



**LEBANON LIBRARY BOARD OF TRUSTEES
JULY 20, 2021 - 7:00 PM
KILTON LIBRARY COMMUNITY ROOM OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

1. Call to Order

- A. Which Alternate Trustees will be voting if elected members are not present
- B. Welcome Scout Noffke to board meeting; attending with an interest in filling an Alternate Trustee position

2. Approval of Minutes

- A. Approve the June 22nd minutes

3. New Business

- A. Approve the financial report
- B. Approve the 2022 library municipal budget

4. Committee Reports

- A. Facilities committee update
- B. Library foundation update

5. Other Business

- A. Director's report
- B. Deputy Director's report
- C. Laura Barrett resignation; recommend appointment of Donna Hartford to vacated position

6. Adjournment

Meetings are open for in-person and remote attendance. Members of the public that wish to attend remotely may do so by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the City's virtual platform or by phone. Please note: Should technical difficulties occur during the meeting that disrupts virtual or phone connection(s), the meeting will continue without remote access capabilities.

DRAFT

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA
Remote via Microsoft Teams
LebanonNH.gov/Live
TUESDAY, June 22nd, 2021
7:00 PM**

MEMBERS PRESENT: Francis Oscadal (Chair), Michael J. Stebbins (Treasurer), Susan Weber Valiante (Secretary), Ann Sharfstein, Donna Hartford (Alt.), Doug Whittlesey (Alt.), Tina Van Kley (Alt.)

MEMBERS ABSENT: Morgan Swan, Emma Wunsch, Laura Barrett

STAFF PRESENT: Sean Fleming (Library Director), Amy Lappin (Deputy Director)

1 **1. CALL TO ORDER:** Mr. Swan called the meeting to order at 7:01 PM

- 2
- 3 • **The Board of Trustees welcomed Ms. Tina Van Kley as an alternate member of the**
- 4 **Trustees.**
- 5 • **During the absence of Morgan Swan, Emma Wunsch and Laura Barrett, Doug Whittlesey,**
- 6 **Tina Van Kley and Donna Hartford were given voting privileges for this meeting.**
- 7

8 **2. APPROVAL OF MINUTES: May 25th, 2021**

9

10 **Ms. Hartford MOVED to approve the May 25th, 2021 Minutes as presented in the June 22nd, 2021**

11 **agenda packet.**

12 **Seconded by Ms. Sharfstein.**

13

14 **Roll Call Vote:**

15 **Ann Sharfstein, Michael Stebbins, Tina Van Kley, Doug Whittlesey, Donna Hartford, and Fran**

16 **Oscadal all voting Yea.**

17 **Susan Weber Valiante abstained.**

18 **None voted Nay.**

19

20 **** The Vote on the MOTION was approved (6-1-0).***

21

22 **3. NEW BUSINESS:**

23

24 **A. Approve Financial Report:** Treasurer Stebbins gave the financial report. Treasurer Stebbins

25 explained that the city operating budget was under budget by \$67,000.00. Wages continued to be under

26 budget by \$65,000.00. The small tools and equipment line was a little above budget for the month of

27 May but was under budget over all by \$3,600.00. There was no special funds report for the month of

28 May.

29

30 ***A MOTION was made by Ms. Valiante to approve the Financial Report as presented.***

31 ***Seconded by Ms. Hartford.***

32

33 **Roll Call Vote:**

34 **Michael Stebbins, Ann Sharfstein, Fran Oscadal, Tina Van Kley, Donna Hartford, Doug**

35 **Whittlesey, and Susan Weber Valiante all voting Yea.**

1 **None voted Nay.**

2 *** *The Vote on the MOTION was approved (7-0).***

3
4 **B. Approve New Fully Reopened Schedule:** Director Fleming said that the libraries were in Stage 7 of
5 the re-opening plan. He explained what the re-opening looked like and explained what the new hours at
6 both Libraries would be. Hours for both Libraries would not be the same. He said that the evening hours
7 were quieter with the Lebanon Library being the busiest of the two.

8
9 Director Fleming said that the meeting rooms at Kilton could be used for meetings by local groups, but it
10 would require staff to be at the library in the evenings. They were proposing eliminating Sunday
11 hours, since it was a very slow day overall to begin with. They would like to make Saturday a priority for
12 being open on a weekend as opposed to Sundays. He said they were trying to limit the substitute budget.

13
14 The proposed hours of the two libraries were: Lebanon Library-Monday through Thursday 10:00 AM to
15 8:00 PM, Friday and Saturday 10:00 AM to 5:00 PM. The Kilton Library hours would be Monday
16 through Thursday 10:00 AM to 6:00 PM and Friday and Saturday 10:00 AM to 5:00 PM.

17
18 Discussion was had on the teen rooms and how the hours may affect the kids who utilized that area of the
19 library.

