	YTD 2025		
	195.0	618.5		
Web Chats				
	March 2025	YTD 2025		
	3	8		

March 2025

Circulation	
Library Items	2,419
Downloaded Audiobooks	423
Downloaded E Books (Overdrive and Freeding)	251
Downloaded Magazines	155
Local Use	67
Online Access	777
Total Circulation	4,092



Toatal Reference 138

Patron Visits 2,113



Expenses by Vendor Summary
Abbott Library
March 2025

Vendor	Total
Payroll and Benefits	30,180.00
Adobe, Inc	39.98
Amazon business	2,586.03
Baker and Taylor	1,828.48
Bluehost, Inc.	239.88
Canva	119.40
Comcast	147.39
Dead River Company	784.52
Eversource	647.14
Google Services	288.00
Hoopla	501.56
Midwest Tape	150.68
New England Language Center	414.40
New Hampshire Historical Society	204.27
New Hampshire Library Association	175.00
Powers Generator	1,136.18
Tasco Security	849.60
Tech Soup Global	170.00
UniFirst Corporation	116.69
Total non-payroll expenses	10,399.20
TOTAL	\$40,579.20

Accrual Basis Friday, April 18, 2025 05:43 PM GMTZ

Statement of Financial Position
Abbott Library
As of March 31, 2025

Distribution account	Total
Assets	
Current Assets	
Bank Accounts	
B101 Operating Account - 9330	19,561.69
B102 Trust and Fines - 5620	35,748.64
B102.1 Petty Cash - Drawer	45.00
Total for B102 Trust and Fines - 5620	\$35,793.64
B103 Debit Card Account - 7419	973.34
B201 Cap. Campaign/Donation Account	31,738.75
Total for Bank Accounts	\$88,067.42
Accounts Receivable	
11000 Accounts Receivable	156.00
Total for Accounts Receivable	\$156.00
Other Current Assets	
12000 Undeposited Funds	
A18611 Accrued Interest from CD	7,052.11
A303 Accrued Interest from Town Trusts	796.19
Total for Other Current Assets	\$7,848.30
Total for Current Assets	\$96,071.72
Fixed Assets	
Other Assets	
A18600 Other Assets	0.00
A18610 Certificate of Deposit	0.00
A18620 Martha Abbott Trust	135,906.89
A18630 Mabel Davies' Funds	115,104.00
Total for A18610 Certificate of Deposit	\$251,010.89
Total for A18600 Other Assets	\$251,010.89
A301 Library Gardner Fund	2,636.24
A302 Library General Fund	9,158.77
Total for Other Assets	\$262,805.90
Total for Assets	\$359,877.62
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	7,303.24
2100 Encumbrances	-121.45
Total for 20000 Accounts Payable	\$7,181.79
Total for Accounts Payable	\$7,181.79
Credit Cards	
Other Current Liabilities	
Total for Current Liabilities	\$7,181.79
Long-term Liabilities	
Total for Liabilities	\$7,181.79
Net Assets	\$351,695.83

Abbott Library
Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L
 January - March, 2025

