

May 27, 2025
Library Board of Trustees
5:00 PM

Call to Order

Attendees:
Excused Absences:

Chair's Remarks

Approval of April 22, 2025 minutes

Treasurer's Report
Approval of Manifest of Bills
Update on state of Default budget

Director's Report
Update on Staff Meeting
Youth Services job description
Circulation Policy (Temporary Library Cards)
Library of Things -policy or handout for borrowers
Recovery of unreturned items
Art Display discussion
Pursue occupancy restrictions with Fire Chief
Handbook for Staff
Volunteers to weed garden

Chair's Report
June plan for Strategic Plan updates
Circulation Policy
Role of LBOT in signing items regarding posting and hiring
Status of Donation
Safety Services closet
Library Intern job description

Book Sale
Sue and Jon

Non-Public Meeting

Public Comment

Adjournment

Next Meeting:

June 24, 2025

July 22, 2025

No Meeting in August

Abbott Library
Board of Directors' Meeting
May 27, 2025
Minutes

Attendance

Trustees: Bev Bjorklund, Jim Harrison, Tim Eliassen, Sue Johanson, Nancy Berger
Excused absences: Jim McGraw, Jon Reed
Alternate: Peter Maciaszek
Director: Jeff Cabral

Call to Order Chair Bev called the Meeting to order at 5:02 pm

Approval of Minutes

Motion to approve the minutes from the April meeting was made by Bev and seconded by Nancy. Motion passed unanimously.

Approval of Treasurer's Report

Motion to approve the Expenditures by Vendor amounting to \$44,356.31 was made by Tim and seconded by Jim H. Motion passed unanimously.

Director's Report

Staffing

Youth Services Librarian: A motion was made by Bev and seconded by Sue to revise and approve the *Youth Services Librarian* Job Description. Motion passed unanimously.
- Library Intern: A motion was made by Bev and seconded by Sue to adopt and approve the *Library Intern* Job Description. Motion passed unanimously.

Art Exhibit Policy

Jeff informed the Board that a resident has inquired about the possibility of displaying his art in the Library. Jeff will respond to the inquirer. The current Art Exhibit Policy was referenced during this discussion.

Circulation Policy

Jeff discussed several discrepancies between what could be identified as the current Circulation Policy and the current practices of staff in issuing Library Cards specific to residents, non residents, and temporary residents. Options for categorizing patrons and authorizing issuance of Library Cards were suggested and discussed.
A motion was made by Bev and seconded by Sue to approve the revised Circulation Policy. The motion passed unanimously.

Library of Things

Current procedures vary for patrons taking out items. Given the varying value of items, different approaches may be in order. Additional review and consideration of this topic will occur. Jeff will review how other libraries handle this matter.

Handbook for Staff

Jeff and Tim attended a session at the NHLTA conference in early May on Employee Handbooks. The presenters from Drummond Woodsum law firm strongly recommended that libraries have their own Employee Handbook, separate from the towns.

Non-public Session

A motion was made by Bev and seconded by Jim H. to move into non-public session. The motion passed unanimously. The Board moved into non-public session at 7:19 pm.

A motion was made by Bev and seconded by Jim H. to close non-public session and return to public session. The motion passed unanimously and public session resumed at 7:40 pm.

A motion was made by Bev and seconded by Nancy to Seal the Minutes from the non-public session. The motion passed unanimously.

Book Sale Report

Sue reported that she has scheduled volunteers to help collect and set up before the sale, and to be present to help with tasks during the sale. Several trustees will be available to breakdown and close up afterwards.

Adjournment

A motion was made by Bev and seconded by Sue to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 7:45 pm.

