

Minutes of the Abbott Library Board of Trustees Meeting  
Abbott Library, Sunapee, NH  
Thursday, October 20, 2022

Attending:

Bev Bjorklund, Jim Harrison, Tim Eliassen, Susi Churchill, Nancy Berger, Mindy Atwood

Excused: Jon Reed, Jim McGraw

Guest: Peter Berghoef

1. CHAIR'S REMARKS

Chairperson Bev Bjorklund called the meeting to order at 7:00pm.

She reported that Nancy Berger has agreed to serve as Secretary upon approval of the Board of Trustees.

Motion was made by Jim Harrison and seconded by Susi Churchill to elect Nancy Berger as Secretary.

Motion carried unanimously. Bev Bjorklund remarked that the banks that the Board does business with will need to be informed about this update to the Board's elected officers. This can be done electronically with Sugar River Bank. The other bank, Bar Harbor requires the officer(s) to appear in person.

2. APPROVAL OF MINUTES

The wording regarding the enhancements to the Corner in the Children's area costing \$10K should be modified to note that those funds came from the Foundation.

Next to the last page, after the section on lines 610-640, the duplicative word "static" will be removed. The amended text will read: "The remaining lines were decided to be either static or as discussed in the previous meeting."

Susi Churchill moved to approve the Minutes and Tim Eliassen seconded the motion. The motion to approve the minutes of the September 29, 2022 meeting passed unanimously.

3. TREASURER'S REPORT

The Town of Sunapee's Trustees of the Trust Funds said that the Library can only spend the Interest and not the Principal on some accounts.

The issue of the Library being \$50 K below budget has to do with the fact that the Library has been under staffed. Tim Eliassen pointed out additional ways the Library is under budget, noting that we are below budget everywhere, especially in staffing.

Mindy Atwood clarified that some of the annual expenditures, i.e. carpet cleaning, do not occur until the end of the year when the availability of funds can be determined.

Mindy Atwood updated the Trustees on the topic of compensating the individual, Heather Onstott who assists the Library with finances. Ms. Onstott currently is not compensated financially and prefers that the Library buy books instead..

An issue was raised about the need to flush the radiant heating system due to the fact that it is running acidic, as well as why that is occurring. Mindy Atwood reported that the reason for the current acidic level is not known. She further informed the Board that flushing the system will be a \$5,700 expense. Mindy Atwood will be asking us to encumber that amount because the professional personnel who provide that service can not do it before the end of the current fiscal year..

Motion made by Jim Harrison and seconded by Nancy Berger to approve the Treasurer's Report and the Financials. The motion passed.

#### 4. DIRECTOR'S REPORT

Presently a final number for the Town of Sunapee's Budget has not been determined. Nor has a decision been made on the cost of living adjustment (COLA). A 15.9% increase will be incurred for full time employees' health insurance. Data show that the Library will be picking up another staff person's insurance coverage and the estimated cost is based on a two person coverage.

What this means for the Board of Trustees: The Library Board of Trustees can not approve a budget at this point because of the absence of information on some essential variables.

Mindy shared that at the recent SelectBoard's meeting there was no decision on how to use the ARPA funds. The main issue discussed was the line item for Advertising. If we don't get the ARPA funds then we approved too much money. \$2,600 could be added into the Library's Operating Budget. The \$650 in current draft budget is not based on ARPA funding. If the ARPA funds do not come through this needs to be discussed and a decision made.

An 8% cost of living adjustment will likely be recommended by the SelectBoard. Also a 2.5% cost to cover step increases needs to be considered.

In a default budget environment the Library staff would have no COLA adjustment. The Library could decide independent of the Town to allow or not allow the step increases. Mindy has informed the Town Manager that the Trustees may not approve the budget at this (October 20, 2022) meeting. We may need to assemble to approve it later. Susi Churchill suggested that if we did approve the Operating Budget and wait on the Staffing component we could miss an opportunity to adjust the operating budget to accommodate the staffing COLA and step increases. The Town of Sunapee looks to the Northeast CPI regarding the COLA increase.

Susi Churchill asked about the insurance of the buildings associated with the Library i.e the new shed. She stated that the actual Library building is covered under the Town of Sunapee, but other buildings were not. Mindy has explored and determined that the Library is insured for replacement value. One concern expressed was that the Library is not specifically named in the Policy. Tim Eliassen expressed a preference to postpone this and look at how other towns deal with it and then address it with more information. The Town Report shows a lower assessed value for the Library Building but the higher assessed value in the insurance policy is a comfortable amount.

The Town of Sunapee is now working on clarifying and documenting financial procedures. Mindy Atwood said that in the meanwhile we (the Library vs the Town?) have a very good trail of finances.

Mindy Atwood and Peter Berghoef reviewed twelve resumes for the vacant Youth Services staff position. They selected five for a half hour Zoom interview. One declined because s/he had already accepted a job offer. The other four are slotted for Zoom interview sessions next Tuesday and Wednesday. The final two candidates will be invited to the Library for a final interview, a tour, and to introduce them to staff.