	Total					
	YTD Actual	YTD Budget	\$ over YTD Budget	% of YTD Budget	Annual Budget	% of Annual Budget
Revenue						25%
1 Town Funding Contributions	0.00	0.00	0.00			
100 Town Funding	27,500.01	24,750.00	2,750.01	111.11%	99,000.00	
101 Town Funding Payroll & Benefits	99,818.30	117,381.24	-17,562.94	85.04%	469,525.00	
102 Town Funding Insurance	0.00	1,547.25	-1,547.25	0.00%	6,189.00	
Total 1 Town Funding Contributions	\$ 127,318.31	\$ 143,678.49	-\$ 16,360.18	88.61%	\$574,714.00	22.15%
43300 Direct Public Grants (deleted)	0.00	0.00	0.00		0.00	
43330 Foundation and Trust Grants	4,000.00	0.00	4,000.00		0.00	
Total 43300 Direct Public Grants (deleted)	\$ 4,000.00	\$ 0.00	\$ 4,000.00		\$ 0.00	
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		0.00	
44540 State Grants	300.00	0.00	300.00		0.00	
Total 44500 Government Grants	\$ 300.00	\$ 0.00	\$ 300.00		\$ 0.00	
45000 Investments	0.00	0.00	0.00		0.00	
45030 Interest-Savings, Short-term CD	-349.77	0.00	-349.77		0.00	
Total 45000 Investments	-\$ 349.77	\$ 0.00	-\$ 349.77		\$ 0.00	
46400 Other Types of Income	0.00	0.00	0.00		0.00	
46429 Interest Operating Acct	1.47	0.00	1.47		0.00	
46480 Book Reimbursement	132.97	0.00	132.97		0.00	
46481 Non-Resident Fees	240.00	0.00	240.00		0.00	
46482 General Donations/Coffee	22.75	0.00	22.75		0.00	
46487 Printing/Copying Income	363.27	0.00	363.27		0.00	
46489 Overdue Conscience	98.66	0.00	98.66		0.00	
Total 46400 Other Types of Income	\$ 859.12	\$ 0.00	\$ 859.12		\$ 0.00	
Total Revenue	\$ 132,177.66	\$ 143,678.49	-\$ 11,500.83	92.00%	\$574,714.00	23.00%
Gross Profit	\$ 132,177.66	\$ 143,678.49	-\$ 11,500.83	92.00%	\$574,714.00	23.00%
Expenditures						
2 Payroll and Benefit Expenses	0.00	0.00	0.00		0.00	
207 Full Time Wages	37,248.52	54,829.26	-17,580.74	67.94%	219,317.00	
208 Part Time Wages	27,308.61	24,999.99	2,308.62	109.23%	100,000.00	
208.5 Overtime Wages	381.19	0.00	381.19		0.00	
209 Unused Sick Time	0.00	1,250.01	-1,250.01	0.00%	5,000.00	
210 Health Insurance	18,293.25	21,333.00	-3,039.75	85.75%	85,333.00	
215 Life & Disability Insurance	320.10	985.74	-665.64	32.47%	3,943.00	

