

June, 24 2025  
Library Board of Trustees  
5:00 PM

Call to Order

Attendees:  
Excused Absences:

Chair's Remarks

Approval of May 27, 2025 minutes

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

Director's Report

Chair's Report

Book Sale Update

Non-Public Meeting

Public Comment

Adjournment

Next Meeting:  
July 22, 2025  
No Meeting in August

**Abbott Library  
Board of Trustees  
Meeting June 24, 2025**

**Attendance**

Trustees - Bev Bjorklund, Tim Eliassen, Sue Johanson, Jim McGraw, Nancy Berger  
Alternates - Peter Maciaszek  
Director - Jeff Cabral

**Call to Order**

Bev called the meeting to order at 5:03 pm

**Approval of Minutes**

Motion to approve the draft minutes from the May meeting was made by Bev and seconded by Tim. Unanimously approved.

**Treasurer's Report**

Expenditures by Vendor: \$69,069.72

Motion to approve the Expenditures by Vendors was made by Tim and seconded by Jim M. Unanimously approved.

Budget to date: Looks like we may be approximately \$20,000 over the default budget. Trust amounts can not be used. \$25,000 donations account and other resources totaling \$60,000 are available.

We have two \$4,000 grants totally \$8,000 that are earmarked for programs and which we are and will continue to spend throughout the year.

Applying this to the deficit puts us at a deficit of \$12,000. One of the CD's interest is roughly \$9,000.

Tim is not concerned as to where we are this year. However he advises that we should carefully examine next year's situation. We are looking at an approximately 14% increase over the default budget if we continue to operate as we currently are .

Jeff raised the topic of expanding the way we approach entities for contributions to the Library and whether we are asking everyone that we could. As a result of the discussion the Board agreed that we make a concerted effort to address the topic of how to continue and possibly expand the funding of the Library. Sue suggested that this function be considered as a component of the Strategic Planning.

Expenditures for Abbott Library email addresses will be addressed at the August Board meeting.

**Director's Report**

Jeff shared that Kyler Wesner, Assistant Director (formerly Youth Services Librarian) will be having a Pride focused program this Friday.

**Chair's Report**

Strategic Plan - Bev focused on the assignments that have been made to address the areas and action steps for the various sections of the Plan. Each trustee will be working with a staff

member on their area of responsibility. The sub-teams are encouraged to engage community members in the process as a way to build future leadership.

### **Book Sale**

Sue reported on her success for recruiting help to prep for the sale and during the sale. Additional volunteers are needed for the actual sale day. It was noted that volunteers will sign a waiver form as in prior years. Topic of pay for staff including interns who do tasks associated to the Book Sale was discussed.

### **Adjournment**

Motion to adjourn the meeting was made by Bev and seconded by Nancy. Unanimously approved. The meeting was adjourned at 6:42 pm.

### **Next Meetings**

July - summer recess  
August 26, 2025 at 5:00 pm

Respectfully submitted,  
Nancy E Berger  
Nancy E Berger  
Secretary

**Director's Report to the Board of Trustees of Abbott Library**  
**June 24, 2025**

Staff Considerations

- Plans are progressing for our appearance in the 4<sup>th</sup> of July parade. We will be themed with 'Level Up' as Pac-Man characters and ghosts. Joining us will be at least three of our younger patrons from staff families.
- Shelby Whittet has started as our newest Substitute Library Aide. Shelby has a particular interest in community health and wellness, and we have discussed the possibility of having her involved in programs such as active book groups (book groups that go out on walks or kayak trips to discuss the books) and possibly yoga, as she is a certified instructor.
- Our Youth Services Librarian position has been advertised and we have received 5 applications thus far. Kyler will be interviewing first round candidates, and Laura will join us for second round interviews. Kyler has drafted project assignments for both rounds.
- Grace will be working weekdays throughout the summer to support programming, at a similar number of hours as the summer of 2024.
- For the purposes of staff development opportunities as well as information sharing, grants, and other networking, we have joined the Association of Rural and Small Libraries.

Patrons

- Rebecca and Kyler have put together supporting information for students and parents about summer reading lists for students. It is working very differently this summer, with some teachers giving books away and others putting together lists. We have had an inquiry from a parent who did not have the list from her child.
- Kyler, Rebecca and I met with Sharon Thielicke to discuss our website. Sharon has done quite a lot of work on a number of local organizations' websites, and she redesigned our site in 2018. Sharon's non-profit rate is very affordable, and she estimates 8-10 hours for a full revamp of our current site (taking across existing content into a much more user-friendly and modern Wordpress theme). Wordpress has come a long way in the last 7 years, and this will improve our ability to update the site, list events, and improve the accessibility of the site, particularly with regard to its appearance and utility on smartphones.
- Long-term plans for the site: we would like to have more useful content, meeting room reservation capabilities, and a greater number of photographs. I would also like to see a greater presence on the site devoted to the local history of Sunapee. We have not yet discussed if we will request the funding from the Friends, as we only met with Sharon on June 20<sup>th</sup>. The Friends funded the re-design in 2018.
- For the first time (at least as long as anyone can remember), we have an in-house brochure that covers our services and collections. We may formally print this in color or on heavier stock at some point. Rebecca designed this after several of us had discussed that we did not have anything

to give to new patrons that outlined the basics including loan periods for different formats (books, DVDs, etc).