A Vaccine Clinic will be held at the Library on Nov. 3 from 1:00 pm to 6:00 pm. The vaccinations and boosters available will be specific to COVID 19.

## 5. STRATEGIC PLAN

November 1 seems to be the date that most current and several, select past trustees can attend other than alternate Susan Johnson and trustee Jon Reed, who will need to get an excuse from the Superintendent. The plan is for a morning session from 8:30 am to 12:30 pm. Bev will explore the availability of the LSPA community conference room to host this session.

## 6. COMMUNICABLE & INFECTIOUS DISEASE PREVENTION POLICY

Background: Based on the request of the board to review/revise the current Communicable and Infectious Disease Policy, Nancy Berger presented her recommendations along with the framework and rationale for this.

Based on the CDC recommended Policy Framework and Formula, Nancy highlighted the methodologies for the policy. Several modifications to the draft were suggested by Trustees. Consensus was established to:

- address confusion regarding placement of asterisks. It needs to be clarified, eliminated, or some other mechanism used for noting priority focus areas and resources for guiding the development and implementation of the Policy,

- add references to the Town of Sunapee's Employee Handbook and the Abbott Library's Patron Service Policy,

- replace "hold itself accountable" with "committed to do so" in the last sentence of the section on "Why It Matters to the Audiences/Stakeholders" (middle section),

- consider incorporating language to allow the Director to take immediate action but notify Board within a reasonable, specific timeframe.

These changes have been incorporated and an updated version of the draft is attached to the Minutes of this Meeting.

## 7. FRIENDS OF THE ABBOTT LIBRARY

No report. Mindy Atwood reported the annual meeting of the Friends will take place tomorrow evening followed by Miniature Golf in the library.

## 8. ABBOTT LIBRARY FOUNDATION

No report provided.

Suggestion was made and Trustees agreed to send a letter of appreciation and commendation to Craig Heino, Town of Sunapee employee who planned and constructed the shed, funded by the Foundation. Bev Bjorklund will write letter.

## 9. ADJOURN

A motion to adjourn was made by Beverly Bjorklund and seconded by Nancy Berger. The motion passed unanimously. The meeting was adjourned at 9:05 pm

### Attachments:

DRAFT Revised Communicable and Infectious Disease Prevention Policy

**Abbott Library**  
**Expenditures by Vendor Summary**  
**October 2022**

	<b>Total</b>
Amazon	551.53
Comcast	143.26
Ebsco	3,163.64
Eversource	574.28
Gale	84.99
Ingram	2,696.99
Laminator.com	280.92
Melinda S. Atwood	275.44
Midwest Tape	787.09
ProQuest	720.10
Quill Com	109.97
Sunapee Middle/High School	130.00
ULINE	389.48
<b>TOTAL</b>	<b>\$ 9,907.69</b>

Monday, Nov 14, 2022 07:23:55 PM GMT-8 - Accrual Basis

# Abbott Library

## Statement of Activity

October 2022

	TOTAL
Revenue	
1 Town Funding Contributions	
100 Town Funding	9,800.50
101 Town Funding Payroll & Benefits	22,531.95
<b>Total 1 Town Funding Contributions</b>	<b>32,332.45</b>
43400 Direct Public Support	
43450 Individ, Business Contributions	100.00
<b>Total 43400 Direct Public Support</b>	<b>100.00</b>
45000 Investments (deleted)	
45030 Interest-Savings, Short-term CD	280.79
<b>Total 45000 Investments (deleted)</b>	<b>280.79</b>
46400 Other Types of Income	
46429 Interest Operating Acct	0.55
46480 Book Reimbursement	75.94
46481 Non-Resident Fees	20.00
46487 Printing/Copying Income	150.42
46488 Fax	12.00
46489 Overdue Conscience	98.99
<b>Total 46400 Other Types of Income</b>	<b>357.90</b>
<b>Total Revenue</b>	<b>\$33,071.14</b>
<b>GROSS PROFIT</b>	<b>\$33,071.14</b>
Expenditures	
2 Payroll and Benefit Expenses	
207 Full Time Wages	11,666.61
208 Part Time Wages	5,076.08
210 Health Insurance	2,895.60
220 Medicare	236.93
221 Employer FICA	1,013.25
231 Retirement Contribution	1,643.48
<b>Total 2 Payroll and Benefit Expenses</b>	<b>22,531.95</b>
3 Prof. & Tech Services	
341 Telephone	107.35
341B Internet Access	35.91
<b>Total 3 Prof. &amp; Tech Services</b>	<b>143.26</b>
4 Facilities	
410 Electricity	574.28
<b>Total 4 Facilities</b>	<b>574.28</b>
5 Other Services	
555 Advertising	130.00
<b>Total 5 Other Services</b>	<b>130.00</b>

