Director's Report to the Board of Trustees of Abbott Library
October 28, 2025

Staffing, Volunteers, and Board

- Now that we have a full staff, patron services, programming, and all day-to-day operations are finding their rhythm. Kyler has been doing a great job putting together desk schedules that vary by week – no small feat when we consider how many meetings, obligations, or planned/unplanned days off that he has to work around.
- Our new staff photo frame arrived, and we are going to be re-doing everyone's pictures and mounting that as soon as possible. We are still working on nametags, as there was a printing error with the first batch.
- With this month's Director's Report, I'm including a list of 2026 holiday closures for the Board to approve.
- Molly, Rebecca and I attended the CLNH/YALS joint conference in Concord last week. These are the two sub-groups of NH Library Association that are focused on services for children and young adults. Rebecca, Kyler, and Molly all represent Abbott well on a variety of state-wide committees; Rebecca co-planned this latest conference.
- Our website now includes the 2025 Board Meeting packets through and including June.
- Joanne Skarin is our newest volunteer shelver here for Mondays, and we still arc looking for someone to handle Thursdays, while Gina is away for the winter.

Financial

- Much of the past month has been spent preparing for and discussing the upcoming budget cycle for the Library and the Town. One new aspect this year is that I will be serving on the Advisory Budget Committee, along with community members, Department Heads, Selectboard members, and a representative from the School Board.

Patrons

- In our November meeting, we will need to be in a position to approve a new Confidentiality of Records policy, so that we are in compliance with HB 273 on January 1st. The Board should review the text of both HB 273 and RSA 201-D:11. Both Newbury and Exeter Public Libraries have sent letters to the Attorney General requesting clarification on several points. The Directors of both libraries are on the NH Library Association Legislative Committee. Other libraries were encouraged to submit their own letters. Molly and Kyler are already working on a draft and I will try to have this in hand for the Tuesday meeting.
- Key aspects of compliance for us will include a/an: (1) revised Circulation Policy; (2) revised Registration Form with mandatory data collection of the age of young patrons (necessary to ensure

no debt collection attempt is made); (3) agreed-upon policy and staff procedures; (4) new category of patron card for teens 14-17 years old.

- Currently, there is no clear age delineation for our Youth Cards – this will need to change (and can be done on the new registration form).
- At the NHLA Conference, Molly and I attended a presentation on one library's response to HB273, and I can share more details at our meeting. We received some very helpful advice and information.
- While the specific topic is unknown as of yet, there is one Legislative Service Request (out of more than 1000) for 2026 that relates to public libraries.
- Kyler, Terri and I are working on a recovery process where we could provide information to a collection agency to pursue long-overdue patron items. We want to put a larger process in place, but are waiting on possible system changes.
- We will soon be establishing a firmer policy on how long we keep held items on the shelf (7 days) before moving them on for the next patron hold, back on the shelf, or back to their home library.

Programming (Children and Adult)

- Kyler and Molly have started working with a wider group on plans for programming during the Semiquincentennial in 2026. Everyone should realize that I really just wanted to use that word in a Director's Report, and that the more common name for this celebration is 'America 250'. The group includes Newbury Library, Newbury Historical Society, and Sunapee Historical Society.
- We need to make a decision very soon on how/whether we will seek outside funding to support a 2025/26 Winter Reading program. This was funded in 2024 by a grant, and in 2025 by a private patron.
- The staff is trying to focus more on creating awareness of our programs, putting up flyers in the community, distributing the programs in SCES and SMHS via student newsletters, and including at least one notice a week on Sunapee's town website. Grace has been doing a flyer run each Saturday that covers the banks, Post Offices, the Livery and other locations that are open. We are happy to have more Board volunteers cover other areas during the week that may not be open on a Saturday morning, if anyone has the time.
- We have requested to be considered for a screening location for an important documentary that is being shown in selected venues across the country. The film is entitled The Librarians, and it is showing in some locations in Rhode Island and Vermont between November and January. Currently, the film is being shown in communities where the reach is larger, with cinemas and/or festival being the initial locations. Billings Farm will be showing it early in the New Year. The film focuses on librarians in Texas and their fight for democracy and free speech. You can read more about this at www.thelibrariansfilm.com
- We have had smaller but engaged attendance at our programs in October thus far, and we have many more to come between now and the New Year.
- The Library has been asked to be a location again for the Festival of Trees (with about 6 trees located here). Other participating groups include the Sunapee Seniors, SCES, and Sunapee Gardeners. I am meeting with Lela and Laura (Trow) to discuss this more this week.

Infrastructure: Building, Equipment, and Technology

- Craig and I worked with MG Electric this month to solve some lighting issues, both inside with the occupancy sensor, and also with the parking lot/front porch lights. All issues are resolved.
- Carpets and bathroom tile floors were steam cleaned this month.
- We are waiting on Tucker Library Interiors to deliver quotes on a number of items for us, including major improvements ti our magazine and newspaper shelving and storage of back issues. We have needed to address this area for quite some time.
- We have begun to make minor revisions to our website on our home page and on the Friends page (at the request of Jan and the Board).
- Documentation with the USPS and Newport Postmaster has been completed, and the Library can now receive mail at the 11 Soonipi Circle address – a welcome relief from carting back many shipments each week from the Post Office.
- One area of tech support for libraries where there is no clear choice, but a lot of competing vendors, is scheduling. Like other libraries, Abbott schedules their meeting rooms, their staff, and their program registrations. Juggling various calendars is a day-to-day challenge. Currently, we do this through three means respectively (Google Calendar, Excel, and LibCal). We are hoping to find a single solution for this soon, and are beginning to have demos, trials, and virtual meetings on the topic. Some libraries utilize similar software for scheduling the circulation of their museum passes and their Library of Things items, but we haven't decided if these will be included in the software solution we are seeking.
- We are hoping to have an artistic improvement of (and possible repair to) our poor weathered Shakespeare bust outside – more to come on this!

Collections

- As many of you know, our key collections supplier Baker & Taylor announced this month that they were ceasing operations. This has hit libraries hard across the country, as the market has been dominated by Baker & Taylor, Ingram, and Amazon for quite some time. The latter two organizations are struggling to scale up fast enough – in Amazon's case, they have begun to focus on the library market with account reps and webinars suddenly popping up everywhere. One smaller supplier has put a $100,000 minimum annual purchasing requirement on setting up any new accounts, in an attempt to stem the tidal wave of potential new customers. While Amazon's selection, shipping, and costs have all been favorable to libraries, the fact that Amazon cannot supply any sort of cataloging or processing support is a major drawback. It remains to be seen how the marketplace will develop.
- Our annual renewal of magazines and newspapers was submitted to EBSCO this month. The dollar total is very similar to last year, but we have made some changes which will hopefully improve circulation: the deletion of some less popular titles (*Birds and Blooms, Discover, The New Republic, Taste of Home, Fine Gardening, Mother Earth News,* and *Country Living*), and adding back some previously cancelled titles such as *Down East, House Beautiful, People* and *Time*. We also retained *Kirkus* but cancelled *NYT Book Review*, since most of this information can

be accessed online. We added *School Library Journal* as a new professional development title. At this stage, we haven't renewed *Wall Street Journal*, as it is quite expensive. We are still receiving a donated subscription.

- We have already begun putting quite a few boxes toward the 2026 Book Sale, as Laura is doing a great job keeping up the pace of weeding.

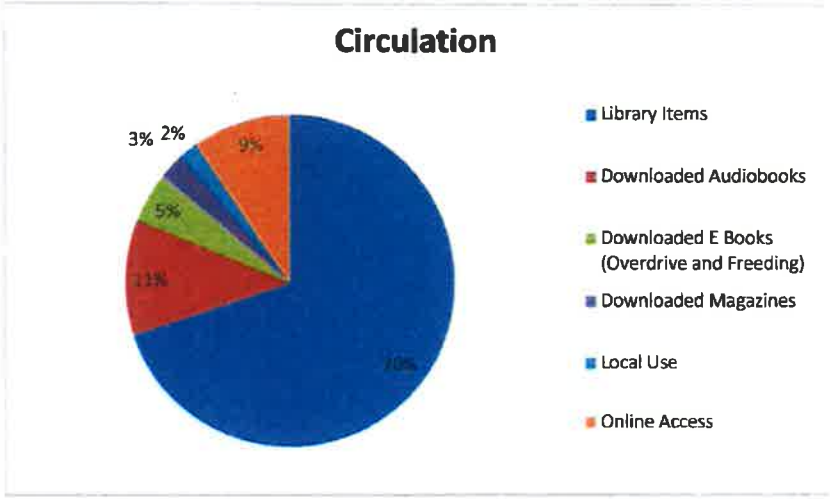
Partners: Town of Sunapee, SCES & SMHS, Abbott Library Foundation and Friends of Abbott Library

- Thus far, the Friends have approved more than $4,000 of expenses related to programs for the fall and early winter season. They have kindly provided a budget estimate of $5,000 per quarter going forward.
- The Friends are progressing its research into options to participate in the State's Charitable Gaming program. The group's eligibility has been confirmed, which is great news!
- Between 50 and 60 people turned out for the Friends' Square Dance this year, supported by young volunteers who served cookies and ice cream. It was a VERY warm evening, and much fun was had by all. There will be a new event for the 2026 Annual – watch this space!
- Kyler and I had a very positive meeting with the librarians from SCES and SMHS. The Superintendent also attended, and we are going to continue these meetings on a monthly basis to review our options for technology support for the 3 libraries.
- We are hoping to have a joint meeting of representatives from the Board, Friends Board, and Foundation Board next month. Bringing the groups together will allow a discussion on financial support for the Library as we go forward into 2026.

Library Use:	September 2025		YTD 2025	YTD 2024	% Change
Library Items	2,625		25,607	26,135	-2%
Downloaded Audiobooks	416		3,858	3,886	-1%
Downloaded E Books - Overdrive and Freading	183		1,984	2,474	-20%
Downloaded Magazines	100		1,362	1,492	-9%
Local Use	69		717	985	-27%
Online Tools Total	357		4,197	7,488	-44%
Breakdown of Online Tools					
Ancestry	0		96	196	-51%
Kanopy (videos)	105		969	1,232	-21%
EBSCO	1		145	286	-49%
Mango	6		198	1,184	-83%
New York Times	0		694	3,077	-77%
Hoopla	209		1,939	1,513	28%
BookFlix	33		106	0	0%
ScholasticGo	3		50	0	0%
Total Circulation	3,750		37,725	42,460	-11%
Patron Visits	2,036		20,244	22,112	-8%
New Registrations	14		164	272	-40%
Internet Sessions (public computers)	160		1,189	1,482	-20%
Wireless Usage			6,394	5,186	23%
Program Questions	5		236	542	-56%
Regular Reference	38		487	890	-45%
Extended Reference	2		56	85	-34%
Readers' Advisory	12		222	228	-3%
Tech Help	57		339	414	-18%
Extended Tech Help	4		54	105	-49%
Total Reference	118		1,394	2,264	-38%
Website	**September 2025**		**YTD 2025**	**YTD 2024**	**% Change**
Visits	1,253		13,840	15,829	-13%
Unique Visitors	719		7,753		
Avg Visits per Day	24.0				
Programs This Month	**Adult**		**Child**	**2025 Adult YTD**	**2025 Child YTD**
Number of Programs	9		4	79	82
Number of Attendees	72		56	699	2,039
Meeting Room Usage in Hours	**Activities**		**NH Room**	**Activ YTD**	**Conf YTD**
	66.5		46.5	606.8	389.6
Launchpad Checkouts	**September 2025**		**YTD 2025**		
	0		7		
Volunteer Hours	**September 2025**		**YTD 2025**		
	88.5		1,432		
Web Chats	**September 2025**		**YTD 2025**		
	0		10		

September 2025

Circulation	
Library Items	2,625
Downloaded Audiobooks	416
Downloaded E Books (Overdrive and Freeding)	183
Downloaded Magazines	100
Local Use	69
Online Access	357
Total Circulation	3,750



Total Reference	118
Patron Visits	2,036

Abbott Library 2026 Holidays **(Proposed)**

New Year's Day	Thursday, Jan 1st	Closed
MLK, Jr Birthday	Monday, Jan 19th	Closed
Presidents' Day	Monday, Feb 16th	Closed
Memorial Day	Monday, May 25th	Closed
Juneteenth	Friday, June 19th	Closed
Independence Day	Friday, July 3rd	Closed (in Observance)
Independence Day	Saturday, July 4th	Closed
Labor Day	Monday, Sept 7th	Closed
Columbus Day	Monday, Oct 12th	Closed
Veterans Day	Wednesday, Nov 11th	Closed
Thanksgiving Eve	Wednesday, Nov 25th	Closed at 4PM (2 hours early)
Thanksgiving	Thursday, Nov 26th	Closed
Day After Thanksgiving	Friday, Nov 27th	Closed
Christmas Eve	Thursday, Dec 24th	Closed at 4PM (3 hours early)
Christmas Day	Friday, Dec 25th	Closed
Day After Christmas	Saturday, Dec 26th	Closed
New Year's Eve	Thursday, Dec 31st	Closed at 4PM (3 hours early)

2026 Draft Budget: 10/28/25				
Account Name	**Final 2025 Budget**	**Proposed 2026 Budget (Jeff)**	**2026 Draft Budget / Shannon**	**Notes**
Telephone	$1,550.00	$1,700.00		Change in vendor
Fire Alarm	$1,250.00	$2,000.00		Closer to Actual 2025 Projected Expenses
Internet Access	$6,000.00	$800.00		Reallocating into diff category
Computer Support / Hardware	$3,400.00	$3,500.00		Possible Foundation support here
Copier Lease/Supplies	$0.00	$0.00		Possible new copier / Foundation?
Equipment Repair	$300.00	$1,000.00		Should prob be higher
Technology Support Services	$0.00	$18,450.00		New category - details TBC
Total- Prof & Tech	**$12,500.00**	**$27,450.00**	**$0.00**	
Electricity	$12,000.00	$11,000.00		Closer to Actual 2025 Projected Expenses
Heat	$6,000.00	$5,500.00		Closer to Actual 2025 Projected Expenses
Water	$1,400.00	$900.00		Closer to Actual 2025 Projected Expenses
Sewer	$500.00	$500.00		
Bldg Repair/Maintenance	$3,000.00	$3,500.00		Should prob be higher
Outside Maintenance	$3,500.00	$5,700.00		Closer to Actual 2025 Projected Expenses
Total - Property Services	**$26,400.00**	**$27,100.00**	**$0.00**	
Insurance	$6,189.00	$6,200.00		Will we get info from the Town for this line?
Training/Meetings	$1,200.00	$1,400.00		
Programs	$500.00	$1,000.00		
Advertising	$800.00	$1,400.00		Would like to allocate more here
Memberships	$700.00	$800.00		
Total - Other Services	**$9,389.00**	**$10,800.00**	**$0.00**	
Machine Supplies	$400.00	$200.00		
Program Supplies	$2,000.00	$4,500.00		Closer to Actual 2025 Projected Expenses
General Supplies	$3,500.00	$4,500.00		Closer to Actual 2025 Projected Expenses
Postage	$300.00	$300.00		
Office Equipment	$300.00	$750.00		
Custodial Supplies	$1,800.00	$2,200.00		Closer to Actual 2025 Projected Expenses
Total - Supplies	**$8,300.00**	**$12,450.00**	**$0.00**	
Accounting Fees	$0.00	$0.00		
Legal Fees	$0.00	$2,500.00		Allocation as per Bev - amount??
Outside Contract Services	$0.00	$0.00		
Outside Cleaning Services	$0.00	$0.00		
Operations	$0.00	$0.00		
Books, Subscriptions, Ref	$0.00	$0.00		
Postage, Mailing Service	$300.00	$0.00		

Furniture & Fixtures		$0.00	$500.00		
Total - Other Services / Capital		**$300.00**	**$3,000.00**	**$0.00**	
Books		$21,000.00	$23,100.00		10% increase allowed
Subscriptions		$3,000.00	$2,500.00		Closer to annual spend with EBSCO
Non-Print		$5,000.00	$5,500.00		
Software		$7,000.00	$500.00		Reallocated to another category
Collection Supplies		$1,200.00	$1,500.00		May need to be even higher
E-content		$11,100.00	$13,000.00		Higher usage of Hoopla / removing some subs
Total - Collections		**$48,300.00**	**$46,100.00**	**$0.00**	
Total Non-Salary Expenditure		**$105,189.00**	**$126,900.00**	**$113,899.00**	**Shannon's total noted here**
Salaries					
Full-Time		$219,317.00	$265,000.00	$265,000.00	Matching Shannon's numbers for now
Part-Time		$100,000.00	$105,600.00	$105,600.00	-
Overtime		$0.00	$0.00	$0.00	-
Subtotal - Salaries		**$319,317.00**	**$370,600.00**	**$370,600.00**	
Benefits and Taxes					
Unused Sick Time		$5,000.00	$6,800.00	$6,800.00	-
Health Insurance		$81,333.00	$78,000.00	$78,000.00	-
Dental		$4,000.00	$0.00	$0.00	Included in health insurance line (assumption)
Life & Disability		$3,943.00	$5,000.00	$5,000.00	Matching Shannon's numbers for now
Medicare		$4,750.00	$5,400.00	$5,400.00	-
Employer/FICA		$20,318.00	$23,000.00	$23,000.00	-
Retirement Contribution		$29,731.00	$34,200.00	$34,200.00	-
Unemp Insurance		$649.00	$1,400.00	$1,400.00	-
Workers Comp		$484.00	$9,202.00	$9,202.00	Why would this jump by so much?
Subtotal - Benefits and Taxes		**$150,208.00**	**$163,002.00**	**$163,002.00**	
Total Salary Expenditure		**$469,525.00**	**$533,602.00**	**$533,602.00**	
Total Expenditure		**$574,714.00**	**$660,502.00**	**$647,501.00**	**My numbers represent 15% increase**

TOWN OF NEWBURY

NEWBURY PUBLIC LIBRARY
Tel. (603) 763-5803

NEW HAMPSHIRE
INCORPORATED 1778

P.O. Box 245
NEWBURY 03255

October 14th, 2025

The Honorable John M. Formella
Attorney General of New Hampshire
New Hampshire Department of Justice
33 Capitol Street Concord, NH 03301

Dear Attorney General Formella,

The Newbury Public Library Board of Trustees are respectfully writing to seek clarification on provisions of HB 273 as we draft new compliant Minor Child Card Policies. We understand that these new policies must be in place January 1, 2026.

Our front-line library staff are dedicated to protecting patron privacy and ensuring equitable access. We hope to get some clarity from your office on the forms of legal verification or documentation that are considered valid for establishing a parent or guardian's authority to access a minor's library records. In addition to biological and adoptive parents and stepparents with formalized legal authority, what other categories of adult caregivers are recognized as legal guardians entitled to the records of minors and what documentation would be needed for sufficient proof of guardianship? For example, would a foster parent or a court-appointed temporary guardian be entitled to a minor's records? What about an agency with temporary custody? What documentation should staff seek for verification in these cases?
We understand that there may also be some discrepancies in documentation if an adult's surname differs from a child's, or if other name discrepancies exist such as differing spelling or formatting within documentation, and we would like further guidance on what forms of verification are legally sufficient to establish the relationship. Our staff hopes to resolve discrepancies accurately and respectfully, protecting both caregiver access and privacy.
What steps or documentation should staff rely on to verify whether a parent retains legal authority once parental rights have been terminated and visitation is no longer permitted? Should proof of dependency or custody be required? And in the case of legally emancipated minors, does the individual retain full control over their library account and records? If that is the case, which documents should library staff ask for to confirm emancipation status, and how should this be incorporated into our policies and procedures?

Finally, we respectfully request clarification on interpreting HB 273 in domestic violence or abuse cases. Specifically, if a non-custodial parent with an abusive history asks for information revealing a child's or guardian's location, how should we safeguard safety while complying with HB 273? Clear guidance is needed to balance our legal obligations with confidentiality and prevent harm.

Any statutory interpretation, procedural guidance, or sample language from your office would be helpful. The Trustees aim to adopt a policy that complies with HB 273 and protects patrons' privacy.

Thank you for your time and consideration. We look forward to your response and remain available for any further clarification or discussion.

Sincerely,
Newbury Public Library Board of Trustees

_____
Paul Sullivan, Chairperson

_____
Lynne Tuohy

_____
Sharon Stockel

_____
Jeanne Palleiko

_____
Todd Mailly

Exeter Public Library Board of Trustees
4 Chestnut Street
Exeter, NH 03833

September 23, 2025

The Honorable John M. Formella
Attorney General of New Hampshire
New Hampshire Department of Justice
33 Capitol Street
Concord, NH 03301

Dear Attorney General Formella,

We, the Exeter Public Library Board of Trustees, write to respectfully request your office's guidance in drafting Child and Teen Library Card Policies that comply with the provisions of HB 273.

As part of our commitment to legal compliance, patron privacy, and equitable access, we seek clarification on what forms of legal documentation or verification our front-line library staff may accept to confirm a parent or guardian's authority to view the protected and private contents of a library card issued to a minor. Specifically, we are looking to understand what constitutes sufficient legal proof for the following categories of adult caregivers recognized under New Hampshire family law:

- Biological and adoptive parents
- Step-parents (with formalized legal authority)
- Legal guardians (appointed through probate or family court)
- Temporary guardians (court-appointed for short-term care)
- Foster parents (assigned by DCYF)
- Kinship caregivers (with or without formal guardianship)
- Guardians ad Litem (court-appointed advocates)
- Individuals or agencies with temporary custody
- Professional guardians (appointed for minors or incapacitated adults)

Furthermore, we seek guidance on how front-line library staff should handle situations where there are name inconsistencies between a parent or guardian and the minor. For example, if the adult's surname differs from the child's, or if documentation presents variations in spelling or formatting, what forms of verification are legally sufficient to establish the relationship? We aim to ensure that staff can reconcile such discrepancies respectfully and accurately, without inadvertently denying access to legitimate caregivers or violating privacy protections.

We also request clarification on how HB 273 applies to emancipated minors. In cases where a minor has been legally emancipated under New Hampshire law—whether through marriage,

military service, or court order—does the individual retain full control over their library account and records, independent of parental access rights? If so, what documentation should library staff request to verify emancipation status, and how should this be reflected in our policy and procedures?

Additionally, we respectfully seek clarification on how HB 273 applies in cases where a parent's legal rights have been revoked. Specifically, we ask whether such individuals retain any access to a minor's library account under the law's current stipulations. If access is no longer permitted, what procedures or documentation should front-line staff rely upon to determine whether a parent retains legal authority? Should proof of dependency or custody be required in addition to the verification methods outlined above?

We also seek clarification on whether HB 273 applies solely to physical library materials or if its provisions extend to digital content, such as eBooks, audiobooks, and other downloadable media. If digital items are covered under the law, we respectfully request guidance on how library staff should facilitate parental access—particularly in cases where materials have been downloaded to a minor's personal device and are no longer visible within the library's digital lending platform. We are mindful of the privacy protections outlined in RSA 201-D, which governs the confidentiality of library user records, and seek direction on how to reconcile those protections with parental rights under HB 273.

Finally, we respectfully request guidance on how HB 273 should be interpreted in cases involving domestic violence or abuse. If a patron—such as a legal guardian or protective parent—requests that we withhold access to a minor's library account in order to prevent disclosure of their new address or location to a non-custodial parent, how should library staff respond? We are particularly concerned about situations where compliance with a parental access request could inadvertently compromise the safety of the child or guardian. Clear direction on how to balance statutory obligations with trauma-informed confidentiality practices would be invaluable.

We would greatly appreciate any statutory interpretation, procedural guidance, or sample language your office can provide to assist us in this effort. The Trustees are committed to adopting a policy that upholds both the spirit and letter of HB 273 and ensures the protection and privacy of our youth patrons.

Thank you for your time and consideration. We look forward to your response and remain available for any further clarification or discussion.

With highest regard,
The Exeter Public Library Board of Trustees

Jenny Medlock, Chair Barbara Young Sarah Zachos James Lisa Childs-Wilson

Cathleen Toomey Sherry Kostenbader Diana Perry Katherine A. Boudreau

2025 Legislation and Action Needed

BILL	DESCRIPTION	STATUS & EFFECTIVE DATE	ACTION NEEDED BY LIBRARIES
HB 143	Relative to the issuance of no trespass orders (NTO) on municipal or school district property. This bill would require a unanimous vote of a governing body to issue an NTO	Senate passed w/amendment House: Conf Committee Mtg: 06/18/2025 Status: did not advance out of committee this session; Note- bill was amended and all trespass info was removed per request of Police Chief Assocation.	NO ACTION NEEDED
HB 195	Relative to the expectation of privacy in the collection and use of personal information	2025-05-01 - Inexpedient to Legislate, Motion Adopted, Voice Vote. BILL KILLED; 05/01/2025; Senate Journal 11	NO ACTION NEEDED
HB 265	Require the start time and end time of the meeting, and name of the person who produced the minutes recored in minutes.	Date 6-23-2025 **Effective date 8-22-2025**	Notify trustee board secretary and incorporate into process for recording meeting minutes
HB 273	Relative to a parent's access to their minor child's library policies; adds a new paragraph (II-a) to RSA 201-D:11. This bill amends existing law to grant parents or legal guardians the right to access all library records related to their minor child's current borrowing of printed and audio-visual materials. Specifically, it introduces a new paragraph (II-a) to RSA 201-D:11, stating that these records shall be available to the parent or legal guardian upon request, provided they are listed on the library account.	The bill adds this new provision to enhance parental oversight of their children's library activities. Adopted 6-26-2025. Signed into law by Gov Ayotte August 1, 2025 **Effective date 1-1-2026**	Adopt a circulation policy and procedure to comply with the RSA.
HB 285	Relative to determination of parental rights and responsibilities	Mar 13, 2025: Inexpedient to Legislate: MA VV 03/13/2025 HJ 8 P. 2	NO ACTION NEEDED

2025 Legislation and Action Needed

HB 314	Prohibiting the use of federal, state, or local funds for lobbying activities	Status ? **DV- Retained in Committee, could be worked on over the summer for next session.**	NO ACTION NEEDED
HB 340	Relative to electioneering by public employees	Senate: Conf Committee Mtg: 06/15/2025 ITL / see amended SB 213 vetoed by Gov Ayotte	NO ACTION NEEDED
HB 376	Specifying that library user information exempted from disclosure in the right to know law includes information regarding library cards and library membership	2025-05-22 - Inexpedient to Legislate, Motion Adopted, Voice Vote. BILL KILLED; 05/22/2025; Senate Journal 14	NO ACTION NEEDED
HB 562	Relative to filling of vacant positions on elected municipal and school boards	(Introduced - Dead) 2025-03-13 - ITL: Motion Adopted Voice Vote 03/13/2025 House Journal 8 P. 15	NO ACTION NEEDED
HB 666	Relative to adding restitution payment for violations of the confidentiality of the library use records and adding library cards and membership status to the list of confidential matters	ITL 5/8/2025 Confidentiality may be added to another bill. The Senate conferees refused to agree to the House's addition of the provisions dealing with library information; the House conferees were unwilling to remove the provisions from the bill. The committee of conference unable to reach agreement and the bill failed. Some wording was added to SB141 but was rejected by senate. Bill ITL.	NO ACTION NEEDED
HB 775	Directing the Deptment of Health and Human Services to issue a request for proposals for supervised visitation centers	Laid on the table by Senate-DONE	NO ACTION NEEDED

2025 Legislation and Action Needed

SB 69	House added floor amendment: wording from HB 376	Senate voted not to concur	NO ACTION NEEDED
SB 141	Extending the time to petition for a new trial in certain cases and relative to adding library cards and membership status to the list of confidential library user records	Jun 12, 2025: Sen. Ward Moved Nonconcur with the House Amendment, MA, VV; 06/12/2025; SJ 16	NO ACTION NEEDED
SB 208	Requiring local school boards and public libraries to adopt curation policies	(Introduced - Dead) 2025-03-13 - Rereferred to Committee, Motion Adopted, Voice Vote; 03/13/2025; Senate Journal 7. Retained in Committee, could be worked on over the summer for next session.	NO ACTION NEEDED
SB 213	As amended, SB 213 broadly defines "electioneering"— presuming that any factual communication by public employees could be deemed political advocacy—and makes it a misdemeanor-level offense! Such vague and overreaching language would severely limit civic engagement. If enacted, SB 213 could prohibit public workers from: • Sharing information intended to educate voters and foster transparency. • Distributing voter guides or facilitating candidate forums. • Having everyday conversations about municipal operations.	Adopted 6/26/2025 **Vetoed by Gov Ayotte Aug 1, 2025**	NO ACTION NEEDED

By Jonathan Cowal, Municipal Services Counsel, NH Municipal Association (NHMA)

A Guide for Managing Public Comment

Public boards can sometimes find themselves in situations where they are struggling to manage public comments. Whether it is the result of a particularly contentious issue, comments running too long and extending meetings to an unreasonable length, or simply a lack of organization, public comment can place a burden on a public bodies' ability to conduct business. Knowing the tools you have at your disposal, and when public comment is necessary versus optional can help you manage this issue.

Q. Is public comment required at all gatherings of a public board or body?

A No. Public comment is only legally required during public hearings, not public meetings (with a few possible exceptions). This is not to say that boards or bodies can't allow the public to be heard at meetings; it can be a good idea to allow some level of public comment. But knowing the legal limits and requirements is your first tool in understanding your options if things start to get out of hand. Under RSA 91-A, the public has a legal right to attend public meetings. They have a right to watch, listen, take notes or record. But they do not have a right to provide written or verbal comment unless you choose to give it to them. If a public board is going to choose to allow public comment, it is vital to first establish clear and written rules of procedure.

If a public board is going to choose to allow public comment, it is vital to first establish clear and written rules of procedure.

Q. How do I know if public comment is required versus optional?

A The first, and most important, authority for determining the answer to this question is the New Hampshire RSAs, or statutes. Whenever a board or body seeks to accomplish something, it is important to check the RSAs to see what type of action is needed. For example, if the library trustees wanted to accept unanticipated funds they would need to refer to RSA 202-A:4-c. If the amount is less than $5,000, the statute says that the trustees may accept this money in public session of any regular library trustee ***meeting.*** However, if the funds are in the amount of $5,000 or more, the library trustees must hold a prior public ***hearing.*** So, what is the difference? The answer is public comment. While the library trustees could choose to allow public comment during a meeting to accept less than $5,000, they are not legally required to do so. However, for $5,000 or more, the law requires the trustees to hold a hearing and inherent in that requirement is the public's right to speak and be heard.

The second consideration for determining the answer to this question outside of the strict statutory requirements is personal preference, or to put it another way, common sense. There are certain powers vested in public boards or bodies that do not require a public hearing. However, if a decision would have a significant impact on the residents of a municipality, it may make good sense to open the meeting up to public comment, essentially turning it into a public hearing, so that the public feels that their input was considered.

Q. How can a board or body best manage public comment?

A Having clear, written, rules of procedure governing public comment is the single best tool available! These rules will apply to comments during public hearings, where the public must be heard, as well as public meetings should you choose to allow a public comment period. Whenever public comment is allowed, or required, there are First Amendment concerns to be aware of, but there are still many restrictions which can be implemented. Boards can implement specific sign-up procedures, time limits on how long one person can speak, limit comments to a specific topic that is being discussed, restrict duplicative comments, allowing everyone who signed up to speak to get a turn before anyone gets a second turn, and limit public comment periods to a specific length of time. The restrictions that you want to avoid are rules that restrict the content of what people are saying. It would be improper, for example, to implement rules like positive comments only, no swearing or obscenity, preventing a specific person or group from speaking, or preventing a

Legal Q&A *continued from previous page*

specific viewpoint from being discussed. These types of restrictions potentially run afoul of the First Amendment. It is also important to remember that while the board may be required to hear the public's comments, they are not required to respond. It should be made clear in your policy that board members will not be expected to answer questions or engage in discussion during public comment periods unless required as part of a public hearing process.

Q. How can public comment rules of procedure be enforced?

A The first steps in being able to enforce public comment rules of procedure are to: 1. Establish the rules, 2. Write them down, and 3. Make them available and known to any member of the public who may wish to speak. It is a good idea to have a copy of your rules available on your website, posted on the wall somewhere in your regular meeting place, and to have printed copies available. If someone is not adhering to your rules, remind them of the rules and give them the opportunity to comply. It is commonly suggested to use at least a three strikes approach. What this means is that you should give someone at least three chances to follow the rules before you consider having them removed from the meeting or cutting off their right to speak.

Summer Dreamin': How James E. Nichols Library Secured an AARP Livable Communities Grant

By Linda Verge, Library Director, James E. Nichols Memorial Library

The James E. Nichols Memorial Library is a very small library in the beautiful lake town of Center Harbor. The population of Center Harbor is only about 1,000 people year round, and 63% of residents are age 50 and above. In summertime, our population swells as we welcome summer visitors to the region. This grant story began on a chilly day in January of this year when I attended an AARP 2025 Community Challenge Q&A Webinar. Two past awardees spoke about how their grants transformed outdoor areas of their towns. That got me to daydreaming about sunny summer days and the library's wonderful outdoor potential. Our historic library sits high on a knoll and overlooks Lake Winnipesaukee. I wondered how I could expand the library's outdoor space for more programming and also foster a greater sense of community for our residents.

Shortly thereafter, I attended another online seminar, *Library GreenScapes: Cultivating Climate Resilience, Community, and Learning Outdoors*, and that's when plans really began to gel. These webinars were the genesis for making Center Harbor a more livable community, especially for those age 50 and above.

I worked with Select Board member Harry Viens before applying for the grant. My vision was to add four picnic tables to the library grounds, two of which would be ADA compliant and could accommodate a wheelchair. I also envisioned four Adirondack chairs so that people could congregate, converse, and enjoy the beauty of Center Harbor.

Fast forward: in May of 2025, AARP notified me that I was awarded the grant. Out of 3,460 applicants, little Nichols Library made the cut! Only 9%, or 383 applicants, were awarded grants. I promptly set to work ordering the furniture and calling for volunteers to help assemble it.

One of the conditions of the grant was that half of the volunteers should be age 50 plus. A crew of ten hardy volunteers came together on a hot August morning to assemble the furniture. All of us easily met the age criteria of "older" adults. The Adirondack chairs are located in Dr. Morrill Memorial Park, also in the process of being reimagined, adjacent to the library grounds. The picnic tables are installed on the side lawn of the library facing Lake Winnipesaukee.

The end result: two beautiful new welcoming spots for patrons, residents, and visitors to gather – all because of a little summer dreamin'!

Library Director Linda Verge (wearing hat) celebrates at the ribbon cutting with the trustees and volunteers.

Abbott Library

Expenses by Vendor Summary
September 2025

	Total
Adobe, Inc	19.99
Amazon business	2,508.09
Baker and Taylor	1,065.77
Belletetes	22.61
Briar Patch Landscaping, LLC	825.00
Brodart Co.	19.70
Canon Solutions America	68.48
Comcast	147.21
Doolittle's Print Serve,Inc	342.88
Eversource	1,029.42
Google Services	387.56
Hoopla	486.78
Key Communications	60.00
Library Ideas	1.50
Mailchimp	26.50
MicroMarketing LLC	78.24
Microsoft	299.98
Midwest Tape	227.15
NHLA	60.00
NHLA-EVENT	75.00
Powers Generator	682.00
Precision Software Corporation	63.00
QUENCH USA	65.00
Wal Mart	29.45
Not specified	31,887.73
TOTAL	**$40,479.04**

2025 Final Budget and Projection 10/15/25

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 9/30/25	Projected next 3 months	Projected Year End	Projected 2026 @current rates	Projected 2026 3% COLA 9% health	Add 1.5% for step increases through the year
TELEPHONE	1,550.00	1,550.00		1,288.00	1,550.00	1,154.00	-				
FIRE ALARM	1,250.00	1,250.00		905.00	1,250.00	2,216.60	312.50				
INTERNET ACCESS*	5,000.00	5,000.00		5,479.00	6,000.00	4,280.00	441.00				
COMPUTER SUPPORT/HARDWARE**	6,700.00	3,400.00		4,343.00	3,400.00	9,726.00	4,500.00				
COPIER LEASE/SUPPLIES	1,300.00	-				618.79	-				
EQUIPMENT REPAIR	300.00	300.00		691.00	300.00	2,288.18	75.00				
TOTAL PROF & TECH	**16,100.00**	**14,500.00**		**12,706.00**	**12,500.00**	**19,283.57**	5,328.50				
ELECTRICITY	12,000.00	12,000.00		9,786.00	12,000.00	7,352.00	2,413.00				
HEAT	6,000.00	6,000.00		3,906.00	6,000.00	3,673.50	1,500.00				
WATER	800.00	1,400.00		872.00	1,400.00	350.00	350.00				
SEWER	500.00	500.00		275.00	500.00	304.00	125.00				
BLDG. REPAIR & MAINT.	9,000.00	3,000.00		5,700.00	3,000.00	4,398.00	1,030.00				
OUTSIDE MAINTENANCE	3,700.00	3,500.00		3,625.00	3,500.00	5,453.00	223.00				
TOTAL 4 PROPERTY SERV.	**32,000.00**	**26,400.00**		**24,164.00**	**26,400.00**	**21,530.80**	5,641.00				
INSURANCE	5,500.00	6,300.00		5,679.00	6,189.00	6,189.76					
TRAINING/MEETINGS	1,000.00	1,200.00		1,242.00	1,200.00	944.00	300.00				
PROGRAMS	500.00	500.00		2,087.00	500.00	1,020.36	125.00				
ADVERTISING	800.00	800.00		372.00	800.00	1,162.00	200.00				
MEMBERSHIPS	700.00	700.00		260.00	700.00	610.00	175.00				
TOTAL 5 OTHER SERVICES	**8,500.00**	**9,500.00**		**9,640.00**	**9,389.00**	**9,946.08**	800.00				
MACHINE SUPPLIES	700.00	400.00		69.00	400.00	45.76	100.00				
PROGRAM SUPPLIES	608.81	2,300.00		2,207.00	2,000.00	4,238.00	575.00				
GENERAL SUPPLIES	2,000.00	4,500.00		4,004.00	3,500.00	2,979.00	1,125.00				
POSTAGE	210.00	350.00		394.00	300.00	78.00	87.50				
OFFICE EQUIPMENT	100.00	300.00		2,250.00	300.00	3,001.00	725.00				
BLD. CUSTODIAL SUPPLIES	1,300.00	2,800.00		2,240.00	1,800.00	1,539.00	700.00				
TOTAL 6 SUPPLIES	**4,918.81**	**10,650.00**		**11,164.00**	**8,300.00**	**11,880.78**	**3,312.50**				
ACCOUNTING FEES	1,500.00	300.00			-						
LEGAL FEES		-									
OUTSIDE CONTRACT SERVICES		-				(1,783.23)					
OUTSIDE CLEANING SERVICES		-									
TOTAL	**1,500.00**	**300.00**		-	-	**(1,783.23)**	-				
OPERATIONS						992.40	-				
BOOKS, SUBSCRIPTIONS, REF.	-			421.00		156.48	-				
POSTAGE, MAILING SERVICE	-	300.00		216.00	300.00	372.00	75.00				
TOTAL		**300.00**		**637.00**	**300.00**	**1,520.88**	75.00				
FURNITURE & FIXTURES	280.00	-		1,714.00	-	182.94	-				
TOTAL & CAPITAL OUTLAY	280.00	-		1,714.00	-	**182.94**	-				
BOOKS	29,000.00	22,700.00		25,749.00	21,000.00	14,463.00	2,606.00				
SUBSCRIPTIONS***	3,500.00	4,000.00		3,230.00	3,000.00	0.00	2,490.00				
NON-PRINT	7,000.00	6,000.00		8,059.00	5,000.00	5,076.00	457.00				
SOFTWARE****	4,000.00	8,600.00		7,894.00	7,000.00	63.00	2,150.00				
COLLECTION SUPPLIES	1,200.00	1,200.00		1,358.00	1,200.00	439.00	300.00				
E CONTENT*****	6,200.00	14,000.00		16,528.00	11,100.00	5,610.00	7,208.00				
TOTAL 8 OTHER CHARGES	**50,900.00**	**56,500.00**		**62,818.00**	**48,300.00**	**25,651.00**	15,211.00				
									=2025 proposed	+ 3%	
TOTAL NON SALARY EXP.	**114,198.81**	**118,150.00**	116,200.00	**122,843.00**	**105,189.00**	**88,212.82**	**30,368.00**	**118,580.82**	**116,200.00**	119,686.00	119,686.00
SALARIES											
FULL TIME SALARY	226,625.16	262,948.60	256,619.00	218,022.00	219,317.00	137,738.00					
PART TIME SALARY	85,696.95	102,972.72	102,275.00	83,218.00	100,000.00	82,243.00					
Overtime wages						2,281.00					
SUB TOTAL:	312,322.11	355,921.52	358,894.00	301,240.00	319,317.00	222,262.00					
BENEFITS AND TAXES											
UNUSED SICK TIME	5,446.84	5,667.50	5,040.00	2,928.00	5,000.00		3,000.00				
HEALTH INSURANCE	78,800.71	107,734.56	91,267.00	59,453.00	81,333.00	48,115.00					
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	1,996.00					
MEDICARE	4,770.41	5,038.91	4,900.00	4,301.00	4,750.00	3,152.00					
EMPLOYER FICA	20,001.38	21,545.07	21,000.00	18,389.00	20,318.00	13,210.00					
RETIREMENT CONTRIBUTION	35,693.81	32,469.68	31,100.00	29,000.00	29,731.00	18,050.00					
UNEMPLOYMENT COMPENSATION	482.24	350.68	730.00	216.00	649.00	323.00					
WORKERS COMPENSATION INS.	600.76	486.52	472.00	316.00	484.00	816.00					
SUB TOTAL WAGE EXPENSE	312,322.11	355,921.52	358,894.00	301,240.00	319,317.00	222,262.00					
SUB TOTAL BENEFITS AND TAXES	150,492.34	183,738.80	164,003.09	118,520.00	150,208.00	85,662.00					
TOTAL SALARY EXPENSE	**462,814.45**	**539,660.32**	522,897.09	**419,760.00**	**469,525.00**	**307,924.00**	**142,371.00**	**450,295.00**	**519,750.00**	536,129.00	544,170.94
TOTAL EXPENSES	**577,013.26**	**657,810.32**	**639,097.09**	**542,603.00**	**574,714.00**	**396,136.82**	**175,739.00**	**568,875.82**	**635,950.00**	**655,815.00**	**663,856.94**
increase over 2024 buget		14.0%	10.8%	-6.0%	-0.4%						

relative to default budget
10.7% increase with no wage or benefit increases
14.1% increase with 3% COLA and 9% health increase
15.5% increase with COLA, ins increase and step increases
relative to budget rejected at town meeting
2.6% increase with 3% COLA and 9% health increase
3.8% increase with COLA, ins increase and step increases

Notes:

9/30 salary and benefit expenses are per town reports, with health ins correccted
salary projections to year end are based on Jeff's and Kyler's estimate of weekly hours
benefits to year end have $0 for Molly health insurance as she will not be on health ins until May 2026.
Non-salary projections to year end are 25% of annual budget,modified to include refinements from Kyler and Jeff
2026 projection is 2025 original budget for non-payroll and 13,126 staff hours at the variouus rates
9-12 add 1.5% for steps

2025	
grants and donations	8000
booksale	4400
interest on large CD's	10000
interest on smaller CD	1000
trust and fines	3500

modified to include 4th quarter items identified by Kyler and Jeff

Abbott Library
Board of Trustees
Meeting: October 28, 2025
Minutes

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

Call to Order
Chair Bev called the meeting to order at 5:01 pm.

Chair's Remarks
Bev welcomed new trustee Emma Brown to replace Jim McGraw's term which ends in March of 2026. Bev summarized the various actions to set up this appointment and the official swearing in. The Board welcomed Emma.

Approval of Meeting Minutes
September 30
A motion was made by Bev to approve the September 30, 2025 minutes. Nancy seconded the motion. The motion passed unanimously.
October 17
A motion was made by Bev to approve the October 17, 2025 minutes. Jon seconded the motion. Motion passed unanimously.

Treasurer's Report
The Expenditures by Vendors Report was submitted by Tim, Treasure, via email to the Board in advance of the meeting. Tim made a motion to approve payment of September expenses in the amount of $8,522.41. Jon seconded the motion. The motion passed unanimously.

Budget Discussion
A motion was made by Tim to approve the amount of $670,000 as the tentative budget request for the Abbott Library for budget year 2026-2027. Sue seconded the motion. The motion passed.
This amount is a 16.5% increase over the default budget currently in place.

Chair's Report

Bev brought up HB273, AN ACT relative to a parent's access to their minor child's library records. Jeff shared a letter drafted by the Manchester, NH Library in response to this proposed legislation. Bev asked the Board to read the letter subsequent to the meeting.

Bev reported that she, Jon and Jeff have agreed to work together on a Public Comment Policy. She also brought up the option of having legal representation review policies after they are drafted. She will pursue this with Shannon Martinez, Town Manager.

Director's Report

The Board expressed appreciation for Jeff's detailed Director's Report provided to trustees in advance of the meetings. It informs the Board and provides opportunity for input, questions, etc.

Revised Registration Form for Teens to Become a Patron and get an Abbott Library Membership Card:

Jeff presented the issue and the pros and cons of different types of membership and the respective registration processes.

Establishing a teen membership (card) for ages 14-17 would allow a teen to be a member of the Library without a parent's or legal guardian's signature, and grant them all the associated rights eg. borrowing materials. This approach removes the access barrier when a teen's parent or legal guardian, for various reasons, cannot get to a Library to sign for the teen's membership. It would also prohibit a teen's parent(s) or legal guardian(s) from accessing information on what their teen currently has on loan from the Library. Compliance with existing statues needs to be reviewed and assured prior to development and implementation of any proposed approach to registration of minors. More research, study of evolving best practices, and input from informed advisors need to occur as this topic is deliberated and ultimately a decision reached.

Winter Reading Program for Children:

Jeff would like to move forward with organizing the Program with the expectation that funds will be available via the *eventual* budget, or The Friends, a private donation, etc. The Board supported Jeff's suggested approach.

Staffing:

Jeff commented on his and the staff's appreciation of the Library being fully staffed. He also mentioned that Shannon Martinez, Town Manager, has requested a change in the position of Library Intern to Library Aide. Jeff will be proceeding with that modification via the Town's Human Resources Director.

Non-Public Session

A motion was made by Jon to enter a Non-Public Session. Sue seconded the motion.
Roll Call Vote on the motion:
Bev Bjorklund Y

Tim Eliassen. Y
Sue Johanson Y
Jon Reed Y
Nancy Berger Y
Peter Maciaszek Y

The motion passed unanimously. The meeting went into Non-Public Session at 7:09 pm. The Board returned to Public Session at 7:24 pm.

Motion to seal the minutes:
A motion was made by Nancy to seal the Minutes from the Non-Public Session. Tim seconded the motion.
This action is based on RSA 91-A:3, II (a) because it is determined that divulgence of this information likely would
__X_ Affect adversely the reputation of any person other than a member of this board
____ Render a proposed action ineffective
____ Pertains to preparation or carrying out of actions regarding terrorism

Roll Call Vote to seal minutes:
Bev Bjorklund Y
Jon Reed Y
Nancy Berger Y
Tim Eliassen Y
Sue Johanson Y
Peter Maciaszek Y

The motion passed unanimously.

Public Comment: None

Changes to Board's Meeting Schedule
Bev suggest that we change the Board meeting date for November due to its proximity to Thanksgiving. The Board agreed to reschedule the meeting from November 25 to November 18 at 5:00 pm.

Adjournment
A motion was made by Tim to adjourn the meeting. Bev seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:36 pm.

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

Next Meetings

November 18, 2025 at 5:00 pm
December 16, 2025 at 5:00 pm