

Library Board of Trustees Meeting Agenda

DATE: September 29, 2022 7:00 PM

1. Chair's Remarks

Attending: Mindy Atwood, Bev Bjorklund, Tim Eliassen, Susi Churchill, Susan Johnson, Jon Reed

Excused: Nancy Berger, Jim McGraw, and Jim Harrison had excused absences.

Guests: Arlene Adams

Meeting called to order at 7:05 PM

2. Approval of Minutes

Bev Bjorklund noted that Susan Johnson will be sitting in for Nancy Berger.

Bev Bjorklund noted adding last names to last meeting's minutes. No other comments.

Tim Eliassen moved to approve minutes. Motion was approved.

3. Treasurer's Report

Susi Churchill reported she met with Mindy, Dwight, and Tim about financial statements. They are in the process of setting up a means of applying interest. Other non-city funds were discussed. Expenditures by vendor amount on report was discussed. "Unspecified" category is payroll, should it be on report going forward?

Bev Bjorklund proposed a motion to approve the manifest of bills without the "unspecified" payroll item included. Susi Churchill seconded the motion and it passed.

4. Director's Report

Bev Bjorklund officially mentioned and acknowledged the board's gratitude and thanks for all of Suzanne Tether's work on the board.

Bev Bjorklund proposed changing the order of the evening's agenda.

Bev Bjorklund made a motion to follow agenda out of order, moving the budget discussion to after the chair's report. It passed.

Mindy Atwood invited questions on her Director's report. Explained the issue of whether or not she should carry a town credit card for the department. It would help with companies the library works with that

will not invoice the library for various services we use. Susi Churchill asked how the process would work with the town holding the card and whether the library will be billed. Tim Eliassen expressed that it would be better if the library received a direct bill. The recent town audit report illustrates the need for direct billing to the library. Susi Churchill expressed that the current system where Mindy Atwood uses her own card and is reimbursed by the town isn't optimal. Further discussion of the details of billing took place including the credit limit. Mindy Atwood expressed that she was informed by the Town Manager that a credit card policy will be provided by the town. Tim Eliassen made a motion that the board agrees that the library should participate in the town's credit card program with the card being under the director's control. Jon Reed seconded the motion and it was approved.

Mindy Atwood updated the board regarding the select board meeting where she made a request on behalf of the library for use of ARPA-SLFRF funding. Susi Churchill asked about the amount of the available funding. Mindy Atwood explained the \$356,000 total, including the inaccurate amount listed as being already used for previous cleaning at the library.

Mindy Atwood updated the board on the status of the Emergency Operations Plan and her efforts to get Abbott Library included. The library is listed as a sheltering space as one of the town buildings with a generator. A request was made for language (in italics below) to be included in the Emergency Operations Plan. Jon Reed made the motion as it appears in the Director's Report that, *"In the event that an Emergency Operations Center (EOC) is activated, the Board of Trustees is in support of the utilization of the library building and/or library staff as a resource agency in any Emergency Support Functions when the Emergency Management Director (EMD) deems it to be helpful or useful to the Sunapee community."*

All voted in favor.

Mindy Atwood discussed the previous activity of updating the board on the new job description for Library Aide III for Adult Collection Development. Mindy Atwood brought up questions from Jim

Harrison regarding the necessity of including the wording that applicants with a Master's Degree in Library Science will be considered. The board decided language was unnecessary and would be removed. Bev Bjorklund made a motion to accept the Library Aide III position job description with the omission of the mention of the Master's in Library Science Degree removed. Jon Reed seconded and motion carried.

Mindy mentioned the great attendance for the library's "Understanding Putin's Invasion of Ukraine" event.

5. Strategic Plan Reports

Bev Bjorklund asked everyone to email her with dates they are not able to attend a strategic planning meeting in October. Focus is on weekday mornings.

The issue of the Trustees Binder needing an update was raised. Jon Reed offered to take this on.

6. Abbott Library Friends Report

Mindy Atwood reported that the Friends of the Library are meeting briefly on October 21st. They will then host a mini golf event in the library from 6-9. Bev Bjorklund encouraged everyone to attend.

7. Abbott Library Foundation Report

Arlene Adams reported on the Foundation's meeting on September 15. A \$10,000 donation will be used for updating the children's department with honeycombed seating and shelving. The project total is \$23,000 and will be supplemented by the Foundation. Next Trustees' meeting will begin with a public hearing to accept the funds from the Foundation.

Arlene Adams stated that reports on the shed progress and children's area update will be forthcoming. Bev expressed gratitude to the

Foundation for their work as well as the strong ongoing community support and everyone concurred.