	TOTAL
6 Supplies	
610 General Supplies	121.16
610-A Machine Supplies	390.89
640 Custodial Supplies	435.25
<b>Total 6 Supplies</b>	<b>947.30</b>
8 Library Materials	
802-A Books	2,891.03
802-B Subscriptions	3,163.64
802-C Non-Print	970.87
802-F Software	269.41
802-G Collection Supplies	97.80
802-H E-Content	720.10
<b>Total 8 Library Materials</b>	<b>8,112.85</b>
<b>Total Expenditures</b>	<b>\$32,439.64</b>
NET OPERATING REVENUE	<b>\$631.50</b>
NET REVENUE	<b>\$631.50</b>

# Abbott Library

## Statement of Financial Position

As of October 31, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
B101 Operating Account	37,209.59
B102 Trust and Fines	19,665.02
B102.1 Petty Cash - Drawer	45.00
<b>Total B102 Trust and Fines</b>	<b>19,710.02</b>
B201 Cap. Campaign/Donation Account	21,043.42
<b>Total Bank Accounts</b>	<b>\$77,963.03</b>
Accounts Receivable	
11000 Accounts Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
12000 Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$77,963.03</b>
Other Assets	
A18600 Other Assets	
A18610 Certificate of Deposit	
A18611 Accrued Interest from CD	754.50
A18620 Marth Abbott Trust	125,160.00
A18630 Mabel Davies' Funds	115,104.00
<b>Total A18610 Certificate of Deposit</b>	<b>241,018.50</b>
<b>Total A18600 Other Assets</b>	<b>241,018.50</b>
A300 New Library Capital Reserve	0.00
A301 Library Gardner Fund	2,804.54
A302 Library General Fund	9,722.90
<b>Total Other Assets</b>	<b>\$253,545.94</b>
<b>TOTAL ASSETS</b>	<b>\$331,508.97</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	-1,819.32
<b>Total Accounts Payable</b>	<b>\$ -1,819.32</b>
<b>Total Current Liabilities</b>	<b>\$ -1,819.32</b>
<b>Total Liabilities</b>	<b>\$ -1,819.32</b>



	TOTAL
Equity	
30000 Opening Balance Equity	293,206.26
31500 Temp. Restricted Net Assets	50,000.00
C303 Capital Campaign Fund Balance	274,858.85
<b>Total 31500 Temp. Restricted Net Assets</b>	<b>324,858.85</b>
32000 Unrestricted Net Assets	-317,183.23
Net Revenue	32,446.41
<b>Total Equity</b>	<b>\$333,328.29</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$331,508.97</b>

**Abbott Library**  
**Budget vs. Actuals: FY\_2022 - FY22 P&L**  
January - October, 2022

	Total					
	YTD Actual	YTD Budget	\$ over YTD Budget	% of YTD Budget	Annual Budget	% of Annual Budget
Revenue						83%
1 Town Funding Contributions	0.00	0.00	0.00		0.00	
100 Town Funding	107,805.50	0.00	107,805.50		0.00	
101 Town Funding Payroll & Benefits	238,008.80	0.00	238,008.80		0.00	
Total 1 Town Funding Contributions	<b>\$ 345,814.30</b>	<b>\$ 0.00</b>	<b>\$ 345,814.30</b>		<b>\$ 0.00</b>	
43400 Direct Public Support	50.00	0.00	50.00		0.00	
43450 Individ, Business Contributions	325.00	0.00	325.00		0.00	
Total 43400 Direct Public Support	<b>\$ 375.00</b>	<b>\$ 0.00</b>	<b>\$ 375.00</b>		<b>\$ 0.00</b>	
45000 Investments (deleted)	0.00	0.00	0.00		0.00	
45030 Interest-Savings, Short-term CD	280.79	0.00	280.79		0.00	
Total 45000 Investments (deleted)	<b>\$ 280.79</b>	<b>\$ 0.00</b>	<b>\$ 280.79</b>		<b>\$ 0.00</b>	
46400 Other Types of Income	0.00	0.00	0.00		0.00	
46429 Interest Operating Acct	4.86	0.00	4.86		0.00	
46430 Miscellaneous Revenue	15,681.08	0.00	15,681.08		0.00	
46480 Book Reimbursement	413.79	0.00	413.79		0.00	
46481 Non-Resident Fees	740.00	0.00	740.00		0.00	
46487 Printing/Copying Income	803.06	0.00	803.06		0.00	
46488 Fax	117.30	0.00	117.30		0.00	
46489 Overdue Conscience	581.34	0.00	581.34		0.00	
Total 46400 Other Types of Income	<b>\$ 18,341.43</b>	<b>\$ 0.00</b>	<b>\$ 18,341.43</b>		<b>\$ 0.00</b>	
Total Revenue	<b>\$ 364,811.52</b>	<b>\$ 0.00</b>	<b>\$ 364,811.52</b>		<b>\$ 0.00</b>	
Gross Profit	<b>\$ 364,811.52</b>	<b>\$ 0.00</b>	<b>\$ 364,811.52</b>		<b>\$ 0.00</b>	
Expenditures						
2 Payroll and Benefit Expenses	0.00	0.00	0.00		0.00	
207 Full Time Wages	121,559.22	140,910.14	-19,350.92	86.27%	169,092.16	71.89%
208 Part Time Wages	57,901.71	82,703.76	-24,802.05	70.01%	99,244.50	58.34%

