

Minutes of the Abbott Library Board of Trustees meeting
Abbott Library, Sunapee, NH
June 16, 2022

In attendance: Jim Harrison, Tim Eliassen, Susi Churchill, Nancy Berger, Jon Reed and Suzanne Tether. Bev Bjorklund had an excused absence. Alternate Jim McGraw served for Bev. Mindy Atwood, Library Director attended, as did alternate Susan Johanson.

I. Chair's Remarks

In Bev's absence Jim Harrison called the meeting to order at 7:01 pm.

II. Approval of the Minutes

III. Tim moved to approve the amended minutes, seconded by Susi. The motion passed unanimously.

III. Treasurer's Report

After a short discussion, it was referred to the Finance Sub-committee to recommend monthly report formats for distribution to the full board.

The Mascoma Bank Certificate of Deposit account signature cards for the Mabel Davies funds are in preparation for officer signatures.

Nancy moved to approve the May Manifest of Bills, seconded by Jon. The motion passed unanimously.

IV. Director's Report

Two full time staff are out due to illness. It is expected they will return in a few days.

Mindy will be in charge of the Library Summer Youth program.

A Memorandum of Understanding has been signed regarding the \$15,000 grant intended to facilitate the Abbott Library and Sunapee Elementary and Middle School shared catalog project.

In reference to library lunch hour staffing, as contained in the Safety Policy, Mindy will confer with the Town executive regarding preferred procedures, and report back to the Board of Trustees.

Tim moved that the Safety Policy be approved as amended. Jim McGraw seconded the motion which passed unanimously.

Nancy leads a committee to review the Communicable and Infectious Disease policy, rescinded at the May meeting. Recommended revisions will be presented at a future date. Jon moved that the Communicable and Infectious Disease Policy May Draft be accepted. Susi seconded the motion which passed unanimously.

Tim's inquiry about the Library of Things and which items are most popular sparked a brief discussion.

Mindy will be on vacation for about 10 days from July 15.

Chief Galloway has determined that the tent capacity for public use is 50 persons. The Summer reading program will take place in the tent.

V. Strategic Plan

- 1a. Communication with the Community (Bev, Jim McGraw, Brittany Blomquist)
- 1b. Communications with Partners (Suzanne, Tim, Caitlin Clapp, Barbara Fitzgerald)
2. Role and Responsibilities of Trustees (COMPLETED)
3. Learning Opportunities (Caitlin Clapp, Jan Harrison, Jon Reed, Brittany Blomquist)
4. Volunteerism (Susan Johanson, Peter Bergoef, Nancy Berger)
5. Multi-purpose Space- Susi presented an updated version of her completed report

VI. Abbott Library Friends Report

Mindy reported that the Pancake Breakfast will take place on Saturday, July 2.

A new story is now available at the Tilton Park Story Walk.

The Annual Appeal is being developed for future distribution.

VII. Abbott Library Foundation Report

Tim reported that the Foundation has approved funding for the shed.

The Select Board has approved the shed building permit.

The shed construction is scheduled for August.

VIII. Chair's Report

The Trustees plan to conduct a 2023 book sale with a proposed date of July 8.

The book merchant who has helped in the past will be contacted for a date sometime this year to pick up community book donations.

IX. Old Business

There was no old business.

X. New Business

There was no new business.

XI. Public Comment

There was no public comment.

XII. Adjournment

Nancy moved that the meeting be adjourned. Tim seconded the motion which passed unanimously. The meeting ended at 8:09 pm.

Respectfully submitted,
Suzanne Tether, Secretary

Calendar:

| | | |
|---------------------|-------------------------|-------------|
| September 8 | Trustees meeting | 7 pm |
| September 22 | Trustees meeting | 7 pm |