20
21 ***A MOTION was made by Ms. Sharfstein to approve the new hours for the libraries as presented.***
22 ***Seconded by Ms. Hartford.***

23
24 **Roll Call Vote:**

25 **Michael Stebbins, Ann Sharfstein, Fran Oscadal, Susan Weber Valiante, Doug Whittlesey, Donna**
26 **Hartford, and Tina Van Kley all voting Yea.**

27 **None voted Nay.**

28
29 *** *The Vote on the MOTION was approved (7-0).***

30
31 **4. COMMITTEE REPORTS:**

32
33 **A. Facilities Committee Updates:** Director Fleming gave an update on the Lebanon Library renovation.
34 He said the Lebanon renovation project looked great. They have started painting and the stair was
35 installed. The completion date has been pushed out to September because of supply chain issues and
36 trying to get sub-contractors to come in and do the work that needed to be done. The contractor said the
37 move-in date would most likely be in mid-September. Director Fleming said he scheduled Daniels
38 Moving and Storage, tentatively for September 15th, 2021.

39
40 Director Fleming also reported that the Kilton restrooms were now done and opened to the public.

41
42 **B. Library Foundation Update:** Director Fleming said that the Foundation had received a \$45,000.00
43 gift and before that a \$10,000.00 gift for the Lebanon Library renovation. There was just over \$30,000.00
44 left to raise to meet the \$300,000.00 fundraising goal.

45
46 **5. OTHER BUSINESS:**

47
48 **A. Director's Report:** Director Fleming said the library was in Stage 7 of the re-opening phase. This
49 phase meant that people could resume coming into the buildings and they had no time limit as to how
50 long they could use the library. People would still be masking up and the meeting rooms were still
51 closed.

1 He asked the Trustees when they thought the library should no longer require masks to be worn in the
2 libraries? Discussion was had among the Trustees and staff. Overall agreement was that they would like
3 the staff to feel safe while working and the concern of younger children to carry Covid-19 and not be
4 vaccinated was acknowledged. It was decided to take up the mask wearing discussion at the September
5 2021 meeting.

6
7 Director Fleming let the Trustees know that no one had used the outside services the library had provided
8 on Friday since the inside part of the library had reopened. They will be discontinuing that service for
9 lack of use.

10
11 Director Fleming gave a preview of the budget. He explained that there were two Library Assistant
12 positions open now. The staff would like to increase some part time positions to full time and use the
13 hours from the 2 open positions instead of filling them. Reasoning to do this increase was the ability to
14 provide health benefits and to make recruitment efforts more competitive. The 2 part-time positions they
15 would like to increase to full time were Library Technical Assistant and an Assistant Library position.
16 Director Fleming explained how doing that would affect the budget.

17
18 Director Fleming spoke about the non-resident fee for Hartford residents. He said the fee was to be
19 reviewed by the Trustees this year, but since Covid-19 did not allow for full use of the libraries he would
20 like to take up the issue again next year instead of this year. The Trustees agreed to that.

21
22 He also told the Trustees that he was looking to create a new supervisorial custodian position.

23
24 He wanted the Trustees to know what a great staff the library had in place and that he was very pleased
25 with that. He also reminded the Board that the next Library Board of Trustees meeting would be on July
26 20th and not on the 4th Tuesday of the month due to budget discussions.

27
28 **B. Deputy Director's Report:** Deputy Director Lappin told the Board that the libraries would be
29 receiving ARPA Funds. Round 1 would give the libraries \$4,228.00. She said discussion was had on
30 how best to utilize the funds. It was decided that they would use some of the funds to subscribe for a year
31 to the EBSCO database. They also planned to purchase a Go-Pro camera, a 360 camera, a sound
32 recording kit, and a garden camera. Money should be received by the end of the summer. There should
33 be a second round of funds coming to the Library from the ARPA Fund as well.

34
35 Deputy Director Lappin said that discussion had taken place on why photocopies from the copy machine
36 cost 10 cents, but pages printed from a computer through the copy machine cost 25 cents. After looking
37 at the reasoning behind the pricing and looking to see how much it cost the library to make the copies, the
38 staff would like to request that all copies and printed out pages be the same price, 10 cents a copy.
39 Deputy Director Lappin said it would be a loss of \$2,500.00 a year by changing the price. The Board of
40 Trustees all agreed that the change could be made to 10 cents for all copies, per page.

41
42 **6. ADJOURNMENT:**

43
44 *A MOTION was made by Ms. Valiante to adjourn the meeting at 8:01 PM.*
45 *The MOTION was seconded by Ms. Hartford.*

46
47 **Roll Call Vote:**

48 **Fran Oscadal, Doug Whittlesey, Donna Hartford, Ann Sharfstein, Tina Van Kley, Susan Weber**
49 **Valiante, and Michael Stebbins all voting Yea.**
50 **None voted Nay.**