209 Unused Sick Time	0.00	0.00	0.00		3,889.44	0.00%
210 Health Insurance	29,657.58	28,601.78	1,055.80	103.69%	34,322.12	86.41%
215 Life & Disability Insurance	2,202.27	2,512.34	-310.07	87.66%	3,014.80	73.05%
220 Medicare	2,608.69	3,181.36	-572.67	82.00%	3,817.62	68.33%
221 Employer FICA	11,154.22	13,602.97	-2,448.75	82.00%	16,323.55	68.33%
231 Retirement Contribution	11,942.02	20,267.69	-8,325.67	58.92%	24,321.21	49.10%
250 Unemployment Comp Insurance	424.39	440.39	-16.00	96.37%	528.45	80.31%
260 Workers Compensation Insurance	558.70	544.01	14.69	102.70%	652.81	85.58%
<b>Total 2 Payroll and Benefit Expenses</b>	<b>\$ 238,008.80</b>	<b>\$ 292,764.44</b>	<b>-\$ 54,755.64</b>	<b>81.30%</b>	<b>\$ 355,206.66</b>	<b>67.01%</b>
3 Prof. & Tech Services	0.00	0.00	0.00		0.00	
341 Telephone	1,179.75	1,291.68	-111.93	91.33%	1,550.00	76.11%
341A Fire Alarm	777.60	400.00	377.60	194.40%	400.00	194.40%
341B Internet Access	617.23	625.00	-7.77	98.76%	750.00	82.30%
342A Computer Support/Hardware	7,233.99	6,000.00	1,233.99	120.57%	6,700.00	107.97%
342B Copier Lease	785.09	1,500.00	-714.91	52.34%	1,800.00	43.62%
365 Equipment Repair	0.00	800.00	-800.00	0.00%	1,300.00	0.00%
<b>Total 3 Prof. &amp; Tech Services</b>	<b>\$ 10,593.66</b>	<b>\$ 10,616.68</b>	<b>-\$ 23.02</b>	<b>99.78%</b>	<b>\$ 12,500.00</b>	<b>84.75%</b>
4 Facilities	0.00	0.00	0.00		0.00	
410 Electricity	6,868.09	7,100.00	-231.91	96.73%	8,500.00	87.26%
411 Heat	5,628.76	4,300.00	1,328.76	130.90%	6,200.00	90.79%
412 Water	440.00	300.00	140.00	146.67%	1,000.00	44.00%
413 Sewer	480.00	250.00	230.00	192.00%	500.00	96.00%
430 Bldg Repair & Maintenance	3,896.42	7,500.00	-3,603.58	51.95%	9,000.00	43.29%
440 Outside Maintenance	1,050.92	3,700.00	-2,649.08	28.40%	3,700.00	28.40%
<b>Total 4 Facilities</b>	<b>\$ 18,364.19</b>	<b>\$ 23,150.00</b>	<b>-\$ 4,785.81</b>	<b>79.33%</b>	<b>\$ 28,900.00</b>	<b>65.44%</b>
5 Other Services	0.00	0.00	0.00		0.00	
520 Insurance	2,960.85	3,196.84	-235.99	92.62%	3,196.84	92.62%
540 Training and Meetings	475.00	875.00	-400.00	54.29%	1,375.00	34.55%
550 Programs	950.00	500.00	450.00	190.00%	500.00	220.00%
555 Advertising	724.90	550.00	174.90	131.80%	650.00	111.52%
560 Membership	305.00	750.00	-445.00	40.67%	750.00	40.67%
<b>Total 5 Other Services</b>	<b>\$ 5,415.75</b>	<b>\$ 5,871.84</b>	<b>-\$ 456.09</b>	<b>92.23%</b>	<b>\$ 6,471.84</b>	<b>86.00%</b>
6 Supplies	0.00	0.00	0.00		0.00	
610 General Supplies	1,090.60	1,900.00	-809.40	57.40%	2,000.00	54.53%

