

Minutes of the Abbott Library Board of Trustees meeting
Abbott Library, Sunapee, NH
19 May 2022

In attendance: Bev Bjorklund, Chair; Tim Eliassen. Susi Churchill, Jim Harrison, Nancy Berger. Jon Reed and Suzanne Tether had excused absences. Alternate Jim McGraw served for Jon Reed. Mindy Atwood, Library Director also attended.

I. Chair's Remarks

At. 6:30 pm Chair Bev Bjorklund called the meeting to order.

II. Approval of the Minutes

Bev noted several minor edits that will be incorporated into the April minutes. Tim made a motion to approve the minutes. Jim McGraw seconded. They were approved unanimously.

III. Treasurer's Report

Annual figures will be added to the financial reports in the future - they were lost in the new version of Quickbooks. The Ad Hoc finance committee met and is working. One focus is do we need all the detailed sheets or could a top level summary sheet be the focus (with detail available if needed to respond to questions); committee to make suggestions.

The financial reports for both April and May 2022 were presented for Board Approval. Susi made a motion to approve, seconded by Tim. They were approved unanimously.

IV. Director's Report

There was discussion regarding the opportunity for Mindy to become the NHLA president. Overall it was seen as a positive for Abbott Library to have her do this. She has decided to accept the offer.

There was discussion regarding the Safety policy which requires two people in building when it is open to the public. The question is, should a library employee be paid for lunch when they are required to stay in the building. This is only an issue on Saturdays. Note that the NH department labor requires a break after 5 hours; Town policy requires a one hour unpaid lunch. Action: Mindy to talk to town about paying for ½ hour on Saturdays.

Sue King is leaving and so Mindy is taking over Summer Reading. There was discussion whether this 34 hr/wk position could be performed by two 17 hr/wk people. Mindy recommending not posting a position until late August.

Apparently, no RSA requires retention of an email address for an employee that has resigned. Because maintaining email addresses on the @abbottlibrary.org domain has a cost associated with it, we are considering keeping addresses for six months after an employee leaves. Action: Mindy to check RSA again and check with State.

V. Strategic Planning

One intent of the break in July/August Trustees' meeting is to provide extra time for the Strategic Plan teams to work on their goals. These teams should consider any additional funding that may be needed in time for the budget cycle in the fall.

VI. Friends of the Abbott Library

The next event for the Friends will be the pancake breakfast on 2 July.

VII. Abbott Library Foundation

The Foundation has approved \$15k for shed material. They've also approved \$100 for gardening books and \$500 for plants in Elie Goddard's memory. Note that Michael Kennedy's Landscaping is donating labor to install the plants.

It was also noted that the State of NH provides free lilacs in the spring. This could be considered for next spring.

VIII. Chair's report

Shed: Bev has paperwork available for the building permit and will submit it to the town for the next Selectboard meeting in early June

Summer Meetings: There was discussion regarding suspending the Jul/Aug Trustee meetings. A quorum will still be convened to approve manifest of bills in August. There will be two trustee meetings in Sep (8th and 22nd). Tim made a motion to approve this plan. It was seconded by Susi and passed unanimously. The Town will be notified so the calendar can be adjusted.

Meeting Times: There was discussion regarding changing the Trustee meeting time to 7 pm. A motion to accept this was made by Jim Harrison and seconded by Nancy. It was approved unanimously. Bev will notify the town of the change.

Book Sale: There was discussion regarding having Jon and Nancy leading this effort. It is planned for the first Sunday (2 Oct) in October – aligned with the Chowder Challenge.

NHLTA Conference: Mindy, Tim, Bev went to the conference; Bev reported that it was excellent.

IX. Old Business

There was discussion regarding the Communicable Disease Policy. It was agreed that a subcommittee of Nancy, Jim McGraw and Jon would review the draft and propose a revised version. A motion was made by Nancy to rescind the current Covid Policy; seconded by Susi. It was passed unanimously.

While this committee does their work, a motion was made by Jim McGraw to delegate authority to the Library Director, with consultation with the Trustee Chair or Vice Chair, to implement such additional, extraordinary emergency measures as may be necessary and appropriate to address a health risk. It was seconded by Nancy and passed unanimously.

XI. Public Comment

There was no public comment.