Respectfully submitted,

Nancy E Berger
Nancy E. Berger
Secretary

Director's Report to the Board of Trustees of Abbott Library
May 27, 2025

Onboarding Update

- To update some projects in this section from last month:
 - I am now managing the timesheet approval process for all library staff.
 - Given the summer priorities with Buildings and Grounds, I am connecting with Craig on an as-needed basis, and he and his team have been a great support. We have purchased new bunting, which they hung for us this week; he has brought a garden hose for us at our request so that we can hose down the reading porch furniture; Briar Patch has already begun their rounds with a spring clean-up and mowing.
 - Andrew Young and I have another meeting scheduled for next week to start moving through a task list to triage, cost, and prioritize many of our requirements and his recommendations.
- I will be attending the NH State Library 'New Director Orientation' next week.
- Sue, Jim H and I enjoyed attending the Regional Trustees Meeting in Newbury and I was able to meet many staff and Board members from area libraries.
- With regard to connections and supporting the Town's needs: I am now participating in monthly meetings with Christie and Shannon to discuss needs and outreach related to food insecurity; I am assisting Shannon and Holly in an RFP Development Process related to Town-wide staff benefits.
- The staff and I have also begun delving much deeper into our understanding of Koha and Aspen, the two key catalog tools supported by Bywater Solutions. We have made many connections, and one of Laura's requests to improve Koha has already been fully funded by a partner library or network of partner libraries. One of the more challenging things to understand has been the wider New Hampshire ecosystem of Koha libraries: where we fit in and the tech support needed when those libraries are adding new security layers, as we are now with a product called Cloudflare to fend off Distributed Denial of Service Attacks that occur with bots.

Staff Considerations

- We received 16 applicants for the Assistant Director position. Two candidates who I would have interviewed withdrew, one within days of the application. We did have several individuals whose library experience was limited to specific industry sectors or schools rather than considerable public library experience. After four interviews, I have a preferred candidate and am prepared to make an offer. We will be handling the communication process with unsuccessful candidates.
- Kyler will be working with Grace (our Intern) to provide a more structured learning experience for her this summer. We are using her actual hours worked last summer to create a similar schedule this year.

- The staff are very excited about our plans to have Abbott Library participate in the 4th of July parade. We have some surprises in store.
- We would like to hire a new Substitute Library Aide who we feel will bring increased flexibility for summer scheduling, and are presenting this for approval at this Board meeting.
- We had a lengthy and productive full team meeting on Friday, May 16th, where we covered a long list of topics. Much of the time centered around issues of policies and training, the latter specific to Koha. With regard to policies, those items will be covered below. In terms of training, we need to work with Bywater to understand what virtual training can be provided at no cost. In-person training does carry a cost if Bywater comes to Abbott.
- We will be revamping the patron interaction and program data we collect on a daily basis, as many of the items on our daily form are no longer relevant or reported.
- We need to approve the Library Intern and Youth Services Librarian Job Description at this month's meeting.
- I have considerable catching up to do in the area of completing overdue reviews and PAR forms. We have two part-time staff who will be receiving adjustments that were due more than a year ago.
- Tim and I attended the NH Library Trustees Association meeting this month, and one session where we learned covered Employee Handbooks. It was the strong recommendation of the speaker from Drummond Woodsum that every library have its own handbook. We should definitely consider this for Abbott Library. It is a major undertaking as you can imagine.

Patrons

- The Scholastic Reading Counts program was replaced this year with Read 'n Quiz, so there may not be the same in-library support required this summer as has occurred in the past. We are still awaiting a final decision on this from the school.
- We had a helpful and informal get-together with Peggy Ricketts from SMHS to discuss her experience with Koha, record and patron views, and determine how interloan borrowing can work in the summer. It was the first time Laura and I had met Peggy, a librarian at SMHS for many years. We will be coordinating a wider meeting to include Heidi Doyle and the new librarian for SMHS who starts in late August (Ray is retiring).
- Staff are prepared to support patrons with any questions on the OpenGov application process for Transfer Station and Beach Stickers.
- There is strong interest in seeing our website vastly improved. This is a substantial project and we need to scope out what will be involved.
- We have a need to clarify some topics in our Circulation Policy and bring it back to the Board for approval. In my opinion, we have several policies that can be combined into one: Patron Service, Circulation, Overdues, and Interloan Policy. Several aspects of the Circulation Policy were changed and approved in May 2024, and we need to confirm the policies reflect a) what was decided, and b) the best approach from the Board and staff point of view. In addition, we have an opportunity to further develop this policy. The topics that need to be looked at and clarified:
 - Strike the New DVDs 3 day loan limit (this collection sub-category doesn't exist anymore)