220 Medicare	919.84	1,187.49	-267.65	77.46%	4,750.00	
221 Employer FICA	3,416.94	5,079.51	-1,662.57	67.27%	20,318.00	
231 Retirement Contribution	4,600.96	7,432.74	-2,831.78	61.90%	29,731.00	
250 Unemployment Comp Insurance	323.19	162.24	160.95	199.20%	649.00	
260 Workers Compensation Insurance	816.00	120.99	695.01	674.44%	484.00	
Total 2 Payroll and Benefit Expenses	\$ 93,628.60	\$ 117,380.97	-\$ 23,752.37	79.76%	\$469,525.00	19.94%
3 Prof. & Tech Services	0.00	0.00	0.00		0.00	
341 Telephone	322.05	387.51	-65.46	83.11%	1,550.00	
341A Fire Alarm	849.60	312.51	537.09	271.86%	1,250.00	67.97%
341B Internet and Web Services	1,238.46	1,500.00	-261.54	82.56%	6,000.00	
342A Computer Support/Hardware	858.98	849.99	8.99	101.06%	3,400.00	
342B Copier Lease	618.79	0.00	618.79		0.00	
365 Equipment Repair	1,136.18	75.00	1,061.18	1514.91%	300.00	
Total 3 Prof. & Tech Services	\$ 5,024.06	\$ 3,125.01	\$ 1,899.05	160.77%	\$ 12,500.00	40.19%
4 Facilities	0.00	0.00	0.00		0.00	
410 Electricity	1,935.87	3,000.00	-1,064.13	64.53%	12,000.00	
411 Heat	2,868.26	1,500.00	1,368.26	191.22%	6,000.00	
412 Water	0.00	350.01	-350.01	0.00%	1,400.00	
413 Sewer	0.00	125.01	-125.01	0.00%	500.00	
430 Bldg Repair & Maintenance	87.86	750.00	-662.14	11.71%	3,000.00	
440 Outside Maintenance	345.00	875.01	-530.01	39.43%	3,500.00	
Total 4 Facilities	\$ 5,236.99	\$ 6,600.03	-\$ 1,363.04	79.35%	\$ 26,400.00	19.84%
5 Other Services	0.00	0.00	0.00		0.00	
520 Insurance	6,189.70	6,189.00	0.70	100.01%	6,189.00	
540 Training and Meetings	250.00	300.00	-50.00	83.33%	1,200.00	
550 Programs	968.67	123.00	845.67	787.54%	500.00	
555 Advertising	248.60	200.01	48.59	124.29%	800.00	
560 Membership	0.00	174.99	-174.99	0.00%	700.00	
Total 5 Other Services	\$ 7,656.97	\$ 6,987.00	\$ 669.97	109.59%	\$ 9,389.00	81.55%
6 Supplies	0.00	0.00	0.00		0.00	
610 General Supplies	481.74	875.01	-393.27	55.06%	3,500.00	
610-A Machine Supplies	0.00	99.99	-99.99	0.00%	400.00	
610-C Program Supplies	1,932.37	500.01	1,432.36	386.47%	2,000.00	96.62%
625 Postage	0.00	75.00	-75.00	0.00%	300.00	
630 Office Equipment	51.10	75.00	-23.90	68.13%	300.00	
640 Custodial Supplies	192.35	450.00	-257.65	42.74%	1,800.00	
Total 6 Supplies	\$ 2,657.56	\$ 2,075.01	\$ 582.55	128.07%	\$ 8,300.00	32.02%
62100 Contract Services	0.00	0.00	0.00		0.00	
62110 Accounting Fees	0.00	0.00	0.00		0.00	
62140 Legal Fees	0.00	0.00	0.00		0.00	
62150 Outside Contract Services	0.00	0.00	0.00		0.00	
Total 62100 Contract Services	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00	
65000 Operations	0.00	0.00	0.00		0.00	
65010 Books, Subscriptions, Reference	119.94	0.00	119.94		0.00	

65020 Postage, Mailing Service	73.00	75.00	-2.00	97.33%	300.00	
Total 65000 Operations	\$ 192.94	\$ 75.00	\$ 117.94	257.25%	\$ 300.00	64.31%
7 Capital Outlay	0.00	0.00	0.00		0.00	
750 Furniture and Fixtures	182.94	0.00	182.94		0.00	
Total 7 Capital Outlay	\$ 182.94	\$ 0.00	\$ 182.94		\$ 0.00	
8 Library Materials	0.00	0.00	0.00		0.00	
802-A Books	3,142.92	5,250.00	-2,107.08	59.87%	21,000.00	
802-B Subscriptions	0.00	750.00	-750.00	0.00%	3,000.00	
802-C Non-Print	941.60	1,250.01	-308.41	75.33%	5,000.00	
802-F Software	0.00	1,749.99	-1,749.99	0.00%	7,000.00	
802-G Collection Supplies	192.73	300.00	-107.27	64.24%	1,200.00	
802-H E-Content	3,228.18	2,775.00	453.18	116.33%	11,100.00	
Total 8 Library Materials	\$ 7,505.43	\$ 12,075.00	-\$ 4,569.57	62.16%	\$ 48,300.00	15.54%
Total Expenditures	\$ 122,085.49	\$ 148,318.02	-\$ 26,232.53	82.31%	\$574,714.00	21.24%
Net Operating Revenue	\$ 10,092.17	-\$ 4,639.53	\$ 14,731.70	-217.53%	\$ 0.00	
Other Revenue						
8100 Nonrecurring outside revenue	0.00	0.00	0.00		0.00	
8102 Friends of the Library reimbursement	113.64	0.00	113.64		0.00	
Total 8100 Nonrecurring outside revenue	\$ 113.64	\$ 0.00	\$ 113.64		\$ 0.00	
Total Other Revenue	\$ 113.64	\$ 0.00	\$ 113.64		\$ 0.00	
Other Expenditures						
9101 Abbott Library debit card expenses	289.40	0.00	289.40		0.00	
Total Other Expenditures	\$ 289.40	\$ 0.00	\$ 289.40		\$ 0.00	
Net Other Revenue	-\$ 175.76	\$ 0.00	-\$ 175.76		\$ 0.00	
Net Revenue	\$ 9,916.41	-\$ 4,639.53	\$ 14,555.94	-213.74%	\$ 0.00	