XII. Adjournment

At approximately 8:40 pm Tim moved for adjournment, which was seconded by Susi. It passed unanimously.

Respectfully submitted,
Jim Harrison
Vice Chair

Calendar

June 16, 2022

Thursday – Trustees Meeting

Abbott Library

Transaction List by Vendor

March 2022

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Amazon						
03/10/2022	Bill	MARCH2022	Yes		20000 Accounts Payable	108.15
Belletetes						
03/01/2022	Bill	2280143	Yes		20000 Accounts Payable	5.58
03/23/2022	Bill	2237715	Yes		20000 Accounts Payable	13.98
03/23/2022	Bill	2203967	Yes		20000 Accounts Payable	7.99
03/23/2022	Bill	2237928	Yes		20000 Accounts Payable	4.59
03/24/2022	Bill Payment (Check)	12821	Yes	A0295	B101 Operating Account	-26.56
Brookline Public Library						
03/22/2022	Bill	3-22-22	Yes		20000 Accounts Payable	12.60
03/24/2022	Bill Payment (Check)	12813	Yes		B101 Operating Account	-12.60
Comcast						
03/23/2022	Bill	3-11-22	Yes		20000 Accounts Payable	142.78
03/24/2022	Bill Payment (Check)	12822	Yes	8773 20 305 0122538	B101 Operating Account	-142.78
Cybrarian Corporation						
03/14/2022	Bill	05-83180	Yes		20000 Accounts Payable	649.95
03/24/2022	Bill Payment (Check)	12816	Yes		B101 Operating Account	-649.95
Dead River Company						
03/22/2022	Bill	64475	Yes		20000 Accounts Payable	1,146.60
03/31/2022	Bill Payment (Check)	12827	Yes	Acct # 4593519 Tank #2	B101 Operating Account	-1,146.60
Demco						
03/16/2022	Bill	7097160	Yes		20000 Accounts Payable	120.53
03/24/2022	Bill Payment (Check)	12814	Yes	710228536	B101 Operating Account	-120.53
Echo Communications						
03/17/2022	Bill	34292	Yes		20000 Accounts Payable	147.00
03/24/2022	Bill Payment (Check)	12817	Yes		B101 Operating Account	-147.00
Eversource						
03/09/2022	Bill	3-9-22	Yes		20000 Accounts Payable	614.25
03/24/2022	Bill Payment (Check)	12818	Yes	5677 659 6082	B101 Operating Account	-614.25
Hampshire Fire Protection Co.,LLC						
03/24/2022	Bill Payment (Check)	12810	Yes		B101 Operating Account	-35.00
Ingram						
03/02/2022	Bill	58154668	Yes		20000 Accounts Payable	33.70
03/02/2022	Bill	58154669	Yes		20000 Accounts Payable	29.24
03/04/2022	Vendor Credit		Yes	Discount for payment	20000 Accounts Payable	-3.98
03/04/2022	Bill Payment (Check)	12806	Yes	20P5978	B101 Operating Account	-393.34
03/04/2022	Bill	58202910	Yes		20000 Accounts Payable	47.09
03/04/2022	Bill	58202908	Yes		20000 Accounts Payable	46.89
03/04/2022	Bill	58202907	Yes		20000 Accounts Payable	16.30
03/04/2022	Bill	58202909	Yes		20000 Accounts Payable	19.50
03/04/2022	Bill	58244206	Yes		20000 Accounts Payable	204.60
03/08/2022	Bill	58276822	Yes		20000 Accounts Payable	43.78
03/08/2022	Bill	58276823	Yes		20000 Accounts Payable	20.43
03/08/2022	Bill	58276824	Yes		20000 Accounts Payable	14.96
03/09/2022	Bill	58298276	Yes		20000 Accounts Payable	17.48
03/09/2022	Bill	58298275	Yes		20000 Accounts Payable	16.05
03/11/2022	Bill	58353527	Yes		20000 Accounts Payable	16.42
03/11/2022	Bill	58353525	Yes		20000 Accounts Payable	133.31

