

Abbott Library Board of Trustees Meeting Minutes
Thursday January 26, 2023

Chair Bev Bjorklund called the meeting to order at 7:01 p.m.

Attendance:

Trustees: Bev Bjorklund, Jim Harrison, Jon Reed, Nancy Berger, Susi Churchill, Tim Eliassen, Jim McGraw

Alternate: Susan Johanson

Director: Mindy Atwood

Guest: Peter Berghoef

Chair's Remarks

Bev Bjorklund reported that Jim McGraw and Susan Johanson have placed their names on the March 14 ballot for positions on the Board.

Approval of Minutes

Bev noted that a technical correction had been made to the minutes of the December 15, 2022. A motion was made by Susi Churchill and seconded by Nancy Berger to approve the minutes, as corrected. The motion passed unanimously.

Treasurer's Report

Susi reported that Mascoma Bank had notified her that the Library's taxpayer identification number (TIN) provided to the Bank did not match the name on the Library's bank account. The Library used the Town's TIN, which is correct, but the account should have been labelled "Town of Sunapee dba The Abbott Library. The same holds true for the Library accounts at Sugar River Bank and Bar Harbor Bank and Trust. Susi and Heather Onstott will make the necessary changes at all three Banks. Susi will check to see if this will require new account signature cards.

Bev thanked Mindy, Heather and Tim for preparing a draft balance sheet and income statement requested by the Town for inclusion in the Town's financial report. Those remain subject to further review before submittal to the Town.

A motion was made by Jon Reed and seconded by Tim Eliasson to approve the Manifest of Bills. The motion passed unanimously.

Director's Report

Mindy thanked Anne Nilsen for gathering the statistics necessary for Mindy to prepare the annual submittals to the Town regarding Library usage.

Jim Harrison asked about the decision not to proceed with the diversity audit by Ingram. That decision was made based on questions regarding the service size of the comparable libraries that would be used in generating the Abbott Library report. For example, one “comparable” identified by Ingram is the Burlington, Vermont library, which serves a significantly larger constituency. Instead, a portion of the funds that would have paid for the audit have been invested in new editions of the Public Library Core Collection publications.

Mindy reported that she had met with Representatives Linda Tanner and Hope Damon, both of whom are elected members of the State Legislature. They asked about using the Library as a community drop-in space to meet with constituents. Mindy and the Board agreed that it would be of benefit to the community to do so.

Bev asked Mindy how the Board can assist in obtaining access to the \$11,466 in SLFRF monies the Selectboard approved for the use by the Library last November. Mindy has been in contact with the Town Manager but has not resolved the issue. As a result, no ads have yet been placed in the Kearsarge Shopper. Bev and Mindy will meet to consider next steps. Nancy recommended that a Sole Source Justification memorandum be prepared based on the fact the Shopper is the only publication that is sent to every resident of the Town. Mindy and Tim agreed to prepare that memorandum.

Mindy asked the Board to approve closing the Library on Saturday, December 23, 2023. A motion was made by Bev Bjorklund and seconded by Jon Reed to approve early closure of the Library on December 23, 2023. The motion passed unanimously.

Mindy requested approval to close the Library one day for a Staff Development Day. The Board supported that proposal and agreed the Director would have the discretion to select an appropriate day to do so.

Strategic Plan Reports

Mindy will send out a Doodle Poll to assist in choosing a date that all Trustees are available. Jim Harrison and Jim McGraw agreed to send Mindy an e-mail regarding periods in March when they will not be available.

Friends of The Abbott Library Report

Bev reported that she met with Caitlin Clapp to discuss planning an author/artist visit. They came up with a number of names of potential visitors.

Abbott Library Foundation Report

Tim reported there were no new developments. Bev noted she had not received the most recent report and solicitation for contributions. Tim agreed to review the current mailing list to make sure all Trustees were on it.

Chair's Report

Bev and Jim Harrison had met to discuss how best to deal with the many issues deserving of committee work before consideration by the full Board. Bev outlined a procedure involving work by committee to prepare a draft, a "first read" by the Board to provide input to the committee, a "second read" by the Board after incorporation of that initial input, and a "third read" for adoption by the Board. Bev suggested revamping the employee evaluation form as an important first item for committee work. Bev also suggested assigning Board members to work on the numerous policies in the Policy Matrix prepared by Mindy. Mindy suggested Board Members sign up to work on those policies they feel they can best make contributions to. The Board members agreed to let Mindy know which policies they would like to work on. Tim suggested there may be non-Trustees who could be a valuable resource in this project. Nancy noted it would be consistent with the Strategic Plan regarding increasing volunteerism by the community.

Bev reviewed the most recent changes to the draft Work From Home Policy. After discussion, a motion to approve the revised Work From Home Policy was made by Jim Harrison and seconded by Jon Reed. The motion passed unanimously.

Bev Bjorklund moved to approve up to 100% work from home time for Mindy Atwood, due to special circumstances, to be reviewed by the Board on December 21, 2023. The motion was seconded by Jon Reed and passed unanimously.

