Director's Report to the Board of Trustees of Abbott Library
September 30, 2025

Staffing

- Molly DiPadova has nearly been with us a full month as our Youth Services Librarian, and she has seen many familiar faces from Richards, as we've learned that both libraries share quite a few patrons! She has been running storytimes, purchasing books, training on cataloging, and planning programs for the fall and winter. She will be teaming up with Ruane at the Livery's Christmas Village event, and the goodie bags/books will once again be provided thanks to the Friends.
- We now have a new staff schedule that spreads the opening and closing duties across the full team, and Kyler is producing a weekly desk schedule so that everyone has dedicated face time with patrons. We would like to find scheduling software that would make this much easier.
- We will soon have name-tags for all staff, and I am working with a woodworker from Etsy to make a custom frame that will allow for all staff to be pictured (harder than it should be to find a frame that fits all of us in the same style as the one we have).
- Many thanks to Shannon and Jennifer for heading up plans for the Town Employee BBQ, and of course to all the staff who labored for many hours to prepare the food. The weather was perfect and thanks to the Board members who could join us. We enjoyed the outing on the 4th, despite not bringing home the cornhole trophy. Ah well, there's always next year!
- With a full staff for the first time in a year, we have decided to form a Programming Committee (including Kyler, Rebecca, Molly and myself) for the purposes of planning and promotion. We will meet monthly or as required.
- I have been working on a list of holiday closures (full day as well as early closures) for the remainder of the year, and would like to discuss these at the meeting. I am attaching a chart for consideration – this covers the holidays beginning with Veterans' Day. We will be closed for Columbus Day, October 13th. I will bring a full 2026 calendar of proposed closures to the October Board meeting.
- Kyler has been developing a number of contact lists that we have determined we need. These include: Building Services List (for staff when needing to contact vendors or service techs); Emergency Contact List for Staff Members; Updates to the Board/Friends/Staff contact lists; and a Task List for weather- or emergency-related closures.
- I learned that Abbott Library has never had an account with WMUR for media notifications on winter weather closures or delayed openings. I have now set this up for us, so staff and patrons will be able to note our closures for the coming winter during the inevitable snow days.
- Packets of Board agendas, statistics, financial information, and Director's Reports have now been assembled and Rebecca will be uploading these to the Board page on the website very soon. They cover the period between February and June. Once August minutes are approved, the August packet will also be uploaded. We should be able to keep up with these each month going forward.

Patrons

- I have continued to update the Board Committee (Bev, Tim, and Jim) working on our policy in response to HB273 (parental access to childrens' library records), and we will need a policy as well as staff procedure/patron form ready for January 1. Mindy will be circulating a memo to all Library Directors this week. She took us through the contents of this memo last week during a quarterly Directors' Call. RSA 201-D:11 (confidentiality of records) has also been amended and the Board should review the text of both RSAs.
- A downpour last week put a literal damper on the turnout for local artist Shannon Bender's art show reception for *Resonances*, although we did have a small number join us. Shannon kindly donated all of the food. We have had quite a lot of positive feedback, now that art is back on the walls. I am in the midst of signing up a holiday 2025 show that will pick up after Shannon's and run until early January, and am also scheduling a show for Summer 2026. These will feature artists from Enfield and Laconia respectively. Shannon Bender will help spread the word with her contacts with local artists. It was her recommendation that will lead to the one following hers.
- Recently, Malia was in touch with me to gauge our interest in participation in a pilot program run by the NH Judicial Branch Office of Access and Community Engagement. I have agreed for Abbott to be part of this program. Volunteer attorneys will be scheduling 'office hours' in our meeting room, where they will provide information (not legal advice) to interested patrons, particularly those who are *pro se* or self-representing in legal cases. We will learn more about when these will start very soon.