Abbott Library

Transaction List by Vendor

May 2022

| DATE | TRANSACTION TYPE | NUM | POSTING | MEMO/DESCRIPTION | ACCOUNT | AMOUNT |
|---------------------|----------------------|-------------|---------|---|------------------------|-----------|
| Amazon | | | | | | |
| 05/10/2022 | Bill | 5-10-22 | Yes | | 20000 Accounts Payable | 577.42 |
| 05/26/2022 | Bill Payment (Check) | 12867 | Yes | 6045787810147351 | B101 Operating Account | -577.42 |
| Bessie's Story, LLC | | | | | | |
| 05/13/2022 | Bill Payment (Check) | 12859 | Yes | | B101 Operating Account | -200.00 |
| Brodart Co. | | | | | | |
| 05/13/2022 | Bill | 602939 | Yes | | 20000 Accounts Payable | 209.00 |
| 05/26/2022 | Bill Payment (Check) | 12872 | Yes | 281314 | B101 Operating Account | -209.00 |
| Comcast | | | | | | |
| 05/11/2022 | Bill | 5-11-22 | Yes | | 20000 Accounts Payable | 142.37 |
| 05/26/2022 | Bill Payment (Check) | 12868 | Yes | 8773 20 305 0122538 | B101 Operating Account | -142.37 |
| Dead River Company | | | | | | |
| 05/04/2022 | Bill | 5/4/22 4012 | Yes | | 20000 Accounts Payable | 696.57 |
| 05/13/2022 | Bill Payment (Check) | 12860 | Yes | Acct # 4593519 Tank #2 | B101 Operating Account | -696.57 |
| Eversource | | | | | | |
| 05/12/2022 | Bill | 6-4-22 | Yes | | 20000 Accounts Payable | 660.49 |
| 05/19/2022 | Bill Payment (Check) | 12866 | Yes | 5677 659 6082 | B101 Operating Account | -660.49 |
| Ingram | | | | | | |
| 05/04/2022 | Bill | 59344106 | Yes | | 20000 Accounts Payable | 10.36 |
| 05/04/2022 | Bill | 59337782 | Yes | | 20000 Accounts Payable | 199.63 |
| 05/04/2022 | Bill | 59337783 | Yes | | 20000 Accounts Payable | 109.77 |
| 05/04/2022 | Bill | 59337779 | Yes | | 20000 Accounts Payable | 483.45 |
| 05/04/2022 | Bill | 59337780 | Yes | | 20000 Accounts Payable | 15.34 |
| 05/05/2022 | Bill Payment (Check) | 12857 | Yes | 20P5978 | B101 Operating Account | -394.18 |
| 05/05/2022 | Bill | 59367583 | Yes | | 20000 Accounts Payable | 31.84 |
| 05/05/2022 | Bill | 59367584 | Yes | | 20000 Accounts Payable | 51.63 |
| 05/06/2022 | Bill | 59385603 | Yes | | 20000 Accounts Payable | 201.70 |
| 05/06/2022 | Bill | 59390918 | Yes | | 20000 Accounts Payable | 56.22 |
| 05/06/2022 | Bill | 59390916 | Yes | | 20000 Accounts Payable | 68.52 |
| 05/09/2022 | Bill | 59419546 | Yes | | 20000 Accounts Payable | 16.53 |
| 05/09/2022 | Bill | 59419545 | Yes | | 20000 Accounts Payable | 10.76 |
| 05/09/2022 | Bill | 59419547 | Yes | | 20000 Accounts Payable | 16.05 |
| 05/10/2022 | Bill | 59435834 | Yes | | 20000 Accounts Payable | 25.80 |
| 05/10/2022 | Bill | 59435833 | Yes | | 20000 Accounts Payable | 10.28 |
| 05/10/2022 | Bill | 59435932 | Yes | | 20000 Accounts Payable | 9.95 |
| 05/11/2022 | Bill | 59469036 | Yes | | 20000 Accounts Payable | 24.55 |
| 05/11/2022 | Bill | 59469035 | Yes | | 20000 Accounts Payable | 395.17 |
| 05/11/2022 | Bill | 59469037 | Yes | | 20000 Accounts Payable | 22.49 |
| 05/11/2022 | Bill | 59463501 | Yes | | 20000 Accounts Payable | 21.99 |
| 05/11/2022 | Bill | 59463500 | Yes | | 20000 Accounts Payable | 37.14 |
| 05/12/2022 | Bill | 59484779 | Yes | | 20000 Accounts Payable | 67.69 |
| 05/13/2022 | Bill Payment (Check) | 12861 | Yes | 20P5978 | B101 Operating Account | -1,862.49 |
| 05/13/2022 | Vendor Credit | carrie 3-28 | Yes | Per email from Carrie Corbin to Mindy 3/28/22 | 20000 Accounts Payable | -349.36 |
| 05/13/2022 | Bill Payment (Check) | | Yes | 20P5978 | | 0.00 |
| 05/18/2022 | Bill | 56584137 | Yes | | 20000 Accounts Payable | 12.34 |
| 05/19/2022 | Bill Payment (Check) | 12865 | Yes | 20P5978 | B101 Operating Account | -67.69 |
| 05/19/2022 | Bill | 59604718 | Yes | | 20000 Accounts Payable | 220.77 |
| 05/19/2022 | Bill | 59604717 | Yes | | 20000 Accounts Payable | 113.87 |
| 05/20/2022 | Bill | 59632943 | Yes | | 20000 Accounts Payable | 25.00 |
| 05/20/2022 | Bill | 59632941 | Yes | | 20000 Accounts Payable | 53.81 |
| 05/20/2022 | Bill | 59632942 | Yes | | 20000 Accounts Payable | 47.51 |
| 05/22/2022 | Bill | 59644338 | Yes | | 20000 Accounts Payable | 14.99 |
| 05/23/2022 | Bill | 59659543 | Yes | | 20000 Accounts Payable | 51.12 |
| 05/26/2022 | Bill Payment (Check) | 12871 | Yes | 20P5978 | B101 Operating Account | -598.54 |