51
52 ** The Vote on the MOTION was approved (7-0).*

- 1 Respectfully submitted,
- 2 Barbara Higgins
- 3 Recording Secretary

City funds expended as of June 2021

Account	Description	Budget	YTD	Balance	% Used
01-1100	FULL-TIME WAGES	565,060	251,363	313,697	44%
01-1200	PART-TIME WAGES	236,670	73,152	163,518	31%
01-1201	PART-TIME WAGES:CUSTODIAL	85,230	42,043	43,187	49%
01-2100	LIFE/DISABILITY INSURANCE	7,210	2,660	4,550	37%
01-2200	FICA & MEDICARE	66,850	27,776	39,074	42%
01-2301	RETIREMENT:MUNICIPAL	71,310	27,203	44,107	38%
01-2600	WORKERS' COMPENSATION	3,160	1,393	1,767	44%
01-3300	OTHER PROFESSIONAL SERVICES	0	2,031	-2,031	#DIV/0!
01-4300	REPAIR/MAINT SERVICES	8,700	8,522	178	98%
01-4420	RENTAL:EQUIPMENT/VEHICLES	2,050	1,028	1,022	50%
01-5300	TELE/COMMUNICATIONS SYSTEM	9,280	5,698	3,582	61%
01-5400	ADVERTISING	1,000	0	1,000	0%
01-5600	DUES/MEMBERSHIPS	1,080	678	402	63%
01-5850	STAFF DEVELOPMENT	5,560	525	5,036	9%
01-5870	TRAVEL	2,210	0	2,210	0%
01-5875	MILEAGE	1,000	0	1,000	0%
01-5900	OTHER PURCHASED SERVICES	6,000	2,465	3,535	41%
02-4110	WATER	2,000	772	1,229	39%
02-4120	SEWER	2,000	444	1,556	22%
02-4300	REPAIR/MAINT SERVICES	47,110	23,733	23,377	50%
02-6150	SMALL TOOLS/EQUIPMENT	31,500	10,140	21,360	32%
02-6220	ELECTRICITY	40,000	20,859	19,141	52%
02-6230	BOTTLED GAS	1,120	1,197	-77	107%
02-6240	FUEL OIL	5,860	1,928	3,932	33%
02-6300	MAINT MATERIALS	10,000	3,504	6,496	35%
04-5900	OTHER PURCHASED SERVICES	8,500	3,368	5,132	40%
04-6100	GENERAL OPERATING SUPPLIES	6,000	1,874	4,126	31%
04-6120	LIBRARY BOOKS/SUBSCRIPTIONS	27,500	26,282	1,218	96%
04-6200	OFFICE SUPPLIES	6,000	682	5,318	11%
		\$1,259,960	\$541,319	\$718,641	43%
			6 months out of 12		50%

07/05/21

Lebanon Public Library
Cash In/Cash Out Statement
May 2021

	General Fund		TOTAL	
	May 21	Jan - May 21	May 21	Jan - May 21
Ordinary Income/Expense				
Income				
City Budget CarryOver Income	0.00	16,964.46	0.00	16,964.46
Contributions Income				
Foundation Contribution	0.00	170,000.00	0.00	170,000.00
Restricted Income	25,000.00	25,000.00	25,000.00	25,000.00
Total Contributions Income	25,000.00	195,000.00	25,000.00	195,000.00
Fees/Fines Income	68.79	741.79	68.79	741.79
Interest Income -				
Carter Funds	0.00	3,645.88	0.00	3,645.88
Fees/Fines Savings Int	1.21	5.99	1.21	5.99
Total Interest Income -	1.21	3,651.87	1.21	3,651.87
Total Income	25,070.00	216,358.12	25,070.00	216,358.12
Expense				
Accounting/Bookkeeping Ser...	75.00	325.00	75.00	325.00
Community Relations	0.00	114.48	0.00	114.48
Capital Improvements -				
Foundation Funded Projects	0.00	8,700.00	0.00	8,700.00
Building Improvements	0.00	170,000.00	0.00	170,000.00
Total Capital Improvements -	0.00	178,700.00	0.00	178,700.00
Advertising/Marketing	0.00	674.00	0.00	674.00
Books/Subscr/CD/DVD/Tapes	284.42	4,877.60	284.42	4,877.60
Dues/Memberships Exp	0.00	100.00	0.00	100.00
Education/Staff Development	40.00	40.00	40.00	40.00
Miscellaneous Exp	120.00	1,410.09	120.00	1,410.09
Office/Operating Supplies	270.18	1,305.71	270.18	1,305.71
Postage/Delivery	0.00	34.57	0.00	34.57
Professional Fees	0.00	17,331.78	0.00	17,331.78
Programs	380.95	1,179.94	380.95	1,179.94

07/05/21

Lebanon Public Library
Cash In/Cash Out Statement
May 2021

	General Fund		TOTAL	
	May 21	Jan - May 21	May 21	Jan - May 21
Repairs/Maintenance				
Building	225.00	400.00	225.00	400.00
Grounds	933.32	1,013.32	933.32	1,013.32
Total Repairs/Maintenance	1,158.32	1,413.32	1,158.32	1,413.32
Web Hosting/Domain Fees	0.00	102.17	0.00	102.17
Total Expense	2,328.87	207,608.66	2,328.87	207,608.66
Net Ordinary Income	22,741.13	8,749.46	22,741.13	8,749.46
Net Income	22,741.13	8,749.46	22,741.13	8,749.46