610-A Machine Supplies	641.24	800.00	-158.76	80.16%	900.00	71.25%
610-C Program Supplies	3,569.36	2,500.00	1,069.36	142.77%	3,000.00	118.98%
625 Postage	204.84	200.00	4.84	102.42%	300.00	68.28%
630 Office Equipment	63.99	100.00	-36.01	63.99%	325.00	19.69%
640 Custodial Supplies	895.69	800.00	95.69	111.96%	1,000.00	139.03%
<b>Total 6 Supplies</b>	<b>\$ 6,465.72</b>	<b>\$ 6,300.00</b>	<b>\$ 165.72</b>	<b>102.63%</b>	<b>\$ 7,525.00</b>	<b>92.50%</b>
62100 Contract Services	0.00	0.00	0.00		0.00	
62110 Accounting Fees	0.00	1,500.00	-1,500.00	0.00%	2,000.00	0.00%
62140 Legal Fees	517.50	2,000.00	-1,482.50	25.88%	3,500.00	14.79%
62150 Outside Contract Services	2,975.00	4,160.00	-1,185.00	71.51%	4,160.00	71.51%
<b>Total 62100 Contract Services</b>	<b>\$ 3,492.50</b>	<b>\$ 7,660.00</b>	<b>-\$ 4,167.50</b>	<b>45.59%</b>	<b>\$ 9,660.00</b>	<b>36.15%</b>
680 ARPA related expenses	15,052.02	0.00	15,052.02		0.00	
7 Capital Outlay	0.00	0.00	0.00		0.00	
750 Furniture and Fixtures	149.99	300.00	-150.01	50.00%	300.00	50.00%
<b>Total 7 Capital Outlay</b>	<b>\$ 149.99</b>	<b>\$ 300.00</b>	<b>-\$ 150.01</b>	<b>50.00%</b>	<b>\$ 300.00</b>	<b>50.00%</b>
8 Library Materials	0.00	0.00	0.00		0.00	
802-A Books	17,192.27	25,000.00	-7,807.73	68.77%	30,000.00	59.73%
802-B Subscriptions	3,165.11	3,300.00	-134.89	95.91%	4,300.00	79.62%
802-C Non-Print	4,390.51	4,250.00	140.51	103.31%	5,100.00	87.78%
802-F Software	2,407.03	3,600.00	-1,192.97	66.86%	7,600.00	31.67%
802-G Collection Supplies	1,652.83	1,200.00	452.83	137.74%	1,700.00	97.23%
802-H E-Content	6,014.73	2,200.00	3,814.73	273.40%	2,200.00	273.40%
<b>Total 8 Library Materials</b>	<b>\$ 34,822.48</b>	<b>\$ 39,550.00</b>	<b>-\$ 4,727.52</b>	<b>88.05%</b>	<b>\$ 50,900.00</b>	<b>70.52%</b>
<b>Total Expenditures</b>	<b>\$ 332,365.11</b>	<b>\$ 386,212.96</b>	<b>-\$ 53,847.85</b>	<b>86.06%</b>	<b>\$ 471,463.50</b>	<b>70.98%</b>
<b>Net Operating Revenue</b>	<b>\$ 32,446.41</b>	<b>-\$ 386,212.96</b>	<b>\$ 418,659.37</b>	<b>-8.40%</b>	<b>-\$ 471,463.50</b>	<b>-6.41%</b>
<b>Net Remainder</b>	<b>\$ 34,687.94</b>					

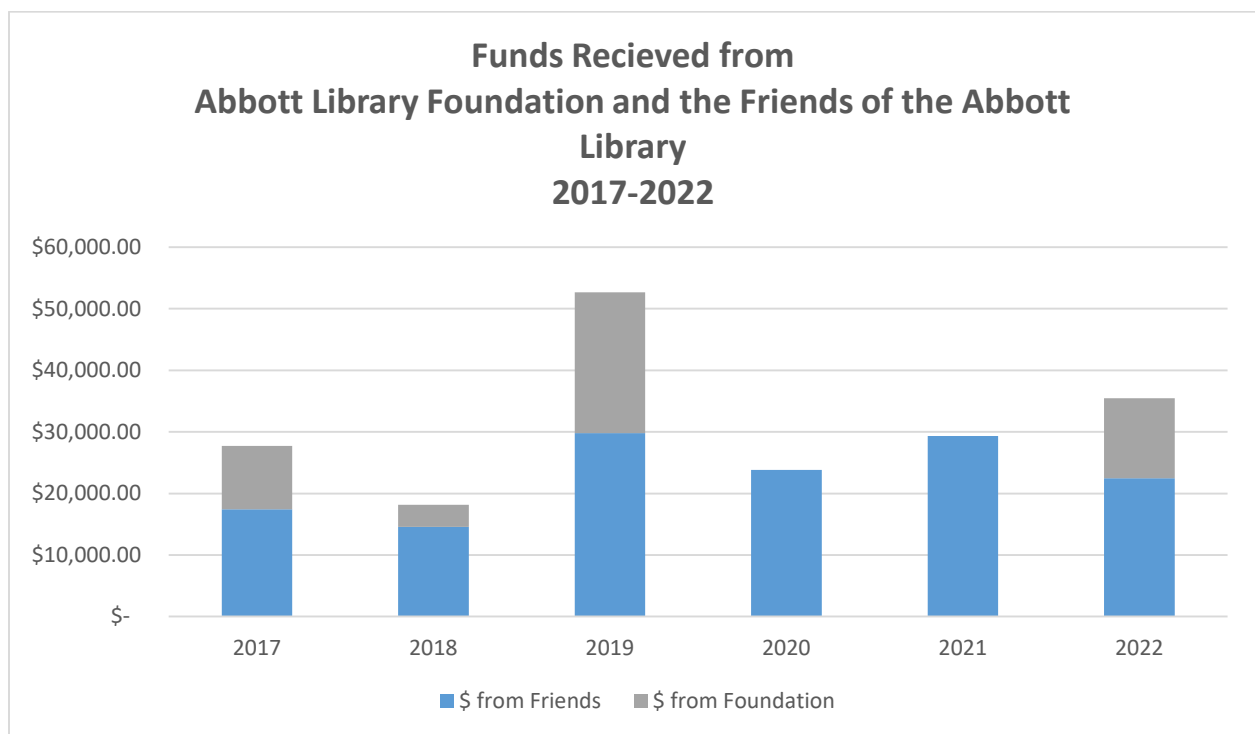
**Director's Report  
For September 29, 2022**