Thursday, Apr 17, 2025 05:34:23 AM GMT-7 - Accrual Basis

2025 Final Budget

4/7/25

A/c #	Account Name	2024 Annual BUDGET	2025 PROPOSED as of 10/24/24	2025 given to town on 12/18/24
341	TELEPHONE	1,550.00	1,550.00	
341A	FIRE ALARM	1,250.00	1,250.00	
341B	INTERNET ACCESS*	5,000.00	8,000.00	
342A	COMPUTER SUPPORT/HARDWARE**	6,700.00	3,400.00	
342B	COPIER LEASE/SUPPLIES	1,300.00	-	
365	EQUIPMENT REPAIR	300.00	300.00	
	TOTAL PROF & TECH	16,100.00	14,500.00	
410	ELECTRICITY	12,000.00	12,000.00	
411	HEAT	6,000.00	6,000.00	
412	WATER	800.00	1,400.00	
413	SEWER	500.00	500.00	
430	BLDG. REPAIR & MAINT.	9,000.00	3,000.00	
440	OUTSIDE MAINTENANCE	3,700.00	3,500.00	
	TOTAL 4 PROPERTY SERV.	32,000.00	26,400.00	
520	INSURANCE	5,500.00	6,300.00	
540	TRAINING/MEETINGS	1,000.00	1,200.00	
550	PROGRAMS	500.00	500.00	
555	ADVERTISING	800.00	800.00	
560	MEMBERSHIPS	700.00	700.00	
	TOTAL 5 OTHER SERVICES	8,500.00	9,500.00	
610A	MACHINE SUPPLIES	700.00	400.00	
610C	PROGRAM SUPPLIES	608.81	2,300.00	
610	GENERAL SUPPLIES	2,000.00	4,500.00	
625	POSTAGE	210.00	350.00	
630	OFFICE EQUIPMENT	100.00	300.00	
640	BLD. CUSTODIAL SUPPLIES	1,300.00	2,800.00	
	TOTAL 6 SUPPLIES	4,918.81	10,650.00	
62110	ACCOUNTING FEES	1,500.00	300.00	
62140	LEGAL FEES		-	
62150	OUTSIDE CONTRACT SERVICES		-	
62150A	OUTSIDE CLEANING SERVICES		-	
	TOTAL	1,500.00	300.00	
6500	OPERATIONS			
65010	BOOKS, SUBSCRIPTIONS, REF.	-		
65020	POSTAGE, MAILING SERVICE	-	300.00	
	TOTAL		300.00	

Actual 2024 Expenditures	Final 2025 Budget	YTD 3/31/25	Projected next 9 months	Projected Year End
1,288.00	1,550.00	322.05		
905.00	1,250.00	849.60		
5,479.00	6,000.00	1,238.48		
4,343.00	3,400.00	858.98		
		618.79		
691.00	300.00	1,136.18		
12,706.00	12,500.00	5,024.08		
9,786.00	12,000.00	1,935.87		
3,906.00	6,000.00	2,868.26		
872.00	1,400.00			
275.00	500.00			
5,700.00	3,000.00	87.86		
3,625.00	3,500.00	345.00		
24,164.00	26,400.00	5,236.99		
5,679.00	6,189.00	6,189.70		
1,242.00	1,200.00	250.00		
2,087.00	500.00	968.67		
372.00	800.00	248.60		
260.00	700.00			
9,640.00	9,389.00	7,656.97		
69.00	400.00			
2,207.00	2,000.00	1,932.37		
4,004.00	3,500.00	481.74		
394.00	300.00			
2,250.00	300.00	51.10		
2,240.00	1,800.00	192.35		
11,164.00	8,300.00	2,657.56		
	-			
-	-	-		
421.00		119.94		
216.00	300.00	73.00		
637.00	300.00	192.94		