07/05/21

Lebanon Public Library
Checking/Savings Balances
As of May 31, 2021

	<u>May 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
Main MSB Checking Acct 773	26,512.32
Petty Cash - West Lebanon	75.00
Petty Cash - Lebanon	75.00
Total Checking/Savings	26,662.32
Total Current Assets	26,662.32
Other Assets	
Long Term Assets	
Savings Account MSB 5568114	
General Savings	19,833.77
Rainy Day Fund (City Surplus)	132,458.30
Total Savings Account MSB 556...	152,292.07
Total Long Term Assets	152,292.07
Total Other Assets	152,292.07
TOTAL ASSETS	<u><u>178,954.39</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	170,204.93
Net Income	8,749.46
Total Equity	178,954.39
TOTAL LIABILITIES & EQUITY	<u><u>178,954.39</u></u>

2022 City of Lebanon - LIBRARY Budget Worksheet									
Account Number	Description	2020 Approved Budget	2020 Actual Expenditures	2021 Approved Budget	2021 Projected Expenditures	2022 Proposed Budget	\$-CHG V- BUDGET	%-CHG V- BUDGET	Narrative
1100-4550-01-1100	LIB. ADM:FULL-TIME WAGES	\$ 553,690	543,143.19	\$ 565,060	\$ 546,000	\$ 703,310	\$ 138,250	24.47%	
1100-4550-01-1200	LIB. ADM:PART-TIME WAGES	\$ 302,450	189,417.15	\$ 236,670	\$ 160,000	\$ 134,690	\$ (101,980)	-43.09%	
1100-4550-01-1201	LIB. ADM:PART-TIME WAGES:CUSTODIAL	\$ 83,110	89,094.23	\$ 85,230	\$ 87,000	\$ 93,910	\$ 8,680	10.18%	
1100-4550-01-1400	LIB. ADM:OVERTIME WAGES	\$ -	-	\$ -	-	\$ -	\$ -	#DIV/0!	
1100-4550-01-2100	LIB. ADM:EMPLOYEE BENEFITS	\$ -	-	\$ -	-	\$ -	\$ -	#DIV/0!	
1100-4550-01-2150	LIB. ADM:LIFE/DISABILITY INSURANCE	\$ 7,030	6,719.56	\$ 7,210	\$ 6,290	\$ 8,680	\$ 1,470	20.39%	
1100-4550-01-2200	LIB. ADM:FICA & MEDICARE	\$ 72,260	62,455.38	\$ 66,850	\$ 59,850	\$ 71,310	\$ 4,460	6.67%	
1100-4550-01-2301	LIB. ADM:RETIREMENT:MUNICIPAL	\$ 61,850	59,868.35	\$ 71,310	\$ 60,010	\$ 88,760	\$ 17,450	24.47%	
1100-4550-01-2600	LIB. ADM:WORKERS' COMPENSATION	\$ 4,090	3,482.37	\$ 3,160	\$ 2,900	\$ 3,200	\$ 40	1.27%	
1100-4550-01-4300	LIB.ADM:REPAIR/MAINT SERVICES	\$ 8,700	8,401.60	\$ 8,700	\$ 12,000	\$ 9,950	\$ 1,250	14.37%	
1100-4550-01-4420	LIB.ADM:RENTAL-EQUIPMENT/VEHICLES	\$ 2,000	2,396.12	\$ 2,050	\$ 2,050	\$ 2,050	\$ -	0.00%	
1100-4550-01-5300	LIB.ADM:TELE/COMMUNICATIONS SYSTEM	\$ 8,970	7,290.59	\$ 9,280	\$ 9,300	\$ 9,600	\$ 320	3.45%	
1100-4550-01-5400	LIB.ADM:ADVERTISING	\$ 2,000	-	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.00%	
1100-4550-01-5600	LIB.ADM:DUES/MEMBERSHIPS	\$ 1,030	1,358.00	\$ 1,080	\$ 1,000	\$ 2,850	\$ 1,770	163.89%	
1100-4550-01-5850	LIB.ADM:STAFF DEVELOPMENT	\$ 10,560	2,819.22	\$ 5,560	\$ 1,000	\$ 4,150	\$ (1,410)	-25.36%	
1100-4550-01-5870	LIB.ADM:TRAVEL	\$ 7,790	6,574.32	\$ 2,210	\$ 500	\$ 14,900	\$ 12,690	574.21%	
1100-4550-01-5875	LIB.ADM:MILEAGE	\$ -	149.5	\$ 1,000	\$ 200	\$ 1,000	\$ -	0.00%	
1100-4550-01-5900	LIB.ADM:OTHER PURCHASED SERVICES	\$ 6,000	7,852.70	\$ 6,000	\$ 6,200	\$ 6,780	\$ 780	13.00%	
1100-4550-02-4110	LIB.FAC:WATER	\$ 750	1,760.22	\$ 2,000	\$ 1,600	\$ 2,000	\$ -	0.00%	
1100-4550-02-4120	LIB.FAC:SEWER	\$ 1,500	1,341.95	\$ 2,000	\$ 1,200	\$ 1,500	\$ (500)	-25.00%	
1100-4550-02-4300	LIB.FAC:REPAIR/MAINT SERVICES	\$ 46,500	142,697.66	\$ 47,110	\$ 48,000	\$ 50,000	\$ 2,890	6.13%	Need to find costs for Honeywell 2022
1100-4550-02-5900	LIB.FAC:OTHER PURCHASED SERVICES	\$ -	6,000.00			\$ -			
1100-4550-02-6150	LIB.FAC:SMALL TOOLS/EQUIPMENT	\$ 34,500	63,230.59	\$ 31,500	\$ 35,000	\$ 30,000	\$ (1,500)	-4.76%	
1100-4550-02-6220	LIB.FAC:ELECTRICITY	\$ 40,000	44,299.50	\$ 40,000	\$ 43,000	\$ 48,000	\$ 8,000	20.00%	
1100-4550-02-6230	LIB.FAC:BOTTLED GAS	\$ 1,120	633.56	\$ 1,120	\$ 1,700	\$ 1,500	\$ 380	33.93%	
1100-4550-02-6240	LIB.FAC:FUEL OIL	\$ 6,020	5,129.13	\$ 5,860	\$ 3,000	\$ 2,930	\$ (2,930)	-50.00%	
1100-4550-02-6300	LIB.FAC:MAINT MATERIALS	\$ 10,000	5,315.82	\$ 10,000	\$ 8,000	\$ 10,000	\$ -	0.00%	
1100-4550-04-5900	LIB.PGM:OTHER PURCHASED SERVICES	\$ 11,500	3,649.36	\$ 8,500	\$ 8,500	\$ 11,600	\$ 3,100	36.47%	
1100-4550-04-6100	LIB.PGM:GENERAL OPERATING SUPPLIES	\$ 6,000	7,303.85	\$ 6,000	\$ 4,000	\$ 5,000	\$ (1,000)	-16.67%	
1100-4550-04-6120	LIB.PGM:LIBRARY BOOKS/SUBSCRIPTIONS	\$ 45,500	50,015.43	\$ 27,500	\$ 27,500	\$ 50,000	\$ 22,500	81.82%	
1100-4550-04-6200	LIB.PGM:OFFICE SUPPLIES	\$ 6,000	1,743.34	\$ 6,000	\$ 1,500	\$ 5,000	\$ (1,000)	-16.67%	
	LIBRARY Total	\$ 1,340,920	\$ 1,324,143	\$ 1,259,960	\$ 1,138,300	\$ 1,373,670	\$ 113,710	9.0%	
					p				
	Grand Total:	\$ 1,340,920	\$ 1,324,143	\$ 1,259,960	\$ 1,138,300	\$ 1,373,670	\$ 113,710	9.0%	