**Public Relations and Advocacy**

- Met with Tim, Susi and Patrick Fine who is on the Trustees of the Trust Fund committee on September 30 to talk about the Abbott Library's trust funds
- Met with Amanda Hughlock, the Sunapee School District's preschool teacher, to discuss ways the library can assist with early intervention efforts
- Attended department heads meeting on October 12
- Attended Selectboard meeting on October 17

**Financial Management**

- Attended training for ClearGov, the new web-based software the Town of Sunapee is using for budget tracking
- Submitted draft 2023 budget to ClearGov
  - The budget that the Board has reviewed in Excel can be included as an attachment
  - The Town Manager asked each department to report on non-taxpayer revenue it has received in the past so I have included the graph below in our ClearGov report.



- Ingram has not regularly been including packing slips with their shipments. For the past month, I have been working with customer services to get reprints of the packing slips because the auditors require a packing slip to be attached to the invoices. To-date, I still have no packing slips. This means there is approximately \$1,000 in unpaid invoices for the 802A line.
- The first meeting of the Town of Sunapee Advisory Budget Committee is November 4.

## **Planning and Development**

- Sent the Abbott Library Resources Policy to the NH State Library for use as a sample policy for other libraries to review. Of particular interest was the inclusion of language around digital collections not managed by the Abbott Library.

## **Collection Management**

- We have finally marked as restricted any library cards that had overdue materials from 2020 and early 2021. Thanks go to Terri for taking on that laborious task and returning the catalog and our overdue procedure to a current status.
- We continue to work through some issues due to the transition to a shared catalog but most of Abbott's problems have been resolved.

## **Building Management**

- Met with Tucker Interiors to take final measure for honeycomb shelving
- Working with Town of Sunapee to review the replacement value of the library in the Town's insurance policy with Primex. I have also asked if the Abbott Library should be an additional insured entity, given the Trustees' equity stake in the Abbott Library.

## **Staff Management**

- I have received ten resumes and cover letters for the Youth Services Librarian position so far. The position is "open until filled" with first consideration given to resumes that are received before October 20. I anticipate scheduling interview as soon as October 24. For your information, I've attached a copy of the rubric I will use during the interview process.

## **Upcoming Programs**

Storytime: Thursdays at 10 AM

October 21 from 6-9: Friends of the Abbott Library host Mini Golf in the Library

October 25 at 6:30 PM: "An Evening with Edgar Allen Poe"

October 27 at 6:30 PM: Discussion of "The Wolf at the Schoolhouse Door" by Jack Schneider and Jennifer Berkshire

November 10: Author Visit from Marty Kelly, sponsored by the Friends of the Abbott Library

<b>Library Use:</b>	<b>Sept 2022</b>		<b>YTD 2022</b>	<b>YTD 2021</b>	<b>% Change</b>
Library Items	2,818		25,495	24,675	3%
Downloaded Audiobooks	374		3,135	2,526	24%
Downloaded E Books - Overdrive and Freading	218		1,953	1,740	12%
Music Downloaded - Freegal	15		229	595	-62%
Music Streamed - Freegal	227		1,783	1,665	7%
Local Use	59		528	231	129%
Online Tools Total	376		2,248	1,469	53%
Breakdown of Online Tools					
Ancestry	0		2	0	
Kanopy (videos)	88		654	657	0%
EBSCO	1		19	33	-42%
Mango	28		91	57	60%
New York Times	150		927	720	29%
Hoopla	109		555		
Total Circulation	4,087		35,371	32,901	8%
Patron Visits	1,823		16,127	10,759	50%
New Registrations	22		151	168	-10%
Internet Sessions (public computers)	121		1,083	951	14%
Wireless Usage	541		4,455	2,793	60%
Program Questions	7		198	331	-40%
Regular Reference	62		582	856	-32%
Extended Reference	2		66	40	65%
Readers' Advisory	21		285	302	-6%
Tech Help	52		449	487	-8%
Extended Tech Help	4		112	35	220%
Total Reference	148		1,692	2,051	-18%
<b>Website</b>	<b>Sept 2022</b>		<b>YTD 2022</b>	<b>YTD 2021</b>	<b>% Change</b>
Visits	997		10,982	11,958	-8%
Unique Visitors	650				
Avg Visits per Day	33.2				
<b>Programs This Month</b>	<b>Adult</b>		<b>Child</b>	<b>Adult YTD</b>	<b>Child YTD</b>
Number of Programs	6		5	39	78
Number of Attendees	56		49	345	1,077
<b>Meeting Room Usage in Hours</b>	<b>Activities</b>		<b>Conference</b>	<b>Activ YTD</b>	<b>Conf YTD</b>
	15.5		17.0	192	122.3
<b>Children's Computer Sessions</b>	59				
<b>Volunteer Hours</b>	<b>Sept 2022</b>		<b>YTD 2022</b>		
	88.0		1,012.8		
<b>Web Chats</b>	<b>Sept 2022</b>		<b>YTD 2022</b>		
	1		36		

