Director's Report to the Board of Trustees of Abbott Library
December 16, 2025

Staffing, Volunteers, and Board

- We are planning to close early at 4 pm instead of 6 pm on Friday, January 9th, to allow for staff to attend the Town Holiday Party at Dexter's.
- The staff and volunteers are adorned with our new nametags at long last.
- Laura's review has been completed, and my intention is to complete reviews for Ruane, Alex, and David before the end of the month.
- We will be discussing the forms, policies, and procedures related to the amendments to RSA 201-D:11 that take effect January 1st. Several policies have been combined into a much more expansive and accurate Circulation Policy.
- As referenced last month, this week is the deadline for written material and photos for the 2025 Town of Sunapee Annual Report. We can provide the financials and statistics in early January to Allyson Traeger, who is coordinating the report again this year.
- Thanks to Alyson Stark for her willingness to assist Tim with Quickbooks, invoices, and the issuance of checks going forward!

Financial

- The Board will need to discuss whether we are providing any reductions to our previously approved budget. At the recent Department Head meeting, the Town Manager went through a number of unavoidable adjustments made to the overall Town Budget. These additions have made the required cuts more substantial. Any amendments will need to be conveyed to the Town Manager as soon as possible this week.
- We continue to track well for the 2025 Budget, although we have had some unexpected complications in the last few days related to the wireless network that will impact incoming invoices. These will be covered further into the report.
- The financial information submitted last month to the Charitable Trust Unit of the Department of Justice was sufficient to meet their requirements.

Patrons

- We have not made any further decisions on whether we will embark on a new debt recovery process now. We may wait until a potential ILS change next year.
- I am arranging a new acknowledgement plaque for Suzanne & James Gottling. The previous plaque had been outside on the porch. Sue had indicated that the original location for this was the Children's space.

- We will also determine (hopefully next month) some options for purchases/arrangements to honor James Gottling, as we have continued to receive memorial donations in his name. I met with Sue earlier this month to discuss many appropriate possibilities.
- Lake Sunapee's Young Professionals Network is now holding their book group meetings at Abbott Library.

Programming (Children and Adult)

- Molly and Ruane enjoyed themselves immensely at this weekend's Sunapee Village Christmas event, as did hordes of happy Santa-visiting kiddos. We left the event with one single gift bag left over, so we planned well! I stopped by for the final hour. It was the first time both Molly and I had been in the Livery, and Ruane provided an excellent tour and lesson on the building's history.
- Tammi DeFelice's art show Power of Nature has opened and will continue into January. We are going to reach out to other libraries who have hosted art show receptions for some further insight into planning these events, as the two we have held have had pretty low attendance.
- We do our best to promote all programs through a variety of channels, but we are always striving to improve awareness. To that end, I am committed to find a way to fund monthly Shopper ads highlighting our events in 2026. We placed many of these ads in 2024, due to previous grants or federal funding, and I firmly believe they made a great difference. Rebecca does a great job getting the word out – between collaborating with local organizations, flyers, calendars, Facebook posts, Facebook events, website updates, newsletters, and promoting programs in the foyer screen, we are pumping the messages out, but we want to do even better to reach patrons wherever they will see our information.
- We are committed to continuing to post events on the Sunapee Happenings list (via Sharon) and also posting two events at a time on the Town website. We also try to have Grace put up physical flyers around town every Saturday.
- We continue to have great feedback from all of the latest in-house programs: Play Group, Flower Arranging, Fright Before Christmas, Recycling Wrap-Up with Alayna, Montshire's Rollways program, and the Dragon Eyes craft – as well as all our recurring programs.
- Kyler is creating a database of sorts with nearly 20 philanthropic organizations in New Hampshire; these are foundations and providers of grants, and we are appending detail to each one, so that we can know which organizations we can target with specific requests. I would still like to see the Winter Reading program funded separately by an outside organization this year, if possible.

Infrastructure: Building, Equipment, and Technology

- Christmas lights are up on the trees outside, and they look positively festive, as do the new seasonal planters coordinated by Terri White and Cheryl Summerton.
- Thanks to Craig, Rick and the Highway Department for keeping our parking lot and sidewalks clear and salted with all of the recent storms.
- Seasonal boiler maintenance has been completed, and our 5-year sprinkler test was also conducted with a positive outcome (no required repairs).