Programming (Children and Adult)

- Rebecca has designed a fantastic new slideshow presentation for the foyer, highlighting staff as well as upcoming programs. She is also planning a reboot to designs for our program calendar and the Abbotter newsletter.
- Kyler, Molly and Rebecca have collaborated on an impressive line-up for fall and winter programs:

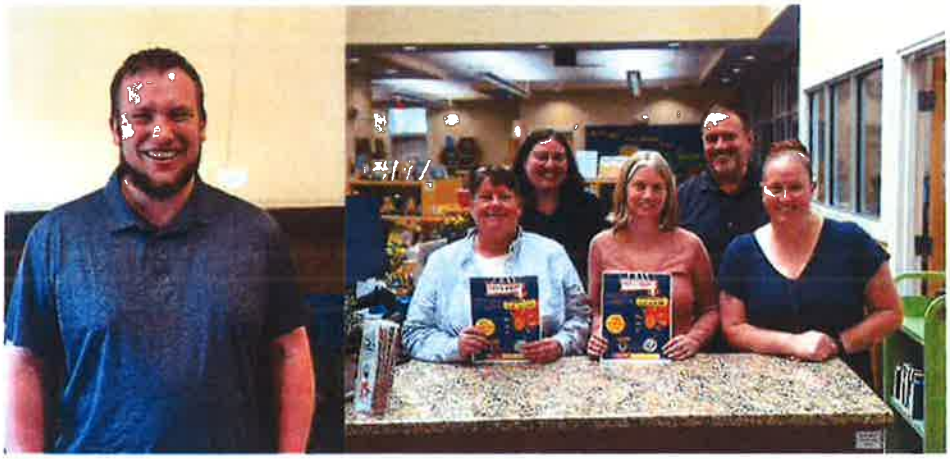
  In no particular order (because I think it's more fun to read this way...)

  Movie nights and matinees, Banned Book Storytime and Discussion; a Halloween Party; Playgroup and Lego Club drop-ins; a series of video game tournaments; a presentation on Gerrymandering and Re-Districting; Flower Arranging x 2 with our own Ruane; Discovering New England Stone Walls; Franklin Pierce: From Hillsborough to the White House; Mini-Pumpkin Felting Class; Mini-Pumpkin Painting; a spooky 'Fright Before Christmas' talk (for adults!); Dragon Eye Craft; a Montshire Museum program on rollways (with marbles instead of lumber!); a Comet program with McAuliffe-Shepard Discovery Center; Christmas Ornament Decorating, hopefully a gift-wrapping program, and I'm sure I may have inadvertently left one or two out. Whew!

- The Mah Jongg program is expanding to include Chinese Mah Jongg, after a Friends-funded training visit from a player form Massachusetts.
- We enjoyed a very fun evening at Hoptimystic Brewery on September 17th, where the Library team proved triumphant in our first trivia outing of the 'Beat the Librarians' variety, defeating all challengers! The brewery was really pleased with the large public turnout and Kyler did an amazing job planning the program and questions, and was the evening's consummate host. We are sure this will happen again (the program - as well as the victory hopefully - although we may have to let another team win or the community may get tired of us winning every time…)

  It should be noted that Laura, Molly, and Rebecca did in fact lead us to this victorious outcome with impressive performances, especially in the music, theater, books and picture rounds. Terri and I occasionally helped too. (Jeff bought the pizza – just sayin'.)

  Our fearless host and the victors:



Infrastructure: Building, Equipment, and Technology

- All staff computers are now running Windows 11, and we have two larger monitors at the Circulation desk. All eyes are appreciative!
- Boiler cleaning has been scheduled for the winter; we have also scheduled the carpets and bathroom tile floors for steam cleaning on October 18th.
- During the last month, NH Generator Services and Powers both provided servicing to our generator. There is now a Kohler app on my phone so that I can see alerts. We still need to learn more about some aspects of how the generator works – for instance, knowing when we are running on the generator vs the power being restored after an outage.
- We have posted a 'BEE Safe' sign on the hive shelves in the Children's area, in hopes that the young ones who enjoy climbing to the top of the shelves will now seek lower ground. I am meeting with Tucker Library Interiors this week to discuss some other options that may encourage use of the area as seating.
- We are also posting new safety-related signage on the movable shelves to ensure that patrons check the other aisles before turning the crank to shift the shelving.