	Criteria	5 (Excellent)	4 (Above Average)	3 (Average)	2 (Poor)	1 (Unsatisfactory)	0 N/A			
Education		Master's in Library Science from ALA accredited school	Master's in Library Science (non-accredited) or equivalent library education	partial completion of Master's in Library Science	Bachelors in related field such as English, Education	Some post-secondary schooling	no post-secondary schooling			
General Library Duties and Responsibilities										
	Experience performing basic patron service tasks such as, checking in and checking out, help with printing, basic reference questions, filling out ILL forms	Extensive experience with circulation desk duties. Experience with all facets of basic circulation desk tasks. Has some experience with advanced reference questions. Can articulate steps to de-escalate agitated library patrons	Above average experience with circulation desk duties. Experience with all facets of basic circulation desk tasks. Has some experience with basic but not advanced reference questions. Expresses willingness to help de-escalate	Some experience with circulation desk duties. Experience with 1 of all facets of basic circulation desk tasks. Prefers to engage supervisor to de-escalate	Less experience with circulation desk duties. Some experience with 2 of the facets of basic circ desk tasks. No de-escalation skills or experience	Awareness of circulation desk duties. Some customer service experience in another industry. No de-escalation skills or experience.	No experience with public libraries and/or customer service			
	Reader's Advisory	Full knowledge. Has extensive experience with offering reader's advisory. Can list three resources to aid with reader's advisory. Can offer two introductory questions to ask patron. Great enthusiasm for sharing information about books or films	Above average knowledge. Has experience with offering reader's advisory. Can list two resources to aid with reader's advisory. Can offer one introductory question to ask patron. Enthusiasm for sharing information about books or films evident	Some knowledge of and experience with reader's advisory. Offer other a resource or an intro question	Demonstrates some knowledge of reader's advisory but has no experience	Not familiar with reader's advisory				
	Technology Help	Extensive experience with providing help with technology devices and software. Demonstrates great enthusiasm for helping patrons with technology. Very familiar with MS Office, G Suite, FB, IG, Twitter, TikTok, apps and other software	Experience with providing help with technology devices and software. Demonstrates willingness to help patrons with technology. Familiar with many of the following: MS Office, G Suite, FB, IG, Twitter, TikTok, apps and other software	Some experience with providing help with technology devices and software. Demonstrates willingness to help patrons with technology. Familiar with some of the following: MS Office, G Suite, FB, IG, Twitter, TikTok, apps and other software	Little to no experience with providing help with technology devices and software. Demonstrates willingness to help patrons with technology. Familiar with a few of the following: MS Office, G Suite, FB, IG, Twitter, TikTok, apps and other software	Personal (as opposed to professional) experience with devices, software apps	Expresses disinclination for technology use			
Youth Services Librarian Duties										
	Programming	Direct experience planning activities for children. Articulates good understanding of program planning life cycle. Enthusiasm for working with children.	Direct experience managing volunteers. Articulates good technique for connecting volunteers. Enthusiasm for working with and recruiting volunteers.	Some experience managing and/or recruiting volunteers. Some knowledge of volunteer practices and procedures.	Experience with volunteer practices and procedures OR experience managing and/or recruiting volunteers (but not both).	Has experience being a volunteer	Does not articulate any value in volunteers. Has no ideas for management or recruitment of volunteers.			
	Cataloging	Extensive experience with processing, copy cataloging and original cataloging	Above average experience with processing, copy cataloging	Some experience with processing and copy cataloging	Experience with processing OR cataloging	No experience with cataloging or processing				
	Collection Development	Extensive experience with collection development including managing a budget, analysis of current collections and consulting multiple sources for reviews	Experience with collection development including managing a budget, analysis of current collections and consulting multiple sources for reviews	Experience with collection development including 2 of the three following: managing a budget, analysis of current collections and consulting multiple sources for reviews	Experience offering suggestions of materials to be purchased	Coursework in collection development	No collection development experience			
	Community Collaboration	Extensive experience building professional relationships with members of the community and community organizations that can contribute to children's programming	Experience building professional relationships with members of the community and community organizations that can contribute to children's programming	experience building professional relationships with members of the community and community organizations to plan programming for other age groups	Willingness to collaborate with community groups. Understanding of community collaboration.	No familiarity with concepts of community collaboration or unwilling to collaborate.				
Competency										
	Implementation of library principles, practices and policies in day-to-day function of a public library	Can clearly articulate library principles of equal access, resource sharing and/or public service. Extensive experience with implementing library principles into day-to-day function.	Can clearly articulate library principles of equal access, resource sharing and/or public service. Some experience with implementing library principles into day-to-day function.	Articulates some library principles of equal access, resource sharing and/or public service. Some experience with implementing library principles into day-to-day functions.	Articulates some library principles of equal access, resource sharing and/or public service. Limited experience with implementing library principles into day-to-day functions.	Articulates some library principles of equal access, resource sharing and/or public service. No experience with implementing library principles into day-to-day functions.	No library principles articulated, no experience with implementation			
	Ability to exercise independent judgement and consult the Director as necessary	Clearly articulates strong personal values and demonstrates understanding of how to appropriately incorporate them into a professional setting. Demonstrates specific knowledge of Abbott Library policies.	Articulates strong personal values and demonstrates understanding of how to appropriately incorporate them into a professional setting. OR demonstrates specific knowledge of Abbott Library policies.	Articulates some personal values OR some knowledge of general public library policies	Articulates some personal values	Unable to articulate a personally held value and no knowledge of general public library policies				
	Ability to establish and maintain effective working relationships	Clearly and warmly articulates a history of strong personal and professional relationships with people. Demonstrates respect for multiple ways of working and learning	Clearly articulates a history of strong personal and professional relationships with people. demonstrates respect for multiple ways of working and learning	Has some history of personal and professional relationships with people. OR understands respect for multiple ways of working and learning	Has some history of professional relationships with people. OR understands respect for multiple ways of working and learning	Cannot describe an example of a personal or professional relationship				