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
03/11/2022	Bill	58353526	Yes		20000 Accounts Payable	12.74
03/11/2022	Bill	58359784	Yes		20000 Accounts Payable	66.72
03/13/2022	Bill	58375782	Yes		20000 Accounts Payable	17.24
03/14/2022	Bill	58391045	Yes		20000 Accounts Payable	663.33
03/15/2022	Bill	58409633	Yes		20000 Accounts Payable	116.90
03/15/2022	Bill	58409635	Yes		20000 Accounts Payable	15.52
03/15/2022	Bill	58409634	Yes		20000 Accounts Payable	43.22
03/22/2022	Bill	58547391	Yes		20000 Accounts Payable	16.05
03/22/2022	Bill	58547392	Yes		20000 Accounts Payable	26.24
03/22/2022	Bill	58538385	Yes		20000 Accounts Payable	20.29
03/22/2022	Bill	58538386	Yes		20000 Accounts Payable	19.24
03/22/2022	Bill	58547392	Yes		20000 Accounts Payable	26.24
03/24/2022	Bill	58592585	Yes		20000 Accounts Payable	11.01
03/24/2022	Bill	58592586	Yes		20000 Accounts Payable	21.89
03/24/2022	Bill	58599933	Yes		20000 Accounts Payable	83.57
03/24/2022	Bill	58592584	Yes		20000 Accounts Payable	9.64
03/24/2022	Bill	58592583	Yes		20000 Accounts Payable	121.92
03/25/2022	Bill	58617057	Yes		20000 Accounts Payable	470.24
03/28/2022	Bill Payment (Check)	12823	Yes	20P5978	B101 Operating Account	-1,171.73
03/28/2022	Bill	58672102	Yes		20000 Accounts Payable	16.55
03/29/2022	Bill	58681283	Yes		20000 Accounts Payable	38.45
03/29/2022	Bill	58681284	Yes		20000 Accounts Payable	59.98
03/29/2022	Bill	58681282	Yes		20000 Accounts Payable	23.29
03/31/2022	Bill	58724275	Yes		20000 Accounts Payable	14.97
03/31/2022	Bill	58724274	Yes		20000 Accounts Payable	13.41
03/31/2022	Bill	58724272	Yes		20000 Accounts Payable	227.90
03/31/2022	Bill	58724271	Yes		20000 Accounts Payable	14.72
03/31/2022	Bill	58724273	Yes		20000 Accounts Payable	16.05
Intertown Record						
03/04/2022	Bill Payment (Check)	12809	Yes		B101 Operating Account	-40.50
Library Ideas						
03/24/2022	Bill Payment (Check)	12812	Yes		B101 Operating Account	-3,659.00
McLane Middleton, Prof. Assoc.						
03/09/2022	Bill	2022030685	Yes		20000 Accounts Payable	517.50
03/24/2022	Bill Payment (Check)	12819	Yes		B101 Operating Account	-517.50
Midwest Tape						
03/07/2022	Bill	501785258	Yes		20000 Accounts Payable	12.79
03/07/2022	Bill	501788260	Yes		20000 Accounts Payable	11.19
03/23/2022	Bill	501863680	Yes		20000 Accounts Payable	10.79
03/24/2022	Bill Payment (Check)	12815	Yes		B101 Operating Account	-48.56
03/31/2022	Bill Payment (Check)	12825	Yes		B101 Operating Account	-10.79
Powers Generator						
03/22/2022	Bill	54875-1	Yes		20000 Accounts Payable	275.00
03/31/2022	Bill Payment (Check)	12826	Yes		B101 Operating Account	-275.00
Precision Software Corporation						
03/04/2022	Bill Payment (Check)	12808	Yes		B101 Operating Account	-690.00
03/15/2022	Bill	3/15/22	Yes		20000 Accounts Payable	450.00
03/24/2022	Bill Payment (Check)	12811	Yes		B101 Operating Account	-600.00
03/31/2022	Bill Payment (Check)	12824	Yes		B101 Operating Account	-450.00
Quill Com						
03/22/2022	Bill	3-22-22	Yes		20000 Accounts Payable	77.77
03/29/2022	Bill	24105371	Yes		20000 Accounts Payable	16.88
Simply Clean Solutions						
03/31/2022	Bill	1501	Yes		20000 Accounts Payable	1,190.00
Sunapee Water & Sewer Dept.						