8. Chair's Report

Bev Bjorklund said Jim McGraw's appointment of the open seat on the Board of Trustees was approved by the Select Board. A new alternate will not immediately be sought.

Bev Bjorklund indicated Nancy Berger would take on the role of Secretary with a rotating schedule for minute-taking duties for board members. Mindy inquired whether collection of supporting documents would be the job of the minute-taker or Nancy Berger. Bev clarified that Nancy Berger would be in charge of collecting documents. It was decided that a motion for approval would not be made in Nancy Berger's absence. Bev Bjorklund asked for a volunteer to take minutes at the next meeting, Jon Reed agreed to take on this duty at the next meeting.

Bev Bjorklund asked if there were any questions about the concept of a consent agenda and noted she would aim to move to this practice for the October meeting.

The Communicable and Infectious disease policy will be discussed at next month's meeting. These were sent out electronically prior to the previous meeting and physical copies were also distributed at that time.

Bev Bjorklund met with Peg Lesiak, Jane Frawley, and Carol Brudnicki this week and learned about the expectations involved in putting on the annual used book sale. She will send out her plan to the rest of the board.

Bev Bjorklund distributed copies of the role-play script shared by the New Hampshire State Library. The document covers how to deal with questions from community members. Bev encouraged trustees to tell

people, “We have an established procedure and the director will bring this to our attention when appropriate.”

Bev Bjorklund brought up the idea of sharing the same information via a letter to the Select Board and the School Board to educate them on the current climate of book challenges and the library’s readiness to handle them. She expressed that as members of the community and town participants in town governance it could be helpful for them to be forewarned and equipped to handle these situations. Tim Eliassen expressed concern about the board doing so. Other merits and possible pitfalls of the plan were discussed. Mindy suggested reaching out to the town manager to gather information about the level of Selectboard knowledge of such policies and issues. It was agreed that Mindy would draft a message for the town manager.

Susan Johnson asked whether the town had a unified collection or guide to town policies. Mindy indicated that she did not know of any beyond the Personnel Policies Handbook but that she will ask.

Bev Bjorklund asked if at this point in the meeting everyone wanted to start looking at the budget immediately or if the trustees should meet an extra time to discuss the budget given the current meeting’s low attendance. Tim Eliassen asked about the typical process for budget discussion and whether it is line by line. He offered the idea of everyone taking the time to familiarize themselves with the current document, and the role played by wages and benefits in relation to the overall operations budget.

It was agreed that the board would go through the budget. It was noted that members not present will be able to follow along to the recording of the meeting and budget specific discussions begin around 8:13 PM.

Mindy Atwood discussed data regarding changes in the library’s internet access and usage rates (relevant to budget line 341B) and why they’ve taken place. The changes are understood to be caused by

individuals using multiple devices, more individuals using the library as an office, and other changes. Ultimately Mindy Atwood asked if the board should pursue expanding or changing our access plan with Comcast. Abbott's structure of internet access was discussed. Tim Eliassen brought up the idea of exploring what it would cost to expand access for future reference. It was decided to gather information and return to the issue at a later date.

Mindy Atwood explained that Computer Support rates as represented in line 342A have gone up after a number of years of not changing.

Bev Bjorklund brought up the copier lease and supply (line 342B) was discussed at the previous meeting. Presently the decision has been made to take a chance on current copier functioning and investing less money in repair in 2023.

Bev Bjorklund brought up that lines 410-440 are largely outside of our control. Delivery of heating fuel through the town was discussed. Given the status of utility rate increases 2023 will not be the year for a Repair and Maintenance increase. Mindy Atwood expressed that the decrease in the water amount in the proposed budget can be explained by unknowns in previous budgeting sessions due to a water leak.

Mindy noted that she has learned that the breakout by department of the Town of Sunapee insurance policy may need to be revised. She will update the Board as more information becomes available.

Mindy Atwood explained that the Training and Meetings amount on line 540 looks under-expended at this point in 2022 but is largely spoken for by state training for the new Assistant Director. Susi Churchill asked if hiring a new Children's Librarian will require additional training; Mindy Atwood responded that adequate training could be achieved depending on the candidate and future needed training could happen in the following year.

Programming budget (line 550) requires little change due to help from Friends of the Library as discussed in the previous meeting.

Advertising (line 555) will hopefully be covered by ARPA funding. Bev Bjorklund emphasized the need for advertising library services, programs and resources. Mindy Atwood stated if ARPA funding is denied there will be time for budget adjustments for the upcoming fiscal year.

