



**LEBANON LIBRARY BOARD OF TRUSTEES
JUNE 28, 2022 - 7:00 PM
LEBANON LIBRARY DAMREN ROOM OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

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- 1. Call to Order**
 - 2. Approval of Minutes**
 - A. Table for July meeting
 - 3. New Business**
 - A. Public hearing to accept the \$35,000 gift from the LPLF
 - B. Approve the Treasurer's report
 - C. Approve the new Materials Selection Policy
 - 4. Committee Reports**
 - 5. Other Business**
 - A. Director's report
 - B. Deputy Director's report
 - 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.

MTD AND YTD REVENUE/EXPENSE FOR CITY OF LEBANON

Balance As Of 05/31/2022

GL Number	Description	2022 Amended Budget	Activity For 05/31/2022	YTD Balance 05/31/2022	Encumbrance 05/31/2022	Available Balance 05/31/2022	% Bdgt Used	Available Balance 12/31/2021
Fund: 1100 GENERAL FUND								
Account Category: Expenditures								
Department: 4550-0000 LIBRARY								
1100-4550-0000-1100-0000	FULL TIME WAGES	702,870.00	53,895.31	275,777.62	0.00	427,092.38	39.24	17,575.83
1100-4550-0000-1120-0000	PART TIME WAGES 20-24	0.00	4,298.56	22,532.48	0.00	(22,532.48)	100.00	0.00
1100-4550-0000-1125-0000	PART TIME WAGES 25-29	0.00	7,548.18	46,293.39	0.00	(46,293.39)	100.00	0.00
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	228,610.00	6,174.32	28,678.05	0.00	199,931.95	12.54	69,901.35
1100-4550-0000-1300-0000	OVERTIME WAGES	0.00	9.00	154.92	0.00	(154.92)	100.00	0.00
1100-4550-0000-2150-0000	LIFE & DISABILITY INSURANCE	8,670.00	728.36	2,855.18	0.00	5,814.82	32.93	399.08
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	71,270.00	5,387.90	27,996.11	0.00	43,273.89	39.28	6,276.91
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	98,830.00	7,578.92	38,783.15	0.00	60,046.85	39.24	2,735.49
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	6,980.00	85.00	2,322.99	0.00	4,657.01	33.28	5,062.50
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	3,400.00	257.27	1,275.59	0.00	2,124.41	37.52	188.59
1100-4550-0000-3000-0000	LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	(2,031.12)
1100-4550-0000-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUBSCRIP	0.00	59.00	4,843.21	0.00	(4,843.21)	100.00	0.00
1100-4550-0000-4110-0000	WATER	2,000.00	444.47	862.47	0.00	1,137.53	43.12	346.13
1100-4550-0000-4120-0000	SEWER	1,500.00	329.63	613.14	0.00	886.86	40.88	896.79
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING	0.00	925.00	7,935.00	0.00	(7,935.00)	100.00	0.00
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	59,950.00	1,812.07	10,883.47	10,434.00	38,632.53	18.15	(124,226.85)
2021			0.00	0.00	40,880.00			
2020			0.00	0.00	18,589.14			
2019			0.00	0.00	184.00			
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	2,050.00	260.53	1,298.01	0.00	751.99	63.32	(130.91)
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	18,380.00	907.49	2,793.99	0.00	15,586.01	15.20	(1,291.67)
2020			0.00	0.00	1,145.00			
1100-4550-0000-5300-0000	COMMUNICATIONS	9,600.00	358.45	1,526.34	0.00	8,073.66	15.90	(32.19)
1100-4550-0000-5335-0000	INFORMATION ACCESS	0.00	1,200.00	3,217.99	0.00	(3,217.99)	100.00	0.00
1100-4550-0000-5400-0000	ADVERTISING	1,000.00	0.00	22.10	0.00	977.90	2.21	1,000.00
1100-4550-0000-5800-0000	TRAVEL	14,900.00	(327.20)	1,526.80	0.00	13,373.20	10.25	2,022.71
1100-4550-0000-5875-0000	MILEAGE	1,000.00	2.34	14.04	0.00	985.96	1.40	1,000.00
1100-4550-0000-6000-0000	OFFICE SUPPLIES	5,000.00	21.48	1,022.32	0.00	3,977.68	20.45	4,476.91
1100-4550-0000-6100-0000	GENERAL SUPPLIES	15,000.00	2,442.77	7,495.49	0.00	7,504.51	49.97	(5,976.31)
1100-4550-0000-6220-0000	ELECTRICITY	48,000.00	6,480.03	33,116.22	0.00	14,883.78	68.99	(3,803.52)
1100-4550-0000-6230-0000	BOTTLED GAS	1,500.00	0.00	970.54	0.00	529.46	64.70	(594.01)
1100-4550-0000-6240-0000	FUEL OIL	2,930.00	0.00	691.10	0.00	2,238.90	23.59	3,872.37
1100-4550-0000-6400-0010	BOOKS/PERIODICALS/AUDIO/VISUAL SUP	50,000.00	7,425.08	31,620.53	0.00	18,379.47	63.24	(17,520.57)
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPME	30,000.00	1,291.47	9,098.35	0.00	20,901.65	30.33	(40,804.16)
Total Dept 4550-0000 - LIBRARY		1,383,440.00	109,595.43	566,220.59	71,232.14	806,785.41	40.93	(80,656.65)
Expenditures		1,383,440.00	109,595.43	566,220.59	71,232.14	806,785.41	40.93	(80,656.65)
Fund 1100 - GENERAL FUND:								
TOTAL EXPENDITURES		1,383,440.00	109,595.43	566,220.59	71,232.14	806,785.41		(80,656.65)
Current Year Exp.			109,595.43	566,220.59	10,434.00			
Prior Year Exp.			0.00	0.00	60,798.14			