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
03/23/2022	Bill	3-23-22	Yes		20000 Accounts Payable	460.00
Tasco Security						
03/01/2022	Bill	159899	Yes		20000 Accounts Payable	777.60
03/04/2022	Bill Payment (Check)	12807	Yes		B101 Operating Account	-777.60
UniFirst Corporation						
03/14/2022	Bill	1070113660	Yes		20000 Accounts Payable	73.17
03/24/2022	Bill Payment (Check)	12820	Yes	1179631	B101 Operating Account	-73.17

Abbott Library

Transaction List by Vendor April 2022

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Amazon						
04/01/2022	Bill Payment (Check)	12829	Yes	6045787810147351	B101 Operating Account	-308.50
04/01/2022	Bill	MARCH2022a	Yes		20000 Accounts Payable	3.77
04/01/2022	Bill Payment (Check)	12830	Yes	6045787810147351	B101 Operating Account	-3.77
04/10/2022	Bill	4-10-22	Yes		20000 Accounts Payable	2,495.12
04/21/2022	Bill Payment (Check)	12843	Yes	6045787810147351	B101 Operating Account	-2,495.12
ARC Mechanical Contractors						
04/25/2022	Bill	34167	Yes		20000 Accounts Payable	729.67
04/26/2022	Bill Payment (Check)	12850	Yes	ZS502	B101 Operating Account	-729.67
Bessie's Story, LLC						
04/26/2022	Bill	5-3, 5-5	Yes		20000 Accounts Payable	200.00
Brodart Co.						
04/13/2022	Bill	600986	Yes		20000 Accounts Payable	180.64
04/21/2022	Bill Payment (Check)	12849	Yes	281314	B101 Operating Account	-180.64
Canon Solutions America						
04/14/2022	Bill	6000226065	Yes		20000 Accounts Payable	306.19
04/14/2022	Bill Payment (Check)	12841	Yes	1855937	B101 Operating Account	-306.19
Comcast						
04/11/2022	Bill	4-11-22	Yes		20000 Accounts Payable	142.37
04/21/2022	Bill Payment (Check)	12844	Yes	8773 20 305 0122538	B101 Operating Account	-142.37
Eversource						
04/03/2022	Bill	4-3-22	Yes		20000 Accounts Payable	589.58
04/21/2022	Bill Payment (Check)	12846	Yes	5677 659 6082	B101 Operating Account	-589.58
Flag-Works over America 2015						
04/26/2022	Bill	83822	Yes		20000 Accounts Payable	150.75
04/26/2022	Bill Payment (Check)	12852	Yes		B101 Operating Account	-150.75
Imperial Dade						
04/06/2022	Bill	10765628	Yes		20000 Accounts Payable	104.33
04/21/2022	Bill Payment (Check)	12842	Yes		B101 Operating Account	-104.33
Ingram						
04/01/2022	Bill Payment (Check)	12828	Yes	20P5978	B101 Operating Account	-836.01
04/01/2022	Bill	58744965	Yes		20000 Accounts Payable	16.58
04/05/2022	Bill	58798729	Yes		20000 Accounts Payable	157.51
04/05/2022	Bill	58809183	Yes		20000 Accounts Payable	35.97
04/05/2022	Bill	58809184	Yes		20000 Accounts Payable	29.64
04/05/2022	Bill	58798727	Yes		20000 Accounts Payable	10.23
04/05/2022	Bill	58798730	Yes		20000 Accounts Payable	32.39
04/05/2022	Bill	58798728	Yes		20000 Accounts Payable	16.05
04/06/2022	Bill	58829296	Yes		20000 Accounts Payable	74.03
04/06/2022	Bill	58829297	Yes		20000 Accounts Payable	14.99
04/06/2022	Bill	58829298	Yes		20000 Accounts Payable	29.64
04/07/2022	Bill Payment (Check)	12834	Yes	20P5978	B101 Operating Account	-441.90
04/12/2022	Bill	59115859	Yes		20000 Accounts Payable	41.12
04/14/2022	Bill Payment (Check)	12840	Yes	20P5978	B101 Operating Account	-312.14
04/17/2022	Bill	59025623	Yes		20000 Accounts Payable	9.76
04/18/2022	Bill	59042330	Yes		20000 Accounts Payable	29.29
04/18/2022	Bill	59042332	Yes		20000 Accounts Payable	14.99
04/18/2022	Bill	59042331	Yes		20000 Accounts Payable	16.58
04/18/2022	Bill	59042333	Yes		20000 Accounts Payable	126.01

