

SPML Operations and Management
15 April 2026

Daily Operations	Workflow Finance	Facilities Management	Long Term and Strategic	Other
• <i>Collections</i> ○ Development ○ Catalog and Process Materials ○ Maintenance • <i>Staffing</i> • <i>Technology</i> ○ Hardware ○ Software ○ Security ○ Social Media and Website ○ ILL and Libby • <i>Program Planning and Execution</i> • <i>Customer Service and Circulation</i> • <i>Facilities Management</i> ○ Maintenance ○ Upgrades • <i>Policies and Oversight</i> • <i>Public Relations and Community Outreach</i> • <i>Financial Items</i>	• <i>Planning</i> ○ Annual budget preparation ▪ Director's • Books • DVDs • ILL Replacement • Routine Maintenance • NHDB • Office/Operations/admin/supplies • Periodicals • Professional Associations • Programs • Technology and Security ▪ Trustee's • Building • Legal • Trustee operations ▪ Facilities Management * • Fuel, electric, phone, internet ▪ Insurance - building • <i>Compensation and Benefits</i> ○ Process Payroll ○ Benefits ○ Unemployment ○ Workman's Compensation ○ Taxes/Withholding • <i>Manage cash disbursements and revenue stream</i>	• <i>Routine Maintenance</i> ○ Cleaning ○ Trash and Recycling ○ Landscaping ▪ Lawn Mowed ▪ Flower beds ○ Shovel, sand, deice ○ Furnace • <i>Periodic Maintenance</i> ○ Septic ○ Windows cleaned ○ Facilities support ○ Interior painting ○ Gutters ○ Unplanned • <i>CIP and Strategic Expenditures</i> ○ Periodic window painting and/or repair ○ Periodic front door maintenance (paint/stain/refinish) ○ Interior painting ○ Heating/cooling system upgrades ○ Moisture control and mitigation ○ Granite and stone maintenance	• <i>Strategic Planning</i> • <i>Development Planning and Advancement for Capital Projects</i> ○ Funding/Expansion of Revenue Sources ▪ Donations ▪ Legacy funding ▪ Charitable Foundations and Trusts ▪ Grant Writing ▪ Corporate Partners and Giving ▪ Fundraisers ▪ Alstead ▪ Langdon ○ Friend's Group ○ 501©3 • <i>CIP and Strategic Expenditures</i> ○ Periodic window painting and/or repair ○ Periodic front door maintenance (paint/stain/refinish) ○ Interior painting ○ Heating/cooling system upgrades ○ Moisture control and mitigation	• <i>Selectboard Liaison</i>

Daily Operations	Workflow Finance	Facilities Management	Long Term and Strategic	Other
○ Annual budget preparation ○ Grant writing ○ Purchasing ○ Monitor income and expenses ● <i>Reporting</i> ○ Trustees ○ Town ○ State ● <i>Planning</i> ○ Short term ○ Long Term ○ Strategic	○ Bills paid ○ Income deposited/invested ○ Track cash flow ○ Review financial statements ○ Reconcile accounts accurately ○ Prepare necessary reports ▪ Monthly, annual, state required ● <i>Asset Management</i> ○ Savings ○ Checking ○ CDs ○ Credit/Debit Card ○ Fiduciary Account Investments ○ Risk Mitigation ● <i>Audit Compliance</i> ● <i>Fundraising for Operational Needs</i> ○ Donations ○ Grant Writing ○ Town of Alstead ○ Town of Langdon ○ Charitable Foundations and Trusts	● <i>CIP and Strategic Expenditures - continued</i> ○ Any electrical upgrades ○ Technology upgrades and expansion ○ Security ○ Roof ○ Replace existing windows with energy efficient windows	● <i>CIP and Strategic Expenditures - continued</i> ○ Granite and stone maintenance ○ Any electrical upgrades ○ Technology upgrades and expansion ○ Security ○ Roof ○ Replace existing windows with energy efficient windows ○ ADA Compliance	

Note that much information pertaining to the daily operations can be found in the Director's job description and in policy documents.