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### Programming (Children and Adult)

- We had a great turnout for the author program with Duncan Watson.
- Jarrett Krosoczka will be here in July (National Book Award finalist and children's author of several graphic novels and series), and Andru Volinsky is coming in August (*The Last Bake Sale*). We are considering offering hybrid options for these.
- Other planned adult programming for the summer:
  - 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.

### Infrastructure: Building, Equipment, and Technology

- The response for the artwork display request was sent to the artist.
- We now have a staff/events fridge (free from Town Hall), a commercial trash can for the public floor, and a new convertible hand truck.
- We are still attempting to arrange a meeting with the Fire Chief to arrive at numbers and arrange for posted signs for the Activities Room, and if required, the New Hampshire History Room.
- In order to facilitate the connection of two Canon printers (not yet purchased but approved by the Foundation), we may need to run cable, as we are sorely lacking in data ports throughout the building. I'm meeting with Key Communications about this on June 26<sup>th</sup>.
- Andrew and I have continued to chip away at a number of projects. Public computers have now been fully updated (Deep Freeze as well as Cybrarian). Justin's old computer has come back and will be Kyler's new computer, as his will not support an upgrade to Windows 11. We do need to make sure all computers are on Windows 11 by October, and we are pretty sure this was the last one.
- Andrew has been installing remote access on staff computers.
- I have learned much more about Google Workspace billing. Grace, David, and Shelby now have Abbott Library emails, as do the Friends President, Treasurer, and Secretary.
- We had our annual fire alarm inspection on June 18<sup>th</sup> and our annual burglar alarm inspection will be in July. There is some re-programming that needs to occur for the fire alarm box (nothing crucial, more related to compliance and consistency of how certain alerts are labeled) and also a

'document box' needs to be mounted on the wall. Craig will schedule the first and arrange the latter.

- Craig will be working on scheduling our sprinkler tests as well as our air conditioning servicing.
- We now have three volunteers assisting with weeding the gardens around the building and Terri White has done a beautiful job with the planters at the entrance. Patrons and staff are happy to see those planted and in bloom again. Terri was happy to volunteer to do this for us, as she has in the past.
- We have had two treatments from Pure Solutions for ticks and mosquitos and they seem to have made a difference.
- We are still waiting for the installation of the water cooler; they brought the wrong machine and we had to re-think the placement of this (which will now be in the 'kitchen' area near the public computers). Craig has approved it; we will need to make a small hole through the cabinets for the pipe/conduit.

### Collections

- After a great deal of research done by Laura, we have purchased a new system for printing spine labels. For years, we have had issues of fading on these labels, and early on, I was able to learn from Andrew that this was because we needed to be printing via thermal transfer and not direct thermal. We have purchased a Zebra printer, ribbon and a new type of label, and will be doing a test run with these. Re-labelling could turn out to be a big summer project.
- At some point, we will be considering doing a full collection inventory. There is a strong interest in this from staff and a need from a data integrity point of view.
- We still want to purchase a new Parenting Collection shelf so that sensitive topics are physically separated from the children's collection, and are evaluating different options – your garden variety wooden bookcases are expensive! We may end up considering something from Wayfair that can then be braced against the wall.
- Kyler and I will be working together on several Circulation-related projects this summer, related to policies (clarification, consistency, and combination), Library of Things forms, evaluation of replacement costs for items, and new procedures for recovery of materials (and we will consult the related RSA 202-A:25 and related RSAs 625:9 Classifications of Crimes and 651:2: Sentences and Limitations.)
- Kyler, Laura and I will be working through some cataloging changes with video games and Library of Things to make things easier to find and more sensible.

### Partners: Town of Sunapee (incl Schools), Abbott Library Foundation and Friends of Abbott Library

- Skylar met with me for training on how to update the Town of Sunapee website – whether for news, events, or job vacancies. This will be a new promotional channel for us that will fill the gap left by the Town's Facebook page being closed down.
- Kyler and I met with Rachel earlier in the month to discuss the Rec Camp program; we are ready for the fun!