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
04/19/2022	Bill	59067145	Yes		20000 Accounts Payable	43.47
04/19/2022	Bill	59067146	Yes		20000 Accounts Payable	29.99
04/19/2022	Bill	59058359	Yes		20000 Accounts Payable	9.70
04/19/2022	Bill	59058360	Yes		20000 Accounts Payable	32.63
04/20/2022	Bill	59085498	Yes		20000 Accounts Payable	207.25
04/21/2022	Bill Payment (Check)	12848	Yes	20P5978	B101 Operating Account	-94.67
04/21/2022	Bill	59115860	Yes		20000 Accounts Payable	26.24
04/24/2022	Bill	59149318	Yes		20000 Accounts Payable	25.79
04/25/2022	Bill	59164879	Yes		20000 Accounts Payable	30.17
04/26/2022	Bill Payment (Check)	12851	Yes	20P5978	B101 Operating Account	-386.07
04/26/2022	Bill	59190184	Yes		20000 Accounts Payable	38.98
04/26/2022	Bill	59180975	Yes		20000 Accounts Payable	25.19
04/26/2022	Bill	59180976	Yes		20000 Accounts Payable	226.12
04/26/2022	Bill	59180977	Yes		20000 Accounts Payable	18.29
04/26/2022	Bill	59180978	Yes		20000 Accounts Payable	17.05
Melinda S. Atwood						
04/15/2022	Bill	4-15-22	Yes		20000 Accounts Payable	371.81
04/21/2022	Bill Payment (Check)	12845	Yes		B101 Operating Account	-371.81
04/26/2022	Bill	bluehost	Yes		20000 Accounts Payable	239.76
04/26/2022	Bill Payment (Check)	12853	Yes		B101 Operating Account	-239.76
Midwest Tape						
04/05/2022	Bill	501930104	Yes		20000 Accounts Payable	12.79
04/12/2022	Bill	501959704	Yes		20000 Accounts Payable	44.36
04/14/2022	Bill Payment (Check)	12839	Yes		B101 Operating Account	-12.79
04/21/2022	Bill Payment (Check)	12847	Yes		B101 Operating Account	-44.36
04/25/2022	Bill	4-25-22	Yes		20000 Accounts Payable	11.69
NHLTA						
04/14/2022	Bill	4-14-22	Yes		20000 Accounts Payable	225.00
04/14/2022	Bill Payment (Check)	12838	Yes		B101 Operating Account	-225.00
Precision Software Corporation						
04/28/2022	Bill	528859	Yes		20000 Accounts Payable	2,949.99
04/28/2022	Bill	528860	Yes		20000 Accounts Payable	360.00
Quill Com						
04/07/2022	Bill Payment (Check)	12833	Yes	C7276350	B101 Operating Account	-77.77
04/14/2022	Bill Payment (Check)	12837	Yes	C7276350	B101 Operating Account	-16.88
Simply Clean Solutions						
04/07/2022	Bill Payment (Check)	12832	Yes		B101 Operating Account	-1,190.00
UniFirst Corporation						
04/11/2022	Bill	1070121239	Yes		20000 Accounts Payable	73.17
04/14/2022	Bill Payment (Check)	12836	Yes	1179631	B101 Operating Account	-73.17