- We are considering relocating (into storage) the computer table in the Children's area. The area has become very tight and confined. We have several tables nearby that are used more often than this larger one [that used to hold the AWE computers.] We have some ideas for the space that would encourage a wider play area.
- We have purchased a small number of 'shopping' baskets with handles, to encourage the picture book stacks that go out the doors to be even higher!
- We had an inspection (as did other Town buildings) from the Joint Loss Committee. Kyler serves on this committee for the Town, but the inspection was done by other committee members. They found the Library to be in need of: a garden hose reel (which has been purchased and set up); a 'No Smoking' sign (which I am purchasing); and an Emergency Plan (a much larger undertaking which we will schedule for completion in the coming months).
- Denis Ferland will now be providing IT services to the Library. He will be coming in during October to do a full assessment of the network and high-priority needs. Denis provides IT services for Tracy Memorial Library in New London. Several purchases that had been approved by the Foundation have now been tabled for his input.

Collections

- Laura compiled and wrote an incredibly helpful training document for cataloging for the staff. It is very thorough and clear. She also continues to trial different vendors and maximize timely releases of new titles balanced with the cost incurred to do so.
- We have continued to discuss automatic renewals and eventually will put this in place. This will require consistent communication to patrons.
- Recently, Laura borrowed for us a rotating Large Print collection from the State Library, and this proved very popular with patrons with high circulation.
- Thanks to Terri for always leading everyone in facing and display of our collection. Items move as quickly off of shelves and displays as they are put out. Terri has an amazing eye for what will jump off the displays. Everyone of course pitches in, and Rebecca does a great job choosing and designing the monthly display areas and all display signage.
- The State Library has partnered with Baker & Taylor on providing MARC records for our catalog. This is still in its early days, but may lead to reduced costs for us.
- The coming months bring renewal deadlines for magazines, newspapers, and a range of our digital content (Heritage Quest, Mango, Ancestry, New York Times, Scholastic Go and BookFlix, ProQuest catalog data, and Libby). We will definitely be continuing with NYT, BookFlix, Libby and the full catalog data offering from ProQuest. We are considering whether we cease offering Mango, Ancestry, and Heritage Quest, due to low usage. Scholastic Go is being discontinued in 2026, so we will not renew this one.
- The team has started printing new spine labels with our thermal transfer printer, to replace the MANY faded labels throughout the collection.

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

- Everyone is looking forward to the Community Square Dance, held by the Friends on Saturday, October 4th.
- Several staff met with Liz Medlin and Shelly Turner to discuss the transition of the Friends Treasurer role for this coming month and new procedures.
- Kyler, Molly and Rebecca all collaborated on the presentation request to Friends for fall/winter programming, and that has now been sent to Jan for approval at their October 6th meeting.
- Our badge maker arrived; this was a Foundation-approved purchase.
- We will be meeting with the SCES and SMHS Librarians in October to discuss our joint catalog. The principals and Superintendent have been invited to this meeting as well.

Abbott Library / Holiday Closures 2025 (End of Year)

Day of the Week	Date	Holiday, Day After, or Eve of Holiday	Town Hall Plans for 2025	What we did in 2024 (which could be affected by what day of the week the holiday fell on in 2024)	Jeff Proposes for the Library
Tuesday	11/11/25	Veterans Day	Closed	Stayed opened, regular work schedule	Remain open in exchange for being closed on December 26th
Wednesday	11/26/25	Thanksgiving Eve	Regular hours	Stayed opened, regular work schedule	Close at 4 2 hours early
Thursday	11/27/25	Thanksgiving	Closed	Closed	Closed
Friday	11/28/25	Day After Thanksgiving	Closed	Closed	Closed
Wednesday	12/24/25	Christmas Eve	Regular hours	Closed early at 2PM, 5 hours early	Close at 4 2 hours early
Thursday	12/25/25	Christmas	Closed	Closed	Closed
Friday	12/26/25	Boxing Day	Regular hours	Closed-Switched Veteran's Day with Day after Christmas.	Closed (since we are open on Veteran's Day)