Bev apologized for failing to take action regarding the review by legal counsel of the draft Communicable and Infection Disease Prevention Policy regarding the inclusion of a non-discrimination provision consistent with the Library Patron Service Policy, as noted in the minutes from the December 15, 2022 Board Meeting. After discussion, the Board concluded that it did not need to be referenced or re-stated in the Communicable and Infection Disease Prevention Policy. After further discussion, the Board agreed to delete the reference to "the Chair of" and the phrase "within one week" appearing in the third sentence of the first paragraph of the draft Policy. A motion to approve the Policy, as amended, was made by Jon Reed and seconded by Jim Harrison. The motion passed unanimously.

Bev reminded the Board that there will be a Zoom session at 2:00 p.m. on February 6, 2023 regarding the New Hampshire "Right to Know" law.

Bev noted that Brittany will offer a tutorial regarding Google Docs for Board members interested in learning how that works.

Bev, Tim and Jon met with the Town regarding RSA governing salaried employees but do not yet have answers to the issue of concern to the Board. They will pursue getting clarification and resolution.

A motion was made by Bev Bjorkland and seconded by Nancy Berger to go into a Non-Public Session, without the Director. A roll call vote was taken and the motion passed unanimously.

The Board went into a Non-Public Session in accordance with RSA 91-A:3, II(a) at 8:35 p.m..

Public Session reconvened at 8:52 p.m.. A motion was made by Bev Bjorkland and seconded by Susi Churchill to seal the minutes of the Non-Public Session. A roll call vote was taken and the motion passed unanimously.

A motion was made by Bev Bjorklund and seconded by Nancy Berger to go into a Non-Public Session, without the Director. A roll call vote was taken and the motion passed unanimously.

The Board went into a Non-Public Session in accordance with RSA 91-A:3, II(a) at 8:52 p.m..

Public Session reconvened at 9:21 p.m.. A motion was made by Bev Bjorkland and seconded by Jim Harrison to seal the minutes of the Non-Public Session. A roll call vote was taken and the motion passed unanimously.

Old Business/New Business

None

Public Comment

None

A motion to adjourn was made by Jon Reed and seconded by Susi Churchill. The motion passed unanimously. The meeting adjourned at 9:22 p.m.

Calendar

February 16, 2023

March 16, 2023

Respectfully Submitted,
James McGraw
Recorder

Nancy Berger
Secretary

Abbott Library

Expenditures by Vendor Summary

December 2022

	<u>Total</u>
Abbott Library	7,815.75
Amazon	1,472.60
Amazon business	819.99
Belletetes	13.85
BookSite	650.00
Comcast	143.26
Dead River Company	2,162.79
Demco	82.35
Ebsco	-14.40
Eversource	539.19
Gale	32.29
Ingram	1,702.68
Melinda S. Atwood	240.00
Midwest Tape	714.79
NHLA	55.00
Park Street Foundation	2,142.00
Precision Software Corporation	130.00
Richards Free Library	627.60
Steamex	1,090.60
Tasco Security	251.25
U.S.Postal Service	156.00
UniFirst Corporation	167.94
TOTAL	\$ 20,995.53

Tuesday, Jan 24, 2023 12:03:27 PM GMT-8 - Accrual Basis

Abbott Library

Statement of Activity

January - December 2022

	TOTAL
Revenue	
1 Town Funding Contributions	
100 Town Funding	117,606.00
101 Town Funding Payroll & Benefits	291,497.64
Total 1 Town Funding Contributions	409,103.64
43400 Direct Public Support	50.00
43450 Individ, Business Contributions	477.00
Total 43400 Direct Public Support	527.00
45000 Investments (deleted)	
45030 Interest-Savings, Short-term CD	280.79
Total 45000 Investments (deleted)	280.79
46400 Other Types of Income	
46429 Interest Operating Acct	5.76
46430 Miscellaneous Revenue	710.08
46480 Book Reimbursement	690.98
46481 Non-Resident Fees	740.00
46487 Printing/Copying Income	957.51
46488 Fax	136.30
46489 Overdue Conscience	667.06
Total 46400 Other Types of Income	3,907.69
47200 Program Income	933.33
Total Revenue	\$414,752.45
GROSS PROFIT	\$414,752.45
Expenditures	
2 Payroll and Benefit Expenses	
207 Full Time Wages	148,960.68
208 Part Time Wages	70,082.65
209 Unused Sick Time	3,580.76
210 Health Insurance	32,553.18
215 Life & Disability Insurance	2,792.15
220 Medicare	3,172.29
221 Employer FICA	13,564.27
231 Retirement Contribution	15,808.57
250 Unemployment Comp Insurance	424.39
260 Workers Compensation Insurance	558.70
Total 2 Payroll and Benefit Expenses	291,497.64
3 Prof. & Tech Services	
341 Telephone	1,394.45
341A Fire Alarm	777.60
341B Internet Access	689.05
342A Computer Support/Hardware	7,983.98