3 Prof. & Tech Services										
341 Telephone	107.35	129.16	-21.81	83.11%	429.40	516.72	-87.32	83.10%		
341A Fire Alarm		0.00	0.00		777.60	200.00	577.60	388.80%		
341B Internet Access	35.02	62.50	-27.48	56.03%	140.94	250.00	-109.06	56.38%		
342A Computer Support/Hardware	3,309.99	500.00	2,809.99	662.00%	5,288.99	3,500.00	1,788.99	151.11%		
342B Copier Lease	306.19	150.00	156.19	204.13%	365.49	600.00	-234.51	60.92%		
365 Equipment Repair		0.00	0.00		0.00	300.00	-300.00	0.00%		
Total 3 Prof. & Tech Services	\$ 3,758.55	\$ 841.66	\$ 2,916.89	446.56%	\$ 7,002.42	\$ 5,366.72	\$ 1,635.70	130.48%		
4 Facilities										
410 Electricity	589.58	700.00	-110.42	84.23%	2,358.75	2,800.00	-441.25	84.24%		
411 Heat		400.00	-400.00	0.00%	4,158.83	2,700.00	1,458.83	154.03%		
412 Water		0.00	0.00		460.00	0.00	460.00			
413 Sewer		0.00	0.00		0.00	0.00	0.00			
430 Bldg Repair & Maintenance	802.84	750.00	52.84	107.05%	1,067.47	3,000.00	-1,932.53	35.58%		
440 Outside Maintenance	150.75	1,000.00	-849.25	15.08%	425.75	1,200.00	-774.25	35.48%		
Total 4 Facilities	\$ 1,543.17	\$ 2,850.00	-\$ 1,306.83	54.15%	\$ 8,470.80	\$ 9,700.00	-\$ 1,229.20	87.33%		
5 Other Services										
520 Insurance		0.00	0.00		0.00	0.00	0.00			
540 Training and Meetings	225.00	500.00	-275.00	45.00%	225.00	875.00	-650.00	25.71%		
550 Programs	200.00	0.00	200.00		200.00	200.00	0.00	100.00%		
555 Advertising	119.40	50.00	69.40	238.80%	594.90	250.00	344.90	237.96%		
560 Membership		0.00	0.00		0.00	350.00	-350.00	0.00%		
Total 5 Other Services	\$ 544.40	\$ 550.00	-\$ 5.60	98.98%	\$ 1,019.90	\$ 1,675.00	-\$ 655.10	60.89%		
6 Supplies										
610 General Supplies	81.45		81.45		321.42	0.00	321.42			
610-A Machine Supplies		100.00	-100.00	0.00%	65.98	200.00	-134.02	32.99%		
610-C Program Supplies	201.04	250.00	-48.96	80.42%	389.48	1,000.00	-610.52	38.95%		
625 Postage		0.00	0.00		0.00	100.00	-100.00	0.00%		
630 Office Equipment		0.00	0.00		0.00	100.00	-100.00	0.00%		
640 Custodial Supplies	125.24	200.00	-74.76	62.62%	166.00	400.00	-234.00	41.50%		
Total 6 Supplies	\$ 407.73	\$ 550.00	-\$ 142.27	74.13%	\$ 942.88	\$ 1,800.00	-\$ 857.12	52.38%		

62100 Contract Services									
62110 Accounting Fees									
62140 Legal Fees									
62150 Outside Contract Services									
Total 62100 Contract Services									
680 ARPA related expenses									
8 Library Materials									
802-A Books									
802-B Subscriptions									
802-C Non-Print									
802-F Software									
802-G Collection Supplies									
802-H E-Content									
Total 8 Library Materials									
Total Expenditures									
Net Operating Revenue									
Net Revenue									

Abbott Library
T&F Balance Sheet Reconciliation
April 2022

	<u>Total</u>
Opening Balance	17,696.00
46481 Non-Resident Fees	40.00
46487 Printing/Copying Income	62.20
46488 Fax	29.50
46489 Overdue Conscience	1.56
Total 46400 Other Types of Income	\$ 133.26
Closing Balance	\$ 17,829.26

Abbott Library

Statement of Financial Position

As of April 30, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
B101 Operating Account	26,083.19
B102 Trust and Fines	17,829.26
B102.1 Petty Cash - Drawer	45.00
Total B102 Trust and Fines	17,874.26
Total Bank Accounts	\$43,957.45
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	\$47,017.45
Other Assets	
A300 New Library Capital Reserve	0.00
A301 Library Gardner Fund	2,681.54
A302 Library General Fund	9,293.57
Total Other Assets	\$11,975.11
TOTAL ASSETS	\$58,992.56
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	1,469.26
Total Accounts Payable	\$1,469.26
Total Current Liabilities	\$1,469.26
Total Liabilities	\$1,469.26
Equity	
30000 Opening Balance Equity	31,800.13
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	-317,233.23
Net Revenue	18,097.55
Total Equity	\$57,523.30
TOTAL LIABILITIES AND EQUITY	\$58,992.56

Donations Account

Balance Sheet and Activity

April 2022

SRB Acct ending 1815 - non-int checking

Opening Balance	\$	23,803.42
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Revenue