| DATE | TRANSACTION TYPE | NUM | POSTING | MEMO/DESCRIPTION | ACCOUNT | AMOUNT |
|--------------------------------|----------------------|------------|---------|------------------|------------------------|-----------|
| library Trustees Association | | | | | | |
| 05/11/2022 | Bill | 5-11-22 | Yes | | 20000 Accounts Payable | 240.00 |
| 05/26/2022 | Bill Payment (Check) | 12869 | Yes | | B101 Operating Account | -240.00 |
| Melinda S. Atwood | | | | | | |
| 05/24/2022 | Bill | 5-24 | Yes | | 20000 Accounts Payable | 366.81 |
| 05/26/2022 | Bill Payment (Check) | 12870 | Yes | | B101 Operating Account | -366.81 |
| Midwest Tape | | | | | | |
| 05/05/2022 | Bill Payment (Check) | 12855 | Yes | | B101 Operating Account | -11.69 |
| 05/19/2022 | Bill Payment (Check) | 12864 | Yes | | B101 Operating Account | -22.38 |
| New Hampshire State Library | | | | | | |
| 05/09/2022 | Bill | 12943 | Yes | | 20000 Accounts Payable | 652.50 |
| 05/13/2022 | Bill Payment (Check) | 12858 | Yes | | B101 Operating Account | -652.50 |
| Precision Software Corporation | | | | | | |
| 05/05/2022 | Bill Payment (Check) | 12856 | Yes | | B101 Operating Account | -3,309.99 |
| 05/25/2022 | Bill | 5-25-22 | Yes | | 20000 Accounts Payable | 240.00 |
| Quill Com | | | | | | |
| 05/04/2022 | Bill | 24907734 | Yes | | 20000 Accounts Payable | 37.99 |
| 05/19/2022 | Bill Payment (Check) | 12863 | Yes | C7276350 | B101 Operating Account | -37.99 |
| Sunapee Water & Sewer Dept. | | | | | | |
| 05/05/2022 | Bill Payment (Check) | 12854 | Yes | | B101 Operating Account | -460.00 |
| 05/25/2022 | Bill | 234 | Yes | | 20000 Accounts Payable | 100.00 |
| Susan King | | | | | | |
| 05/28/2022 | Bill | 5-28+22 | Yes | | 20000 Accounts Payable | 310.40 |
| Tasco Security | | | | | | |
| 05/24/2022 | Bill | 161854 | Yes | | 20000 Accounts Payable | 250.00 |
| UniFirst Corporation | | | | | | |
| 05/09/2022 | Bill | 1070128804 | Yes | | 20000 Accounts Payable | 76.17 |
| 05/19/2022 | Bill Payment (Check) | 12862 | Yes | 1179631 | B101 Operating Account | -76.17 |

Abbott Library

Expenditures by Vendor Summary

May 2022

| | TOTAL |
|--------------------------------|--------------------|
| Amazon | 577.42 |
| Brodart Co. | 209.00 |
| Comcast | 142.37 |
| Dead River Company | 696.57 |
| Eversource | 660.49 |
| Ingram | 2,076.91 |
| library Trustees Association | 240.00 |
| Melinda S. Atwood | 366.81 |
| New Hampshire State Library | 652.50 |
| Precision Software Corporation | 240.00 |
| Quill Com | 37.99 |
| Sunapee Water & Sewer Dept. | 100.00 |
| Susan King | 310.40 |
| Tasco Security | 250.00 |
| UniFirst Corporation | 76.17 |
| Not Specified | 24,723.09 |
| TOTAL | \$31,359.72 |

Abbott Library
Statement of Financial Position
As of May 31, 2022

| | <u>Total</u> |
|---|----------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| B101 Operating Account | 28,475.81 |
| B102 Trust and Fines | 18,048.95 |
| B102.1 Petty Cash - Drawer | 45.00 |
| Total B102 Trust and Fines | \$ 18,093.95 |
| B201 Cap. Campaign/Donation Account | 23,953.42 |
| Total Bank Accounts | \$ 70,523.18 |
| Accounts Receivable | |
| 11000 Accounts Receivable | 3,060.00 |
| Total Accounts Receivable | \$ 3,060.00 |
| Other Current Assets | |
| 12000 Undeposited Funds | 0.00 |
| Total Other Current Assets | \$ 0.00 |
| Total Current Assets | \$ 73,583.18 |
| Other Assets | |
| A18600 Other Assets | |
| A18610 Certificate of Deposit | |
| A18611 Accrued Interest from CD | 473.71 |
| A18620 Marth Abbott Trust | 125,160.00 |
| A18630 Mabel Davies' Funds | 115,104.00 |
| Total A18610 Certificate of Deposit | \$ 240,737.71 |
| Total A18600 Other Assets | \$ 240,737.71 |
| A300 New Library Capital Reserve | 0.00 |
| A301 Library Gardner Fund | 2,681.54 |
| A302 Library General Fund | 9,293.57 |
| Total Other Assets | \$ 252,712.82 |
| TOTAL ASSETS | \$ 326,296.00 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 20000 Accounts Payable | 3,828.59 |
| Total Accounts Payable | \$ 3,828.59 |
| Total Current Liabilities | \$ 3,828.59 |
| Total Liabilities | \$ 3,828.59 |
| Equity | |
| 30000 Opening Balance Equity | 293,206.26 |
| 31500 Temp. Restricted Net Assets | 50,000.00 |
| C303 Capital Campaign Fund Balance | 274,858.85 |
| Total 31500 Temp. Restricted Net Assets | \$ 324,858.85 |
| 32000 Unrestricted Net Assets | -317,183.23 |
| Net Revenue | 21,585.53 |
| Total Equity | \$ 322,467.41 |
| TOTAL LIABILITIES AND EQUITY | \$ 326,296.00 |