	TOTAL
342B Copier Lease	1,099.63
Total 3 Prof. & Tech Services	11,944.71
4 Facilities	
410 Electricity	7,956.61
411 Heat	8,961.34
412 Water	440.00
413 Sewer	480.00
430 Bldg Repair & Maintenance	13,452.78
440 Outside Maintenance	1,050.92
Total 4 Facilities	32,341.65
5 Other Services	
520 Insurance	2,960.85
540 Training and Meetings	1,170.00
550 Programs	1,100.00
555 Advertising	804.90
560 Membership	535.00
Total 5 Other Services	6,570.75
6 Supplies	
610 General Supplies	1,575.96
610-A Machine Supplies	663.22
610-C Program Supplies	3,793.75
625 Postage	360.84
630 Office Equipment	263.86
640 Custodial Supplies	1,571.38
Total 6 Supplies	8,229.01
62100 Contract Services	
62140 Legal Fees	517.50
62150 Outside Contract Services	6,035.00
Total 62100 Contract Services	6,552.50
7 Capital Outlay	
750 Furniture and Fixtures	289.34
Total 7 Capital Outlay	289.34
8 Library Materials	
802-A Books	22,629.48
802-B Subscriptions	4,454.57
802-C Non-Print	6,186.33
802-F Software	9,073.98
802-G Collection Supplies	2,040.78
802-H E-Content	9,406.73
Total 8 Library Materials	53,791.87
9 Bank Charges and Fees	475.03
Total Expenditures	\$411,692.50
NET OPERATING REVENUE	\$3,059.95
Other Revenue	
8100 Nonrecurring outside revenue	14,971.00
Total Other Revenue	\$14,971.00

	TOTAL
Other Expenditures	
9200 ARPA related expenses	15,052.02
Total Other Expenditures	\$15,052.02
NET OTHER REVENUE	\$ -81.02
NET REVENUE	\$2,978.93

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

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
B101 Operating Account	20,808.00
B102 Trust and Fines	20,149.07
B102.1 Petty Cash - Drawer	45.00
Total B102 Trust and Fines	<u>\$ 20,194.07</u>
B201 Cap. Campaign/Donation Account	22,128.75
Total Bank Accounts	<u>\$ 63,130.82</u>
Accounts Receivable	
11000 Accounts Receivable	0.00
Total Accounts Receivable	<u>\$ 0.00</u>
Other Current Assets	
12000 Undeposited Funds	0.00
Total Other Current Assets	<u>\$ 0.00</u>
Total Current Assets	<u>\$ 63,130.82</u>
Other Assets	
A18600 Other Assets	
A18610 Certificate of Deposit	
A18611 Accrued Interest from CD	894.58
A18620 Marth Abbott Trust	125,160.00
A18630 Mabel Davies' Funds	115,104.00
Total A18610 Certificate of Deposit	<u>\$ 241,158.58</u>
Total A18600 Other Assets	<u>\$ 241,158.58</u>
A300 New Library Capital Reserve	0.00
A301 Library Gardner Fund	2,804.54
A302 Library General Fund	9,722.90
Total Other Assets	<u>\$ 253,686.02</u>
TOTAL ASSETS	<u>\$ 316,816.84</u>
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	4,554.24
2100 Encumbrances	7,815.75
Total 20000 Accounts Payable	<u>\$ 12,369.99</u>
Total Accounts Payable	<u>\$ 12,369.99</u>
Total Current Liabilities	<u>\$ 12,369.99</u>
Total Liabilities	<u>\$ 12,369.99</u>
Equity	
30000 Opening Balance Equity	293,346.34

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		-316,737.27
Net Revenue		2,978.93
Total Equity	\$	304,446.85
TOTAL LIABILITIES AND EQUITY	\$	316,816.84