Mindy Atwood expressed that no change in memberships (line 560) should be necessary for 2023.

In explaining lines 610-640 Mindy Atwood explained that fewer lamination rolls are needed now that the library has plastic pockets for displaying event announcements on the library doors. Bev Bjorklund asked if general supply costs have increased due to the current economic climate. Mindy Atwood explained that they have but that purchasing extra supplies at the end of previous budget years have largely protected us.

The remaining lines were decided to be either static or discussed in the previous meeting.

Line 62110 Accounting fees, slightly decreased as Heather and the library continues to get a better feel for how many hours are needed

Mindy Atwood expressed that line 62140 was back to 2021 levels due to the current climate for public libraries.

Line 62150A was again mentioned as having been eliminated due to no longer needing outside cleaning fees.

Mindy Atwood reiterated from the last meeting that lines 802A-802H changes from previous years have been discussed with staff and reflect changes in library material use. Line 802A, Books, includes

electronic books. Small overall increase. Multiple formats used by individuals makes forecasting difficult. Will be viewed as an experiment and be revisited. Tim Eliassen noted that current 802A spending is low and encouraged library staff to make note of that.

Jon Reed inquired about the possibility of Kindle book purchases on demand, this discussion varied into the future of libraries and viable workarounds for new technologies in libraries and the budget.

It was broadly discussed that not much information is currently available for salary lines or the possibility of 2023 cost of living increase possibilities. Tim Eliassen asked about how the full time salary line would change given proposed staffing changes (full-time Youth Services Librarian). Mindy Atwood explained that the 34 hours currently budgeted for the position will be removed from the part-time wages line and moved to the full-time budget line. Additionally, there will be an increase in the Employee Benefits line for 2023.

Bev Bjorklund reminded everyone that the board will vote on the budget at the next scheduled meeting and encouraged those not in attendance to prepare for the meeting on the 20th by watching the recording of today's meeting.

Tim Eliassen moved to adjourn at 9:01. The motion passed.

Library Board of Trustees Meeting Agenda

DATE: 9/29/22

7:00 PM

1. Chair's Remarks

Nancy Berger has an excused absence. Jim McGraw has an excused absence.

2. Approval of Minutes

3. Treasurer's Report

- a. Full report for Aug/Sept manifest of bills and status
- b. Ad hoc Finance Committee status report

4. Director's Report

- a. Detailed discussion of budget request for 2023
- b. Credit card for services (Google) billed online (no paper invoice)

5. Strategic Plan Reports

- a. Need updates to Trustee Binder (SP #3) Volunteer?
- b. Retreat: Review (genesis of existing plan), Refresh (what do we keep, add or remove), Renew (board's commitment to keeping the plan a living document)
- c. NEED DATES - PLEASE BRING YOUR CALENDARS

6. Abbott Library Friends Report

- a. Annual Meeting Oct. 21?

7. Abbott Library Foundation Report

- a. Arlene will attend

8. Chair's Report

- a. Secretary position
 - i. Nancy has graciously agreed to accept a nomination for the position with the understanding that minute-taking will be a shared responsibility of the board

- ii. All board members will take turns on taking minutes and submit draft and supporting documents to secretary within 3 days of meeting for final edits
 - iii. Set schedule for minutes ahead of time
- b. Concept of Consent Agenda
 - i. Suggestion of items to be included: minutes; manifest of bills to begin with October agenda (other non-discussion items may be added as needed)
- c. Communicable and Infectious Disease draft policy change
 - i. Documents were shared at Sept 22 meeting. REMINDER to board to read both existing policy and proposed new policy for discussion at October 20th meeting
- d. Book Sale
 - i. Carol Brudnicki, Peg Lesiak, Jane Frawley will meet with Bev to help with understanding of what is needed for the sale. Group will meet 9/26. Bev will report on committee status. Jon Reed and Susan Johanson expressed interest in being a part of the committee.
- e. Book Challenges
 - i. Share Role Play
 - ii. Challenge quote “We have an established procedure and the director will bring this to our attention when appropriate.”