- Remove 'Complimentary Registration' from the Eligible Borrowers list in the currently posted Circulation Policy, as the Board decided last year to cease offering these.
- Temporary card pricing – and also whether we continue to offer one at all (the price in the current policy posted on our website is incorrect)
- Recovery efforts need to be made for items long overdue – what are they and when?
- Realistic and fair material recovery costs that are billed when items are missing or damaged
- Library of Things forms – simplify or combine forms
- Consider whether LOT agreements are reflected in initial patron registration
- Move the Nintendo Switch game collection moved out of the Library of Things and into its own collection. *This project is less of a policy decision.*

Programming (Children and Adult)

- As a reminder, our summer local author series will continue next month with Duncan Watson (*Everyone's Trash*), Jarrett Krosoczka in July (National Book Award finalist and children's author of several graphic novels and series), and Andru Volinsky in August (*The Last Bake Sale*). We are considering offering hybrid options for these.
- Other planned adult programming for the summer:
Monday, June 2nd, 1 PM: Lake Sunapee VNA & Hospice presentation.
Saturday, June 21st, 11 AM: Watercolor Class
Monday, July 7th, 1 PM: NAMI presentation (National Alliance on Mental Illness)
Monday, August 4th, 1 PM: NH Alliance for End of Life Options
Saturday, August 30th, 10 AM: Sandy Grant / Rug Hooking
- Including this item again as summer approaches: 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.
- At our staff meeting, Kyler walked everyone through the process of registering participants in our Summer Reading Program.
- Our Spring Break programs went very well and Kyler continues to test new and innovative program ideas (Ice Cream in a Bag!) with children every week.
- The Sy Montgomery and Matt Patterson program at LSPA was very successful and we had an amazing turnout in person and online. Many thanks to the Friends, LSPA staff, Trustees, and all of the volunteers who made this happen.

Building and Equipment

- We have an artwork display request to consider at this month's meeting.
- We are trying to utilize the foyer noticeboards as a primary way to share information on any changes happening at the Town level for office hours and transacting business with the Town.

- We would still like to relocate the table formerly used for the AWE computers in the Children's area.
- When planning for the Sy & Matt program prior to my arrival, the topic of meeting room occupancy guidelines came up. I will be meeting with the Fire Chief (at the suggestion of Craig) to arrive at numbers and arrange for posted signs for the Activities Room, and if required, the New Hampshire History Room.
- Andrew (Precision Software) has installed a new router and firewall, provided assistance to Key Communications in setting up our voicemail system, and this week he installed a new battery for our UPS (uninterruptible power supply). I can share the project list that we will be considering. There are many potential gains with working through projects with Andrew (cost reductions, service improvements, and infrastructure development). One basic improvement I'm exploring is what options we have with our phone lines and possibly adding an additional one, in such a way that we could provide that service with a vendor other than Comcast.
- We have had two volunteers respond to our request in the Abbotter for weeding this summer. I am hopeful to have additional response.
- Fowler did treat the exterior of the building twice, and that particular situation seems to have improved greatly as spring went on (much like he said it would). We have contracted with Pure Solutions for eco friendly treatment for ticks in the surrounding grounds, as patrons and staff who have gone outside (on the rare sunny day) have already noticed an uptick ☺ The first treatment will occur Tuesday.
- After many requests from patrons and staff, we will be installing a water cooler as soon as we can. Craig has approved of this work to be done by Culligan Quench. This will be located in the main library between the two bathrooms.
- For 10 years, we have spent more than \$100/month for 2 mats to be replaced each month by Unifirst. We are switching to a winter-only schedule for this service to help fund our new water cooler.
- 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.

Collections

- In the fall, we will consider new options for rearranging the patron flow throughout the library, with regard to where collections are located and shelved. We do have a new shelf on the way for New Non-Fiction, thanks to the Foundation.
- We are also awaiting a quote from PSI/NESP (a new shelving vendor) on required stability repairs to perimeter shelving in the Children's area, as well as a new Parenting shelf so that sensitive topics are physically separated from the children's collection.
- With regard to digital content, we do feel that we can make some immediate changes and savings by considering whether we continue with Ancestry, Heritage Quest, and Mango, all of which get fairly low usage. Collectively, we are paying just over \$2,000 a year for these. I would rather see funding at that level support our staffing budget.