Abbott Library

Statement of Activity

May 2022

| | TOTAL |
|---|--------------------|
| Revenue | |
| 1 Town Funding Contributions | |
| 100 Town Funding | 9,800.50 |
| 101 Town Funding Payroll & Benefits | 24,723.09 |
| Total 1 Town Funding Contributions | 34,523.59 |
| 43400 Direct Public Support | |
| 43450 Individ, Business Contributions | 100.00 |
| Total 43400 Direct Public Support | 100.00 |
| 46400 Other Types of Income | |
| 46429 Interest Operating Acct | 0.44 |
| 46480 Book Reimbursement | 13.00 |
| 46481 Non-Resident Fees | 80.00 |
| 46487 Printing/Copying Income | 78.60 |
| 46488 Fax | 5.50 |
| 46489 Overdue Conscience | 42.29 |
| Total 46400 Other Types of Income | 219.83 |
| Total Revenue | \$34,843.42 |
| GROSS PROFIT | \$34,843.42 |
| Expenditures | |
| 2 Payroll and Benefit Expenses | |
| 207 Full Time Wages | 10,737.29 |
| 208 Part Time Wages | 8,463.46 |
| 210 Health Insurance | 2,163.13 |
| 215 Life & Disability Insurance | 413.50 |
| 220 Medicare | 272.20 |
| 221 Employer FICA | 1,163.81 |
| 231 Retirement Contribution | 1,509.70 |
| 250 Unemployment Comp Insurance | 0.00 |
| 260 Workers Compensation Insurance | 0.00 |
| Total 2 Payroll and Benefit Expenses | 24,723.09 |
| 3 Prof. & Tech Services | |
| 341 Telephone | 122.42 |
| 341B Internet Access | 19.95 |
| 342A Computer Support/Hardware | 240.00 |
| Total 3 Prof. & Tech Services | 382.37 |
| 4 Facilities | |
| 410 Electricity | 660.49 |
| 411 Heat | 696.57 |
| 430 Bldg Repair & Maintenance | 426.17 |
| Total 4 Facilities | 1,783.23 |

| | TOTAL |
|----------------------------------|--------------------|
| 5 Other Services | |
| 560 Membership | 240.00 |
| Total 5 Other Services | 240.00 |
| 6 Supplies | |
| 610 General Supplies | 83.69 |
| 610-C Program Supplies | 410.30 |
| Total 6 Supplies | 493.99 |
| 680 ARPA related expenses | 992.37 |
| 8 Library Materials | |
| 802-A Books | 1,356.64 |
| 802-C Non-Print | 121.73 |
| 802-F Software | 366.81 |
| 802-G Collection Supplies | 899.49 |
| Total 8 Library Materials | 2,744.67 |
| Total Expenditures | \$31,359.72 |
| NET OPERATING REVENUE | \$3,483.70 |
| NET REVENUE | \$3,483.70 |