Lebanon Public Libraries Trustee Accounts

Account QuickReport
May 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	CLR	AMOUNT	BALANCE
Main MSB Checking Acct 773								
	Beginning Balance							18,247.02
05/02/2022	Deposit				Main MSB Checking Acct 773	R	438.16	18,685.18
05/02/2022	Expense		Amazon.com		Main MSB Checking Acct 773	R	-22.99	18,662.19
05/02/2022	Expense		Postmaster		Main MSB Checking Acct 773	R	-6.06	18,656.13
05/03/2022	Expense		Amazon Web Services		Main MSB Checking Acct 773	R	-118.76	18,537.37
05/04/2022	Expense		Oakes Lumber and Hardware		Main MSB Checking Acct 773	R	-60.30	18,477.07
05/05/2022	Check	1069	Wright's Sawmill		Main MSB Checking Acct 773	R	-50.00	18,427.07
05/06/2022	Deposit				Main MSB Checking Acct 773	R	164.00	18,591.07
05/09/2022	Deposit				Main MSB Checking Acct 773	R	107.00	18,698.07
05/10/2022	Expense		Postmaster		Main MSB Checking Acct 773	R	-3.63	18,694.44
05/12/2022	Expense		Amazon.com		Main MSB Checking Acct 773	R	-55.00	18,639.44
05/13/2022	Check	1070	B & T (Baker & Taylor)	Acct L4495713 & L4421743 12.31.21 Stmt	Main MSB Checking Acct 773		-1,000.21	17,639.23
05/13/2022	Check	1071	K&R Portable Restroom Services	Inv 20634	Main MSB Checking Acct 773	R	-150.00	17,489.23
05/13/2022	Check	1072	Goffstown Public Library	Missing Ills	Main MSB Checking Acct 773	R	-17.34	17,471.89
05/16/2022	Expense		Amazon.com		Main MSB Checking Acct 773	R	-134.90	17,336.99
05/16/2022	Expense		Amazon.com		Main MSB Checking Acct 773	R	-61.98	17,275.01
05/17/2022	Expense		Amazon.com		Main MSB Checking Acct 773	R	-47.97	17,227.04
05/17/2022	Expense		Gardener's Supply		Main MSB Checking Acct 773	R	-17.98	17,209.06
05/18/2022	Expense		Amazon.com		Main MSB Checking Acct 773	R	-126.60	17,082.46
05/18/2022	Expense		Amazon.com		Main MSB Checking Acct 773	R	-13.99	17,068.47
05/18/2022	Expense		Postmaster		Main MSB Checking Acct 773	R	-1.56	17,066.91
05/21/2022	Check	1073	Dover Public Library		Main MSB Checking Acct 773	R	-18.00	17,048.91
05/23/2022	Expense		Postmaster		Main MSB Checking Acct 773	R	-16.95	17,031.96
05/24/2022	Expense		Forever Redwood		Main MSB Checking Acct 773	R	-9,540.00	7,491.96
05/24/2022	Expense		Jorgenson Lockers		Main MSB Checking Acct 773	R	-2,132.61	5,359.35
05/24/2022	Expense		Amazon.com		Main MSB Checking Acct 773	R	-71.96	5,287.39
05/24/2022	Expense		Amazon.com		Main MSB Checking Acct 773	R	-519.96	4,767.43
05/25/2022	Deposit				Main MSB Checking Acct 773	R	271.00	5,038.43
05/25/2022	Expense		Amazon.com		Main MSB Checking Acct 773	R	-24.44	5,013.99
05/26/2022	Deposit				Main MSB Checking Acct 773	R	35,000.00	40,013.99
05/26/2022	Deposit				Main MSB Checking Acct 773	R	103.52	40,117.51
05/27/2022	Check	1074	White Mountain News		Main MSB Checking Acct		-514.50	39,603.01