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

	Total			% of
	YTD Actual	Annual Budget	over Budget	Budget
Revenue				
1 Town Funding Contributions	0.00	0.00	0.00	
100 Town Funding	117,606.00	0.00	117,606.00	
101 Town Funding Payroll & Benefits	291,497.64	0.00	291,497.64	
Total 1 Town Funding Contributions	\$ 409,103.64	\$ 0.00	\$ 409,103.64	
43400 Direct Public Support	50.00	0.00	50.00	
43450 Individ, Business Contributions	477.00	0.00	477.00	
Total 43400 Direct Public Support	\$ 527.00	\$ 0.00	\$ 527.00	
45000 Investments (deleted)	0.00	0.00	0.00	
45030 Interest-Savings, Short-term CD	280.79	0.00	280.79	
Total 45000 Investments (deleted)	\$ 280.79	\$ 0.00	\$ 280.79	
46400 Other Types of Income	0.00	0.00	0.00	
46429 Interest Operating Acct	5.76	0.00	5.76	
46430 Miscellaneous Revenue	710.08	0.00	710.08	
46480 Book Reimbursement	690.98	0.00	690.98	
46481 Non-Resident Fees	740.00	0.00	740.00	
46487 Printing/Copying Income	957.51	0.00	957.51	
46488 Fax	136.30	0.00	136.30	
46489 Overdue Conscience	667.06	0.00	667.06	
Total 46400 Other Types of Income	\$ 3,907.69	\$ 0.00	\$ 3,907.69	
47200 Program Income	933.33	0.00	933.33	
Total Revenue	\$ 414,752.45	\$ 0.00	\$ 414,752.45	
Gross Profit	\$ 414,752.45	\$ 0.00	\$ 414,752.45	
Expenditures				
2 Payroll and Benefit Expenses	0.00	0.00	0.00	
207 Full Time Wages	148,960.68	169,092.16	-20,131.48	88.09%
208 Part Time Wages	70,082.65	99,244.50	-29,161.85	70.62%
209 Unused Sick Time	3,580.76	3,889.44	-308.68	92.06%
210 Health Insurance	32,553.18	34,322.12	-1,768.94	94.85%
215 Life & Disability Insurance	2,792.15	3,014.80	-222.65	92.61%
220 Medicare	3,172.29	3,817.62	-645.33	83.10%
221 Employer FICA	13,564.27	16,323.55	-2,759.28	83.10%
231 Retirement Contribution	15,808.57	24,321.21	-8,512.64	65.00%
250 Unemployment Comp Insurance	424.39	528.45	-104.06	80.31%
260 Workers Compensation Insurance	558.70	652.81	-94.11	85.58%
Total 2 Payroll and Benefit Expenses	\$ 291,497.64	\$ 355,206.66	-\$ 63,709.02	82.06%
3 Prof. & Tech Services	0.00	0.00	0.00	
341 Telephone	1,394.45	1,550.00	-155.55	89.96%
341A Fire Alarm	777.60	400.00	377.60	194.40%
341B Internet Access	689.05	750.00	-60.95	91.87%
342A Computer Support/Hardware	7,983.98	6,700.00	1,283.98	119.16%
342B Copier Lease	1,099.63	1,800.00	-700.37	61.09%
365 Equipment Repair	0.00	1,300.00	-1,300.00	0.00%
Total 3 Prof. & Tech Services	\$ 11,944.71	\$ 12,500.00	-\$ 555.29	95.56%
4 Facilities	0.00	0.00	0.00	
410 Electricity	7,956.61	8,500.00	-543.39	93.61%

411 Heat	8,961.34	6,200.00	2,761.34	144.54%
412 Water	440.00	1,000.00	-560.00	44.00%
413 Sewer	480.00	500.00	-20.00	96.00%
430 Bldg Repair & Maintenance	13,452.78	9,000.00	4,452.78	149.48%
440 Outside Maintenance	1,050.92	3,700.00	-2,649.08	28.40%
Total 4 Facilities	\$ 32,341.65	\$ 28,900.00	\$ 3,441.65	111.91%
5 Other Services	0.00	0.00	0.00	
520 Insurance	2,960.85	3,196.84	-235.99	92.62%
540 Training and Meetings	1,170.00	1,375.00	-205.00	85.09%
550 Programs	1,100.00	500.00	600.00	220.00%
555 Advertising	804.90	650.00	154.90	123.83%
560 Membership	535.00	750.00	-215.00	71.33%
Total 5 Other Services	\$ 6,570.75	\$ 6,471.84	\$ 98.91	101.53%
6 Supplies	0.00	0.00	0.00	
610 General Supplies	1,575.96	2,000.00	-424.04	78.80%
610-A Machine Supplies	663.22	900.00	-236.78	73.69%
610-C Program Supplies	3,793.75	3,000.00	793.75	126.46%
625 Postage	360.84	300.00	60.84	120.28%
630 Office Equipment	263.86	325.00	-61.14	81.19%
640 Custodial Supplies	1,571.38	1,000.00	571.38	157.14%
Total 6 Supplies	\$ 8,229.01	\$ 7,525.00	\$ 704.01	109.36%
62100 Contract Services	0.00	0.00	0.00	
62110 Accounting Fees	0.00	2,000.00	-2,000.00	0.00%
62140 Legal Fees	517.50	3,500.00	-2,982.50	14.79%
62150 Outside Contract Services	6,035.00	4,160.00	1,875.00	145.07%
Total 62100 Contract Services	\$ 6,552.50	\$ 9,660.00	-\$ 3,107.50	67.83%
7 Capital Outlay	0.00	0.00	0.00	
750 Furniture and Fixtures	289.34	300.00	-10.66	96.45%
Total 7 Capital Outlay	\$ 289.34	\$ 300.00	-\$ 10.66	96.45%
8 Library Materials	0.00	0.00	0.00	
802-A Books	22,629.48	30,000.00	-7,370.52	75.43%
802-B Subscriptions	4,454.57	4,300.00	154.57	103.59%
802-C Non-Print	6,186.33	5,100.00	1,086.33	121.30%
802-F Software	9,073.98	7,600.00	1,473.98	119.39%
802-G Collection Supplies	2,040.78	1,700.00	340.78	120.05%
802-H E-Content	9,406.73	2,200.00	7,206.73	427.58%
Total 8 Library Materials	\$ 53,791.87	\$ 50,900.00	\$ 2,891.87	105.68%
9 Bank Charges and Fees	475.03	0.00	475.03	
Total Expenditures	\$ 411,692.50	\$ 471,463.50	-\$ 59,771.00	87.32%
Net Operating Revenue	\$ 3,059.95	-\$ 471,463.50	\$ 474,523.45	-0.65%
Other Revenue				
8100 Nonrecurring outside revenue	14,971.00	0.00	14,971.00	
Total Other Revenue	\$ 14,971.00	\$ 0.00	\$ 14,971.00	
Other Expenditures				
9200 ARPA related expenses	15,052.02	0.00	15,052.02	
Total Other Expenditures	\$ 15,052.02	\$ 0.00	\$ 15,052.02	
Net Other Revenue	-\$ 81.02	\$ 0.00	-\$ 81.02	
Net Revenue	\$ 2,978.93	-\$ 471,463.50	\$ 474,442.43	-0.63%