- The relaunch of 1000 Books Before Kindergarten has gotten off to a strong start.
- We will be decommissioning the backpack kits in the children's collection, and replacing them by testing out STEM backpack kits.

Abbott Library Foundation and Friends of Abbott Library

- We will be presenting some requests for consideration of new museum passes to the Friends next month. We will also bring as many 'Late Summer / Fall' Program requests as we can have ready, and may have adult summer programs to add.
- Our sincere thanks to the Foundation for supporting purchases that will improve patron comfort, storage, display, and shelving here. Staff as well as patrons will especially appreciate the latter item. All approved items have been ordered, including picnic tables for the reading porch area.
- The Foundation would like us to work on archiving their website. Rebecca and I will do what we can to make this happen as soon as possible.
- We are doing what we can at the desk and through the newsletter to assist in volunteer recruitment for the Pancake Breakfast and Book Sale.

Library Use:	April 2025	YTD 2025	YTD 2024	% Change
Library Items	2,536	10,035	11,099	-10%
Downloaded Audiobooks	408	1,710	1,742	-2%
Downloaded E Books - Overdrive and Freading	232	905	1,273	-29%
Downloaded Magazines	147	735	788	-7%
Local Use	100	256	364	-30%
Online Tools Total	350	2,337	3,449	-32%
Breakdown of Online Tools				
Ancestry	0	1	143	-99%
Kanopy (videos)	100	455	399	14%
EBSCO	7	118	6	1867%
Mango	0	157	1,088	-86%
New York Times	0	694	1,201	-42%
Hoopla	223	850	612	39%
BookFlix	11	30	0	0%
ScholasticGo	9	32	0	0%
Total Circulation	3,773	15,978	18,715	-15%
Patron Visits	2,158	8,329	8,601	-3%
New Registrations	10	52	59	-12%
Internet Sessions (public computers)	111	459	525	-13%
Wireless Usage	480	2,078	2,066	1%
Program Questions	37	123	226	-46%
Regular Reference	60	226	271	-17%
Extended Reference	16	26	34	-24%
Readers' Advisory	25	95	107	-11%
Tech Help	27	121	185	-35%
Extended Tech Help	4	15	71	-79%
Total Reference	169	606	894	-32%
Website	April 2025	YTD 2025	YTD 2024	% Change
Visits	1,562	6,284	6,352	-1%
Unique Visitors	791	3,464		
Avg Visits per Day	52.0			
Programs This Month	Adult	Child	2025 Adult YTD	2025 Child YTD
Number of Programs	11	8	30	33
Number of Attendees	111	149	255	732
Meeting Room Usage in Hours	Activities	Conference	Activ YTD	Conf YTD
	88.0	31.5	257.5	155.0
Launchpad Checkouts	April 2025	YTD 2025		
	0	3		
Volunteer Hours	April 2025	YTD 2025		
	154.5	773.0		
Web Chats	April 2025	YTD 2025		
	1	9		

April 2025

Circulation

Library Items	2,536
Downloaded Audiobooks	408
Downloaded E Books (Overdrive and Freeding)	232
Downloaded Magazines	147
Local Use	100
Online Access	350
Total Circulation	3,773

Circulation



Total Reference 169

Patron Visits 2,158



Expenses by Vendor Summary
Abbott Library
April 2025

Vendor	Total
Adobe, Inc	39.98
Amazon business	1,302.51
Baker and Taylor	1,469.27
Bluehost, Inc.	371.64
Briar Patch Landscaping, LLC	825.00
Canon Solutions America	537.28
Comcast	276.64
Echo Communications	126.50
Enviro-Tote	853.28
Eversource	653.26
Fowler's Pest Control	90.00
Google Services	298.83
Hoopla	552.99
Key Communications	558.72
Kyler Wesner	71.10
Thomas Eliassen (convention)	65.00
Nancy Berger (convention)	65.00
Midwest Tape	369.59
Jeff Cabral (convention)	65.00
Jeff Cabral (supplies reimbursement)	52.74
NHLA	105.00
Precision Software Corporation	3,774.99
Sunapee Water & Sewer Dept.	554.00
UniFirst Corporation	116.69
Zoom	79.95
Total non-payroll expenses	13,274.96
Payroll expenses	31,081.35
total expenses for April	44,356.31