9. Old Business/Other Business

10. New Business

11. Public Comment

Calendar:

September 29, 2022 7:00PM

October 20, 2022 7:00PM

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

Public Relations and Advocacy

- Met with Town Manager, Town Manager's Executive Assistant, Emergency Management Director and Bev to discuss library's inclusion in Town of Sunapee Emergency Operations Plan (EOP)
- Met with Friends Board member and Patrick Gordon, SCES Principal, to discuss an author visit in October or November
- Attending Abbott Library Foundation meeting on September 15
- Attended Selectboard meeting on September 19
- Attended Master Plan meeting with other town department heads on September 27

Financial Management

- Attended ad ho finance committee meeting on September 15
- Attended the all-day municipal budgeting workshop offered by the New Hampshire Municipal Association (NHMA) on September 20
- Final report to the New Hampshire State Library for the \$14,971 grant to create a shared catalog with the schools in the Sunapee School District has been approved and the grant is complete
- Attended a Budget Planning Meeting with the Town Manager, Interim Finance Director and Susi on September 28.
- Exploring the possibility of being included on the Town of Sunapee credit card application.

For your discussion: Should the Library Director have a town credit card as the other department heads will have?

Planning and Development

- Presented library request for \$11,025.00 to run half-page ads about our programs and services in the Kearsarge Shopper at Selectboard meeting. Other town departments also gave presentations. The Selectboard will deliberate about the allocation of funds at their next meeting on October 3.

Collection Management

- Continue to work through some issues due to the transition to a shared catalog.

Building Management

For your discussion: Approval of the following language to be included in the Town of Sunapee's Emergency Operations Plan:

On {DATE} the Abbott Library Board of Trustees voted unanimously to adopt the following motion, "In the event that an Emergency Operations Center (EOC) is activated, the Board of Trustees is in support of the utilization of the library building and/or library staff as a resource agency in any Emergency Support Functions when the Emergency Management Director (EMD) deems it to be helpful or useful to the Sunapee community."

Program Management

- The talk “Understanding Putin’s Invasion of Ukraine” with Brandon Gauthier was a great success with 20 attendees. Great job, Peter!
- Thank you to Brittany who had four participants in our first-ever Teen Summer Reading Raffle. We hope to build on this next summer.
- On November 10, the author Marty Kelly will be at the library all day. Students from SCES will visit two grades at a time to hear a presentation from him.

Staff Management

- The Town of Sunapee has created an “HR Working Group.” This group will discuss and make recommendations regarding employee benefits and re-writing of the Personnel Handbook. Because library staff follow the personnel policies and procedures of the Town of Sunapee, I have joined this committee.
- The Youth Services Librarian position has been posted on the New Hampshire State Library job blog, the Vermont Library Association job blog, Indeed and the Town of Sunapee website. The position is “open until filled” with first consideration given to resumes that are received before October 20.
- Completed satisfactory annual review for Alex Grout.

For your action: approval of Library Aide III for Adult Collection Development job description and Youth Services Librarian job description

Upcoming Programs

Storytime: Thursdays at 10 AM

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

Script: Book challenger & Library Trustee in local grocery store - BAD

[Library Trustee (Trustee) is browsing shelves at the grocery store]

[Book Challenger (Resident) walks up to Trustee and starts conversation]

RESIDENT: Hi! Good to see you!

TRUSTEE: Hi! Nice to see you as well.

RESIDENT: You are a library trustee now, right?

TRUSTEE: Yes I am...

RESIDENT: Well I want to make sure that we're protecting our kids in this town, so I'd like to have the book Lawn Boy removed from the library. My son tried to read it and it's not appropriate at all!

TRUSTEE: Oh no! I'm not familiar with Lawn Boy – what is it about?

RESIDENT: All I know is that it is about homosexuals, and I know you and I and many of our neighbors do not support having our kids read about that kind of thing. It also has a lot of graphic descriptions of S.E.X. and uses foul language. I'm surprised you allowed this kind of book on our library shelves!

TRUSTEE: Well I didn't pick this book out for the library! I can check with our library director to get more information...

RESIDENT: I want this removed! Can you ask the board to remove it?

TRUSTEE: Well I guess I can bring it up at the next board meeting...

RESIDENT: Great! I'm so glad you agree with me that this smut should not be on the library shelves. I also want to talk to you about the rudeness I experienced the other day from one of the library staff...

TRUSTEE: [Interrupts, looks at watch] Oh I'm sorry I wish I could speak to you more, but I have to go now to pick Johnny up after soccer practice – he won't have his license until next month.

RESIDENT: I'm so glad you're going to have that book removed. My Alfred got his license last month. Hopefully Johnny will pass his road test on his first try. See you soon!

CLOSE SCENE

Script: Book challenger & Library Trustee in local grocery store - BETTER

[Library Trustee (Trustee) is browsing shelves at the grocery store]

[Book Challenger (Resident) walks up to Trustee and starts conversation]

RESIDENT: Hi! Good to see you!

TRUSTEE: Hi! Nice to see you as well.

RESIDENT: You are a library trustee now, right?

TRUSTEE: Yes I am...