Abbott Library

Statement of Activity

December 2022

	<u>Total</u>
Revenue	
1 Town Funding Contributions	
100 Town Funding	9,800.50
101 Town Funding Payroll & Benefits	27,913.44
Total 1 Town Funding Contributions	\$ 37,713.94
43400 Direct Public Support	
43450 Individ, Business Contributions	152.00
Total 43400 Direct Public Support	\$ 152.00
46400 Other Types of Income	
46429 Interest Operating Acct	0.35
46480 Book Reimbursement	29.90
46487 Printing/Copying Income	74.60
46488 Fax	13.00
46489 Overdue Conscience	34.95
Total 46400 Other Types of Income	\$ 152.80
47200 Program Income	933.33
Total Revenue	\$ 38,952.07
Gross Profit	\$ 38,952.07
Expenditures	
2 Payroll and Benefit Expenses	
207 Full Time Wages	12,557.83
208 Part Time Wages	5,408.47
209 Unused Sick Time	3,580.76
210 Health Insurance	2,895.60
215 Life & Disability Insurance	350.38
220 Medicare	256.49
221 Employer FICA	1,096.83
231 Retirement Contribution	1,767.08
Total 2 Payroll and Benefit Expenses	\$ 27,913.44
3 Prof. & Tech Services	
341 Telephone	107.35
341B Internet Access	35.91
342A Computer Support/Hardware	130.00
Total 3 Prof. & Tech Services	\$ 273.26
4 Facilities	
410 Electricity	539.19
411 Heat	2,162.79
430 Bldg Repair & Maintenance	9,339.39
Total 4 Facilities	\$ 12,041.37
5 Other Services	
560 Membership	55.00

Total 5 Other Services	\$	55.00
6 Supplies		
610 General Supplies		388.47
610-C Program Supplies		214.40
625 Postage		156.00
630 Office Equipment		199.87
640 Custodial Supplies		132.05
Total 6 Supplies	\$	1,090.79
8 Library Materials		
802-A Books		2,698.18
802-B Subscriptions		613.20
802-C Non-Print		1,094.78
802-F Software		890.00
802-G Collection Supplies		96.95
802-H E-Content		2,142.00
Total 8 Library Materials	\$	7,535.11
Total Expenditures	\$	48,908.97
Net Operating Revenue	-\$	9,956.90
Net Revenue	-\$	9,956.90

Tuesday, Jan 24, 2023 09:43:28 AM GMT-8 - Accrual Basis

Abbott Library

Communicable and Infectious Disease Prevention Policy

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 Board of Trustees to review and approve after development and 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 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.

Examples of Measures

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

Basis for Measures

In developing and articulating these measures consideration shall 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 January 26, 2023.

Director's Report
January 26, 2023

Public Relations and Advocacy

- Attended ABC and Selectboard meeting on December 27
- Attended Department Head meeting on January 11
- Facilitated Town Manager Community Conversation at the Abbott Library on January 13
- Have been asked by Town Manager to attend meetings of the Short-Term Rentals working group and after email exchange with Shannon about time commitments, will plan to attend some but not all meetings.
- Met with Rep. Linda Tanner and Rep. Hope Damon to discuss upcoming legislation in the NH House of Representatives. Russ Holden and Terra Geer from the Sunapee School District.

Financial Management

- Almost all, if not all, 2022 invoices are paid now.
- Thanks to Tim, Susi and Heather the library has submitted DRAFT annual financial reports for the Annual Town Report.
- The 2022 Town of Sunapee audit has begun.
- \$3,580.76 in unused sick leave pay from the library's 2022 budget was rolled into a new time bank account. Each department's unused sick leave pay was added to the sick time bank for a total of approximately \$15,000 in funds added to the time bank. A draft updated policy for the time bank usage is being reviewed.
- The updated 2023 library budget is attached. Thank you to Tim for updating the document. As a note, in the very unlikely event a member of the public asks, the library's budget has been updated in the internal budgeting software but not in the version of the budget that is viewed by the public on the platform known as ClearGov.
- We have not received the \$11,466 in SLFRF monies the Selectboard approved on November 14, 2022. As a result, we have not placed any advertisements in the Kearsarge Shopper.