- We were able to donate our previous adult computer table to the Richards Free Library in Newport, where it is now used as a teen computer table. This has freed up space in the shed, where we may store the children's computer table to create space for some new interactive play equipment (you have to keep reading to find out what it is...)
- Due to a variety of factors, the Festival of Trees has been scaled down from past years. The SCES Christmas Tree is up near Molly's desk, and I was able to contact an individual at SMHS who agreed to coordinate another tree with decorations from their students. Hopefully, that tree will go up this week.
- We are continuing to learn about our phone system, and can now have snow closure notification greetings recorded. In addition, we will be able to email weather-related notifications to residents via the Town website, much like they do for general notifications of official meeting dates, changes, or closures.
- We have had significant technology challenges of late, due to some real difficulties obtaining accurate, complete, and timely information about our current infrastructure. Denis has been working tirelessly to help us get where we need to be, but it's going to be a long road. At the moment, all key systems are up and functioning, except for our wireless network. Despite many requests, we did not receive helpful instructions on how to access our wireless cloud or equipment. Hence, Denis and I had to contact Watchguard ourselves (which meant taking and emailing photographs of serial numbers) to have our Wireless Access Points and Firewall transitioned to our (Abbott's) ownership and name, and in the process, our main wireless network has gone down. We have been working over the weekend and late last week to try to get it up, and Denis will be in again on December 15th.
- We have a list of IT projects to chip away at starting in January. The aim will be to improve reliability, security, continuity, and data integrity. We are very far behind where we should be. As an example, we have two Wireless Access Points (WAPs) whose support expires in January. These should be replaced. All of our WAPs are using the Wi-Fi 5 Standard. As a matter of reference, the Wi-Fi 6 standard was finalized in 2019, and Wi-Fi 7 was finalized in 2024. That illustrates how much we have not kept pace with technology.
- We are still hosting a third wireless network that was relevant during COVID to extend service to the parking lot, but Denis is pretty confident that we can get by without this one. That's good news, because the support for that one expires in August 2026.

Collections

- We have had some interruptions in service (one due to EBSCO's communications, and one due to a donated subscription coming to an end) with our newspapers, specifically Wall Street Journal and the NH Union Leader. We have officially re-subscribed to WSJ and hopefully the payment for the Union Leader will be processed soon. Within the next few weeks, we will add the Concord Monitor to our newspaper collection and we have already received positive feedback about this decision.

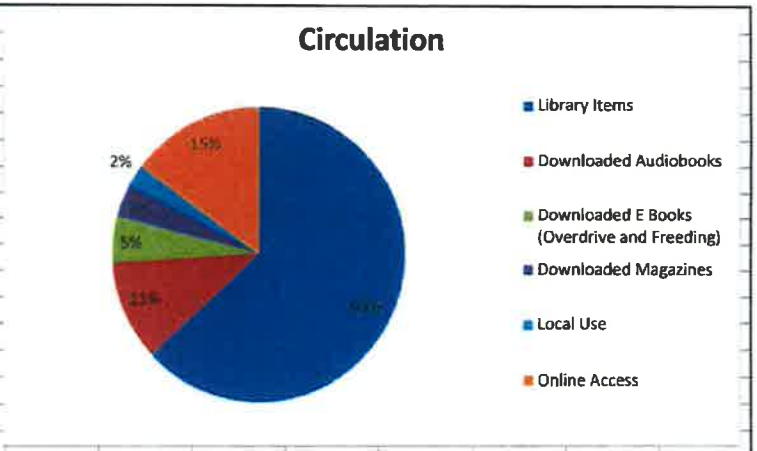
Partners: Town of Sunapee, SCES & SMHS, Abbott Library Foundation and Friends of Abbott Library

- Molly and I met with Amanda Leslie from SMHS this month to further discuss the Koha triumvirate. Heidi Doyle (SCES) and Russ Holden (Superintendent) were unable to attend. We have some work to do in January to discuss with ByWater whether Abbott can be separated out sooner (without any adverse impacts on us or the schools). If we can do that, then the organizations can continue down parallel but separate paths toward new systems with our own migration dates that suit our respective calendars. This option is being considered, given that the down time for the schools (summer) is our busy time. I feel this may be easier than trying to coordinate one point in time for the system separation AND concurrent Abbott migration.
- The Foundation has kindly approved additional purchases for the library: our new nametags, a complete restock of sturdier bookends, new Zebra printers which will allow us to clean up the labeling of the collection significantly, AND an amazing play kitchen with accessories which will no doubt be a huge hit. We know the play store helps with motor skills and encourages socialization, and the kitchen will elevate our family-friendly toys to the next level. We give our collective thanks to the Foundation for its generosity!
- Revisions for the Foundation newsletter and appeal were submitted earlier this month, and Arlene has sent things through to Echo Communications.

Happy Holidays everyone!