- Kyler and I met with Amanda Leslie, the incoming SMHS librarian, and Heidi Doyle, the SCES librarian. This meeting was really productive and informative, as we covered collaboration opportunities, promotional opportunities, and in particular, we had an in-depth discussion about Koha and training. ~~I agreed to be the point person for the Cloudflare security implementation,~~ which has now been completed. We learned a lot about the way Koha is set up across the three libraries. It has also been very useful to learn from Peggy and Heidi that they have very similar views (as we do) about the strong need for in-person training from ByWater Solutions. There is a collective feeling that 'Koha can do more than we are doing with it'. While training occurred before the implementation of the shared catalog, there was no training after the shared catalogs went up – this would have been useful since it is hard to train on a system that has not yet gone live.
- Training from ByWater would cost \$2200 a day (\$3200 for 2 days) but we are looking into some options on defraying these costs. (1) We want to ask ByWater what they will offer, given that we have so many new staff; and (2) I have learned that the closest libraries to us that have Koha AND Aspen are Enfield, Lebanon, and Tracy Memorial (in New London). There may be opportunities for sharing training costs if these libraries are interested. Given that it is staff development-related, it may also make sense to request support from Friends.
- At some point in the coming weeks, I will be meeting with Shannon and the rest of the health insurance RFP Committee. The legislation was passed in an amended format that HealthTrust felt very positive about. However, since the Selectboard had asked for health insurance to be reviewed in the past, I believe the RFP process will still be continued, to determine if there are better options. A staff survey was conducted after I assisted Emily with structuring the questions and options.
- The Friends have agreed to support quite a few additional initiatives: a marine docent program related to lobsters, our Summer Adult Programs, 4<sup>th</sup> of July staff shirts and parade hand-outs, our promotional banner, Summer Reading t-shirts, and a refresh to our aquarium (including additional fish and an automated feeder). We greatly appreciate their continued support.
- Update on Foundation-funded purchases: our picnic tables arrived and were assembled this month (thank you Jim and Tim!); our couch has an ETA of June 24-25; the laminate pieces of our bookcase have been delayed, but we are very anxious for this to arrive.
- Re the Foundation website archiving process, Sharon Thielicke also offered to assist us with this if needed.

<b>Library Use:</b>	<b>May 2025</b>	<b>YTD 2025</b>	<b>YTD 2024</b>	<b>% Change</b>
Library Items	2,789	12,824	13,823	-7%
Downloaded Audiobooks	461	2,171	2,209	-2%
Downloaded E Books - Overdrive and Freading	248	1,153	1,519	-24%
Downloaded Magazines	140	875	1,018	-14%
Local Use	75	331	533	-38%
Online Tools Total	335	2,673	4,084	-35%
<b>Breakdown of Online Tools</b>				
Ancestry	0	1	145	-99%
Kanopy (videos)	119	574	492	17%
EBSCO	0	118	8	1375%
Mango	2	159	1,104	-86%
New York Times	0	694	1,543	-55%
Hoopla	208	1,059	792	34%
BookFlix	0	30	0	0%
ScholasticGo	6	38	0	0%
<b>Total Circulation</b>	<b>4,048</b>	<b>20,027</b>	<b>23,186</b>	<b>-14%</b>
Patron Visits	2,142	10,471	11,021	-5%
New Registrations	16	68	69	-1%
Internet Sessions (public computers)	129	588	644	-9%
Wireless Usage	480	2,558	2,608	-2%
Program Questions	26	149	278	-46%
Regular Reference	59	285	361	-21%
Extended Reference	5	31	40	-23%
Readers' Advisory	29	124	123	1%
Tech Help	41	162	216	-25%
Extended Tech Help	4	19	80	-76%
<b>Total Reference</b>	<b>164</b>	<b>770</b>	<b>1,098</b>	<b>30%</b>
<b>Website</b>	<b>May 2025</b>	<b>YTD 2025</b>	<b>YTD 2024</b>	<b>% Change</b>
Visits	1,535	7,819	8,652	-10%
Unique Visitors	952	4,416		
Avg Visits per Day	49.5			
<b>Programs This Month</b>	<b>Adult</b>	<b>Child</b>	<b>2025 Adult YTD</b>	<b>2025 Child YTD</b>
Number of Programs	12	9	42	45
Number of Attendees	162	123	417	855
<b>Meeting Room Usage in Hours</b>	<b>Activities</b>	<b>NH Room</b>	<b>Activ YTD</b>	<b>Conf YTD</b>
	76.5	45.8	334.0	200.8
<b>Launchpad Checkouts</b>	<b>May 2025</b>	<b>YTD 2025</b>		
	0	3		
<b>Volunteer Hours</b>	<b>May 2025</b>	<b>YTD 2025</b>		
	139.0	912		
<b>Web Chats</b>	<b>May 2025</b>	<b>YTD 2025</b>		
	1	10		

May 2025

### Circulation

Library Items	2,789
Downloaded Audiobooks	461
Downloaded E Books (Overdrive and Freeding)	248
Downloaded Magazines	140
Local Use	75
Online Access	335
<b>Total Circulation</b>	<b>4,048</b>