Abbott Library
Budget vs. Actuals: FY_2022 - FY22 P&L
January - December 2022

42%

| | Total | | | |
|---|---------------------|----------------------|-----------------------|--------------------|
| | YTD Actual | Annual Budget | \$ over Annual Budget | % of Annual Budget |
| Revenue | | | | |
| 1 Town Funding Contributions | | | | 0.00 |
| 100 Town Funding | 49,002.50 | | 49,002.50 | |
| 101 Town Funding Payroll & Benefits | 118,222.79 | | 118,222.79 | |
| Total 1 Town Funding Contributions | \$167,225.29 | \$ 0.00 | \$ 167,225.29 | |
| 43400 Direct Public Support | | | | 0.00 |
| 43450 Individ, Business Contributions | 225.00 | | 225.00 | |
| Total 43400 Direct Public Support | \$ 225.00 | \$ 0.00 | \$ 225.00 | |
| 46400 Other Types of Income | | | | 0.00 |
| 46429 Interest Operating Acct | 2.13 | | 2.13 | |
| 46430 Miscellaneous Revenue | 14,971.00 | | 14,971.00 | |
| 46480 Book Reimbursement | 128.99 | | 128.99 | |
| 46481 Non-Resident Fees | 360.00 | | 360.00 | |
| 46487 Printing/Copying Income | 360.40 | | 360.40 | |
| 46488 Fax | 57.00 | | 57.00 | |
| 46489 Overdue Conscience | 103.05 | | 103.05 | |
| Total 46400 Other Types of Income | \$ 15,982.57 | \$ 0.00 | \$ 15,982.57 | |
| Total Revenue | \$183,432.86 | \$ 0.00 | \$ 183,432.86 | |
| Gross Profit | \$183,432.86 | \$ 0.00 | \$ 183,432.86 | |
| Expenditures | | | | |
| 2 Payroll and Benefit Expenses | | | | 0.00 |
| 207 Full Time Wages | 60,384.65 | 169,092.16 | -108,707.51 | 35.71% |
| 208 Part Time Wages | 29,971.15 | 99,244.50 | -69,273.35 | 30.20% |
| 209 Unused Sick Time | | 3,889.44 | -3,889.44 | 0.00% |
| 210 Health Insurance | 15,093.82 | 34,322.12 | -19,228.30 | 43.98% |
| 215 Life & Disability Insurance | 1,425.41 | 3,014.80 | -1,589.39 | 47.28% |
| 220 Medicare | 1,344.53 | 3,817.62 | -2,473.09 | 35.22% |
| 221 Employer FICA | 5,748.83 | 16,323.55 | -10,574.72 | 35.22% |
| 231 Retirement Contribution | 3,271.31 | 24,321.21 | -21,049.90 | 13.45% |
| 250 Unemployment Comp Insurance | 424.39 | 528.45 | -104.06 | 80.31% |
| 260 Workers Compensation Insurance | 558.70 | 652.81 | -94.11 | 85.58% |
| Total 2 Payroll and Benefit Expenses | \$118,222.79 | \$ 355,206.66 | -\$ 236,983.87 | 33.28% |
| 3 Prof. & Tech Services | | | | 0.00 |
| 341 Telephone | 551.82 | 1,550.00 | -998.18 | 35.60% |
| 341A Fire Alarm | 777.60 | 400.00 | 377.60 | 194.40% |
| 341B Internet Access | 160.89 | 750.00 | -589.11 | 21.45% |
| 342A Computer Support/Hardware | 5,528.99 | 6,700.00 | -1,171.01 | 82.52% |
| 342B Copier Lease | 365.49 | 1,800.00 | -1,434.51 | 20.31% |
| 365 Equipment Repair | | 1,300.00 | -1,300.00 | 0.00% |

| | | | | |
|---|---------------------|----------------------|-----------------------|---------------|
| Total 3 Prof. & Tech Services | \$ 7,384.79 | \$ 12,500.00 | -\$ 5,115.21 | 59.08% |
| 4 Facilities | | | 0.00 | |
| 410 Electricity | 3,019.24 | 8,500.00 | -5,480.76 | 35.52% |
| 411 Heat | 4,855.40 | 6,200.00 | -1,344.60 | 78.31% |
| 412 Water | 460.00 | 1,000.00 | -540.00 | 46.00% |
| 413 Sewer | | 500.00 | -500.00 | 0.00% |
| 430 Bldg Repair & Maintenance | 1,493.64 | 9,000.00 | -7,506.36 | 16.60% |
| 440 Outside Maintenance | 425.75 | 3,700.00 | -3,274.25 | 11.51% |
| Total 4 Facilities | \$ 10,254.03 | \$ 28,900.00 | -\$ 18,645.97 | 35.48% |
| 5 Other Services | | | 0.00 | |
| 520 Insurance | | 3,196.84 | -3,196.84 | 0.00% |
| 540 Training and Meetings | 225.00 | 1,375.00 | -1,150.00 | 16.36% |
| 550 Programs | 200.00 | 500.00 | -300.00 | 40.00% |
| 555 Advertising | 594.90 | 650.00 | -55.10 | 91.52% |
| 560 Membership | 275.00 | 750.00 | -475.00 | 36.67% |
| Total 5 Other Services | \$ 1,294.90 | \$ 6,471.84 | -\$ 5,176.94 | 20.01% |
| 6 Supplies | | | 0.00 | |
| 610 General Supplies | 405.11 | | 405.11 | |
| 610-A Machine Supplies | 65.98 | 900.00 | -834.02 | 7.33% |
| 610-C Program Supplies | 799.78 | 3,000.00 | -2,200.22 | 26.66% |
| 625 Postage | 193.00 | 300.00 | -107.00 | 64.33% |
| 630 Office Equipment | | 325.00 | -325.00 | 0.00% |
| 640 Custodial Supplies | 166.00 | 1,000.00 | -834.00 | 16.60% |
| Total 6 Supplies | \$ 1,629.87 | \$ 5,525.00 | -\$ 3,895.13 | 29.50% |
| 62100 Contract Services | | | 0.00 | |
| 62110 Accounting Fees | | 2,000.00 | -2,000.00 | 0.00% |
| 62140 Legal Fees | 517.50 | 3,500.00 | -2,982.50 | 14.79% |
| 62150 Outside Contract Services | 2,975.00 | 4,160.00 | -1,185.00 | 71.51% |
| Total 62100 Contract Services | \$ 3,492.50 | \$ 9,660.00 | -\$ 6,167.50 | 36.15% |
| 680 ARPA related expenses | 3,187.86 | | 3,187.86 | |
| 8 Library Materials | | | 0.00 | |
| 802-A Books | 8,092.49 | 30,000.00 | -21,907.51 | 26.97% |
| 802-B Subscriptions | -23.53 | 4,300.00 | -4,323.53 | -0.55% |
| 802-C Non-Print | 1,711.57 | 5,100.00 | -3,388.43 | 33.56% |
| 802-F Software | 1,832.63 | 7,600.00 | -5,767.37 | 24.11% |
| 802-G Collection Supplies | 1,220.84 | 1,700.00 | -479.16 | 71.81% |
| 802-H E-Content | 3,659.00 | 2,200.00 | 1,459.00 | 166.32% |
| Total 8 Library Materials | \$ 16,493.00 | \$ 50,900.00 | -\$ 34,407.00 | 32.40% |
| Total Operating Expenses | \$ 43,736.95 | \$ 113,956.84 | -\$ 70,219.89 | 38.38% |
| Total Expenditures | \$161,959.74 | \$ 469,163.50 | -\$ 307,203.76 | 34.52% |
| Net Remainder (Town Appropriation less Operating Expenses) | \$ 5,265.55 | | | |