Library Use:	November 2025		YTD 2025	YTD 2024	% Change
Library Items	2,459		30,692	31,415	-2%
Downloaded Audiobooks	428		4,691	4,702	0%
Downloaded E Books - Overdrive	202		2,413	2,898	-17%
Downloaded Magazines	146		1,628	1,834	-11%
Local Use	95		929	1,093	-15%
Online Tools Total	573		6,256	8,837	-29%
Breakdown of Online Tools					
Ancestry	0		96	196	-51%
Kanopy (videos)	163		1,217	1,431	-15%
EBSCO	4		152	298	-49%
Mango	9		212	1,203	-82%
New York Times	176		2,053	3,841	-47%
Hoopla	221		2,370	1,868	27%
BookFlix	0		106	0	0%
ScholasticGo	0		50	0	0%
Total Circulation	3,903		46,609	50,779	-8%
Patron Visits	1,793		24,093	26,414	-9%
New Registrations	13		187	298	-37%
Internet Sessions (public computers)	138		1,881	1,742	8%
Wireless Usage	120		5,275	5,883	-10%
Program Questions	11		251	630	-60%
Regular Reference	37		586	1,018	-42%
Extended Reference	5		64	92	-30%
Readers' Advisory	9		249	275	-9%
Tech Help	32		413	503	-18%
Extended Tech Help	1		62	113	-45%
Total Reference	95		1,625	2,631	-38%
Website	**November 2025**		**YTD 2025**	**YTD 2024**	**% Change**
Visits	1,779		17,139	19,009	-10%
Unique Visitors	1,150		9,796		
Avg Visits per Day	59.0				
Programs This Month	**Adult**		**Child**	**2025 Adult YTD**	**2025 Child YTD**
Number of Programs	14		11	108	115
Number of Attendees	106		132	986	2,354
Meeting Room Usage in Hours	**Activities**		**NH Room**	**Activ YTD**	**Conf YTD**
	85.0		57.0	776.0	505.8
Launchpad Checkouts	**November 2025**		**YTD 2025**		
	2		11		
Volunteer Hours	**November 2025**		**YTD 2025**		
	116.0		1,702		
Web Chats	**November 2025**		**YTD 2025**		
	0		10		

November 2025	
Circulation	
Library Items	2,459
Downloaded Audiobooks	428
Downloaded E Books (Overdrive and Freeding)	202
Downloaded Magazines	146
Local Use	95
Online Access	573
Total Circulation	3,903
Total Reference	95
Patron Visits	1,793



Abbott Library Public Comment Policy

Abbott Library Sunapee, NH

The Abbott Library Board of Trustees recognizes the value of public participation in the governance of the library and encourages residents to attend Board meetings. The purpose of public comment is to provide members of the public with an opportunity to offer input regarding library-related matters in an orderly, respectful, and efficient manner.

Public comment is an important element of open and transparent governance. The Board welcomes input from community members and seeks to balance this opportunity with the need to conduct its business efficiently and respectfully.

1. A period for public comment shall be included on the agenda for regular meetings of the Board of Trustees. The Chair shall determine the placement of this item on the agenda.

2. Each member of the public wishing to speak must be recognized by the Chair prior to doing so.

3. Individual comments shall be limited to three (3) minutes, unless the Chair grants additional time.

4. Each individual may address the Board once per meeting during the Public Comment period.

5. Speakers are encouraged to identify themselves by stating their full name and address for the record.

6. Speakers may address the Board from the audience or table, as directed by the Chair.

7. All comments shall be directed to the Board as a whole, not to individual Trustees, staff members, or other attendees.

8. Speakers shall maintain decorum and respect at all times. Personal attacks, abusive language, or disruptive behavior will not be permitted.

9. Speakers shall speak for themselves and not on behalf of others who are not present, unless specific permission is granted by the Chair. Generalized accusations or innuendoes will not be allowed.

10. The Chair reserves the right to rule a speaker out of order and terminate remarks if a speaker

fails to remain courteous, exceeds the allotted time, or otherwise disrupts the orderly conduct of the meeting.

11. The Board may choose to acknowledge, defer, or refer matters raised during public comment to a future agenda for consideration. The Board and Chair may elect not to engage in problem-solving, dialogue, or debate during the Public Comment period.

12. Public comments are limited to topics outlined on the agenda for the meeting unless the Chair gives permission for topics not included in the agenda.

13. Written comments may be submitted to the Library Director or Trustees at any time. Such correspondence will be distributed to all Trustees and entered into the public record, as appropriate.

This policy is established in accordance with RSA 91-A (New Hampshire Right-to-Know Law)

Approved by the Abbott Library Board of Trustees November 18, 2025

Abbott Library – Library Card Application

Card Type (check one): ☐ Adult (18+) ☐ Youth (17 and under) ☐ Non-Resident ($40)

Date: _____ **Date of Birth (Required)** _____

Please note: The reason we require your date of birth is to allow us to comply with certain NH laws related to privacy. Your date of birth will only be used for these internal library purposes.