RESIDENT: Well I want to make sure that we're protecting our kids in this town, so I'd like to have the book Lawn Boy removed from the library. My son tried to read it and it's not appropriate at all!

TRUSTEE: Have you filled out and submitted the Request for Reconsideration form on the library web site or available at the library in paper format?

RESIDENT: Ummm...no. All I know is that this book promotes the gay lifestyle, and I know you and I and many of our neighbors do not support having our kids read about that kind of thing. It also has a lot of graphic descriptions of S.E.X and uses foul language. I'm surprised you allowed this kind of book on our library shelves!

TRUSTEE: First, the only way to start the process to remove a book from the library is to fill out a formal complaint form and submit it. The first decision will come from the library director, and then the person making the complaint can appeal to the Board of Library Trustees if they do not like the director's decision

RESIDENT: I want this removed! Can you ask the board to remove it?

TRUSTEE: No I can't. There is a process for selecting materials for the library, outlined in the Collection Development policy, and there is a process for removing items, the Request for Reconsideration process. These policies have been approved by the Library Board of Trustees, so you need to follow these processes.

RESIDENT: Well I don't want to have to go through all of that! Why can't you just talk to the board for me, since you are a trustee? I have three kids, you know, and am very busy.

TRUSTEE: I am a member of the Board, but the Board sets the policy and acts as a unit. One board member like myself does not get to pick and choose which policies and processes to uphold. We have to uphold all of them. Go to the library's web site to get the Reconsideration form, and you can fill it out to start the process. [Looks at watch] Oh I'm sorry I wish I could speak to you more, but I have to go now to pick Johnny up after soccer practice – he won't have his license until next month. Good to see you!

RESIDENT: Well! My Alfred got his license last month. Hopefully Johnny will pass his road test on his first try. See you soon!

Town of Sunapee, NH

POSITION: Library Aide III for Adult Collection Development

DEPARTMENT: Library

FLSA STATUS:

REPORTS TO: Library Director

LABOR GRADE: 7

DATE: 08/16/2022

GENERAL SUMMARY

This position works in the Abbott Library and provides excellent, friendly and knowledgeable service to all library patrons. In addition, this position performs work to maintain the library's on-line presence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- a. Staff circulation desk. Greets patrons when they enter the library and perform all circulation duties, including: the checking in and out of library materials, placing reserves for patrons, registering new borrowers, collecting fines and other fees for faxing or copies. Tracks Internet usage and patron's questions. Records patron attendance to all library programs. Assists patrons with locating library materials and assists patrons with access to Internet workstations.
- b. Open and close the library. If the Aide is scheduled to work when the library opens they will login all staff and public computer stations. Assist with the emptying of the exterior book drop. At closing, the Aide is responsible for shutting down all computers and entering daily statistics. The Aide should turn off all lights. Lock all doors before leaving the building.
- c. Selects new materials for adult fiction and non-fiction collections by evaluating review journals, publishers' catalogs and other on-line professional resources.
- d. May approve or disapprove patrons' requests for new materials by locating and evaluating professional reviews.
- e. Prepares new materials for circulation by labeling items based on the library's classification system. Edits records within local library collection.
- f. Catalogs books and other materials.
- g. Under the direction of the Director analyzes existing collections for weaknesses and orders materials to upgrade subject areas.
- h. Under the direction of the Director, determines whether to withdraw, replace, or rebind materials in the collection and works with library staff that assist with this process.
- i. Assists in the purchasing of book processing supplies.

OTHER DUTIES AND RESPONSIBILITIES

- a. Culling the collection under the direction of the Director.

- b. Notify patrons when hold books are available.
- c. Assist patrons by making photocopies and scans.
- d. Maintain current patron information in library automation system.
- e. Other duties as assigned by the Director.

SUPERVISORY CONTROLS

- a. Library Aide III reports to the Library Director.
- b. Library Aide III shall abide by the Library's mission statement and policies and work to further the goals of the library.

GUIDELINES

Guidelines include the Abbott Library's policies and procedures, the Town of Sunapee Employee Handbook, American Library Association's (ALA) code of ethics, New Hampshire RSAs and other relevant local, state and federal laws.

COMPLEXITY

The position includes a variety of complex duties and responsibilities including:

- a. Ability to judge the suitability of materials vis-à-vis the Abbott Library Collection Development Policy
- b. Ability to purchase materials not to exceed the annual budgeted amount for the collection.
- c. Ability to establish and maintain effective working relationships with library staff and patrons.

SCOPE AND EFFECT

The scope of the position includes performing day-to-day operations within the library and performing tasks required to maintain the library's fiction and non-fiction collection.