Collection Management

- After learning more about the diversity audit from Ingram, I decided not to move ahead with the service as we still have some questions about the service size of the comparable libraries that would be used to generate our report. Instead, we invested in new editions of the Public Library Core Collection publications.
- Also submitted 2022 circulation statistics for publication in the Town Annual Report (attached for your reference). Most of our statistics are up. Of particular note is that fact that the total of downloadable ebooks and audiobooks borrowed is higher than even 2020 statistics. In addition, we remain a net lender in the State ILL program.

Technology Management

- Wifi access point software has been registered, renewed and updated.

Policy Management

- I have attached a draft of the policy matrix we discussed at our last meeting. Please note that the intervals for reviewing each policy are just my initial suggestions. Final decision about how often to review each policy can be done by the Board or a subcommittee of the Board.

Staff Management

- Training and orientation of MacKenzie is going well! She has dates set to observe several elementary school classrooms and is also actively planning for an afterschool program in March and a preschool drop-in playgroup starting the first Saturday in February.
- The Town of Sunapee will observe the following holidays:

January 2	New Year's Day (substitute)
May 29	Memorial Day
July 4	Fourth of July
September 4	Labor Day
November 10	Veteran's Day (substitute)
November 23 and 24	Thanksgiving
December 25	Christmas

For your consideration: I would like to ask the Board if it will consider closing the library on Saturday, December 23. The board would not be granting anyone an additional holiday because when staff works a Saturday, they do not work another day of the pay period, usually Monday.

- I would like to close the library, at least for half a day for a staff development day. We would like to review policies and procedures together and use the time to attend some professional development webinars. Suggested date: February 20

For your discussion: Closing the library for a staff development day.

Program Management

- I will be presenting our annual funding request to the Friends on January 31. Included in this request will be several program funding requests.

Upcoming Programs

- January 26, February 2, 9, 16, 23 at 10 AM- Storytime
- January 26, February 2, 9, 16, 23 at 3 PM- Mah Jongg
- February 2 at 6:30 PM- Book Group Discussion of "The Poet X" by Elizabeth Acevedo
- February 4 at 10 AM- Drop-in Preschool Playgroup
- February 21 at 6:30 PM- Return of Brendan Gauthier to speak about "The Future of Russia's Invasion of Ukraine."

ABBOTT LIBRARY SUMMARY STATISTICS 2022

Library Use:	2022	2021	2020
Total Circulation	46,970	43,008	39,892
Patrons (Library Visits)	21,245	15,310	9,824
New Registrations	196	216	109
Internet Usage	1,413	1,253	884
Reference	2,190	2,899	1,890
Wireless Usage	6,222	3,789	3,618
Downloaded Audio Books	4,279	3,537	3,152
Downloaded E Books	2,684	2,290	2,774
Music Downloaded	282	706	1,044
Music Streamed	2,270	2,154	3,622
		2021	2020
Inter-Library Loans (through NH ILL):			
Borrowed by Sunapee	843	863	388
Lent by Sunapee	1,008	990	525
Active Borrowers	1,225	1,120	1,051
Website			
Visits	14,111	14,834	15,700
Meeting Room Usage in Hours	Activities	Conference	
	276	185	
Programs	Adult	Child	
Number of Programs	56	91	
Number of Attendees	453	1,404	
Number of Volunteer Hours	1,337.3		
2022 Materials:	Added	Deleted	
Adult Fiction	507	105	
Adult Non-Fiction	280	39	
Large Print	19	5	
Adult Audio Books	123	136	
Young Adult	189	73	
Children's Fiction	369	269	
Children's Non-Fiction	45	186	
DVD / Video	266	143	
Music CD	59	569	
Total:	1,857	1,525	
Total Materials at start of 2022:	33,767		