### Circulation



**Total Reference** 164

**Patron Visits** 2,142

**Expenses by Vendor Summary**  
**Abbott Library**  
**May 1-31, 2025**

Vendor	Total
Abbott Library Foundation reimbursement	51.19
Adobe, Inc	39.98
Amazon business	1,623.73
Baker and Taylor	2,015.22
Bluehost, Inc.	21.17
Comcast	147.19
Cybrarian Corporation	695.00
Dead River Company	805.54
Eversource	800.24
Fowler's Pest Control	375.00
Google Services	342.72
Hoopla	486.75
Jeff Cabral	57.40
Key Communications	593.28
Kyler Wesner	52.94
Jeff training	124.60
Library Ideas	1.50
Midwest Tape	275.11
NH Municipal	90.00
Online Stores PA LLC	89.66
Precision Software Corporation	569.99
Sunapee Historical Society	122.00
Sunapee Pizza	96.53
UniFirst Corporation	116.69
USPS	321.66
<b>total non-payroll expenses</b>	<b>9,915.09</b>
<b>Payroll and benefits</b>	<b>59,154.63</b>
<b>TOTAL</b>	<b>\$69,069.72</b>

Accrual Basis Monday, June 23, 2025 04:37 PM GMTZ

**Abbott Library Balance Sheet**  
As of May 31, 2025

Distribution account	Total
<b>Assets</b>	
Current Assets	
Bank Accounts	
B101 Operating Account - 9330	22,357.39
B102 Trust and Fines - 5620	36,203.44
B102.1 Petty Cash - Drawer	45.00
<b>Total for B102 Trust and Fines - 5620</b>	<b>\$36,248.44</b>
B103 Debit Card Account - 7419	1,077.54
B201 Cap. Campaign/Donation Account	6,888.75
<b>Total for Bank Accounts</b>	<b>\$66,572.12</b>
Accounts Receivable	
11000 Accounts Receivable	156.00
<b>Total for Accounts Receivable</b>	<b>\$156.00</b>
Other Current Assets	
12000 Undeposited Funds	
A18611 Accrued Interest from CD	9,766.03
A303 Accrued Interest from Town Trusts	796.19
<b>Total for Other Current Assets</b>	<b>\$10,562.22</b>
<b>Total for Current Assets</b>	<b>\$77,290.34</b>
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
A18640 Donations CD	25,000.00
<b>Total for A18610 Certificate of Deposit</b>	<b>\$277,575.12</b>
<b>Total for A18600 Other Assets</b>	<b>\$277,575.12</b>
A301 Library Gardner Fund	2,636.24
A302 Library General Fund	9,158.77
<b>Total for Other Assets</b>	<b>\$289,370.13</b>
<b>Total for Assets</b>	<b>\$366,660.47</b>
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	6,521.03
2100 Encumbrances	1,659.75
<b>Total for 20000 Accounts Payable</b>	<b>\$8,180.78</b>
<b>Total for Accounts Payable</b>	<b>\$8,180.78</b>
Credit Cards	
Other Current Liabilities	
<b>Total for Current Liabilities</b>	<b>\$8,180.78</b>
Long-term Liabilities	
<b>Total for Liabilities</b>	<b>\$8,180.78</b>
<b>Net Assets</b>	<b>\$358,479.69</b>
Equity	
32000 Unrestricted Net Assets - Retained Earnings	-280,688.68
Net Income	16,775.27
30000 Opening Balance Equity	296,634.25
31300 Perm. Restricted Net Assets	900.00
C303 Capital Campaign Fund Balance - Building Equity	324,858.85
<b>Total for Equity</b>	<b>\$358,479.69</b>
<b>Total for Liabilities and Equity</b>	<b>\$366,660.47</b>