750	FURNITURE & FIXTURES	280.00	-	
	TOTAL & CAPITAL OUTLAY	280.00	-	
802A	BOOKS	29,000.00	22,700.00	
802B	SUBSCRIPTIONS***	3,500.00	4,000.00	
802C	NON-PRINT	7,000.00	6,000.00	
802F	SOFTWARE*****	4,000.00	8,600.00	
802G	COLLECTION SUPPLIES	1,200.00	1,200.00	
802H	E CONTENT*****	6,200.00	14,000.00	
	TOTAL 8 OTHER CHARGES	50,900.00	56,500.00	
	TOTAL NON SALARY EXP.	114,198.81	118,150.00	116,200.00
	SALARIES			
	FULL TIME SALARY	226,625.16	252,948.80	256,619.00
	PART TIME SALARY	85,696.95	102,972.72	102,275.00
	RETRO COLA			
	SUB TOTAL:	312,322.11	355,921.52	358,894.00
	BENEFITS AND TAXES			
	UNUSED SICK TIME	5,446.84	5,667.50	5,040.00
	HEALTH INSURANCE	78,800.71	107,734.56	91,267.00
	DENTAL	437.89	5,777.88	4,894.09
	LIFE & DISABILITY	4,258.28	4,668.00	4,600.00
	MEDICARE	4,770.41	5,038.91	4,900.00
	EMPLOYER FICA	20,001.38	21,545.07	21,000.00
	RETIREMENT CONTRIBUTION	35,693.81	32,469.68	31,100.00
	UNEMPLOYMENT COMPENSATION	482.24	350.68	730.00
	WORKERS COMPENSATION INS.	600.78	486.52	472.00
	SUB TOTAL SALARY EXPENSE	312,322.11	355,921.52	358,894.00
	SUB TOTAL BENEFITS AND TAXES	150,492.34	183,738.80	164,003.09
	TOTAL SALARY EXPENSE	462,814.45	539,660.32	522,897.09
	TOTAL	577,013.26	657,810.32	639,097.09
	Increase over 2024 buget		14.0%	10.8%

1,714.00	-	182.94		
1,714.00	-	182.94		
25,749.00	21,000.00	3,142.92		
3,230.00	3,000.00			
8,059.00	5,000.00	941.60		
7,894.00	7,000.00			
1,358.00	1,200.00	192.73		
16,528.00	11,100.00	3,228.18		
62,818.00	48,300.00	7,505.43		
122,843.00	105,189.00	28,456.91	76,732.09	105,189.00
218,022.00	219,317.00	37,249.00	186,603.00	223,852.00
83,218.00	100,000.00	27,690.00	74,845.00	102,535.00
			3,000.00	
301,240.00	319,317.00	64,939.00	264,448.00	329,387.00
2,928.00	5,000.00	-	5,751.00	5,751.00
59,453.00	81,333.00	18,293.00	77,395.00	95,688.00
	4,000.00			-
3,917.00	3,943.00	320.00	11.00	331.00
4,301.00	4,750.00	919.84	3,665.00	4,584.84
18,389.00	20,318.00	3,417.00	15,671.00	19,088.00
29,000.00	29,731.00	4,601.00	23,635.00	28,236.00
216.00	649.00	323.00	576.00	899.00
316.00	484.00	816.00	353.00	1,169.00
301,240.00	319,317.00	64,939.00	264,448.00	329,387.00
118,520.00	150,208.00	28,689.84	127,057.00	155,746.84
419,760.00	469,525.00	93,628.84	391,505.00	485,133.84
542,603.00	574,714.00	122,085.75	468,237.09	590,322.84

-6.0%

-0.4%