Director's Report June 16, 2022

Public Relations and Advocacy

- Continue to meet with committee for Betty Ramspott's retirement party
- Attended Sunapee High School Economics class on May 25
- Hosted SAU 85 preschool at Abbott Library on June 8 and June 9

Financial Management

- Attended finance subcommittee meeting on June 9
- Attended meeting with Tim and Heather to reconcile Abbott Library's statement of financial position
- Submitted a Request for Amendment to the New Hampshire Institute of Museum and Library Services ARPA grant program. This is required because there was a change of more than 10% in the original application project budget for grant funds.
- Met with attorney to draft a Memorandum of Understanding between SAU 85 and the Abbott Library with regard to shared catalog project.

Buildings and Grounds Management

- Terri White has taken over managing the planters at the front doors. Any required plants will be donated by the White Family. Thank you Terri!

Collection Management

- After a slower start this spring, I'm pleased to highlight an increase in overall circulation as well as circulation of library items. See attached files for more details.
- New books purchased with ARPA grant funds will be added to the collection.

Staff Management

- We had two staff members out in accordance with the guidelines in New Hampshire DHHS's Update #53. Thank you to the staff who filled in during this time. Their efforts meant we only needed to close one day and close 1-2 hours earlier on June 8-10 and June 13-16.
- We will conduct five interviews for the High School Intern program. Brittany is taking the lead on these interviews.
- I spoke with the Town Manager about library staff who work on Saturday vis-à-vis the library's Safety Policy that requires two staff members in the building to be open. Given the fact that the Town of Sunapee Personnel Handbook states that "An unpaid lunch period... will be taken as scheduled..." her preference would be for the Board of Trustees to adopt a policy that allows for a pay differential on Saturdays. Please see the attached file that includes and updated Safety Policy. Thanks to Suzanne Tether for proofreading this document in advance of the meeting tonight!

For your consideration: Adoption of the amended Safety Policy that is attached.

Planning and Development

- Assisted with Friends of the Abbott Library annual appeal letter.
- Reviewed past book sale volunteers list for Bev.
- Per May Board of Trustees meeting, removed COVID-19 policy from website

For your consideration: Adoption of the Communicable Diseases Policy that is attached.

Program Management

- Storyhour on Thursdays at 10 AM continues. We will be joined by the SAU 85 preschool on July 7, 14, 21 and 28.
- The tent is up and is available for use by the public. The capacity for the tent is 50 people.
- Summer Reading will officially begin on Thursday, July 7. A full schedule of events is attached.
- Planning continues for the Sunapee Summer Day camp with weekly meetings
- Attending two training session for Sunapee Summer Day camp counselors

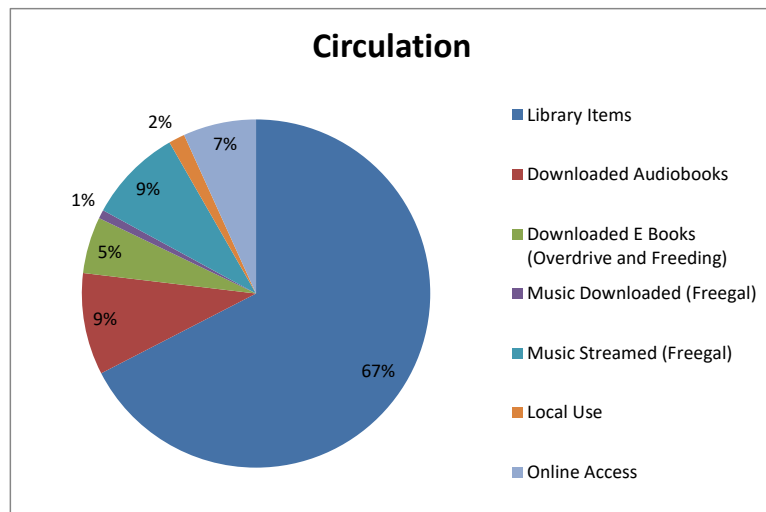
Technology Management

- Based on my research, I will maintain a practice of keeping past employees' email addresses for a period of three months. I did not find any RSA or guidance from the New Hampshire Municipal Association that dictates staff email be kept for a specific period of time. If you are interested in more detail, here is one of the sources I consulted. <https://www.nhmunicipal.org/town-city-article/municipal-record-retention>