**Abbott Library**  
**Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L**  
**January - May, 2025**

	Total					
	YTD Actual	YTD Budget	\$ over YTD Budget	% of YTD Budget	Annual Budget	% of Annual Budget
<b>Revenue</b>						<b>42%</b>
<b>1 Town Funding Contributions</b>	0.00	0.00	0.00			
<b>100 Town Funding</b>	52,642.87	41,250.00	11,392.87	127.62%	99,000.00	
<b>101 Town Funding Payroll &amp; Benefits</b>	190,054.28	195,635.40	-5,581.12	97.15%	469,525.00	
<b>102 Town Funding Insurance</b>	0.00	2,578.75	-2,578.75	0.00%	6,189.00	
<b>Total 1 Town Funding Contributions</b>	<b>\$ 242,697.15</b>	<b>\$ 239,464.15</b>	<b>\$ 3,233.00</b>	<b>101.35%</b>	<b>\$574,714.00</b>	<b>42.23%</b>
<b>43300 Direct Public Grants (deleted)</b>	0.00	0.00	0.00		0.00	
<b>43330 Foundation and Trust Grants</b>	4,000.00	0.00	4,000.00		0.00	
<b>Total 43300 Direct Public Grants (deleted)</b>	<b>\$ 4,000.00</b>	<b>\$ 0.00</b>	<b>\$ 4,000.00</b>		<b>\$ 0.00</b>	
<b>43400 Direct Public Support</b>	0.00	0.00	0.00		0.00	
<b>43450 Individ, Business Contributions</b>	200.00	0.00	200.00		0.00	
<b>Total 43400 Direct Public Support</b>	<b>\$ 200.00</b>	<b>\$ 0.00</b>	<b>\$ 200.00</b>		<b>\$ 0.00</b>	
<b>44500 Government Grants</b>	0.00	0.00	0.00		0.00	
<b>44540 State Grants</b>	300.00	0.00	300.00		0.00	
<b>Total 44500 Government Grants</b>	<b>\$ 300.00</b>	<b>\$ 0.00</b>	<b>\$ 300.00</b>		<b>\$ 0.00</b>	
<b>45000 Investments</b>	0.00	0.00	0.00		0.00	
<b>45030 Interest-Savings, Short-term CD</b>	3,928.38	0.00	3,928.38		0.00	
<b>Total 45000 Investments</b>	<b>\$ 3,928.38</b>	<b>\$ 0.00</b>	<b>\$ 3,928.38</b>		<b>\$ 0.00</b>	
<b>46400 Other Types of Income</b>	0.00	0.00	0.00		0.00	
<b>46429 Interest Operating Acct</b>	2.48	0.00	2.48		0.00	
<b>46480 Book Reimbursement</b>	203.97	0.00	203.97		0.00	
<b>46481 Non-Resident Fees</b>	280.00	0.00	280.00		0.00	
<b>46482 General Donations/Coffee</b>	41.20	0.00	41.20		0.00	
<b>46487 Printing/Copying Income</b>	624.42	0.00	624.42		0.00	
<b>46489 Overdue Conscience</b>	162.26	0.00	162.26		0.00	
<b>Total 46400 Other Types of Income</b>	<b>\$ 1,314.33</b>	<b>\$ 0.00</b>	<b>\$ 1,314.33</b>		<b>\$ 0.00</b>	
<b>Total Revenue</b>	<b>\$ 252,439.86</b>	<b>\$ 239,464.15</b>	<b>\$ 12,975.71</b>	<b>105.42%</b>	<b>\$574,714.00</b>	<b>43.92%</b>
<b>Gross Profit</b>	<b>\$ 252,439.86</b>	<b>\$ 239,464.15</b>	<b>\$ 12,975.71</b>	<b>105.42%</b>	<b>\$574,714.00</b>	<b>43.92%</b>
<b>Expenditures</b>						
<b>2 Payroll and Benefit Expenses</b>	0.00	0.00	0.00		0.00	
<b>207 Full Time Wages</b>	82,454.07	91,382.10	-8,928.03	90.23%	219,317.00	<b>37.60%</b>
<b>208 Part Time Wages</b>	52,417.10	41,666.65	10,750.45	125.80%	100,000.00	<b>52.42%</b>
<b>208.5 Overtime Wages</b>	930.28	0.00	930.28		0.00	
<b>209 Unused Sick Time</b>	0.00	2,083.35	-2,083.35	0.00%	5,000.00	
<b>210 Health Insurance</b>	30,825.74	35,555.00	-4,729.26	86.70%	85,333.00	<b>36.12%</b>
<b>215 Life &amp; Disability Insurance</b>	783.70	1,642.90	-859.20	47.70%	3,943.00	