Lebanon Public Libraries Trustee Accounts

Account QuickReport
May 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	CLR	AMOUNT	BALANCE
					773			
Total for Main MSB Checking Acct 773							\$21,355.99	
TOTAL							\$21,355.99	

Lebanon Public Libraries Trustee Accounts

Account QuickReport

Since March 24, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	CLR	AMOUNT	BALANCE
Long Term Assets								
Savings Account MSB 5568114								
General Savings								
Beginning Balance								4,019.34
03/31/2022	Journal Entry		Interest		Long Term Assets:Savings Account MSB 5568114:General Savings	R	0.99	4,020.33
04/30/2022	Journal Entry		Interest		Long Term Assets:Savings Account MSB 5568114:General Savings	R	0.99	4,021.32
Total for General Savings							\$1.98	
Rainy Day Fund (City Surplus)								
Beginning Balance								112,460.46
Total for Rainy Day Fund (City Surplus)								
Total for Savings Account MSB 5568114							\$1.98	
Total for Long Term Assets							\$1.98	
TOTAL							\$1.98	

Materials Selection Policy

Draft

Providing a wide array of materials is an essential way LPL serves its patrons. The purpose of this policy is to state the criteria the library uses to develop and maintain its collection.

POLICY:

LPL selects materials to support its mission, vision, and values. The library upholds the freedom to read, as stated by the American Library Association in the [Library Bill of Rights](#) and the [Freedom to Read Statement](#) and is protected by the [First Amendment of the U.S. Constitution](#).

LPL will select materials of interest to all members of the community, reflecting a variety of interests, viewpoints, ages, backgrounds, and education levels.

LPL does not restrict selection based on the expressed opinion of an individual or group.

Parents and legal guardians have sole responsibility for what their children read, view, or hear. Only parents and guardians may restrict their own children's access to library materials. Selection of library materials will not be restricted by the possibility that materials could come into a child's possession.

Access to the collection will not be limited or denied because of origin, race, religion, age, background, sex, sexual orientation, gender identity, or views. These factors shall also not be cause to exclude any materials, authors, artists, or other creators from the collection.

IMPLEMENTATION:

Selection:

The collection is for patrons of all ages, backgrounds, interests, education, and opinions. It will therefore reflect the diversity of the community it serves while also working within the realities of LPL's collection, space, and budget. The responsibility for selection and weeding is vested in the library's director, and under their direction, in staff qualified by pertinent expertise and experience. To select materials for purchase, the following criteria will be used:

- Quality
- Style and presentation
- Format
- Genre
- Appeal
- Comprehension level
- Subject
- Availability
- Scope
- Overall demand
- Variety of viewpoints

Additionally:

- Not all selection criteria may apply equally to all content or formats.
- Selection of materials does not imply agreement with or approval of the viewpoints expressed.
- Materials are evaluated as a whole work and not by selected passages or scenes.
- Individual items which may be considered controversial or offensive by some may be selected if it will contribute to the overall variety and balance of the collection.
- LPL in general does not duplicate resources already provided at local academic and special libraries.
- Staff uses a wide variety of selection resources including, but not limited to, professional journals, popular media, publishing trends, local interests, patron recommendations, and circulation data.
- Patron recommendations for collection are welcomed and evaluated by the criteria listed above.

Accessibility:

LPL will not restrict access to any library materials in public areas.

- All library cardholders may check out materials in accordance with circulation policies and procedures.
- Materials are labeled only by classification or as a directional aid.

- Children, young adult, and adult collections are differentiated based on reading level, language comprehension, and audience. These collections may be housed in designated areas to aid in discovery.
- Determining the appropriateness of materials for minors is the sole responsibility of the parent or guardian.
- Some materials are designated for use in the library only.

Special Collections:

LPL maintains several collections that are specialized, rare, not readily available elsewhere, and/or of special interest to our community.

- Examples of special collections include genealogy, government documents, microfilm, New Hampshire reference and local history.
- Special collections are established and maintained by library administration based on space, funding, local interest, and other criteria.
- Many items in these collections require special handling, due to their age and/or uniqueness. The goal is to provide access to these items, while also preserving them for continued use.
- LPL does not house private collections unless the collection is presented as a gift and it meets the necessary criteria for inclusion.

Weeding:

LPL staff removes worn, dated, damaged, or under-circulating items from the collection through procedures known as weeding. This process helps maintain the quality of the library collections and is not intended to sanction removal of items due to controversy of any kind. When weeding, staff considers the selection criteria in this policy.