Statement of Financial Position
Abbott Library
As of April 30, 2025

Distribution account	Total
Assets	
Current Assets	
Bank Accounts	
B101 Operating Account - 9330	21,363.49
B102 Trust and Fines - 5620	35,918.54
B102.1 Petty Cash - Drawer	45.00
Total for B102 Trust and Fines - 5620	\$35,963.54
B103 Debit Card Account - 7419	1,040.20
B201 Cap. Campaign/Donation Account	31,888.75
Total for Bank Accounts	\$90,255.98
Accounts Receivable	
11000 Accounts Receivable	156.00
Total for Accounts Receivable	\$156.00
Other Current Assets	
12000 Undeposited Funds	
A18611 Accrued Interest from CD	9,304.57
A303 Accrued Interest from Town Trusts	796.19
Total for Other Current Assets	\$10,100.76
Total for Current Assets	\$100,512.74
Fixed Assets	
Other Assets	
A18600 Other Assets	0.00
A18610 Certificate of Deposit	0.00
A18620 Martha Abbott Trust	137,471.12
A18630 Mabel Davies' Funds	115,104.00
Total for A18610 Certificate of Deposit	\$252,575.12
Total for A18600 Other Assets	\$252,575.12
A301 Library Gardner Fund	2,636.24
A302 Library General Fund	9,158.77
Total for Other Assets	\$264,370.13
Total for Assets	\$364,882.87
Total Liabilities	\$13,158.53
Net Assets	\$351,724.34

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

	Total					
	YTD Actual	YTD Budget	\$ over YTD Budget	% of YTD Budget	Annual Budget	% of Annual Budget
Revenue						33%
1 Town Funding Contributions	0.00	0.00	0.00			
100 Town Funding	36,666.68	33,000.00	3,666.68	111.11%	99,000.00	
101 Town Funding Payroll & Benefits	130,899.65	156,508.32	-25,608.67	83.64%	469,525.00	
102 Town Funding Insurance	0.00	2,063.00	-2,063.00	0.00%	6,189.00	
Total 1 Town Funding Contributions	\$167,566.33	\$ 191,571.32	-\$24,004.99	87.47%	\$574,714.00	29.16%
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	200.00	0.00	200.00		0.00	
Total 43400 Direct Public Support	\$ 200.00	\$ 0.00	\$ 200.00		\$ 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	3,466.92	0.00	3,466.92		0.00	
Total 45000 Investments	\$ 3,466.92	\$ 0.00	\$ 3,466.92		\$ 0.00	
46400 Other Types of Income	0.00	0.00	0.00		0.00	
46429 Interest Operating Acct	1.98	0.00	1.98		0.00	
46480 Book Reimbursement	172.97	0.00	172.97		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	491.37	0.00	491.37		0.00	
46489 Overdue Conscience	100.16	0.00	100.16		0.00	
Total 46400 Other Types of Income	\$ 1,029.23	\$ 0.00	\$ 1,029.23		\$ 0.00	
Total Revenue	\$176,562.48	\$ 191,571.32	-\$15,008.84	92.17%	\$574,714.00	30.72%
Gross Profit	\$176,562.48	\$ 191,571.32	-\$15,008.84	92.17%	\$574,714.00	30.72%
Expenditures						
2 Payroll and Benefit Expenses	0.00	0.00	0.00		0.00	
207 Full Time Wages	54,757.41	73,105.68	-18,348.27	74.90%	219,317.00	
208 Part Time Wages	37,775.00	33,333.32	4,441.68	113.33%	100,000.00	
208.5 Overtime Wages	619.05	0.00	619.05		0.00	
209 Unused Sick Time	0.00	1,666.68	-1,666.68	0.00%	5,000.00	
210 Health Insurance	18,293.25	28,444.00	-10,150.75	64.31%	85,333.00	
215 Life & Disability Insurance	480.53	1,314.32	-833.79	36.56%	3,943.00	