A/c #	Account Name		2021 Actual Expended	2021 BUDGET	over/under	2022 YTD Actal Expended (as of 7/31/22)	2022 Annual BUDGET	2023 PROPOSED	\$ change from 2022	% change from 2021
341	TELEPHONE		\$ 1,203.24	\$ 1,450.00	\$ (246.76)	\$ 762.52	\$ 1,550.00	\$ 1,550.00	\$ -	0.00%
341A	FIRE ALARM		\$ 388.80	\$ 400.00	\$ (11.20)	\$ 777.50	\$ 400.00	\$ 750.00	\$ 350.00	87.50%
341B	INTERNET ACCESS		\$ 404.84	\$ 720.00	\$ (315.16)	\$ 237.05	\$ 750.00	\$ 500.00	\$ (250.00)	-33.33%
342A	COMPUTER SUPPORT/HARDWARE		\$ 7,265.15	\$ 6,200.00	\$ 1,065.15	\$ 5,888.99	\$ 6,700.00	\$ 6,700.00	\$ -	0.00%
342B	COPIER LEASE/SUPPLIES		\$ 1,188.56	\$ 1,800.00	\$ (611.44)	\$ 785.09	\$ 1,800.00	\$ 1,300.00	\$ (500.00)	-27.78%
365	EQUIPMENT REPAIR		\$ 107.80	\$ 1,800.00	\$ (1,692.20)	\$ 800.00	\$ 1,300.00	\$ 300.00	\$ (1,000.00)	-76.92%
	TOTAL PROF & TECH		\$ 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		\$ 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		\$ 4,593.00	\$ 4,000.00	\$ 593.00	\$ 2,700.00	\$ 6,200.00	\$ 6,000.00	\$ (200.00)	-3.23%
412	WATER		\$ 500.00	\$ 600.00	\$ (100.00)	\$ 300.00	\$ 1,000.00	\$ 600.00	\$ (400.00)	-40.00%
413	SEWER		\$ 422.00	\$ 550.00	\$ (128.00)	\$ 250.00	\$ 500.00	\$ 500.00	\$ -	0.00%
430	BLDG. REPAIR & MAINT.		\$ 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.		\$ 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		\$ 902.80	\$ 1,375.00	\$ (472.20)	\$ 250.00	\$ 1,375.00	\$ 1,375.00	\$ -	0.00%
550	PROGRAMS		\$ 612.00	\$ 500.00	\$ 112.00	\$ 200.00	\$ 500.00	\$ 500.00	\$ -	0.00%
555	ADVERTISING		\$ 463.10	\$ 650.00	\$ (186.90)	\$ 594.90	\$ 650.00	\$ 3,296.00	\$ 2,646.00	407.08%
560	MEMBERSHIPS		\$ 720.00	\$ 700.00	\$ 20.00	\$ 275.00	\$ 750.00	\$ 750.00	\$ -	0.00%
	TOTAL 5 OTHER SERVICES		\$ 5,826.01	\$ 6,421.84	\$ (595.83)	\$ 1,319.90	\$ 6,471.84	\$ 9,117.84	\$ 2,646.00	40.88%
610A	MACHINE SUPPLIES		\$ 1,020.99	\$ 900.00	\$ 120.99	\$ 65.98	\$ 900.00	\$ 700.00	\$ (200.00)	-22.22%
610C	PROGRAM SUPPLIES		\$ 2,296.90	\$ 3,000.00	\$ (703.10)	\$ 1,119.26	\$ 3,000.00	\$ 2,800.00	\$ (200.00)	-6.67%
610	GENERAL SUPPLIES		\$ 1,829.34	\$ 2,000.00	\$ (170.66)	\$ 712.45	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%
625	POSTAGE		\$ 392.00	\$ 250.00	\$ 142.00	\$ 198.00	\$ 300.00	\$ 300.00	\$ -	0.00%
630	OFFICE EQUIPMENT		\$ 578.77	\$ 325.00	\$ 253.77	\$ -	\$ 100.00	\$ 100.00	\$ -	0.00%
640	BLD. CUSTODIAL SUPPLIES		\$ 971.49	\$ 1,000.00	\$ (28.51)		\$ 1,000.00	\$ 1,000.00	\$ -	0.00%
	TOTAL 6 SUPPLIES		\$ 7,089.49	\$ 7,475.00	\$ (385.51)	\$ 2,095.69	\$ 7,300.00	\$ 6,900.00	\$ (400.00)	-5.48%
62110	ACCOUNTING FEES		\$ 1,475.00	\$ 2,200.00	\$ (725.00)	\$ 355.27	\$ 2,000.00	\$ 1,750.00	\$ (250.00)	-12.50%
62140	LEGAL FEES		\$ 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%

A/c #	Account Name		2021 Actual Expended	2021 BUDGET	over/under	2022 YTD Actal Expended (as of 7/31/22)	2022 Annual BUDGET	2023 PROPOSED	\$ change from 2022	% change from 2021
62150A	OUTSIDE CLEANING SERVICES					\$ -			\$ -	
	TOTAL		\$ 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	\$ -	0.00%
	TOTAL & CAPITAL OUTLAY		\$ -	\$ 300.00	\$ 300.00	\$ -	\$ 300.00	\$ 300.00	\$ -	0.00%
802A	BOOKS		\$ 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		\$ 3,486.27	\$ 4,300.00	\$ (813.73)	\$ 1.47	\$ 4,300.00	\$ 3,400.00	\$ (900.00)	-20.93%
802C	NON-PRINT		\$ 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		\$ 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		\$ 824.99	\$ 1,900.00	\$ (1,075.01)	\$ 1,555.03	\$ 1,700.00	\$ 1,700.00	\$ -	0.00%
802H	E CONTENT		\$ 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		\$ 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.		\$ 113,682.81	\$ 114,516.84	\$ (834.03)	\$ 52,350.49	\$ 116,031.84	\$ 118,642.84	\$ 2,611.00	2.25%
	FULL TIME SALARY		\$ 127,828.04	\$ 159,587.00	\$ (31,758.96)		\$ 169,092.16	\$214,856.46	\$ 45,764.30	27.06%
	PART TIME SALARY		\$ 81,555.27	\$ 93,192.00	\$ (11,636.73)		\$ 99,244.50	\$76,021.70	\$ (23,222.80)	-23.40%
	SUB TOTAL:		\$ 209,383.31	\$ 252,779.00	\$ (43,395.69)	\$ -	\$ 268,336.66	\$ 290,878.16	\$ 22,541.50	8.40%
	EMPLOYEE BENEFITS & TAXES		\$ 62,757.76	\$ 100,709.00	\$ (37,951.24)		\$ 86,933.00	\$ 126,466.31	\$ 39,533.31	45.48%
	TOTAL SALARY EXP.		\$ 272,141.07	\$ 353,488.00	\$ (81,346.93)	\$ -	\$ 355,269.66	\$ 417,344.47	\$ 62,074.81	17.47%
	TOTAL		\$ 385,823.88	\$ 468,004.84	\$ (82,180.96)	\$ 52,350.49	\$ 471,301.50	\$ 535,987.31	\$ 64,685.81	13.72%