| Library Use: | May 2022 | | YTD 2022 | YTD 2021 | % Change |
|---|-------------------|--|-------------------|------------------|------------------|
| Library Items | 2,517 | | 12,070 | 11,894 | 1% |
| Downloaded Audiobooks | 353 | | 1,656 | 1,389 | 19% |
| Downloaded E Books - Overdrive and Freading | 196 | | 1,089 | 1,043 | 4% |
| Music Downloaded - Freegal | 30 | | 149 | 357 | -58% |
| Music Streamed - Freegal | 328 | | 943 | 884 | 7% |
| Local Use | 56 | | 229 | 49 | 367% |
| Online Tools Total | 253 | | 1,002 | 688 | 46% |
| Breakdown of Online Tools | | | | | |
| Ancestry | 0 | | 0 | 0 | |
| Kanopy (videos) | 85 | | 361 | 302 | 20% |
| EBSCO | 0 | | 15 | 9 | 67% |
| Mango | 3 | | 20 | 17 | 18% |
| New York Times | 83 | | 459 | 358 | 28% |
| Hoopla | 82 | | 147 | 2 | 7250% |
| Total Circulation | 3,733 | | 17,138 | 16,304 | 5% |
| | | | | | |
| Patron Visits | 1,738 | | 7,683 | 3,274 | 135% |
| New Registrations | 14 | | 59 | 45 | 31% |
| Internet Sessions (public computers) | 96 | | 394 | 294 | 34% |
| Wireless Usage | | | 1,674 | 1,322 | 27% |
| Program Questions | 7 | | 158 | 114 | 39% |
| Regular Reference | 46 | | 318 | 448 | -29% |
| Extended Reference | 3 | | 32 | 26 | 23% |
| Readers' Advisory | 29 | | 159 | 114 | 39% |
| Tech Help | 43 | | 286 | 193 | 48% |
| Extended Tech Help | 5 | | 63 | 17 | 271% |
| Total Reference | 133 | | 1,016 | 912 | 11% |
| | | | | | |
| Website | May 2022 | | YTD 2022 | YTD 2021 | % Change |
| Visits | 1,698 | | 6,164 | 6,907 | -11% |
| Unique Visitors | 1,250 | | | | |
| Avg Visits per Day | 40.3 | | | | |
| | | | | | |
| Programs This Month | Adult | | Child | Adult YTD | Child YTD |
| Number of Programs | 5 | | 13 | 20 | 48 |
| Number of Attendees | 51 | | 134 | 208 | 387 |
| | | | | | |
| | | | | | |
| Meeting Room Usage in Hours | Activities | | Conference | Activ YTD | Conf YTD |
| | 45.0 | | 19.0 | 130 | 65.0 |
| | | | | | |
| Children's Computer Sessions | 0 | | | | |
| | | | | | |
| Volunteer Hours | May 2022 | | YTD 2022 | | |
| | 104.5 | | 594.3 | | |
| | | | | | |
| Web Chats | May 2022 | | YTD 2022 | | |
| | 5 | | 22 | | |

May 2022

| Circulation | |
|---|--------------|
| Library Items | 2,517 |
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| Online Access | 253 |
| Total Circulation | 3,733 |



Toatal Reference 133

Patron Visits 1,738

Safety

Abbott Library, Sunapee NH

OBJECTIVE

To ensure the health and safety of Library staff, volunteers and patrons, all Library staff shall adhere to the Town of Sunapee Safety and Health policies.

COMPLIANCE

The Library Director shall be responsible for the enforcement of these policies:

- Provide reasonable safeguards for all staff, volunteers and patrons.
- Identify and eliminate unsafe working conditions or practices.
- Make staff aware of health and safety practices.
- Require all staff and volunteers to cooperate with all stated Safety and Health policies.
- Investigate accidents or incidents to determine the cause, and act to prevent any recurrence.
- Evaluate all areas of safety and report recommendations to the Trustees.

UNSAFE BEHAVIOR

Library patrons are required to follow the Code of Conduct Policy approved by the Trustees. Disruptive behavior is deemed to be inappropriate.