220 Medicare	1,278.84	1,583.32	-304.48	80.77%	4,750.00	
221 Employer FICA	3,614.97	6,772.68	-3,157.71	53.38%	20,318.00	
231 Retirement Contribution	6,751.71	9,910.32	-3,158.61	68.13%	29,731.00	
250 Unemployment Comp Insurance	323.19	216.32	106.87	149.40%	649.00	
260 Workers Compensation Insurance	816.00	161.32	654.68	505.83%	484.00	
Total 2 Payroll and Benefit Expenses	\$124,709.95	\$ 156,507.96	-\$31,798.01	79.68%	\$469,525.00	26.56%
3 Prof. & Tech Services	0.00	0.00	0.00		0.00	
341 Telephone	558.65	516.68	41.97	108.12%	1,550.00	
341A Fire Alarm	849.60	416.68	432.92	203.90%	1,250.00	67.97%
341B Internet and Web Services	2,108.89	2,000.00	108.89	105.44%	6,000.00	
342A Computer Support/Hardware	4,633.97	1,133.32	3,500.65	408.88%	3,400.00	136.29%
342B Copier Lease	618.79	0.00	618.79		0.00	
365 Equipment Repair	1,694.90	100.00	1,594.90	1694.90%	300.00	564.97%
Total 3 Prof. & Tech Services	\$ 10,304.88	\$ 4,166.68	\$ 6,138.20	247.32%	\$ 12,500.00	82.44%
4 Facilities	0.00	0.00	0.00		0.00	
410 Electricity	2,589.13	4,000.00	-1,410.87	64.73%	12,000.00	
411 Heat	2,868.26	2,000.00	868.26	143.41%	6,000.00	
412 Water	250.00	466.68	-216.68	53.57%	1,400.00	
413 Sewer	304.00	166.68	137.32	182.39%	500.00	
430 Bldg Repair & Maintenance	177.86	1,000.00	-822.14	17.79%	3,000.00	
440 Outside Maintenance	1,286.69	1,166.68	120.01	110.29%	3,500.00	
Total 4 Facilities	\$ 7,475.94	\$ 8,800.04	-\$ 1,324.10	84.95%	\$ 26,400.00	28.32%
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	441.10	400.00	41.10	110.28%	1,200.00	
550 Programs	968.67	164.00	804.67	590.65%	500.00	193.73%
555 Advertising	375.10	266.68	108.42	140.66%	800.00	
560 Membership	105.00	233.32	-128.32	45.00%	700.00	
Total 5 Other Services	\$ 8,079.57	\$ 7,253.00	\$ 826.57	111.40%	\$ 9,389.00	86.05%
6 Supplies	0.00	0.00	0.00		0.00	
610 General Supplies	571.40	1,166.68	-595.28	48.98%	3,500.00	
610-A Machine Supplies	0.00	133.32	-133.32	0.00%	400.00	
610-C Program Supplies	2,952.79	666.68	2,286.11	442.91%	2,000.00	147.64%
625 Postage	0.00	100.00	-100.00	0.00%	300.00	
630 Office Equipment	697.58	100.00	597.58	697.58%	300.00	
640 Custodial Supplies	852.26	600.00	252.26	142.04%	1,800.00	
Total 6 Supplies	\$ 5,074.03	\$ 2,766.68	\$ 2,307.35	183.40%	\$ 8,300.00	61.13%
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	0.00	0.00	0.00		0.00	