PERSONAL CONTACTS

Contacts are typically with the Library Director, other library staff, library patrons and the general public. The contacts may also include committees or groups in a non-structured to well-structured setting.

PURPOSE OF CONTACTS

The purpose is to provide outstanding service to all library patrons.

MANAGEMENT RESPONSIBILITY

- a. When the Director and Assistant Director are off duty, the Library Aide III shall assume the authority and responsibility of making all decisions and of being the person in charge of other persons working in the library.
- b. The Aide may instruct other workers and Volunteers of duties and jobs to be done when

their assigned work is finished.

DESIRED MINIMUM QUALIFICATIONS

Professional Experience

- a. Knowledge of library principles, methods, materials and practices.
- b. Ability to assess reader interest.
- c. Ability to offer patrons basic help with technology devices, software and apps.
- d. Knowledge of the theory and objectives of the public library system.
- e. Ability to use audio-visual technology and office and library systems.
- f. Ability to perform routine work well; to follow instructions and to accept responsibility.
- g. Ability to arrange books alphabetically and numerically.
- h. Sufficient general knowledge of everyday library procedures to permit running the library in the absence of other library personnel.
- i. Neat, clean, friendly, can-do attitude to other staff and patrons, and willingness to accommodate all patrons.
- i. Willingness to expand skills and knowledge through continuing education courses and workshops.

Education

A bachelor's degree is strongly preferred. Equivalent library experience may be considered. A Master's of Library Science degree will be considered to exceed education expectations.

LICENSING AND CERTIFICATION

N/A

TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- a. for communicating with others, talking is required;
- b. for receiving information and instructions from others, hearing is required; and
- c. for doing the job effectively and correctly, sight is required, specifically, close vision and the ability to adjust focus.
- d. Possible exposure to photocopier fumes, inks and adhesives while performing work.

Applicants and current employees who become disabled, must be able to perform the essential job functions either unaided or with assistance of a reasonable accommodation to be determined on a case by case basis.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear and smell. Employee must occasionally lift, carry, and move up to 25 pounds, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing and balancing.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Approximately 90% of the work is performed inside in the library. Approximately 75% of the work is performed on a computer. The employee will be given the opportunity to travel to various local, state and regional meeting and conferences.

WORK SCHEDULE

- a. The Library Aide III for Adult Collection Development is a part-time position (10-12 hours a week) and shall be paid according to the Town of Sunapee Labor Grade 7.
- b. The Library shall observe the holidays identified in the Town of Sunapee Employee Handbook and in accordance with the Town of Sunapee Employee Handbook because this position is scheduled for fewer than 20 hours a week, those holidays shall be unpaid.
- c. Vacations shall be taken by the Aide only with the pre-approval of the Library Director.