220 Medicare	1,801.73	1,979.15	-177.42	91.04%	4,750.00	37.93%
221 Employer FICA	3,614.97	8,465.85	-4,850.88	42.70%	20,318.00	17.79%
231 Retirement Contribution	9,897.80	12,387.90	-2,490.10	79.90%	29,731.00	
250 Unemployment Comp Insurance	323.19	270.40	52.79	119.52%	649.00	
260 Workers Compensation Insurance	816.00	201.65	614.35	404.66%	484.00	
<b>Total 2 Payroll and Benefit Expenses</b>	<b>\$ 183,864.58</b>	<b>\$ 195,634.95</b>	<b>-\$ 11,770.37</b>	<b>93.98%</b>	<b>\$ 469,525.00</b>	<b>39.16%</b>
<b>3 Prof. &amp; Tech Services</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	
341 Telephone	665.80	645.85	19.95	103.09%	1,550.00	
341A Fire Alarm	849.60	520.85	328.75	163.12%	1,250.00	
341B Internet and Web Services	2,512.82	2,500.00	12.82	100.51%	6,000.00	
342A Computer Support/Hardware	5,898.96	1,416.65	4,482.31	416.40%	3,400.00	173.50%
342B Copier Lease	618.79	0.00	618.79		0.00	
365 Equipment Repair	2,288.18	125.00	2,163.18	1830.54%	300.00	762.73%
<b>Total 3 Prof. &amp; Tech Services</b>	<b>\$ 12,834.15</b>	<b>\$ 5,208.35</b>	<b>\$ 7,625.80</b>	<b>246.41%</b>	<b>\$ 12,500.00</b>	<b>102.67%</b>
<b>4 Facilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	
410 Electricity	3,389.37	5,000.00	-1,610.63	67.79%	12,000.00	
411 Heat	3,673.80	2,500.00	1,173.80	146.95%	6,000.00	
412 Water	250.00	583.35	-333.35	42.86%	1,400.00	
413 Sewer	304.00	208.35	95.65	145.91%	500.00	
430 Bldg Repair & Maintenance	552.86	1,250.00	-697.14	44.23%	3,000.00	
440 Outside Maintenance	1,403.38	1,458.35	-54.97	96.23%	3,500.00	
<b>Total 4 Facilities</b>	<b>\$ 9,573.41</b>	<b>\$ 11,000.05</b>	<b>-\$ 1,426.64</b>	<b>87.03%</b>	<b>\$ 26,400.00</b>	<b>36.26%</b>
<b>5 Other Services</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	
520 Insurance	6,189.70	6,189.00	0.70	100.01%	6,189.00	
540 Training and Meetings	719.63	500.00	219.63	143.93%	1,200.00	
550 Programs	998.65	205.00	793.65	487.15%	500.00	199.73%
555 Advertising	375.10	333.35	41.75	112.52%	800.00	
560 Membership	105.00	291.65	-186.65	36.00%	700.00	
<b>Total 5 Other Services</b>	<b>\$ 8,388.08</b>	<b>\$ 7,519.00</b>	<b>\$ 869.08</b>	<b>111.56%</b>	<b>\$ 9,389.00</b>	<b>89.34%</b>
<b>6 Supplies</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	
610 General Supplies	1,090.56	1,458.35	-367.79	74.78%	3,500.00	
610-A Machine Supplies	0.00	166.65	-166.65	0.00%	400.00	
610-C Program Supplies	3,191.83	833.35	2,358.48	383.01%	2,000.00	159.59%
625 Postage	0.00	125.00	-125.00	0.00%	300.00	
630 Office Equipment	1,111.28	125.00	986.28	889.02%	300.00	
640 Custodial Supplies	1,024.95	750.00	274.95	136.66%	1,800.00	
<b>Total 6 Supplies</b>	<b>\$ 6,418.62</b>	<b>\$ 3,458.35</b>	<b>\$ 2,960.27</b>	<b>185.60%</b>	<b>\$ 8,300.00</b>	<b>77.33%</b>
<b>62100 Contract Services</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	
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	
<b>Total 62100 Contract Services</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>		<b>\$ 0.00</b>	
<b>65000 Operations</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	
65010 Books, Subscriptions, Reference	129.98	0.00	129.98		0.00	

65020 Postage, Mailing Service	394.66	125.00	269.66	315.73%	300.00	131.55%
<b>Total 65000 Operations</b>	<b>\$ 524.64</b>	<b>\$ 125.00</b>	<b>\$ 399.64</b>	<b>419.71%</b>	<b>\$ 300.00</b>	
7 Capital Outlay	0.00	0.00	0.00		0.00	
750 Furniture and Fixtures	182.94	0.00	182.94			
<b>Total 7 Capital Outlay</b>	<b>\$ 182.94</b>	<b>\$ 0.00</b>	<b>\$ 182.94</b>		<b>\$ 0.00</b>	
8 Library Materials	0.00	0.00	0.00			
802-A Books	7,470.51	8,750.00	-1,279.49	85.38%	21,000.00	
802-B Subscriptions	0.00	1,250.00	-1,250.00	0.00%	3,000.00	
802-C Non-Print	2,214.26	2,083.35	130.91	106.28%	5,000.00	
802-F Software	0.00	2,916.65	-2,916.65	0.00%	7,000.00	
802-G Collection Supplies	243.92	500.00	-256.08	48.78%	1,200.00	
802-H E-Content	3,716.43	4,625.00	-908.57	80.36%	11,100.00	
<b>Total 8 Library Materials</b>	<b>\$ 13,645.12</b>	<b>\$ 20,125.00</b>	<b>-\$ 6,479.88</b>	<b>67.80%</b>	<b>\$ 48,300.00</b>	<b>28.25%</b>
<b>Total Expenditures</b>	<b>\$ 235,431.54</b>	<b>\$ 243,070.70</b>	<b>-\$ 7,639.16</b>	<b>96.86%</b>	<b>\$574,714.00</b>	<b>40.96%</b>
<b>Net Operating Revenue</b>	<b>\$ 17,008.32</b>	<b>-\$ 3,606.55</b>	<b>\$ 20,614.87</b>	<b>-471.60%</b>	<b>\$ 0.00</b>	
<b>Other Revenue</b>						
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	
<b>Total 8100 Nonrecurring outside revenue</b>	<b>\$ 113.64</b>	<b>\$ 0.00</b>	<b>\$ 113.64</b>		<b>\$ 0.00</b>	
<b>Total Other Revenue</b>	<b>\$ 113.64</b>	<b>\$ 0.00</b>	<b>\$ 113.64</b>		<b>\$ 0.00</b>	
<b>Other Expenditures</b>						
9101 Abbott Library debit card expenses	369.35	0.00	369.35		0.00	
<b>Total Other Expenditures</b>	<b>\$ 369.35</b>	<b>\$ 0.00</b>	<b>\$ 369.35</b>		<b>\$ 0.00</b>	
<b>Net Other Revenue</b>	<b>-\$ 255.71</b>	<b>\$ 0.00</b>	<b>-\$ 255.71</b>		<b>\$ 0.00</b>	
<b>Net Revenue</b>	<b>\$ 16,752.61</b>	<b>-\$ 3,606.55</b>	<b>\$ 20,359.16</b>	<b>-464.51%</b>	<b>\$ 0.00</b>	