65020 Postage, Mailing Service	73.00	100.00	-27.00	73.00%	300.00	77.64%
Total 65000 Operations	\$ 232.92	\$ 100.00	\$ 132.92	232.92%	\$ 300.00	
7 Capital Outlay	0.00	0.00	0.00		0.00	
750 Furniture and Fixtures	182.94	0.00	182.94			
Total 7 Capital Outlay	\$ 182.94	\$ 0.00	\$ 182.94		\$ 0.00	
8 Library Materials	0.00	0.00	0.00			
802-A Books	4,941.53	7,000.00	-2,058.47	70.59%	21,000.00	
802-B Subscriptions	0.00	1,000.00	-1,000.00	0.00%	3,000.00	
802-C Non-Print	1,864.18	1,666.68	197.50	111.85%	5,000.00	
802-F Software	0.00	2,333.32	-2,333.32	0.00%	7,000.00	
802-G Collection Supplies	192.73	400.00	-207.27	48.18%	1,200.00	
802-H E-Content	3,228.18	3,700.00	-471.82	87.25%	11,100.00	
Total 8 Library Materials	\$ 10,226.62	\$ 16,100.00	-\$ 5,873.38	63.52%	\$ 48,300.00	0.00%
Total Expenditures	\$166,286.85	\$ 195,694.36	-\$29,407.51	84.97%	\$574,714.00	0.03%
Net Operating Revenue	\$ 10,275.63	-\$ 4,123.04	\$ 14,398.67	-249.22%	\$ 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	369.35	0.00	369.35		0.00	
Total Other Expenditures	\$ 369.35	\$ 0.00	\$ 369.35		\$ 0.00	
Net Other Revenue	-\$ 255.71	\$ 0.00	-\$ 255.71		\$ 0.00	
Net Revenue	\$ 10,019.92	-\$ 4,123.04	\$ 14,142.96	-243.02%	\$ 0.00	