# Abbott Library

## **Communicable and Infectious Disease Prevention Policy: Nov, 17, 2022 DRAFT**

### **Policy.**

In the event of an emergency situation where a potentially serious health risk is known or anticipated, the Board of Trustees grants authority to the Abbott Library Director to implement protective measures on a temporary basis. These measures deemed as necessary and appropriate to address the potential health risk shall be based on specific and documented recommendations of the federal, state and/or local health authorities. These measures shall be documented in writing and presented to the Chair of the Board of Trustees to review and approve within one week after development and status implementation. Necessary and appropriate modifications shall be made to the measures as data and evidence-based practices are available or when the risk has been significantly reduced or eliminated.

### **Rationale**

The possibility exists for Abbott Library patrons, volunteers and staff to come in contact with pathogens; to include bacterium, virus, or other microorganism that can cause disease, while in the premises and or engaged in Library services and activities. These services and activities are often conducted within a closed environment, in close proximity to others and where surfaces and materials are shared thereby posing a risk of contamination. Should a situation occur where there is an awareness of the presence of pathogens that are very dangerous and or the risk of casual transmission is great, a timely response and aggressive measures are essential.

### **Who will Policy Impact**

Everyone engaged in any capacity in the Abbott Library's services and activities should be assured to a reasonable degree that they will be spared contamination by biological agents that can compromise their health, cause disease and possibly death. The Library's patrons, volunteers and staff expect and deserve a safe environment. *They view the Library as a cornerstone to the community's infrastructure and a valuable resource. Over the years the Library has expanded its size, staff, services and members. The Library is charged to serve everyone in the community. Residents of virtually all age groups, socioeconomic backgrounds and education attainment regularly utilize its services to expand knowledge, enjoy exploration of diverse topics, and seek pleasure via reading, listening and viewing mediums.* They do so with a mindset that they are in a safe environment virtually free of serious risks that could compromise their health. They expect that appropriate measure will be implemented in a timely manner to address any risks that become known. As stewards of the public's trust, the Abbott Library Board of Trustees is committed to do so.

### **Examples of Measures:**

These measures may include but are not limited to Library closure; temporary adjustments in services available; implementation of sanitation protocol, and social distancing requirements; and modifications to staff roles and responsibilities.

**Basis for Measures:**

In developing and articulating these measures consideration should be given to: the safety of library patrons, volunteers, and staff; recommendations, guidance, and emergency orders issued by the Governor of New Hampshire; recommendations and guidance from the Centers for Disease Control and Prevention (CDC) and New Hampshire Department of Health and Human Services; recommendations and guidance from the New Hampshire State Library; the status and mode of delivery of services offered by the Town of Sunapee; and the mode of operation of the Sunapee School District.

**Approved and adopted by the Board of Trustees on \_\_\_\_\_.**