_____
Last Name First Name Middle Name

Street Address:

_____
Street Address Town State Zip

Mailing Address (if applicable):

_____
Address or PO Box Town State Zip

Contact Information:

_____
Phone (required)

_____
Email (optional)

FOR LIBRARY USE:
❑ Verified Residence
__ ID __ Bill __ Mail __ Vehicle registration
__ Other (Specify): _____

❑ Verified Employment (if applicable)
__ Employee ID __ Paystub
__ Other (Specify): _____

❑ Verified School Attendance (if applicable):
__ School ID __ Report Card
__ Other (Specify): _____

Optional Notices:

- ☐ Check here to receive *Advance Notice/Overdue/Hold* notices by email
- ☐ Check here to receive our newsletters by email
- ☐ Check here to receive New Material notices by email

I hereby agree to obey all the policies and regulations of the Abbott Library, to pay promptly all fines charged against me for the damage or loss of materials, and to give immediate notice of any change of address.

Signature: _____ **Date** _____

Holds Pickup Authorization Form

I understand the library's policy for protecting the privacy of its users and its responsibility for protecting library materials. I authorize the library to allow the patrons listed below to pick up any items on hold for me at the Abbott Library. These items for loan will be placed on my library card.

I understand that I will need to notify a staff member to cancel this authorization, which I may do at any time.

Please print the complete names of the authorized persons below.

Person who is giving authorization:

_____

(Signature)

Persons authorized to pick up materials for the above-named person:

_____

(Print Name

_____

(Print Name)

_____

(Print Name)

_____

(Print Name)

ADULT, LEGAL GUARDIAN, OR CAREGIVER INFORMATION (for Youth cards)

_____

Last Name First Name Mailing Address Town State Zip Phone

_____

Email Relationship to library card applicant

In signing this application, I approve the issuance of a library card to my child and acknowledge my responsibility for its use. I understand that I am responsible for my child's selections, for change of address notifications, and for all fines charged against my child's account for damaged or lost materials. I understand that my child's library record is confidential.

PARENT/CAREGIVER Signature: _____ Date_____

Rev 12/17/25

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

	Total								
	YTD Actual	YTD Budget	$ over YTD Budget	% of YTD Budget	Annual Budget	% of Annual Budget	MTS adjusted YTD	Variance to library entries	% of YTD Annual Budget
Revenue						91.67%			83.33%
1 Town Funding Contributions	0.00	0.00	0.00						
100 Town Funding	91,273.82	90,750.00	523.82	100.58%	99,000.00		99,110.60	7,836.78	8.64%
101 Town Funding Payroll & Benefits	391,867.55	430,397.88	-38,530.33	91.05%	469,525.00		379,014.37	-12,853.18	-2.99%
102 Town Funding Insurance	0.00	5,673.25	-5,673.25	0.00%	6,189.00				
Total 1 Town Funding Contributions	$ 483,141.37	$ 526,821.13	-$ 43,679.76	91.71%	$ 574,714.00	84.07%	$ 478,124.97	-$ 5,016.40	-0.95%
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	942.10	0.00	942.10		0.00				
Total 43400 Direct Public Support	$ 942.10	$ 0.00	$ 942.10		$ 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	6,911.99	0.00	6,911.99		0.00				
Total 45000 Investments	$ 6,911.99	$ 0.00	$ 6,911.99		$ 0.00				
46400 Other Types of Income	4,458.00	0.00	4,458.00		0.00				
46429 Interest Operating Acct	5.25	0.00	5.25		0.00				
46480 Book Reimbursement	246.96	0.00	246.96		0.00				
46481 Non-Resident Fees	650.00	0.00	650.00		0.00				
46482 General Donations/Coffee	322.91	0.00	322.91		0.00				
46483 In Memory Of	2,625.00	0.00	2,625.00		0.00				
46487 Printing/Copying Income	1,004.87	0.00	1,004.87		0.00				
46489 Overdue Conscience	586.42	0.00	586.42		0.00				
Total 46400 Other Types of Income	$ 9,899.41	$ 0.00	$ 9,899.41		$ 0.00				
Total Revenue	$ 505,194.87	$ 526,821.13	-$ 21,626.26	95.89%	$ 574,714.00	87.90%			
Gross Profit	$ 505,194.87	$ 526,821.13	-$ 21,626.26	95.89%	$ 574,714.00				
Expenditures									
2 Payroll and Benefit Expenses	0.00	0.00	0.00		0.00				
207 Full Time Wages	191,658.56	201,040.62	-9,382.06	95.33%	219,317.00	87.39%	177,046.34	-14,612.22	-7.27%
208 Part Time Wages	103,414.64	91,666.63	11,748.01	112.82%	100,000.00	103.41%	99,215.86	-4,198.78	-4.58%
208.5 Overtime Wages	2,576.74	0.00	2,576.74		0.00		2,576.74	0.00	
209 Unused Sick Time	0.00	4,583.37	-4,583.37	0.00%	5,000.00		0.00	0.00	0.00%
210 Health Insurance	46,008.20	78,221.00	-32,212.80	58.82%	85,333.00		46,130.06	121.86	0.16%
215 Life & Disability Insurance	3,075.87	3,614.38	-538.51	85.10%	3,943.00		3,075.87	0.00	0.00%
220 Medicare	4,507.58	4,354.13	153.45	103.52%	4,750.00	94.90%	3,956.11	-551.47	-12.67%
221 Employer FICA	10,042.50	18,624.87	-8,582.37	53.92%	20,318.00	49.43%	16,648.10	6,605.60	35.47%
231 Retirement Contribution	23,254.57	27,253.38	-3,998.81	85.33%	29,731.00		23,036.40	-218.17	-0.80%
250 Unemployment Comp Insurance	323.19	594.88	-271.69	54.33%	649.00		323.19	0.00	0.00%
260 Workers Compensation Insurance	816.00	443.63	372.37	183.94%	484.00		816.00	0.00	0.00%
Total 2 Payroll and Benefit Expenses	$ 385,677.85	$ 430,396.89	-$ 44,719.04	89.61%	$ 469,525.00	82.14%	$ 372,824.67	-$ 12,853.18	-2.99%
3 Prof. & Tech Services	0.00	0.00	0.00		0.00				
341 Telephone	1,368.28	1,420.87	-52.59	96.30%	1,550.00				
341A Fire Alarm	2,216.60	1,145.87	1,070.73	193.44%	1,250.00				
341B Internet and Web Services	5,592.24	5,500.00	92.24	101.68%	6,000.00				
342A Computer Support/Hardware	11,729.66	3,116.63	8,613.03	376.36%	3,400.00	344.99%			
342B Copier Lease	618.79	0.00	618.79		0.00				