Friday, May 23, 2025 08:31:43 AM GMT-7 - Accrual Basis

2025 Final Budget and Projection 5/20/25

A/c #	Account Name	2024 Annual BUDGET	2025 PROPOSED as of 10/24/24	2025 given to town on 12/18/24	Actual 2024 Expenditures	Final 2025 Budget	YTD 4/30/25	Projected next 8 months	Projected Year End
341	TELEPHONE	1,550.00	1,550.00		1,288.00	1,550.00	558.65		
341A	FIRE ALARM	1,250.00	1,250.00		905.00	1,250.00	849.80		
341B	INTERNET ACCESS*	5,000.00	8,000.00		5,479.00	8,000.00	1,573.27		
342A	COMPUTER SUPPORT/HARDWARE**	6,700.00	3,400.00		4,343.00	3,400.00	4,633.97		
342B	COPIER LEASE/SUPPLIES	1,300.00	-				618.79		
365	EQUIPMENT REPAIR	300.00	300.00		691.00	300.00	1,694.90		
	TOTAL PROF & TECH	16,100.00	14,500.00		12,706.00	12,500.00	9,929.18		
410	ELECTRICITY	12,000.00	12,000.00		9,786.00	12,000.00	2,589.13		
411	HEAT	6,000.00	6,000.00		3,906.00	6,000.00	2,868.26		
412	WATER	800.00	1,400.00		872.00	1,400.00	250.00		
413	SEWER	500.00	500.00		275.00	500.00	304.00		
430	BLDG. REPAIR & MAINT.	9,000.00	3,000.00		5,700.00	3,000.00	177.86		
440	OUTSIDE MAINTENANCE	3,700.00	3,500.00		3,625.00	3,500.00	1,286.69		
	TOTAL 4 PROPERTY SERV.	32,000.00	28,400.00		24,164.00	26,400.00	7,475.94		
520	INSURANCE	5,500.00	6,300.00		5,679.00	8,189.00	6,189.70		
540	TRAINING/MEETINGS	1,000.00	1,200.00		1,242.00	1,200.00	441.10		
550	PROGRAMS	500.00	500.00		2,087.00	500.00	968.67		
555	ADVERTISING	800.00	800.00		372.00	800.00	375.10		
560	MEMBERSHIPS	700.00	700.00		260.00	700.00	105.00		
	TOTAL 5 OTHER SERVICES	8,500.00	9,500.00		9,640.00	9,389.00	8,079.57		
610A	MACHINE SUPPLIES	700.00	400.00		69.00	400.00			
610C	PROGRAM SUPPLIES	608.81	2,300.00		2,207.00	2,000.00	2,940.94		
610	GENERAL SUPPLIES	2,000.00	4,500.00		4,004.00	3,500.00	571.40		
625	POSTAGE	210.00	350.00		394.00	300.00			
630	OFFICE EQUIPMENT	100.00	300.00		2,250.00	300.00	641.12		
640	BLD. CUSTODIAL SUPPLIES	1,300.00	2,800.00		2,240.00	1,800.00	852.26		
	TOTAL 6 SUPPLIES	4,918.81	10,650.00		11,164.00	8,300.00	5,005.72		
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.	-			421.00		159.92		
65020	POSTAGE, MAILING SERVICE	-	300.00		216.00	300.00	73.00		
	TOTAL		300.00		637.00	300.00	232.92		
750	FURNITURE & FIXTURES	280.00	-		1,714.00	-	182.94		
	TOTAL & CAPITAL OUTLAY	280.00	-		1,714.00	-	182.94		
802A	BOOKS	29,000.00	22,700.00		25,749.00	21,000.00	4,935.03		
802B	SUBSCRIPTIONS***	3,500.00	4,000.00		3,230.00	3,000.00			
802C	NON-PRINT	7,000.00	6,000.00		8,059.00	5,000.00	1,864.18		
802F	SOFTWARE*****	4,000.00	8,800.00		7,894.00	7,000.00			
802G	COLLECTION SUPPLIES	1,200.00	1,200.00		1,358.00	1,200.00	192.73		
802H	E CONTENT*****	6,200.00	14,000.00		16,528.00	11,100.00	3,228.18		
	TOTAL 8 OTHER CHARGES	50,900.00	56,500.00		62,618.00	48,300.00	10,220.12		
	TOTAL NON SALARY EXP.	114,198.81	118,150.00	116,200.00	122,843.00	105,189.00	41,126.39	64,062.61	105,189.00
	SALARIES								
	FULL TIME SALARY	226,625.16	252,948.80	256,619.00	218,022.00	219,317.00	54,757.41	172,809.44	227,566.85
	PART TIME SALARY	85,696.95	102,972.72	102,275.00	83,218.00	100,000.00	38,394.05	66,062.49	104,456.54
	RETRO COLA								
	SUB TOTAL:	312,322.11	355,921.52	358,894.00	301,240.00	319,317.00	93,151.46	238,871.93	332,023.39
	BENEFITS AND TAXES								
	UNUSED SICK TIME	5,446.84	5,667.50	5,040.00	2,928.00	5,000.00	-	5,796.64	5,796.64
	HEALTH INSURANCE	78,800.71	107,734.56	91,267.00	59,453.00	81,333.00	19,298.15	65,794.12	85,092.27
	DENTAL	437.89	5,777.88	4,894.09		4,000.00			
	LIFE & DISABILITY	4,258.28	4,668.00	4,600.00	3,917.00	3,943.00	480.53		480.53
	MEDICARE	4,770.41	5,038.91	4,900.00	4,301.00	4,750.00	1,278.84	3,439.78	4,718.62
	EMPLOYER FICA	20,001.38	21,545.07	21,000.00	18,389.00	20,318.00	3,614.97	14,708.01	18,322.98
	RETIREMENT CONTRIBUTION	35,693.81	32,469.68	31,100.00	29,000.00	29,731.00	6,751.00	22,251.25	29,002.25
	UNEMPLOYMENT COMPENSATION	482.24	350.68	730.00	216.00	649.00	323.19	570.34	893.53
	WORKERS COMPENSATION INS.	600.78	486.52	472.00	316.00	484.00	816.00	332.12	1,148.12
	SUB TOTAL SALARY EXPENSE	312,322.11	355,921.52	358,894.00	301,240.00	319,317.00	93,151.46	238,871.93	332,023.39
	SUB TOTAL BENEFITS AND TAXES	150,492.34	183,738.80	164,003.09	118,520.00	150,208.00	32,562.68	112,892.26	145,454.94
	TOTAL SALARY EXPENSE	462,814.45	539,660.32	522,897.09	419,760.00	469,525.00	125,714.14	351,764.19	477,478.33
	TOTAL	577,013.26	657,810.32	639,097.09	542,603.00	574,714.00	166,840.53	415,826.80	582,667.33
	Increase over 2024 buget		14.0%	10.8%	-6.0%	-0.4%			

this is the earned premiums through April: \$1,000 higher than town ytd