2022 CITY BUDGET: LIBRARY

LIBRARY

Administration

1100	-	4550	-	01	-	1100	Full-Time Wages	\$703,310
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[SEE SUPPLEMENTARY SCHEDULE]

2022 CITY BUDGET: LIBRARY

1100	-	4550	-	01	-	1200	Part-Time Wages	\$134,690
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[SEE SUPPLEMENTARY SCHEDULE]

2022 CITY BUDGET: LIBRARY

1100		-	4550	-	01	-	1201	Part-Time Wages: Custodial	\$93,910
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[SEE SUPPLEMENTARY SCHEDULE]

2022 CITY BUDGET: LIBRARY

1100	-	4550	-	01	-	2150	LTD/Disability	\$8,680
1100	-	4550	-	01	-	2200	FICA/Medicare	\$71,310
1100	-	4550	-	01	-	2301	Retirement	\$88,760
1100	-	4550	-	01	-	2600	Workers' Compensation	\$3,200

1100	-	4550	-	01	-	4300	Repair/Maintenance Services	\$9,950
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Annual maintenance contract for support from Bywater Solutions for our library software will be \$6,050. Our catalog, Aspen, will be \$1,650. Membership in the Vermont Organization of Koha Automated Libraries (VOKAL) affords us a reduced rate for our Bywater contract. Membership in VOKAL is \$250 annually. Copier costs make up the rest of this line item, \$2,000.

1100	-	4550	-	01	-	4420	Rental: Equipment	\$2,050
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Leasing costs for copiers at both libraries.

1100	-	4550	-	01	-	5300	Tele/Communications System	\$9,600
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Comcast for phone is \$1,700 annually. VTel for internet for both libraries is \$3,300 annually. \$3,600 is for connectivity for hot spots, providing Internet to residents who lack high-speed access. Firstlight fiber is \$700 annually, Twilio is \$300.

1100	-	4550	-	01	-	5400	Advertising	\$1,000
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Advertising for programs and recruiting for open positions.

1100	-	4550	-	01	-	5600	Dues/Memberships	\$2,850
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2022 CITY BUDGET: LIBRARY

New Hampshire Library Trustees Association

Fran Oscadal	\$30
Sean Fleming	\$30

American Library Association

Amy Lappin	\$150
Ron Houk	\$150
Nicole Rheaume	\$300

Public Library Association

Beatrice Couser	\$300
Lauren Whittlesey	\$300
Celeste Pfeiffer	\$300

Subtotal: \$1,560

New Hampshire Library Association, New England Library Association & associated organizations, including Reference and Adult Services Librarians (READS), Children's Librarians of New Hampshire (CHILIS), & Young Adult Library Services (YALS).