Monday, Jun 23, 2025 08:25:20 AM GMT-7 - Accrual Basis

**2025 Final Budget and Projection 6/18/25**

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 5/31/25	Projected next 7 months	Projected Year End
341	TELEPHONE	1,550.00	1,550.00		1,288.00	1,550.00	665.80		
341A	FIRE ALARM	1,250.00	1,250.00		905.00	1,250.00	849.60		
341B	INTERNET ACCESS*	5,000.00	8,000.00		5,479.00	8,000.00	2,443.70		
342A	COMPUTER SUPPORT/HARDWARE**	6,700.00	3,400.00		4,343.00	3,400.00	5,898.96		
342B	COPIER LEASE/SUPPLIES	1,300.00	-		-	-	618.79		
365	EQUIPMENT REPAIR	300.00	300.00		691.00	300.00	2,288.18		
	<b>TOTAL PROF &amp; TECH</b>	<b>16,100.00</b>	<b>14,500.00</b>		<b>12,706.00</b>	<b>12,500.00</b>	<b>12,765.03</b>		
410	ELECTRICITY	12,000.00	12,000.00		9,786.00	12,000.00	3,389.37		
411	HEAT	6,000.00	6,000.00		3,906.00	6,000.00	3,673.80		
412	WATER	800.00	1,400.00		872.00	1,400.00	250.00		
413	SEWER	500.00	500.00		275.00	600.00	304.00		
430	BLDG. REPAIR & MAINT.	9,000.00	3,000.00		5,700.00	3,000.00	552.86		
440	OUTSIDE MAINTENANCE	3,700.00	3,500.00		3,625.00	3,500.00	1,403.38		
	<b>TOTAL 4 PROPERTY SERV.</b>	<b>32,000.00</b>	<b>26,400.00</b>		<b>24,164.00</b>	<b>26,400.00</b>	<b>9,573.41</b>		
520	INSURANCE	5,500.00	6,300.00		5,679.00	6,189.00	6,189.70		
540	TRAINING/MEETINGS	1,000.00	1,200.00		1,242.00	1,200.00	623.10		
550	PROGRAMS	500.00	500.00		2,087.00	500.00	998.65		
555	ADVERTISING	800.00	800.00		372.00	800.00	375.10		
560	MEMBERSHIPS	700.00	700.00		260.00	700.00	105.00		
	<b>TOTAL 5 OTHER SERVICES</b>	<b>8,500.00</b>	<b>9,500.00</b>		<b>9,640.00</b>	<b>9,389.00</b>	<b>8,291.55</b>		
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	3,191.83		
610	GENERAL SUPPLIES	2,000.00	4,500.00		4,004.00	3,500.00	1,000.90		
625	POSTAGE	210.00	350.00		394.00	300.00			
630	OFFICE EQUIPMENT	100.00	300.00		2,250.00	300.00	1,111.28		
640	BLD. CUSTODIAL SUPPLIES	1,300.00	2,800.00		2,240.00	1,800.00	1,062.42		
	<b>TOTAL 6 SUPPLIES</b>	<b>4,918.81</b>	<b>10,650.00</b>		<b>11,164.00</b>	<b>8,300.00</b>	<b>6,366.43</b>		
62110	ACCOUNTING FEES	1,500.00	300.00		-	-			
62140	LEGAL FEES	-	-		-	-			
62150	OUTSIDE CONTRACT SERVICES	-	-		-	-			
62150A	OUTSIDE CLEANING SERVICES	-	-		-	-			
	<b>TOTAL</b>	<b>1,500.00</b>	<b>300.00</b>		<b>-</b>	<b>-</b>	<b>-</b>		
6500	OPERATIONS	-	-		-	-			
65010	BOOKS, SUBSCRIPTIONS, REF.	-	-		421.00	-	39.98		
65020	POSTAGE, MAILING SERVICE	-	300.00		218.00	300.00	321.66		
	<b>TOTAL</b>	<b>-</b>	<b>300.00</b>		<b>637.00</b>	<b>300.00</b>	<b>361.64</b>		
750	FURNITURE & FIXTURES	280.00	-		1,714.00	-	182.94		