<p>External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.</p>
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A/c #	Account Name		2015 PROPOSED BUDGET	2021 Actual Expended	2021 BUDGET	over/under	2022 YTD Actal Expended (as of 7/31/22)	2022 Annual BUDGET	2023 PROPOSED	\$ change from 2021	% change from 2021
341	TELEPHONE		805.00	\$ 1,203.24	\$ 1,450.00	\$ (246.76)	\$ 762.52	\$ 1,550.00	\$ 1,550.00	\$ -	0.00%
341A	FIRE ALARM		360.00	\$ 388.80	\$ 400.00	\$ (11.20)	\$ 777.50	\$ 400.00	\$ 750.00	\$ 350.00	87.50%
341B	INTERNET ACCESS		1,500.00	\$ 404.84	\$ 720.00	\$ (315.16)	\$ 237.05	\$ 750.00	\$ 500.00	\$ (250.00)	-33.33%
342A	COMPUTER SUPPORT/HARDWARE		1,200.00	\$ 7,265.15	\$ 6,200.00	\$ 1,065.15	\$ 5,888.99	\$ 6,700.00	\$ 6,700.00	\$ -	0.00%
342B	COPIER LEASE/SUPPLIES		3,305.00	\$ 1,188.56	\$ 1,800.00	\$ (611.44)	\$ 785.09	\$ 1,800.00	\$ 1,300.00	\$ (500.00)	-27.78%
365	EQUIPMENT REPAIR		500.00	\$ 107.80	\$ 1,800.00	\$ (1,692.20)	\$ 800.00	\$ 1,300.00	\$ 300.00	\$ (1,000.00)	-76.92%
	TOTAL PROF & TECH		7,670.00	\$ 10,558.39	\$ 12,370.00	\$ (1,811.61)	\$ 9,251.15	\$ 12,500.00	\$ 11,100.00	\$ (1,400.00)	-11.20%
410	ELECTRICITY		10,000.00	\$ 7,575.72	\$ 10,000.00	\$ (2,424.28)	\$ 4,656.19	\$ 8,500.00	\$ 10,125.00	\$ 1,625.00	19.12%
411	HEAT		3,485.00	\$ 4,593.00	\$ 4,000.00	\$ 593.00	\$ 2,700.00	\$ 6,200.00	\$ 6,000.00	\$ (200.00)	-3.23%
412	WATER		770.00	\$ 500.00	\$ 600.00	\$ (100.00)	\$ 300.00	\$ 1,000.00	\$ 600.00	\$ (400.00)	-40.00%
413	SEWER		470.00	\$ 422.00	\$ 550.00	\$ (128.00)	\$ 250.00	\$ 500.00	\$ 500.00	\$ -	0.00%
430	BLDG. REPAIR & MAINT.		3,800.00	\$ 7,017.70	\$ 8,500.00	\$ (1,482.30)	\$ 5,250.00	\$ 9,000.00	\$ 9,000.00	\$ -	0.00%
440	OUTSIDE MAINTENANCE		-	\$ 5,173.47	\$ 3,700.00	\$ 1,473.47	\$ 2,400.00	\$ 3,700.00	\$ 3,700.00	\$ -	0.00%
	TOTAL 4 PROPERTY SERV.		18,525.00	\$ 25,281.89	\$ 27,350.00	\$ (2,068.11)	\$ 15,556.19	\$ 28,900.00	\$ 29,925.00	\$ 1,025.00	3.55%
520	INSURANCE			\$ 3,128.11	\$ 3,196.84	\$ (68.73)	\$ -	\$ 3,196.84	\$ 3,196.84	\$ -	0.00%
540	TRAINING/MEETINGS		800.00	\$ 902.80	\$ 1,375.00	\$ (472.20)	\$ 250.00	\$ 1,375.00	\$ 1,375.00	\$ -	0.00%
550	PROGRAMS		950.00	\$ 612.00	\$ 500.00	\$ 112.00	\$ 200.00	\$ 500.00	\$ 500.00	\$ -	0.00%
555	ADVERTISING		500.00	\$ 463.10	\$ 650.00	\$ (186.90)	\$ 594.90	\$ 650.00	\$ 650.00	\$ -	0.00%
560	MEMBERSHIPS		600.00	\$ 720.00	\$ 700.00	\$ 20.00	\$ 275.00	\$ 750.00	\$ 750.00	\$ -	0.00%
	TOTAL 5 OTHER SERVICES		2,850.00	\$ 5,826.01	\$ 6,421.84	\$ (595.83)	\$ 1,319.90	\$ 6,471.84	\$ 6,471.84	\$ -	0.00%
610A	MACHINE SUPPLIES		750.00	\$ 1,020.99	\$ 900.00	\$ 120.99	\$ 65.98	\$ 900.00	\$ 700.00	\$ (200.00)	-22.22%
610C	PROGRAM SUPPLIES		3,150.00	\$ 2,296.90	\$ 3,000.00	\$ (703.10)	\$ 1,119.26	\$ 3,000.00	\$ 2,800.00	\$ (200.00)	-6.67%
610	GENERAL SUPPLIES		1,000.00	\$ 1,829.34	\$ 2,000.00	\$ (170.66)	\$ 712.45	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%
625	POSTAGE		400.00	\$ 392.00	\$ 250.00	\$ 142.00	\$ 198.00	\$ 300.00	\$ 300.00	\$ -	0.00%
630	OFFICE EQUIPMENT		300.00	\$ 578.77	\$ 325.00	\$ 253.77	\$ -	\$ 100.00	\$ 100.00	\$ -	0.00%
640	BLD. CUSTODIAL SUPPLIES		1,000.00	\$ 971.49	\$ 1,000.00	\$ (28.51)		\$ 1,000.00	\$ 1,000.00	\$ -	0.00%
	TOTAL 6 SUPPLIES		6,600.00	\$ 7,089.49	\$ 7,475.00	\$ (385.51)	\$ 2,095.69	\$ 7,300.00	\$ 6,900.00	\$ (400.00)	-5.48%
62110	ACCOUNTING FEES		100.00	\$ 1,475.00	\$ 2,200.00	\$ (725.00)	\$ 355.27	\$ 2,000.00	\$ 1,750.00	\$ (250.00)	-12.50%