365 Equipment Repair	2,288.18	275.00	2,013.18	832.07%	300.00	762.73%
Total 3 Prof. & Tech Services	**$ 23,813.75**	**$ 11,458.37**	**$ 12,355.38**	**207.83%**	**$ 12,500.00**	**190.51%**
4 Facilities	0.00	0.00	0.00		0.00	
410 Electricity	9,008.20	11,000.00	-1,991.80	81.89%	12,000.00	
411 Heat	5,114.00	5,500.00	-386.00	92.98%	6,000.00	
412 Water	716.00	1,283.37	-567.37	55.79%	1,400.00	
413 Sewer	608.00	458.37	149.63	132.64%	500.00	
430 Bldg Repair & Maintenance	6,220.59	2,750.00	3,470.59	226.20%	3,000.00	
440 Outside Maintenance	5,753.38	3,208.37	2,545.01	179.32%	3,500.00	
Total 4 Facilities	**$ 27,420.17**	**$ 24,200.11**	**$ 3,220.06**	**113.31%**	**$ 26,400.00**	**103.86%**
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	944.63	1,100.00	-155.37	85.88%	1,200.00	
550 Programs	1,121.44	457.00	664.44	245.39%	500.00	224.29%
555 Advertising	1,270.70	733.37	537.33	173.27%	800.00	
560 Membership	670.00	641.63	28.37	104.42%	700.00	
Total 5 Other Services	**$ 10,196.47**	**$ 9,121.00**	**$ 1,075.47**	**111.79%**	**$ 9,389.00**	**108.60%**
6 Supplies	0.00	0.00	0.00		0.00	
610 General Supplies	3,748.16	3,208.37	539.79	116.82%	3,500.00	
610-A Machine Supplies	45.78	366.63	-320.85	12.49%	400.00	
610-C Program Supplies	4,941.56	1,833.37	3,108.19	269.53%	2,000.00	247.08%
625 Postage	156.00	275.00	-119.00	56.73%	300.00	
630 Office Equipment	4,478.08	275.00	4,203.08	1628.39%	300.00	
640 Custodial Supplies	1,676.05	1,650.00	26.05	101.58%	1,800.00	
Total 6 Supplies	**$ 15,045.63**	**$ 7,608.37**	**$ 7,437.26**	**197.75%**	**$ 8,300.00**	**181.27%**
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	281.77	0.00	281.77		0.00	
Total 62100 Contract Services	**$ 281.77**	**$ 0.00**	**$ 281.77**		**$ 0.00**	
65000 Operations	0.00	0.00	0.00		0.00	
65010 Books, Subscriptions, Reference	156.48	0.00	156.48		0.00	
65020 Postage, Mailing Service	372.00	275.00	97.00	135.27%	300.00	
65030 Printing and Copying	992.40	0.00	992.40		300.00	
Total 65000 Operations	**$ 1,520.88**	**$ 275.00**	**$ 1,245.88**	**553.05%**	**$ 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	21,111.80	19,250.00	1,861.80	109.67%	21,000.00	
802-B Subscriptions	2,125.69	2,750.00	-624.31	77.30%	3,000.00	
802-C Non-Print	5,746.48	4,583.37	1,163.11	125.38%	5,000.00	
802-F Software	63.00	6,416.63	-6,353.63	0.98%	7,000.00	
802-G Collection Supplies	708.81	1,100.00	-391.19	64.44%	1,200.00	
802-H E-Content	11,648.12	10,175.00	1,473.12	114.48%	11,100.00	
Total 8 Library Materials	**$ 41,403.90**	**$ 44,275.00**	**-$ 2,871.10**	**93.52%**	**$ 48,300.00**	**85.72%**
Total Expenditures	**$ 505,543.36**	**$ 527,334.74**	**-$ 21,791.38**	**95.87%**	**$ 574,714.00**	**87.96%**
Net Operating Revenue	**-$ 348.49**	**-$ 513.61**	**$ 165.12**	**67.85%**	**$ 0.00**	
Other Revenue						
8100 Nonrecurring outside revenue	0.00	0.00	0.00		0.00	
8102 Friends of the Library reimbursement	3,190.66	0.00	3,190.66		0.00	
Total 8100 Nonrecurring outside revenue	**$ 3,190.66**	**$ 0.00**	**$ 3,190.66**		**$ 0.00**	
Total Other Revenue	**$ 3,190.66**	**$ 0.00**	**$ 3,190.66**		**$ 0.00**	
Other Expenditures						