Amber Coughlin	\$120
Sean Fleming	\$120
Jaki Frisina	\$120
Amy Lappin	\$120
Ron Houk	\$120
Celeste Pfeiffer	\$120
Nicole Rheaume	\$120
Lauren Whittlesey	\$120
Beatrice Couser	\$120
Celeste Pfeiffer	\$120
Maria Ortiz	\$50

Subtotal: \$1,270

Libraries of the Upper Valley Coop membership	\$20
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1100	-	4550	-	01	-	5850	Staff Development	\$4,150
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2022 CITY BUDGET: LIBRARY

Funds needed for staff to attend workshops and conferences offered through the New Hampshire Library Association, New Hampshire Children's Library Association, and the New England Library Association. The national conferences we send staff to are the American Library Association's annual conference, the Public Library Association Conference, and conferences connected to the area of specialization of our library staff members, including tech conferences, and for children's services.

1100	-	4550	-	01	-	5870	Travel	\$14,900
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Travel expenses to conferences and workshops, and monthly meetings of the New Hampshire Library Association and Children's Library Association Board.

1100	-	4550	-	01	-	5875	Mileage	\$1,000
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Travel expenses to conferences and workshops, and monthly meetings of the New Hampshire Library Association and Children's Library Association Board.

1100	-	4550	-	01	-	5900	Other Purchased Services	\$6,780
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Courier service between libraries (\$500/mo), \$6,000 annually.

Background checks \$600

Amazon Prime \$179

Facilities

1100	-	4550	-	02	-	4110	Water	\$2,000
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1100	-	4550	-	02	-	4120	Sewer	\$1,500
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1100	-	4550	-	02	-	4300	Repair/Maintenance Services	\$50,000
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This line item covers various contracts and needed building repairs.

Honeywell (estimate) \$32,550

Stanley Elevator \$1,300

2022 CITY BUDGET: LIBRARY

Vermont Life Safety	\$1,500
State boiler inspection	\$100
State elevator inspection	\$50
Mowing and snow removal Kilton	\$7,500
Landscaping, including mulching, pruning, new plantings	\$3,000
Interdepartmental charges (DPW, Fire, etc.)	\$1,000
Basix, proprietary software designer for Kilton, maintenance work on HVAC operating system at Kilton	\$500
Miscellaneous (plumbers, electricians, etc.)	\$2,500

1100	-	4550	-	02	-	6150	Small Tools/Equipment	\$30,000
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Items covered by this line item include miscellaneous tools for maintaining the building, book carts, furniture and other necessary equipment, estimated to be \$9,500.

With our computer costs, \$6,500 is for our repair budget, which is 7% of the value of our inventory (monitors, printers, servers, but not including staff or public computers). \$14,000 is for planned upgrades of public computers. We have increased the planned upgrade budget to include replacement of short-term circulating laptops for patrons in the next budget cycle.

1100	-	4550	-	02	-	6220	Electricity	\$48,000
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The geothermal HVAC system at the Kilton Library utilizes electricity to run the pumps, which accounts for most of the library's usage. 402,000 KW/H at 9.9cents per KW/H. We have done modeling for the Lebanon Library to approximate what costs will be, as we will not know what actual usage will be until the building has been occupied for a good period of time.

1100	-	4550	-	02	-	6230	Propane	\$1,500
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Budgeting for 1000 gallons of propane at \$1.50/gallon.

1100	-	4550	-	02	-	6240	Fuel Oil	\$2,930
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To heat the Lebanon Library, 1,350 gallons at \$2.17 per gallon. Energy modeling anticipates we will use half the fuel oil at most that we used prior to the renovation.

2022 CITY BUDGET: LIBRARY

1100	-	4550	-	02	-	6300	Maintenance Materials	\$10,000
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This account includes items for all custodial supplies as well as lights, air filters, Unifirst contract, etc.

Programs/Materials

1100	-	4550	-	04	-	5900	Other Purchased Services	\$11,600
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This primarily includes payments for performers at programs and passes to museums.

Museum passes:

VINS (two passes for Lebanon and one for Kilton)	\$500
The Fells	\$100
McAuliffe/Shepard Discovery Center	\$250
The Currier Museum of Art	\$150
Billings Museum	\$100
Movie license for Kilton	\$260
Planyo	\$460
OCLC	\$780
Programming	\$9,000

1100	-	4550	-	04	-	6100	General Operating Supplies	\$5,000
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This budget item is for supplies needed to process books and materials such as book covers, labels, audiotape and CD cases. It also includes library cards, and craft supplies for the children's room.

1100	-	4550	-	04	-	6120	Books/Subs/AV	\$50,000
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Books, print periodicals (magazines and newspapers), downloadable audiobooks and ebooks via Hoopla and also OverDrive as part of the state of New Hampshire consortium, CD audiobooks, DVDs, and databases are included in this line item.

1100	-	4550	-	04	-	6200	Office Supplies	\$5,000
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2022 CITY BUDGET: LIBRARY

Supplies including photocopy paper, printer ink, pens & pencils, etc.