A/c #	Account Name		2015 PROPOSED BUDGET	2021 Actual Expended	2021 BUDGET	over/under	2022 YTD Actal Expended (as of 7/31/22)	2022 Annual BUDGET	2023 PROPOSED	\$ change from 2021	% change from 2021
62140	LEGAL FEES		6,500.00	\$ 180.00	\$ 5,000.00	\$ (4,820.00)	\$ 1,000.00	\$ 3,500.00	\$ 5,000.00	\$ 1,500.00	42.86%
62150	OUTSIDE CONTRACT SERVICES		-	\$ 11,105.00	\$ 3,600.00	\$ 7,505.00	\$ 2,975.00	\$ 4,160.00	\$ 2,500.00	\$ (1,660.00)	-39.90%
62150A	OUTSIDE CLEANING SERVICES						\$ -			\$ -	
	TOTAL		6,600.00	\$ 12,760.00	\$ 10,800.00	\$ 1,960.00	\$ 4,330.27	\$ 9,660.00	\$ 9,250.00	\$ (410.00)	-4.24%
										\$ -	
750	FURNITURE & FIXTURES		300.00	\$ -	\$ 300.00	\$ (300.00)	\$ -	\$ 300.00	\$ 300.00	\$ -	0.00%
	TOTAL & CAPITAL OUTLAY		300.00	\$ -	\$ 300.00	\$ 300.00	\$ -	\$ 300.00	\$ 300.00	\$ -	0.00%
802A	BOOKS		26,500.00	\$ 23,463.13	\$ 30,000.00	\$ (6,536.87)	\$ 10,911.25	\$ 30,000.00	\$ 25,700.00	\$ (4,300.00)	-14.33%
802B	SUBSCRIPTIONS		3,900.00	\$ 3,486.27	\$ 4,300.00	\$ (813.73)	\$ 1.47	\$ 4,300.00	\$ 3,400.00	\$ (900.00)	-20.93%
802C	NON-PRINT		7,000.00	\$ 7,552.59	\$ 5,100.00	\$ 2,452.59	\$ 1,838.18	\$ 5,100.00	\$ 7,150.00	\$ 2,050.00	40.20%
802F	SOFTWARE		6,500.00	\$ 7,464.65	\$ 6,500.00	\$ 964.65	\$ 1,832.36	\$ 7,600.00	\$ 8,600.00	\$ 1,000.00	13.16%
802G	COLLECTION SUPPLIES		1,800.00	\$ 824.99	\$ 1,900.00	\$ (1,075.01)	\$ 1,555.03	\$ 1,700.00	\$ 1,700.00	\$ -	0.00%
802H	E CONTENT		1,800.00	\$ 9,375.40	\$ 2,000.00	\$ 7,375.40	\$ 3,659.00	\$ 2,200.00	\$ 5,500.00	\$ 3,300.00	150.00%
	TOTAL 8 OTHER CHARGES		47,500.00	\$ 52,167.03	\$ 49,800.00	\$ 2,367.03	\$ 19,797.29	\$ 50,900.00	\$ 52,050.00	\$ 1,150.00	2.26%
						\$ -					
	TOTAL NON SALARY EXP.		90,045.00	\$ 113,682.81	\$ 114,516.84	\$ (834.03)	\$ 52,350.49	\$ 116,031.84	\$ 115,996.84	\$ (35.00)	-0.03%
	FULL TIME SALARY		100,732.00	\$ 127,828.04	\$ 159,587.00	\$ (31,758.96)		\$ 169,092.16		\$ (169,092.16)	-100.00%
	PART TIME SALARY		86,817.00	\$ 81,555.27	\$ 93,192.00	\$ (11,636.73)		\$ 99,244.50		\$ (99,244.50)	-100.00%
	SUB TOTAL:		187,549.00	\$ 209,383.31	\$ 252,779.00	\$ (43,395.69)	\$ -	\$ 268,336.66	\$ -	\$ (268,336.66)	-100.00%
	EMPLOYEE BENEFITS & TAXES		68,521.00	\$ 62,757.76	\$ 100,709.00	\$ (37,951.24)		\$ 86,933.00		\$ (86,933.00)	-100.00%
	TOTAL SALARY EXP.		256,070.00	\$ 272,141.07	\$ 353,488.00	\$ (81,346.93)	\$ -	\$ 355,269.66		\$ (355,269.66)	-100.00%
	TOTAL		346,115.00	\$ 385,823.88	\$ 468,004.84	\$ (82,180.96)	\$ 52,350.49	\$ 471,301.50	\$ 115,996.84	\$ (355,304.66)	-75.39%