46485 Donation Business/Individuals	\$	50.00
	\$	50.00

Closing Balance	\$	23,853.42
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18620 - SRB acct ending 1524 - 24 mo CD (Martha Abbott)	125,160.00
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18630 - Mascoma Bank acct ending 7498 - 24 mo CD (Mabel Davies)	115,104.00
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18611 - Accrued Interest	530.47
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TOTAL ASSETS	264,647.89
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TOTAL NET ASSETS	264,647.89
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April 2022

Total 2 Payroll and Benefit Expenses

**Director's Report
May 19, 2022**

Public Relations and Advocacy

- Attended Abbott Library Foundation meeting on May 11
- Continue to meet with committee for Betty Ramspott's retirement party
- Joined Sunapee preschool for a Mother's Day craft activity

Professional Development

- Attended NHLTA Conference on May 10
- As you know, I currently serve as the Secretary for the New Hampshire Library Association (NHLA). Recently the Vice President/President Elect resigned and I have been asked if I will step into that role. That would mean that would serve as Vice President/President Elect until December and then serve as President in 2023. This is something I would like to do but I want to make sure the Board has an opportunity to discuss this.

For your discussion: Any questions about NHLA and its officer roles.

Financial Management

- Attended first finance subcommittee meeting on May 13.
- Facilitated meetings for library staff with Cariann Zandell for introduction to payroll management website

Buildings and Grounds Management

- The rope on the flag pole is still broken. Flag Works came once and the technician believed he had fixed it but that was not the case. We are now waiting for a new winch to be installed.
- I spoke with Craig about loose stones as the base of some of the columns out front. He will repair as soon as his schedule allows.

Collection Management

- There is a slight decrease in Library Items when this year is compared to last year. That is worth noting because in April of 2021, we were only open 24 hours per week. I will continue to monitor circulation statistics this year as they compare to last year.

Staff Management

- Sue King has decided to resign from being a substitute Library Aide. She will work until the last day of the afterschool program on May 26. Sue did a great job planning our afterschool program. She had been scheduled to plan and staff Summer Reading Program events so now plans will have to be adjusted.
- The job posting for a high school summer intern has been posted. This program is sponsored by the Friends of the Abbott Library and I have opened communication with Carriann and Shannon about how they would like to handle this financial arrangement.
- Attended "Turning 65 Workshop" offered by the Town of Sunapee personnel office on May 17.
- A question has arisen from a staff member about working on Saturdays.

For your discussion: Given that the Board has a policy in place that states two staff must be in the building for the library to be open to the public, should staff be paid for their lunch time on Saturdays since they are not able to leave the building?

For your discussion: Children's department staffing for the Abbott Library.

Planning and Development

- Submitted 2021 statistics to the New Hampshire State Library's Public Libraries Annual Survey. New Hampshire public library statistics are collected annually by the New Hampshire State Library. The data provide holdings, services, programs, income, expenditures and personnel information. The New Hampshire State Library submits a yearly report of the state's public library data to the federal Institute of Museum and Library Services (IMLS).

Program Management

- Storyhour on Thursdays at 10 AM has resumed.
- The tent will go up on May 30th or 31st and will stay up until the end of August. I have made a request to the Fire Chief for an occupancy permit.
- I have taken over planning for the Summer Reading Program. Sue will continue to assist with some tasks until her last day.
- A Floral Arranging workshop will be held on May 26. This event will be a hybrid event with 18 in-person and 12 virtual spots available. The event is sponsored by the Friends of the Abbott Library.
- Planning continues for the Sunapee Summer Day camp with weekly meetings