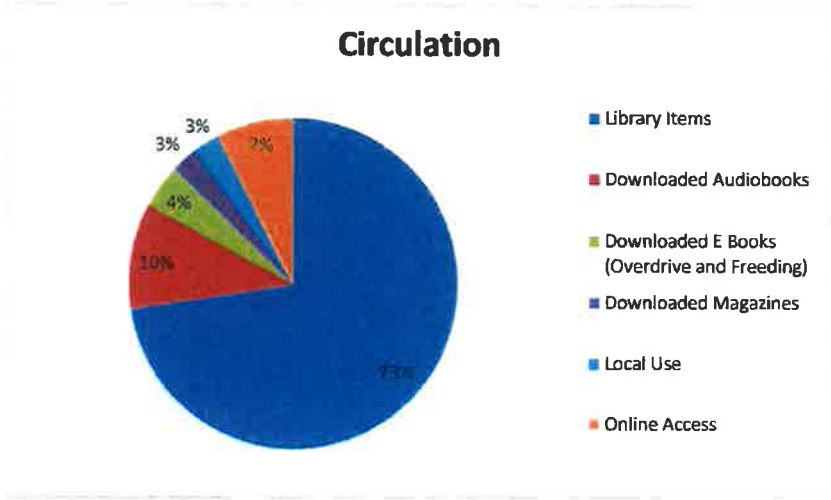
Wednesday	12/31/25	New Year's Eve	Regular hours	Closed at 3PM, 4 hours early	Close at 4 2 hours early
Thursday	1/1/26	New Year's Day	Closed	Closed	Closed

Library Use:	August 2025		YTD 2025	YTD 2024	% Change
Library Items	3,314		22,982	23,696	-3%
Downloaded Audiobooks	465		3,442	3,509	-2%
Downloaded E Books - Overdrive and Freading	192		1,801	2,212	-19%
Downloaded Magazines	126		1,262	1,460	-14%
Local Use	122		648	932	-30%
Online Tools Total	342		3,796	6,505	-42%
Breakdown of Online Tools					
Ancestry	13		96	196	-51%
Kanopy (videos)	74		864	1,028	-16%
EBSCO	7		144	15	860%
Mango	5		192	1,169	-84%
New York Times	0		694	2,766	-75%
Hoopla	235		1,730	1,331	30%
BookFlix	5		35		0%
ScholasticGo	3		41		0%
Total Circulation	4,561		33,931	38,314	-11%
Patron Visits	2,289		18,208	19,857	-8%
New Registrations	30		150	255	-41%
Internet Sessions (public computers)	151		1,029	1,342	-23%
Wireless Usage	2,496		6,394	4,621	38%
Program Questions	9		231	496	-53%
Regular Reference	49		449	823	-45%
Extended Reference	11		54	81	-33%
Readers' Advisory	33		210	210	0%
Tech Help	30		282	366	-23%
Extended Tech Help	11		50	99	-49%
Total Reference	143		1,276	2,075	-39%
Website	**August 2025**		**YTD 2025**	**YTD 2024**	**% Change**
Visits	1,514		12,587	13,840	-9%
Unique Visitors	858		7,034		
Avg Visits per Day	27.7				
Programs This Month	**Adult**		**Child**	**2025 Adult YTD**	**2025 Child YTD**
Number of Programs	7		16	70	73
Number of Attendees	64		202	627	1,983
Meeting Room Usage in Hours	**Activities**		**NH Room**	**Activ YTD**	**Conf YTD**
	52.0		40.0	540.3	343.1
Launchpad Checkouts	**August 2025**		**YTD 2025**		
	0		7		
Volunteer Hours	**August 2025**		**YTD 2025**		
	89.5		1,343		
Web Chats	**August 2025**		**YTD 2025**		
	0		10		

August 2025

Circulation	
Library Items	3,314
Downloaded Audiobooks	465
Downloaded E Books (Overdrive and Freeding)	192
Downloaded Magazines	126
Local Use	122
Online Access	342
Total Circulation	4,561

Total Reference	143
Patron Visits	2,289



Expenses by Vendor Summary
Abbott Library
August 2025

Vendor	Total
Payroll and benefits	38,429.90
Adobe, Inc	19.99
Amazon business	2,112.89
ARC Mechanical Contractors	917.50
Baker and Taylor	972.38
Bluehost, Inc.	59.64
Briar Patch Landscaping, LLC	825.00
Canon Solutions America	75.63
Comcast	147.21
Dunnells Plumbing and Heating	255.00
Eversource	1,027.70
Google Services	386.40
Hampshire Fire Protection Co.,LLC	285.00
Hoopla	531.01
Key Communications	100.44
Mailchimp	26.50
Midwest Tape	319.37
NH Generator Installers	200.00
NHLA-EVENT	150.00
Paragon Print Systems	101.65
Precision Software Corporation	63.00
Pure Solutions	150.00
QUENCH USA	216.77
Total non-payroll expenses	8,943.08
Total payroll expenses	38,429.90
TOTAL	**$47,372.98**

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

	Total					
	YTD Actual	YTD Budget	$ over YTD Budget	% of YTD Budget	Annual Budget	% of Annual Budget
Revenue						67%
1 Town Funding Contributions	0.00	0.00	0.00			
100 Town Funding	68,095.25	66,000.00	2,095.25	103.17%	99,000.00	
101 Town Funding Payroll & Benefits	293,095.06	313,016.64	-19,921.58	93.64%	469,525.00	
102 Town Funding Insurance	0.00	4,126.00	-4,126.00	0.00%	6,189.00	
Total 1 Town Funding Contributions	**$ 361,190.31**	**$ 383,142.64**	**-$ 21,952.33**	**94.27%**	**$574,714.00**	**62.85%**
43300 Direct Public Grants (deleted)	0.00	0.00	0.00		0.00	
43330 Foundation and Trust Grants	4,000.00	0.00	4,000.00		0.00	
Total 43300 Direct Public Grants (deleted)	**$ 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	662.10	0.00	662.10		0.00	
Total 43400 Direct Public Support	**$ 662.10**	**$ 0.00**	**$ 662.10**		**$ 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	5,336.01	0.00	5,336.01		0.00	
Total 45000 Investments	**$ 5,336.01**	**$ 0.00**	**$ 5,336.01**		**$ 0.00**	
46400 Other Types of Income	4,458.00	0.00	4,458.00		0.00	
46429 Interest Operating Acct	3.91	0.00	3.91		0.00	
46480 Book Reimbursement	223.97	0.00	223.97		0.00	
46481 Non-Resident Fees	530.00	0.00	530.00		0.00	
46482 General Donations/Coffee	231.21	0.00	231.21		0.00	
46487 Printing/Copying Income	844.62	0.00	844.62		0.00	
46489 Overdue Conscience	278.25	0.00	278.25		0.00	
Total 46400 Other Types of Income	**$ 6,569.96**	**$ 0.00**	**$ 6,569.96**		**$ 0.00**	
Total Revenue	**$ 378,058.38**	**$ 383,142.64**	**-$ 5,084.26**	**98.67%**	**$574,714.00**	**65.78%**
Gross Profit	**$ 378,058.38**	**$ 383,142.64**	**-$ 5,084.26**	**98.67%**	**$574,714.00**	**65.78%**
Expenditures						
2 Payroll and Benefit Expenses	0.00	0.00	0.00		0.00	
207 Full Time Wages	134,330.42	146,211.36	-11,880.94	91.87%	219,317.00	**61.25%**
208 Part Time Wages	77,484.05	66,666.64	10,817.41	116.23%	100,000.00	**77.48%**
208.5 Overtime Wages	2,016.03	0.00	2,016.03		0.00	
209 Unused Sick Time	0.00	3,333.36	-3,333.36	0.00%	5,000.00	
210 Health Insurance	46,008.20	56,888.00	-10,879.80	80.88%	85,333.00	
215 Life & Disability Insurance	1,693.21	2,628.64	-935.43	64.41%	3,943.00	

220 Medicare	3,316.54	3,166.64	149.90	104.73%	4,750.00	69.82%
221 Employer FICA	4,949.61	13,545.36	-8,595.75	36.54%	20,318.00	24.36%
231 Retirement Contribution	15,968.11	19,820.64	-3,852.53	80.56%	29,731.00	
250 Unemployment Comp Insurance	323.19	432.64	-109.45	74.70%	649.00	
260 Workers Compensation Insurance	816.00	322.64	493.36	252.91%	484.00	
Total 2 Payroll and Benefit Expenses	**$ 286,905.36**	**$ 313,015.92**	**-$ 26,110.56**	**91.66%**	**$469,525.00**	**61.11%**
3 Prof. & Tech Services	0.00	0.00	0.00		0.00	
341 Telephone	1,046.83	1,033.36	13.47	101.30%	1,550.00	
341A Fire Alarm	2,216.60	833.36	1,383.24	265.98%	1,250.00	
341B Internet and Web Services	3,921.33	4,000.00	-78.67	98.03%	6,000.00	
342A Computer Support/Hardware	8,603.46	2,266.64	6,336.82	379.57%	3,400.00	253.04%
342B Copier Lease	618.79	0.00	618.79		0.00	
365 Equipment Repair	2,288.18	200.00	2,088.18	1144.09%	300.00	762.73%
Total 3 Prof. & Tech Services	**$ 18,695.19**	**$ 8,333.36**	**$ 10,361.83**	**224.34%**	**$ 12,500.00**	**149.56%**
4 Facilities	0.00	0.00	0.00		0.00	
410 Electricity	6,322.75	8,000.00	-1,677.25	79.03%	12,000.00	
411 Heat	3,673.80	4,000.00	-326.20	91.85%	6,000.00	
412 Water	350.00	933.36	-583.36	37.50%	1,400.00	
413 Sewer	304.00	333.36	-29.36	91.19%	500.00	
430 Bldg Repair & Maintenance	3,635.18	2,000.00	1,635.18	181.76%	3,000.00	
440 Outside Maintenance	4,628.38	2,333.36	2,295.02	198.36%	3,500.00	
Total 4 Facilities	**$ 18,914.11**	**$ 17,600.08**	**$ 1,314.03**	**107.47%**	**$ 26,400.00**	**71.64%**
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	869.63	800.00	69.63	108.70%	1,200.00	
550 Programs	1,020.38	331.00	689.38	308.27%	500.00	204.08%
555 Advertising	1,182.80	533.36	649.44	221.76%	800.00	
560 Membership	610.00	466.64	143.36	130.72%	700.00	
Total 5 Other Services	**$ 9,872.51**	**$ 8,320.00**	**$ 1,552.51**	**118.66%**	**$ 9,389.00**	**105.15%**
6 Supplies	0.00	0.00	0.00		0.00	
610 General Supplies	2,310.27	2,333.36	-23.09	99.01%	3,500.00	
610-A Machine Supplies	45.78	266.64	-220.86	17.17%	400.00	
610-C Program Supplies	3,523.53	1,333.36	2,190.17	264.26%	2,000.00	176.18%
625 Postage	78.00	200.00	-122.00	39.00%	300.00	
630 Office Equipment	2,892.46	200.00	2,692.46	1446.23%	300.00	
640 Custodial Supplies	1,465.29	1,200.00	265.29	122.11%	1,800.00	
Total 6 Supplies	**$ 10,315.33**	**$ 5,533.36**	**$ 4,781.97**	**186.42%**	**$ 8,300.00**	**124.28%**
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	216.77	0.00	216.77		0.00	
Total 62100 Contract Services	**$ 216.77**	**$ 0.00**	**$ 216.77**		**$ 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	200.00	172.00	186.00%	300.00	
65030 Printing and Copying	992.40	0.00	992.40		300.00	
Total 65000 Operations	**$ 1,520.88**	**$ 200.00**	**$ 1,320.88**	**760.44%**	**$ 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	12,900.26	14,000.00	-1,099.74	92.14%	21,000.00	
802-B Subscriptions	0.00	2,000.00	-2,000.00	0.00%	3,000.00	
802-C Non-Print	4,009.24	3,333.36	675.88	120.28%	5,000.00	
802-F Software	63.00	4,666.64	-4,603.64	1.35%	7,000.00	
802-G Collection Supplies	315.66	800.00	-484.34	39.46%	1,200.00	
802-H E-Content	5,201.49	7,400.00	-2,198.51	70.29%	11,100.00	
Total 8 Library Materials	**$ 22,489.65**	**$ 32,200.00**	**-$ 9,710.35**	**69.84%**	**$ 48,300.00**	**46.56%**
Total Expenditures	**$ 369,112.74**	**$ 385,202.72**	**-$ 16,089.98**	**95.82%**	**$574,714.00**	**64.23%**
Net Operating Revenue	**$ 8,945.64**	**-$ 2,060.08**	**$ 11,005.72**	**-434.24%**	**$ 0.00**	
Other Revenue						
8100 Nonrecurring outside revenue	0.00	0.00	0.00		0.00	
8102 Friends of the Library reimbursement	1,065.69	0.00	1,065.69		0.00	
Total 8100 Nonrecurring outside revenue	**$ 1,065.69**	**$ 0.00**	**$ 1,065.69**		**$ 0.00**	
Total Other Revenue	**$ 1,065.69**	**$ 0.00**	**$ 1,065.69**		**$ 0.00**	
Other Expenditures						
9101 Abbott Library debit card expenses	369.35	0.00	369.35		0.00	
Total Other Expenditures	**$ 369.35**	**$ 0.00**	**$ 369.35**		**$ 0.00**	
Net Other Revenue	**$ 696.34**	**$ 0.00**	**$ 696.34**		**$ 0.00**	
Net Revenue	**$ 9,641.98**	**-$ 2,060.08**	**$ 11,702.06**	**-468.04%**	**$ 0.00**	

Abbott Library
Board of Trustees
Approved Meeting Minutes
September 30, 2025

Attendance
Trustees: Tim Eliassen, acting Chair, Sue Johanson, Jon Reed, Peter Maciaszek
Excused absences - Bev Bjorklund, Jim Harrison, Nancy Berger
Director: Jeff Cabral

Call to Order
Acting Chair Tim called the meeting to order at 5:15 pm

Chairs Remarks
Introduced Emma Brown as a potential new member of the board and a brief discussion of the process to join the board
Second meeting in October will be required. October 14 & 28

Approval of Minutes
Motion to approve the August 28, 2025 meeting minutes by Susan, second by Peter. Motion passed unanimously.

Treasurer's Report - See attached
Motion to approve August 2025 expenses $47,372.98 by Tim, Second by Susan. Motion passed unanimously.
Review of budget to actuals

Director's Report - See attached
IT support update - Denis Ferland has been hired for IT support. Working on handoff from previous vendor
HB273 - Access to library records of minors - Discussions are happening at state and local level.
Motion to approve the list of holiday closures as presented by Tim, seconded by Susan. Motion passed unanimously
Jeff is working on responding to a RTK request that has come from the town for all contracts that impact the 25/26 budget.
Looking forward, the Library will need to develop an emergency plan.
Discussion regarding expectations of the budget report to the town department head meeting. Review past presentations for examples as well as other departments.
Jeff would like to remove a table from the Children's area.

The schedule is going well, having a full staff.

Chair's Report
Budget Discussion
First look; positions, hours being budgeted, costs related to this
Jeff to review operational costs;
Tim explained the process of being under or over budget and where the funds could come from.
Grants received, Interest, Booksale, etc.

Nonpublic Session if needed - none needed

Public Comment - none needed

Adjournment
Motion to adjourn at 6:37pm by Jon, seconded by Peter. Motion passed unanimously

Respectfully submitted by
Jon Reed

Next Meetings:
October 14, 2025
October 28, 2025
November 25, 2025