***This draft shows the shift of the YSL from PT to FT and the anticipated 15.9% increase to health insurance, the 2.5% employee step increases and a 5.5% CoLA.**

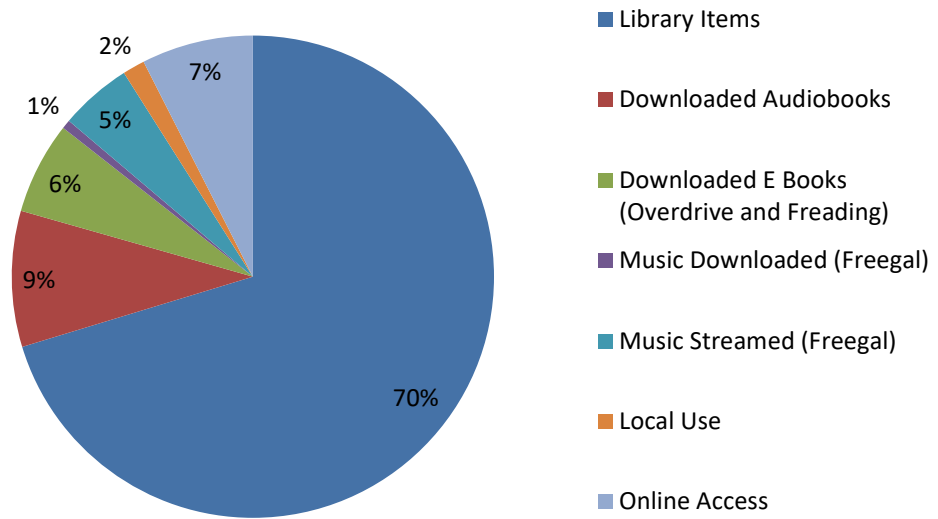
bd mtg 1-10-23 added \$3,833.49 for sick leave buyout not in our original approved budget

2022

Circulation

Library Items	33,019
Downloaded Audiobooks	4,279
Downloaded E Books (Overdrive and Freading)	2,902
Music Downloaded (Freegal)	282
Music Streamed (Freegal)	2,270
Local Use	701
Online Access	3,517
Total Circulation	46,970

Circulation



NAME	DATE LAST VOTE	Review Period
Art Donation Policy	2016	5 years
Art Exhibit Policy	2016	5 years
Cell Phone Policy	2015	5 years
Child and Behavior and Supervision Policy	2016	3 years
Circulation Policy	2016	3 years
Closing Policy	2016	5 years
Communicable Diseases Policy	2022	2 years
Donation and Gift Policy	2008	5 years
Facilities Maintenance Policy	2019	5 years
Interlibrary Loan Policy	2016	5 years
Internet Use Policy	2016	2 years
Investment Policy	2013	5 years
Library Code of Conduct	2016	3 years
Lockbox Policy	2018	5 years
Meeting Room Policy	2022	2 years
Overdue Materials Policy	2013	5 years
Patron Privacy Policy	2016	3 years
Resources Policy	2022	1 year
Public Records Policy	2019	3 years
Safety Policy	2019	1 year
Service Animal Policy	2019	5 years
Social Networking Policy	2016	2 years
Technology Policy	2019	2 years
Volunteer Policy	2008	5 years
Weapons Policy	2019	5 years
Wireless Internet Policy	2016	2 years
Bylaws	2019	5 years
Mission Statement	2009	
Goals and Objectives	2019	
Strategic Plan	2020	5 years
Personnel Manual	2015 (by Selectboard)	

Next Review	Word Copy	PDF copy	Responsibility	Posted on website?
2023			Board	yes
2023			Board	yes
2023			Board	yes
2023			Board	yes
2023			Board	yes
2023			Board	yes
2024			Board	yes
2023			Board	yes
2024			Board	
2023			Board	yes
2023			Board	yes
2023			Board	yes
2023			Board	yes
2023			Board	no
2024			Board	yes
2023			Board	yes
2023			Board	yes
2023			Board	yes
2023			Board	yes
2023			Board	no
2024			Board	yes
2023			Board	yes
2023			Board	yes
2023			Board	yes
2023			Board	yes
2024			Board	yes
2023			Board	yes
2024			Board	
			Board	
			Board	
2025			Board	
			Town of Sunapee	

Comments

[illegible]