-$ 17,869.58 **the difference in AL and ToS books (we have higher net expenses)**

9101 Abbott Library debit card expenses	369.35	0.00	369.35		0.00
9102 Friends of the Library debit card expenses	143.99	0.00	143.99		0.00
Total Other Expenditures	**$ 513.34**	**$ 0.00**	**$ 513.34**		**$ 0.00**
Net Other Revenue	**$ 2,677.32**	**$ 0.00**	**$ 2,677.32**		**$ 0.00**
Net Revenue	**$ 2,328.83**	**-$ 513.61**	**$ 2,842.44**	**-453.42%**	**$ 0.00**

2025 Final Budget and Projection **12/12/25**

Account Name	2025 PROPOSED as of 10/24/24	Final 2025 Budget	YTD 12/10/25	Projected balance of Dec	Projected Year End
TELEPHONE	1,550.00	1,550.00	1,368.28	107.00	1,475.28
FIRE ALARM	1,250.00	1,250.00	2,216.60		2,216.60
INTERNET ACCESS*	8,000.00	6,000.00	5,999.79	470.00	6,469.79
COMPUTER SUPPORT/HARDWARE**	3,400.00	3,400.00	16,957.33		16,957.33
COPIER LEASE/SUPPLIES	-		618.79		618.79
EQUIPMENT REPAIR	300.00	300.00	2,288.18		2,288.18
TOTAL PROF & TECH	**14,500.00**	**12,500.00**	**29,448.97**	**577.00**	**30,025.97**
ELECTRICITY	12,000.00	12,000.00	9,008.20	835.10	9,843.30
HEAT	6,000.00	6,000.00	5,114.00	670.39	5,784.39
WATER	1,400.00	1,400.00	716.00	266.00	982.00
SEWER	500.00	500.00	608.00	304.00	912.00
BLDG. REPAIR & MAINT.	3,000.00	3,000.00	6,785.59	512.89	7,298.48
OUTSIDE MAINTENANCE	3,500.00	3,500.00	6,326.24		6,326.24
TOTAL 4 PROPERTY SERV.	**26,400.00**	**26,400.00**	**28,558.03**	**2,588.38**	**31,146.41**
TRAINING/MEETINGS	1,200.00	1,200.00	944.63	-	944.63
PROGRAMS	500.00	500.00	1,121.44	-	1,121.44
ADVERTISING	800.00	800.00	1,262.30	-	1,262.30
MEMBERSHIPS	700.00	700.00	670.00	-	670.00
TOTAL 5 OTHER SERVICES	**3,200.00**	**3,200.00**	**3,998.37**	-	**3,998.37**
MACHINE SUPPLIES	400.00	400.00	45.78		
PROGRAM SUPPLIES	2,300.00	2,000.00	5,222.41		
GENERAL SUPPLIES	4,500.00	3,500.00	6,121.06		
POSTAGE	350.00	300.00	156.00		
OFFICE EQUIPMENT	300.00	300.00	4,478.08		
BLD. CUSTODIAL SUPPLIES	2,800.00	1,800.00	1,676.05		
TOTAL 6 SUPPLIES	**10,650.00**	**8,300.00**	**17,699.38**	**1,000.00**	**18,699.38**
ACCOUNTING FEES	300.00	-			-
LEGAL FEES	-				-
OUTSIDE CONTRACT SERVICES	-		(1,783.23)		(1,783.23)
OUTSIDE CLEANING SERVICES	-				-
TOTAL	**300.00**	-	**(1,783.23)**	-	**(1,783.23)**
PRINTING AND COPYING			992.40		992.40
BOOKS, SUBSCRIPTIONS, REF.			156.48		156.48
POSTAGE, MAILING SERVICE	300.00	300.00	372.00		372.00
TOTAL	**300.00**	**300.00**	**1,520.88**		**1,520.88**
FURNITURE & FIXTURES	-	-	182.94		182.94
TOTAL & CAPITAL OUTLAY	-	-	**182.94**	-	**182.94**