Position (Job Class/Title)	Events (Specifics)	Name of Incumbent (Indicate if Vacant) / Anniversary Date	Labor Grade	Wage Rate	Hours	Pay Periods	Weekly Wage	Annualized Wage
NOTE: FULL- AND PART-TIME REGULAR POSITIONS MUST AGREE WITH WHAT IS REPRESENTED IN THE ACCOMPANYING POSITION CONTROL.								
Library Director		Sean Fleming / 1/01	Non 14	\$2,159.70	40	52	\$2,159.70	\$112,304.40
	GW			\$64.79		52	\$64.79	\$3,369.13
	eval increase (top of range)			\$0.00		52	\$0.00	\$0.00
				\$2,224.49			\$2,224.49	\$115,673.53
Deputy Library Director		Amy Lappin / 1/01	Non 11	\$1,813.50	40	52	\$1,813.50	\$94,302.00
	GW			\$54.41		52	\$54.41	\$2,829.06
	eval increase (top of range)			\$0.00		52	\$0.00	\$0.00
				\$1,867.91			\$1,867.91	\$97,131.06
Systems Librarian		Jaki Frisina / 5/13	Non 9	\$1,395.60	40	52	\$1,395.60	\$72,571.20
	GW			\$41.87		52	\$41.87	\$2,177.14
	eval increase			\$43.12		33	\$43.12	\$1,423.09
				\$1,480.59			\$1,480.59	\$76,171.43
Children's Librarian		Amber Coughlin / 2/20	Non 9	\$1,544.80	40	52	\$1,544.80	\$80,329.60
	GW			\$46.34		52	\$46.34	\$2,409.89
	eval Increase (top of range)			\$0.00		44	\$0.00	\$0.00
				\$1,591.14			\$1,591.14	\$82,739.49
Outreach Librarian		Celeste Pfeiffer / 11/04	Non 8	\$1,342.69	40	52	\$1,342.69	\$69,819.88
	GW			\$40.28		52	\$40.28	\$2,094.60
	eval increase			\$41.49		8	\$41.49	\$331.91
				\$1,424.46			\$1,424.46	\$72,246.39
Information Technology Librarian		Ron Houk / 5/17	Non 9	\$1,465.77	40	52	\$1,465.77	\$76,220.04
	GW			\$43.97		52	\$43.97	\$2,286.60
	eval increase			\$45.29		32	\$45.29	\$1,449.35
				\$1,555.04			\$1,555.04	\$79,955.99
Young Adult Librarian		Nicole Rheaume / 4/13	Non 8	\$1,238.34	40	52	\$1,238.34	\$64,393.68
	GW			\$37.15		52	\$37.15	\$1,931.81
	eval increase			\$38.26		38	\$38.26	\$1,454.06
				\$1,313.75			\$1,313.75	\$67,779.55
Library Administrative / Technical Assistant		Beatrice Couser 5/3	Non 7	\$28.33	40	52	\$1,133.20	\$58,926.40
	GW			\$0.85		52	\$34.00	\$1,767.79
	eval increase			\$0.88		23	\$35.02	\$805.37
				\$30.06			\$1,202.21	\$61,499.56
Library Assistant		Lauren Whittlesey / 1/6	Non 4	\$22.72	40	52	\$908.80	\$47,257.60
	GW			\$0.68		52	\$27.26	\$1,417.73
	eval increase			\$0.70		51	\$28.08	\$1,432.18
				\$24.10			\$964.15	\$50,107.51
1100-4550-01-1100								\$703,310.00

0.03

<u>Position (Job Class/Title)</u>	<u>Events (Specifics)</u>	<u>Name of Incumbent (Indicate if Vacant) / Anniversary Date</u>	<u>Labor Grade</u>	<u>Wage Rate</u>	<u>Hours</u>	<u>Pay Periods</u>	<u>Weekly Wage</u>	<u>Annualized Wage</u>
NOTE: FULL- AND PART-TIME REGULAR POSITIONS MUST AGREE WITH WHAT IS REPRESENTED IN THE ACCOMPANYING POSITION CONTROL.								
Library Assistant		Julie Couture / 9/1	Non 4	\$26.55	26	52	\$690.30	\$35,895.60
\$20.58-27.78	GW			\$0.80	26	52	\$20.71	\$1,076.87
eval increase (capped by top of range)				<u>\$0.43</u>	26	18	<u>\$11.18</u>	<u>\$201.24</u>
				\$27.78			\$722.19	\$37,173.71
Library Assistant		Maria Ortiz / 10/29	Non 4	\$26.55	25	52	\$663.75	\$34,515.00
\$20.58-27.78	GW			\$0.80	25	52	\$19.91	\$1,035.45
eval increase (capped by top of range)				<u>\$0.43</u>	25	7	<u>\$10.75</u>	<u>\$75.25</u>
				\$27.78			\$694.41	\$35,625.70
Saturday circ subs		Varies		\$13.41	22	52	\$295.02	\$15,341.04
	GW			\$0.40	22	52	\$8.85	\$460.23
Weekday ref subs		Varies		\$22.65	15	52	\$339.75	\$17,667.00
	GW			\$0.68	15	52	\$10.19	\$530.01
Weekday circ subs		Varies		\$13.41	40	52	\$536.40	\$27,892.80
	GW			\$0.40	40	52	<u>\$16.09</u>	<u>\$836.78</u>
							\$1,190.21	\$61,891.08
1100-4550-01-1200								\$134,690.49