Any staff member who observes or receives complaints of inappropriate behavior may:

- Handle the problem directly with the individual with the witness of another staff member
- Request assistance for the Library Director or another staff member
- Call police (911) if the situation is of a severe, violent or emergency medical situation. If the threat of violence is imminent, staff should use their best judgment which may include leaving the building immediately and seeking assistance.
- The Director shall be notified as soon as possible when a staff member and witness confront a library user who violates the Code of Conduct. If the activity continues, a warning is to be given. If the patron refuses to abide by the Library's Code of Conduct, he or she shall be asked to leave the premises. The police may be called in at the discretion of the Director or staff.

PROCEDURES

- Report all unsafe conditions and practices immediately to the Library Director.
- Use common sense and care to prevent injury to themselves and others.
- Keep aisles and exits clear at all times.
- Immediately report any incidents or injuries to the Director.
- Be aware of the location of the first aid kit, fire extinguishers and AED
- Two staff members must be present for the library to open to the public. On Saturdays, when only two staff members are scheduled to work, each staff member will be paid a Saturday Pay Differential equal to one hour of their current rate of pay, in recognition of the fact that staff members must stay in the library during their required lunch break.
- Staff shall keep their work areas clean and hazard-free.

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MISCELLANEOUS

Smoking is prohibited on library property. Alcoholic beverages are not allowed on library property at any time unless authorized by the Sunapee Fire Chief.

In case of inspection by an OSHA Inspector, the Library Director shall be notified, if not on the premises. It is the responsibility of all staff to make the inspector's visit to the library as pleasant and timely as possible.

INJURY REPORTING

All injuries shall be reported to the Director. Reported information should include:

- How the injury occurred
- What was happening when the injury occurred
- Who was present at the time of injury
- When and where the injury happened
- Any additional pertinent information.

EMERGENCY RESPONSE PROCEDURES

In case of an emergency dial 911.

The circulation desk, staff office and director's office are equipped with a silent alarm to the police department. All staff are required to be familiar with the operation of this system.

In the case of serious injury or death, the Director shall cooperate with all safety and police personnel. The Director shall complete an accident report which shall be shared with the Library Board of Trustees.

Additional rules and regulations may be issued and posted as needed.

Approved by the Abbott Library Board of Trustees 14 July 2009

Revised and approved by the Abbott Library Board of Trustees 21 March, 2019

Communicable & Infections Diseases Policy

Abbott Library, Sunapee, NH

INTRODUCTION

At any time and in all instances, the Abbott Library's priority is the health and safety of our staff and our patrons. Staff and patrons are expected to visit the Abbott Library without being infected with serious communicable diseases. Nonetheless, the Board recognizes that staff, volunteers, patrons and others may come in contact with blood borne pathogens, viruses and other communicable diseases during their time in the library or may unknowingly carry those pathogens, viruses and other communicable diseases. The Board of Trustees adopts this policy as a means to minimize risk while respecting the rights of all staff, volunteers and patrons, including those who are so infected.

POLICIES

As stated in the Abbott Library's Patron Service Policy, "The library shall offer the same quality of service to all regardless of age, race, gender, nationality, educational background, physical limitations or any other criteria which may be the source of discrimination." Other criteria shall include "communicable diseases" where risk of transmission of illness to others or being a hazard to themselves is negligible.

The Abbott Library will follow the Town of Sunapee's Employee Handbook with regard to employment policies and practices for library employees and volunteers with a communicable disease. These policies and practices include but are not limited to: attendance, work schedules, leave, safety, health, and medical information.

This document is intended to serve as a framework for action that should be referenced and followed, but unforeseen and unanticipated circumstances may require this document to be amended.

In rare cases some infectious diseases, viruses, etc., may be so dangerous and or the risk of casual transmission so great that effective response will require broader measures. Based on specific recommendations of local, state and/or federal health authorities, the Board of Trustees delegates authority to the Library Director to implement such additional, extraordinary emergency measures as may be necessary and appropriate to address the health risk. The measures include but are not limited to library closure, social distancing requirements or temporary adjustments in services offered and duties performed. Such measures should be taken with prior notice to the Board of Trustees, if practicable, or as soon as possible thereafter.

As soon as is practicable and possible, the Board of Trustees will add such measures to this policy as an amendment. In the event that such measures are rendered unnecessary the Board of Trustees will delete irrelevant amendments from the policy.

The Trustees will consider the following when adding amendments to this policy:

1. The safety of the library staff and library patrons;
2. Recommendations, guidelines, and emergency orders issued by the New Hampshire Governor;
3. Recommendations and guidelines from the Centers for Disease Control and Prevention (CDC) or New Hampshire Department of Health and Human Services;
4. Recommendations and guidelines from the New Hampshire State Library;

5. The status of and mode of delivery of services being offered by Town Hall; and
6. The mode of operation of the Sunapee School District.

Communication between the Abbott Library and the Town of Sunapee and between the Abbott Library and the Sunapee School District is critically important and it will be the responsibility of the Director to maintain timely and clear lines of communication with those entities. In addition, when possible and appropriate, communication between neighboring libraries and the Abbott Library should be maintained.

DRAFT