BOOKS	22,700.00	21,000.00	21,373.45	100.00	21,473.45
SUBSCRIPTIONS***	4,000.00	3,000.00	2,497.50	1,172.00	3,669.50
NON-PRINT	6,000.00	5,000.00	5,982.84		5,982.84
SOFTWARE*****	8,600.00	7,000.00	63.00		63.00
COLLECTION SUPPLIES	1,200.00	1,200.00	708.81		708.81
E CONTENT*****	14,000.00	11,100.00	11,648.12		11,648.12
TOTAL 8 OTHER CHARGES	**56,500.00**	**48,300.00**	**42,273.72**	**1,272.00**	**43,545.72**
TOTAL NON SALARY EXP.	**111,850.00**	**99,000.00**	**121,899.06**	**5,437.38**	**127,336.44**
GENERAL INSURANCE	**6,300.00**	**6,189.00**	**6,189.70**	-	**6,189.70**
SALARIES					
FULL TIME SALARY	252,948.80	219,317.00	177,046.00	$29,679.00	
PART TIME SALARY	102,972.72	100,000.00	99,216.00	$13,131.00	
Overtime wages			2,577.00	200.00	
SUB TOTAL:	355,921.52	319,317.00	278,839.00	43,010.00	321,849.00
BENEFITS AND TAXES					
UNUSED SICK TIME	5,667.50	5,000.00		3,000.00	3,000.00
HEALTH INSURANCE	107,734.56	81,333.00	59,642.00	5,763.00	65,405.00
DENTAL	5,777.88	4,000.00			
LIFE & DISABILITY	4,668.00	3,943.00	3,076.00	400.00	3,476.00
MEDICARE	5,038.91	4,750.00	3,956.00	612.00	4,568.00
EMPLOYER FICA	21,545.07	20,318.00	16,648.00	2,616.00	19,264.00
RETIREMENT CONTRIBUTION	32,469.68	29,731.00	23,036.00	3,765.00	26,801.00
UNEMPLOYMENT COMPENSATION	350.68	649.00	323.00		323.00
WORKERS COMPENSATION INS.	486.52	484.00	816.00		816.00
SUB TOTAL WAGE EXPENSE	355,921.52	319,317.00	278,839.00	43,010.00	321,849.00
SUB TOTAL BENEFITS AND TAXES	183,738.80	150,208.00	**107,497.00**	16,156.00	123,653.00
TOTAL SALARY EXPENSE	**539,660.32**	**469,525.00**	**386,336.00**	**59,166.00**	**445,502.00**
TOTAL EXPENSES	**657,810.32**	**574,714.00**	**514,424.76**	**64,603.38**	**579,028.14**
			Friends and Foundation reimbursements		**5,000.00**
			net exxpense:		**574,028.14**

Expenses by Vendor
Abbott Library
November 2025

Vendor	Total
Adobe, Inc	19.99
Amazon business	3,871.98
Canon Solutions America	76.72
Comcast	147.63
Constant Contact	8.40
Dead River Company	670.39
Eversource	835.10
Ferland Hi-Tech Solutions	180.00
Google Services	409.20
Home Depot Credit Services	64.34
Hoopla	477.05
Mailchimp	26.50
Midwest Tape	316.12
Morgan Hill Bookstore	97.57
Park Street Foundation	3,391.00
Precision Software Corporation	1,863.00
QUENCH USA	65.00
Sharon Thielicke	195.00
Stas Picture Hanging Supplies	70.39
Sunapee Pizza	44.15
Sunapee Water & Sewer Dept.	570.00
UniFirst Corporation	126.74
Total non-payroll expenses	13,526.27
Payroll expenses	33,061.65
TOTAL	**$46,587.92**