<u>Position (Job Class/Title)</u>	<u>Events (Specifics)</u>	<u>Name of Incumbent (Indicate if Vacant) / Anniversary Date</u>	<u>Labor Grade</u>	<u>Wage Rate</u>	<u>Hours</u>	<u>Pay Periods</u>	<u>Weekly Wage</u>	<u>Annualized Wage</u>
NOTE: FULL- AND PART-TIME REGULAR POSITIONS MUST AGREE WITH WHAT IS REPRESENTED IN THE ACCOMPANYING POSITION CONTROL.								
Custodian		William Harriman / 6/18	2	\$23.61	23	52	\$543.03	\$28,237.56
\$18.31-\$24.71	GW			\$0.71	23	52	\$16.29	\$847.13
	eval increase (capped by top of range)			<u>\$0.39</u>	23	29	<u>\$8.97</u>	<u>\$260.13</u>
				\$24.71			\$568.29	\$29,344.82
Custodian		Albert Edson / 12/18	2	\$23.61	20	52	\$472.20	\$24,554.40
\$18.31-\$24.71	GW			\$0.71	20	52	\$14.17	\$736.63
	eval increase (capped by top of range)			<u>\$0.39</u>	20	2	<u>\$7.80</u>	<u>\$15.60</u>
				\$24.71			\$494.17	\$25,306.63
Custodian		Kenneth Louzier / 10/21	2	\$23.28	28	52	\$651.84	\$33,895.68
\$18.31-\$24.71	GW			\$0.70	28	52	\$19.56	\$1,016.87
	eval increase			<u>\$0.72</u>	28	10	<u>\$20.14</u>	<u>\$201.42</u>
				\$24.70			\$691.54	\$35,113.97
Custodial subs		Varies		\$15.47	5	52	\$77.35	\$4,022.20
				\$0.46	5	52	<u>\$2.32</u>	<u>\$120.67</u>
							\$79.67	\$4,142.87
1100-4550-01-1201								\$93,910.00

Buildings and Grounds Issues

report generated on Jul 13, 2021

Fix the compost situation at Kilton

In progress

1. make additional bins
 - Due on: Jun 26, 2021
 - Assigned to: Sean

Little Free Library by the Senior Center is leaking

In progress

1. Patch
 - Due on: May 29, 2021
 - Assigned to: KenSean

Playspace project

In progress

1. install plaque
 - Due on: Jun 26, 2021
 - Assigned to: SeanKen

burning bush in front of Lebanon Library is invasive species

To do

1. remove the bush
 - Assigned to: Ken

concrete slab is cracking at Kilton back walkway

To do

1. score the concrete
 - Assigned to: Ken

conduit outside the Tech Services entrance at Kilton is inadequately sealed

To do

1. cap it
 - Assigned to: Ken

curb cut needed on Bank St by Lebanon Library for handicapped space

To do

1. take pictures of area and send to Jim Donison
 - Due on: May 28, 2021
 - Assigned to: Sean

do the bottle filler at Kilton

In progress

1. contact Mark Anderson
 - Due on: May 15, 2021
 - Assigned to: Sean

fence post is broken off along Tracy St at Kilton

To do

1. weld the post
 - Assigned to: SeanKen

hvac controller failed at Kilton

In progress

1. investigate options for upgrading controls
 - Due on: Jun 26, 2021
 - Assigned to: Sean

investigate splitting up Director's office at Kilton

In progress

1. Milestone working on an estimate
 - Assigned to: Sean

latches on shed at Kilton are small

To do

1. replace latches
 - Assigned to: Ken

lcm warning in electrical room at Kilton

membrane roof at Kilton is leaking into custodian closet

In progress

1. Contact Rodd Roofing
 - Assigned to: SeanKen

need a new toilet for the Kilton CR bathroom

In progress

1. contact Mark Anderson
 - Due on: May 15, 2021
 - Assigned to: Sean

parking lot at Kilton getting cracks

problems with lights at Kilton

In progress

1. determine cost for upgrading lighting to LED, improving the entire lighting system
 - Due on: May 22, 2020
 - Assigned to: Sean
2. The lights sometimes will not come on/stay on in the patron areas - fix this.
 - Due on: Mar 27, 2020
 - Assigned to: Sean
3. Eliminate the delay that occurs between flipping the switch on all overhead lights in patron areas and when they finally come on.
 - Due on: Mar 27, 2020
 - Assigned to: Sean

river birch by bus stop at Kilton is growing into the wires

To do

1. contact tree co.
 - Assigned to: Sean

sign out front at Lebanon Library is rotting

To do

- 1. find out from the Rec dept who did the sign at River Park
 - Assigned to:

stripe the parking lot at Kilton

To do

- 1. find a contractor to get the work done
 - Due on: May 29, 2021
 - Assigned to: Sean

water drips from the AC in the book sale room in hot weather

In progress

- 1. work with ARC to find a fix for water periodically dripping in the book sale room
 - Assigned to: SeanKen