Technology Management

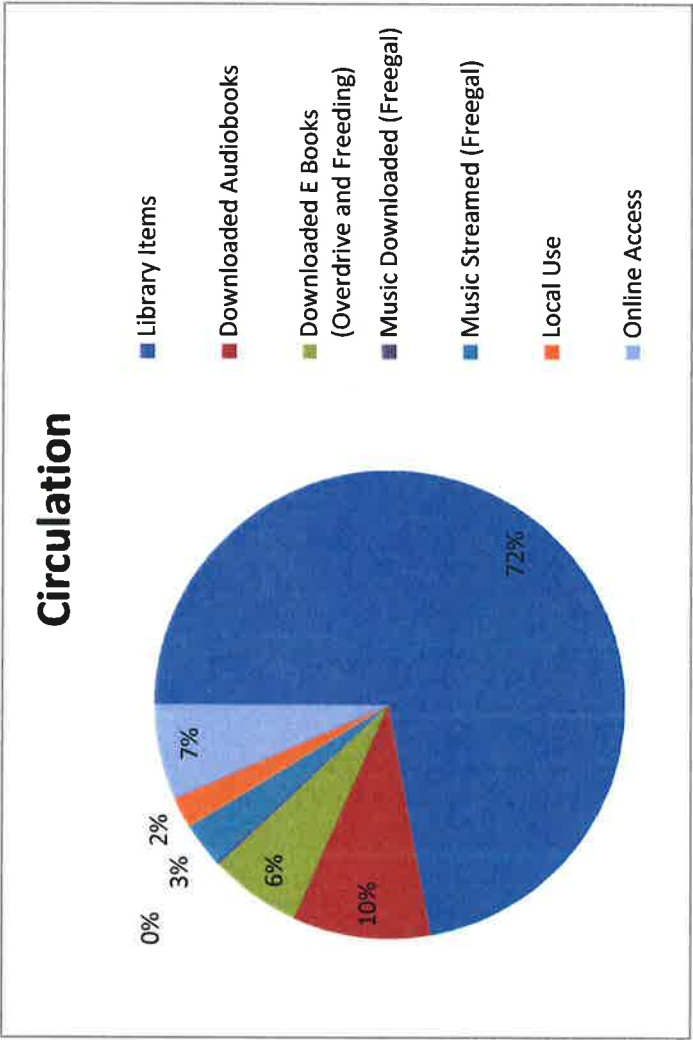
- The Watchguard router was replaced on April 28th. This is about six months earlier than the technology replacement plan called for but was a more economical course of action given the renewal fees for the filtering software.
- Given the cost to maintain individual email addresses, I am researching the requirements for retaining the email accounts of past employees. I will have a report for the Board at the next meeting.

Library Use:	April 2022	YTD 2022	YTD 2021	% Change
Library Items	2,353	9,553	9,860	-3%
Downloaded Audiobooks	311	1,303	1,115	17%
Downloaded E Books - Overdrive and Freeding	208	893	889	0%
Music Downloaded - Freegal	6	119	295	-60%
Music Streamed - Freegal	100	615	794	-23%
Local Use	69	173	35	394%
Online Tools Total	216	749	569	32%
Breakdown of Online Tools				
Ancestry	0	0	0	
Kanopy (videos)	80	276	246	12%
EBSCO	3	15	7	114%
Mango	0	17	7	143%
New York Times	87	376	308	22%
Hoopla	46	65		
Total Circulation	3,263	13,405	13,557	-1%
Patron Visits	1,597	5,945	2,665	123%
New Registrations	10	45	39	15%
Internet Sessions (public computers)	87	298	231	29%
Wireless Usage	412	1,674	1,094	53%
Program Questions	4	151	107	41%
Regular Reference	42	272	389	-30%
Extended Reference	6	29	23	26%
Readers' Advisory	18	130	103	26%
Tech Help	42	243	164	48%
Extended Tech Help	8	58	15	287%
Total Reference	120	883	801	10%
Website	April 2022	YTD 2022	YTD 2021	% Change
Visits	1,433	4,466	5,364	-17%
Unique Visitors	989			
Avg Visits per Day	47.8			
Programs This Month	Adult	Child	Adult YTD	Child YTD
Number of Programs	2	9	15	35
Number of Attendees	16	99	157	253
Meeting Room Usage in Hours	Activities	Conference	Activ YTD	Conf YTD
	13.0	15.0	85	46.0
Children's Computer Sessions	0			
Volunteer Hours	April 2022	YTD 2022		
	112.8	489.8		
Web Chats	April 2022	YTD 2022		
	7	17		

April 2022

Circulation	
Library Items	2,353
Downloaded Audiobooks	311
Downloaded E Books (Overdrive and Freeding)	208
Music Downloaded (Freegal)	6
Music Streamed (Freegal)	100
Local Use	69
Online Access	216
Total Circulation	3,263

Toatal Reference	120
Patron Visits	1,597



May Social Media Report

Facebook

Page likes: 548

Number of posts this month: 51

Page Reach: 575

Post & Story Reach: 3607

Interactions: 105

Clicks: 88

Most popular post this month:

see screenshot on next page

Instagram

Followers: 575

Number of posts this month: 35