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

Distribution account	Total
Assets	
Current Assets	
Bank Accounts	
B101 Operating Account - 9330	2,595.14
B102 Trust and Fines - 5620	37,766.72
B102.1 Petty Cash - Drawer	145.00
Total for B102 Trust and Fines - 5620	**$37,911.72**
B103 Debit Card Account - 7419	1,172.81
B201 Cap. Campaign/Donation Account	10,093.75
Total for Bank Accounts	**$51,773.42**
Accounts Receivable	
11000 Accounts Receivable	156.00
Total for Accounts Receivable	**$156.00**
Other Current Assets	
12000 Undeposited Funds	0.00
A18611 Accrued Interest from CD	12,749.64
A303 Accrued Interest from Town Trusts	796.19
Total for Other Current Assets	**$13,545.83**
Total for Current Assets	**$65,475.25**
Other Assets	
A18600 Other Assets	
A18610 Certificate of Deposit	
A18620 Martha Abbott Trust	137,471.12
A18630 Mabel Davies' Funds	115,104.00
A18640 Donations CD	25,000.00
Total for A18610 Certificate of Deposit	**$277,575.12**
Total for A18600 Other Assets	**$277,575.12**
A301 Library Gardner Fund	2,636.24
A302 Library General Fund	9,158.77
Total for Other Assets	**$289,370.13**
Total for Assets	**$354,845.38**
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	9,647.33
2100 Encumbrances	1,659.75
Total for 20000 Accounts Payable	**$11,307.08**
Total for Accounts Payable	**$11,307.08**
Total for Current Liabilities	**$11,307.08**
Total for Liabilities	**$11,307.08**
Net Assets	**$343,538.30**

Abbott Library
Board of Trustees
Meeting: December 16, 2025
APPROVED Minutes

Attendance
Trustees: Bev Bjorklund, Jim Harrison, Tim Eliassen, Nancy Berger, Jon Reed, Emma Brown
Excused absence: Sue Johanson
Director: Jeff Cabral

Call to Order
Chair Bev called the meeting to order at 5:09 pm.

Chair's Remarks
A motion was made by Bev to approve the revised Circulation Policy with edits rendered and accepted during the discussion. Jim seconded the motion. Motion passed unanimously.

Bev noted that the approved Circulation Policy and the approved Public Comment Policy would be sent to our legal council for review.

Bev tabled the discussion of Volunteerism until the Board's January meeting.

Modification of the Adult Services Librarian Job Description specific to hours:
Bev made a motion to change the number of hours in the Adult Services Librarian Job Description to 21-34 hours a week. Jim seconded the motion. Motion passed unanimously.

Approval of Meeting Minutes
October 28, 2025
A motion was made by Bev to approve the October 28, 2025 minutes. Tim seconded the motion. The motion passed unanimously.
November 18, 2025
A motion was made by Bev to approve the November 18, 2025 minutes. Jim seconded the motion. Motion passed unanimously.

Treasurer's Report
The Expenditures by Vendors Report was submitted by Tim, Treasurer, via email to the Board in advance of the meeting. Tim made a motion to approve payment of November expenses in the amount of $46,587.92. Jon seconded the motion. The motion passed unanimously.

Tim reported that projections to year end indicate that the library will have overspent the original budget for non-payroll items by about $27,000. Funds for this overspend should come from the town's paying the library approximately $20,000 in wage and benefit underspend, bringing the town's library funding up to the default budget number, plus about $7,000 which has been taken in through the book sales.

Budget Discussion
Budget year 2026:
Treasurer Tim has been reviewing the year's expenditures against the budget in the interest of assuring accountability in our utilization of funds.

The trustees discussed a revised 2026 Budget request. Jon made a motion to amend the 2026 Budget Request to $655,750. Tim seconded the motion. The motion passed unanimously.

Director's Report
Regarding the Circulation Policy draft not mentioning the Temporary Library Card among the list of types of card issued: Jeff clarified what is involved in issuing a Temporary Card.

Friends and Foundation Reports
Bev reported under the Friends Report and the Foundation Report that their websites were now updated and linked on the Library website. She also mentioned that the Friends' new Treasurer is Shelly Turner.

Non-Public Session: None

Public Comment: None

Adjournment
A motion was made by Bev to adjourn the meeting. Jon seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:29 pm.

Respectfully submitted by:
Nancy E Berger
Nancy E. Berger, Secretary

Next Meetings
January 27, 2026 at 5:00 pm
February 17, 2026 at 5:00 pm