	<b>TOTAL &amp; CAPITAL OUTLAY</b>	<b>280.00</b>	<b>-</b>		<b>1,714.00</b>	<b>-</b>	<b>182.94</b>		
802A	BOOKS	29,000.00	22,700.00		25,749.00	21,000.00	7,470.51		
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	2,214.26		
802F	SOFTWARE*****	4,000.00	8,600.00		7,894.00	7,000.00			
802G	COLLECTION SUPPLIES	1,200.00	1,200.00		1,358.00	1,200.00	243.92		
802H	E CONTENT*****	6,200.00	14,000.00		16,528.00	11,100.00	3,716.43		
	<b>TOTAL 8 OTHER CHARGES</b>	<b>50,900.00</b>	<b>56,500.00</b>		<b>62,818.00</b>	<b>48,300.00</b>	<b>13,645.12</b>		
	<b>TOTAL NON SALARY EXP.</b>	<b>114,198.81</b>	<b>118,150.00</b>	<b>116,200.00</b>	<b>122,843.00</b>	<b>105,189.00</b>	<b>51,186.12</b>	<b>54,002.88</b>	<b>105,189.00</b>
	<b>SALARIES</b>								
	FULL TIME SALARY	226,625.16	252,948.80	256,619.00	218,022.00	219,317.00	82,454.00	\$ 149,332.80	231,786.80
	PART TIME SALARY	85,696.95	102,972.72	102,275.00	83,218.00	100,000.00	52,417.00	\$ 58,987.00	111,404.00
	Overtime wages	-	-	-	-	-	930.28	-	-
	<b>SUB TOTAL:</b>	<b>312,322.11</b>	<b>355,921.52</b>	<b>358,894.00</b>	<b>301,240.00</b>	<b>319,317.00</b>	<b>135,801.28</b>	<b>208,319.80</b>	<b>344,121.08</b>
	<b>BENEFITS AND TAXES</b>								
	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	30,825.74	56,519.58	87,345.32
	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	783.70	-	783.70
	MEDICARE	4,770.41	5,038.91	4,900.00	4,301.00	4,750.00	1,801.73	2,996.78	4,798.51
	EMPLOYER FICA	20,001.38	21,545.07	21,000.00	18,389.00	20,318.00	3,614.97	12,813.81	16,428.78
	RETIREMENT CONTRIBUTION	35,693.81	32,469.68	31,100.00	29,000.00	29,731.00	9,897.80	19,199.34	29,097.14
	UNEMPLOYMENT COMPENSATION	482.24	350.68	730.00	216.00	649.00	323.19	556.84	880.03
	WORKERS COMPENSATION INS.	600.78	486.52	472.00	316.00	484.00	816.00	289.34	1,105.34
	<b>SUB TOTAL SALARY EXPENSE</b>	<b>312,322.11</b>	<b>355,921.52</b>	<b>358,894.00</b>	<b>301,240.00</b>	<b>319,317.00</b>	<b>135,801.28</b>	<b>208,319.80</b>	<b>344,121.08</b>
	<b>SUB TOTAL BENEFITS AND TAXES</b>	<b>150,492.34</b>	<b>183,738.80</b>	<b>164,003.09</b>	<b>118,520.00</b>	<b>150,208.00</b>	<b>48,063.13</b>	<b>98,172.33</b>	<b>146,235.46</b>
	<b>TOTAL SALARY EXPENSE</b>	<b>462,814.45</b>	<b>539,660.32</b>	<b>522,897.09</b>	<b>419,760.00</b>	<b>469,525.00</b>	<b>183,864.41</b>	<b>306,492.13</b>	<b>490,356.54</b>
	<b>TOTAL</b>	<b>577,013.26</b>	<b>667,810.32</b>	<b>639,097.09</b>	<b>542,603.00</b>	<b>574,714.00</b>	<b>235,050.53</b>	<b>360,495.01</b>	<b>595,545.54</b>
	Increase over 2024 budget		14.0%	10.8%	-6.0%	-0.4%			