Reconsideration of Library Materials:

LPL recognizes the right of individuals to question both materials selected by the library and those that are not. Individuals who would like to request that an item be added to the collection may fill out [Request a Purchase or Interlibrary Loan](#) form which will be reviewed by library selectors. Individuals who wish an item to be removed from the collection may review the libraries [Policy on Controversial Materials](#) and fill out a [Request for Reconsideration of Library](#)

[Materials](#) form which will be reviewed by library administration. Material under review will remain in the circulating collection until a determination is made. Requests for reconsideration of library materials must come from Lebanon residents or taxpayers.

Gifts:

LPL accepts gifts to enhance library services through materials. Money gifts are the responsibility of the library director. Materials gifts are subject to the evaluation criteria stated in this policy. Processing costs and shelving limits are also considered before adding materials. The donations are accepted with the understanding that LPL has the right to determine the disposition of gift items.

June staff highlights

Hi everyone,

I attended the Code4lib conference in Buffalo, NY, which is a conference specifically for librarians that work in the IT field in libraries. It was a really great experience and I learned a lot of useful information, such as useful tools for the digital archive that Ron and I are planning to start next year. I also was able to make connections with other librarians in the field, and it was fun to see what they are doing in their libraries that maybe I could bring to mine.

My favorite talk was called "[Living the UX: When a Web Developer Develops a Disability](#)" which was so interesting because the speaker is a web developer who found out that she had a brain tumor. She experienced firsthand the issues that people with disabilities face when using websites. I was able to learn some things that would help reduce cognitive load and make viewing our website and using a screen reader easier.

Additionally, I went to the official birthplace of buffalo wings and saw Niagara Falls, and it was an absolute delight. Buffalonians want to keep Buffalo a secret, but I'm going to share it anyway :)

Best,
Jaki

Jacqueline Frisina
Systems Librarian
Lebanon Public Libraries



Buildings and Grounds Issues

report generated on Jun 17, 2022

Fix the compost situation at Kilton

In progress

- 1. make additional bins
 - Assigned to:

Playspace project

To do

- 1. install new playground furniture
 - Assigned to: celeste.pfeiffer@leblibrary.com

In progress

- 1. install plaque
 - Assigned to: Ken

burning bush needs to be removed at Leb Library

To do

- 1. chainsaw work?
 - 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
 - Assigned to:

daylilies at Leb Library need work

Done

- 1. contact Henderson's
 - Assigned to:

emergency exit door is rusting at Kilton

To do

- 1. Rust remover and paint
 - Assigned to: Ken

entryway doors are very difficult to use at Kilton

In progress

- 1. make sure work gets done
 - Assigned to:

Done

- 1. send signed contract and PO to Granite State Glass
 - Assigned to:
- 2. find out which co. did the card swipe system at city hall
 - Assigned to:
- 3. investigate changing the structure of the doors
 - Assigned to:
- 4. contact contractor
 - Assigned to:

exterior steel rusting at Kilton

To do

- 1. Make sure this is part of the painting contract, or that it gets done by library staff
 - Assigned to:

faucet keeps running in bathroom at Kilton

In progress

- 1. talk to Ken about possible fix
 - Assigned to:

front stair treads at Kilton are in need of repair

In progress

- 1. get recommendations for contractor
 - Assigned to: Ken

growth on the membrane roof at Kilton

To do

- 1. contact Rodd Roofing
 - Assigned to:

hvac controller failed at Kilton

To do

- 1. make sure work gets done by Alliance/Johnson Controls
 - Assigned to:

Done

- 1. contact Alliance
 - Assigned to:
- 2. investigate options for upgrading controls
 - Assigned to:

paint the exterior of Kilton

Done

- 1. sign contract with Hadlock painting
 - Assigned to:
- 2. contact contractors
 - Assigned to:

parking lot at Kilton has cracks

problems with lights at Kilton

To do

1. The lights sometimes will not come on/stay on in the patron areas - fix this.
 - Assigned to:
2. Eliminate the delay that occurs between flipping the switch on all overhead lights in patron areas and when they finally come on.
 - Assigned to:

In progress

1. get pricing from Green Mountain Electrical Supply/Andrew Hatch/Teddy
 - Assigned to:

Done

1. determine cost for upgrading lighting to LED, improving the entire lighting system
 - Assigned to:

propane boiler needs service at Kilton, flame is orange and should be blue

In progress

1. contact Alliance
 - Assigned to:

stripe the parking lot at Kilton

To do

1. find a contractor to get the work done
 - Assigned to:

we have an invasive burning bush at Lebanon Library

Done

1. contact tree contractor about removal and adding this to the quote
 - Assigned to:

we need more shelving at Kilton to house docs in storage

To do

1. Build shelves for storage area off of Community Room
 - Assigned to: