



LEBANON LIBRARY BOARD OF TRUSTEES
JULY 26, 2022 - 7:00 PM
LEBANON LIBRARY DAMREN ROOM OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE

-
- 1. Call to Order**
 - 2. New Business**
 - A. Strategic planning discussion
 - B. Approve the Treasurer's report
 - C. Approve the 2023 library budget
 - D. Approve the updated chart of accounts
 - 3. Approval of Minutes**
 - A. Approve May 24, 2022 minutes
 - B. Approve June 28, 2022 minutes
 - 4. Other Business**
 - A. Director's report
 - B. Deputy Director's report
 - 5. 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.

[illegible]

Lebanon Public Libraries Trustee Accounts

Balance Sheet
As of June 30, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Citizens Bank - Carter Trust	0.00
Citizens Bank - Charter Trust	0.00
Ckbk MSB #926522757	0.00
Gifts-Lebanon (deleted)	0.00
Books - Lebanon	0.00
Total Gifts-Lebanon (deleted)	0.00
Gifts-W Lebanon (deleted)	0.00
Books - W Lebanon	0.00
Total Gifts-W Lebanon (deleted)	0.00
Total Ckbk MSB #926522757	0.00
Kilton Library Fund Ck 576	0.00
Main MSB Checking Acct 773	29,921.96
Petty Cash - Lebanon	75.00
Petty Cash - West Lebanon	75.00
Salomon Smith Barney (deleted)	
CD Lane Dwinell 6.5% 2/23/01	0.00
CD-Budget Carryovr 6.5% 2/23/01	0.00
SSB Money Funds Cash Port A	0.00
Total Salomon Smith Barney (deleted)	0.00
Total Bank Accounts	\$30,071.96
Other Current Assets	
Amount Due Leb Libraries Found	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$30,071.96
Other Assets	
Long Term Assets	
Savings Account MSB 5568114	
General Savings	4,021.32
Rainy Day Fund (City Surplus)	112,460.46
Total Savings Account MSB 5568114	116,481.78
Total Long Term Assets	116,481.78
Total Other Assets	\$116,481.78
TOTAL ASSETS	\$146,553.74

Lebanon Public Libraries Trustee Accounts

Balance Sheet
As of June 30, 2022

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
Due to City	0.00
Total Other Current Liabilities	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
Market Value Change-Carter Acct	0.00
Mkt Value Change-Charter Trust	0.00
Opening Bal Equity	0.00
Retained Earnings	124,325.79
Net Income	22,227.95
Total Equity	\$146,553.74
TOTAL LIABILITIES AND EQUITY	\$146,553.74

Lebanon Public Libraries Trustee Accounts

Profit and Loss

January - June, 2022

	TOTAL
Income	
Contributions Income	
Foundation Contribution	165,000.00
Restricted Income	12,149.00
Total Contributions Income	177,149.00
Fees/Fines Income	4,831.09
Interest Income -	
Carter Funds	3,849.16
Fees/Fines Savings Int	3.86
Total Interest Income -	3,853.02
Total Income	\$185,833.11
GROSS PROFIT	\$185,833.11
Expenses	
Accounting/Bookkeeping Services	300.00
Advertising/Marketing	22.10
Art/Framing	498.95
Books/Subscr/CD/DVD/Tapes	14,358.99
Capital Improvements -	
Building Improvements	130,000.00
Equip/Furn Costs -	319.99
Total Capital Improvements -	130,319.99
Community Relations	218.09
Entertainment	290.86
Miscellaneous Exp	922.33
Office/Operating Supplies	2,236.05
Postage/Delivery	268.22
Programs	602.63
Repairs/Maintenance	10.90
Grounds	13,298.05
Total Repairs/Maintenance	13,308.95
Web Hosting/Domain Fees	258.00
Total Expenses	\$163,605.16
NET OPERATING INCOME	\$22,227.95
NET INCOME	\$22,227.95

MTD AND YTD REVENUE/EXPENSE FOR CITY OF LEBANON

Balance As Of 06/30/2022

GL Number	Description	2022 Amended Budget	Activity For 06/30/2022	YTD Balance 06/30/2022	Encumbrance 06/30/2022	Available Balance 06/30/2022	% 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	54,120.18	329,897.80	0.00	372,972.20	46.94	17,575.83
1100-4550-0000-1120-0000	PART TIME WAGES 20-24	0.00	10,785.92	33,318.40	0.00	(33,318.40)	100.00	0.00
1100-4550-0000-1125-0000	PART TIME WAGES 25-29	0.00	8,081.61	54,375.00	0.00	(54,375.00)	100.00	0.00
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	228,610.00	6,031.50	34,709.55	0.00	193,900.45	15.18	69,901.35
1100-4550-0000-1300-0000	OVERTIME WAGES	0.00	647.40	802.32	0.00	(802.32)	100.00	0.00
1100-4550-0000-2150-0000	LIFE & DISABILITY INSURANCE	8,670.00	748.44	3,603.62	0.00	5,066.38	41.56	399.08
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	71,270.00	5,980.05	33,976.16	0.00	37,293.84	47.67	6,276.91
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	98,830.00	7,610.51	46,393.66	0.00	52,436.34	46.94	2,735.49
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	6,980.00	226.00	2,548.99	0.00	4,431.01	36.52	5,062.50
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	3,400.00	403.86	1,679.45	0.00	1,720.55	49.40	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	4,902.21	0.00	(4,902.21)	100.00	0.00
1100-4550-0000-4110-0000	WATER	2,000.00	0.00	862.47	0.00	1,137.53	43.12	346.13
1100-4550-0000-4120-0000	SEWER	1,500.00	0.00	613.14	0.00	886.86	40.88	896.79
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING	0.00	360.00	8,295.00	0.00	(8,295.00)	100.00	0.00
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	59,950.00	2,402.00	13,285.47	10,434.00	36,230.53	22.16	(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	1,558.54	0.00	491.46	76.03	(130.91)
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	18,380.00	1,100.00	3,893.99	0.00	14,486.01	21.19	(1,291.67)
2020			0.00	0.00	1,145.00			
1100-4550-0000-5300-0000	COMMUNICATIONS	9,600.00	104.14	1,630.48	0.00	7,969.52	16.98	(32.19)
1100-4550-0000-5335-0000	INFORMATION ACCESS	0.00	275.00	3,492.99	0.00	(3,492.99)	100.00	0.00
1100-4550-0000-5400-0000	ADVERTISING	1,000.00	(22.10)	0.00	0.00	1,000.00	0.00	1,000.00
1100-4550-0000-5800-0000	TRAVEL	14,900.00	1,221.71	2,748.51	0.00	12,151.49	18.45	2,022.71
1100-4550-0000-5875-0000	MILEAGE	1,000.00	4.68	18.72	0.00	981.28	1.87	1,000.00
1100-4550-0000-6000-0000	OFFICE SUPPLIES	5,000.00	0.00	1,022.32	0.00	3,977.68	20.45	4,476.91
1100-4550-0000-6100-0000	GENERAL SUPPLIES	15,000.00	1,011.94	8,507.43	0.00	6,492.57	56.72	(5,976.31)
1100-4550-0000-6220-0000	ELECTRICITY	48,000.00	8,918.35	42,034.57	0.00	5,965.43	87.57	(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	390.52	1,081.62	0.00	1,848.38	36.92	3,872.37
1100-4550-0000-6400-0010	BOOKS/PERIODICALS/AUDIO/VISUAL SUP	50,000.00	1,701.18	33,321.71	0.00	16,678.29	66.64	(17,520.57)
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPME	30,000.00	0.00	9,098.35	0.00	20,901.65	30.33	(40,804.16)
Total Dept 4550-0000 - LIBRARY		1,383,440.00	112,422.42	678,643.01	71,232.14	694,362.99	49.05	(80,656.65)
Expenditures		1,383,440.00	112,422.42	678,643.01	71,232.14	694,362.99	49.05	(80,656.65)
Fund 1100 - GENERAL FUND:								
TOTAL EXPENDITURES		1,383,440.00	112,422.42	678,643.01	71,232.14	694,362.99		(80,656.65)
Current Year Exp.			112,422.42	678,643.01	10,434.00			
Prior Year Exp.			0.00	0.00	60,798.14			

BUDGET REPORT FOR CITY OF LEBANON

Calculations As Of 06/30/2022

GL Number	Description	2021 Amended Budget	2021 Activity	2022 Amended Budget	2022 Activity	2022 Encumbrance	2022 Projected	2023 Requested	2023 Requested Amt Change	2023 Requested % Change
Fund: 1100 GENERAL FUND										
Account Category: Appropriations										
1100-4550-0000-1100-0000	FULL TIME WAGES	565,060	547,484	702,870	367,322	0	693,210	736,410	33,540	5
1100-4550-0000-1120-0000	PART TIME WAGES 20-24	0	0	0	36,632	0	71,570	53,450	53,450	0
1100-4550-0000-1125-0000	PART TIME WAGES 25-29	0	0	0	60,528	0	110,380	117,820	117,820	0
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	321,900	251,999	228,610	38,549	0	72,000	82,640	(145,970)	(64)
1100-4550-0000-1300-0000	OVERTIME WAGES	0	0	0	802	0	900	1,000	1,000	0
1100-4550-0000-2100-0000	HEALTH/DENTAL INSURANCE	0	0	0	0	0	0	0	0	0
1100-4550-0000-2150-0000	LIFE & DISABILITY INSURANCE	7,210	6,811	8,670	3,604	0	8,850	9,080	410	5
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	66,850	60,573	71,270	38,038	0	71,210	77,500	6,230	9
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	71,310	68,575	98,830	52,148	0	98,220	101,330	2,500	3
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	6,640	1,578	6,980	2,549	0	3,500	9,600	2,620	38
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	3,160	2,971	3,400	1,875	0	3,620	3,850	450	13
1100-4550-0000-3000-0000	LEGAL SERVICES	0	2,031	0	0	0	0	2,000	2,000	0
1100-4550-0000-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUB	0	0	0	4,902	0	11,030	11,030	11,030	0
1100-4550-0000-4110-0000	WATER	2,000	1,654	2,000	862	0	2,000	2,000	0	0
1100-4550-0000-4120-0000	SEWER	2,000	1,103	1,500	613	0	1,500	1,500	0	0
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING	0	0	0	9,080	0	17,500	20,500	20,500	0
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	55,810	139,157	59,950	13,427	10,434	35,000	25,070	(34,880)	(58)
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLE	2,050	2,181	2,050	1,723	0	3,000	3,200	1,150	56
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	14,500	15,792	18,380	4,894	0	14,600	15,900	(2,480)	(13)
1100-4550-0000-5300-0000	COMMUNICATIONS	9,280	9,312	9,600	1,630	0	2,470	2,470	(7,130)	(74)
1100-4550-0000-5335-0000	INFORMATION ACCESS	0	0	0	3,493	0	6,900	6,900	6,900	0
1100-4550-0000-5400-0000	ADVERTISING	1,000	0	1,000	0	0	60	1,000	0	0
1100-4550-0000-5800-0000	TRAVEL	2,210	187	14,900	3,093	0	7,000	17,150	2,250	15
1100-4550-0000-5875-0000	MILEAGE	1,000	0	1,000	19	0	100	1,250	250	25
1100-4550-0000-6000-0000	OFFICE SUPPLIES	6,000	1,523	5,000	1,022	0	2,200	2,500	(2,500)	(50)
1100-4550-0000-6100-0000	GENERAL SUPPLIES	16,000	21,976	15,000	9,412	0	18,000	20,000	5,000	33
1100-4550-0000-6220-0000	ELECTRICITY	40,000	43,804	48,000	42,035	0	80,000	80,910	32,910	69
1100-4550-0000-6230-0000	BOTTLED GAS	1,120	1,714	1,500	971	0	1,500	1,750	250	17
1100-4550-0000-6240-0000	FUEL OIL	5,860	1,988	2,930	1,082	0	2,000	2,500	(430)	(15)
1100-4550-0000-6260-0000	GASOLINE	0	0	0	0	0	0	0	0	0
1100-4550-0000-6400-0010	BOOKS/PERIODICALS/AUDIO/VISUA	27,500	45,021	50,000	33,322	0	35,000	50,000	0	0
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQ	31,500	72,304	30,000	8,831	0	14,000	35,000	5,000	17
Appropriations		1,259,960	1,299,738	1,383,440	742,458	10,434	1,387,320	1,495,310	111,870	8.09
Fund 1100 - GENERAL FUND:										
TOTAL APPROPRIATIONS		1,259,960	1,299,738	1,383,440	742,458	10,434	1,387,320	1,495,310	111,870	8.09

BUDGET FOOTNOTES REPORT FOR CITY OF LEBANON

GL Number Notes	Description	2022 Projected	2023 Requested
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES		
JAKI FRISINA CODE4LIB		0.00	300.00
AMY LAPPIN NEW HAMPSHIRE LIBRARY ASSOCIATION DUES AND REGISTRATION FOR CONFERENCE, NEW ENGLAND LIBRARY ASSOCIATION DUES AND REGISTRATION FOR CONFERENCE, LEADERSHIP CLASS AT PLYMOUTH STATE		0.00	2,500.00
AMBER COUGHLIN NHLA, NELA AND ALA CONFERENCE REGISTRATIONS AND MEMBERSHIPS		0.00	850.00
NIKKI RHEAUME AMERICAN LIBRARY ASSOCIATION, YOUNG ADULT LIBRARY ASSOCIATION CONFERENCES; MEMBERSHIPS IN BOTH		0.00	940.00
BEATRICE COUSER CLASSES TO PURSUE HER MASTERS IN LIBRARY ASSOCIATION		0.00	3,000.00
LAUREN WHITTLESEY AMERICAN LIBRARY ASSOCIATION CONFERENCE, NEW ENGLAND LIBRARY CONFERENCE, CHILDREN'S LIBRARIANS OF NH CONFERENCE		0.00	510.00
CELESTE PFEIFFER AMERICAN LIBRARY ASSOCIATION CONFERENCE, NEW ENGLAND LIBRARY ASSOCIATION CONFERENCE		0.00	500.00
SEAN FLEMING AMERICAN LIBRARY ASSOCIATION CONFERENCE, NEW ENGLAND LIBRARY ASSOCIATION CONFERENCE		0.00	500.00
RON HOUK WEBINARS		0.00	500.00
Totals For 1100-4550-0000-2450-0000		0.00	9,600.00
1100-4550-0000-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUBSCRIPTIONS		
BYWATER SOLUTIONS/KOHA		6,050.00	6,050.00
ASPEN/LIBRARY CATALOG		1,650.00	1,650.00
LIBCAL (MEETING ROOM CALENDAR)		800.00	800.00
BEANSTACK		1,000.00	1,000.00
MAILCHIMP		710.00	710.00
VOKAL (VT ORG OF KOHA AUTOMATED LIBRARIES)		250.00	250.00
TECHSOUP		100.00	100.00
FAXPLUS		120.00	120.00
AWS - WEB HOSTING ANNUAL FEE		350.00	350.00
Totals For 1100-4550-0000-3410-0000		11,030.00	11,030.00
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING		
LAWN MAINTENANCE, PLOWING, SHOVELING		0.00	17,500.00
MULCHING, GARDENING, TREE PRUNING		0.00	3,000.00
Totals For 1100-4550-0000-4225-0000		0.00	20,500.00
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES		
ALLIANCE		0.00	15,920.00
OTIS		0.00	1,500.00
VT LIFE SAFETY		0.00	1,500.00
STATE BOILER INSPECTION		0.00	100.00
STATE ELEVATOR INSPECTION		0.00	50.00
INTERDEPARTMENTAL CHARGES (DPW, FIRE)		0.00	1,000.00
PLUMBERS, ELECTRICIANS, LOCKSMITHS, ETC.		0.00	5,000.00
Totals For 1100-4550-0000-4300-0000		0.00	25,070.00
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES		
ANDREA BRASSARD COURIER SERVICES		6,000.00	7,200.00
MUSEUM PASSES		1,000.00	1,000.00
MOVIE LICENSES		100.00	200.00
PROGRAM PRESENTERS		7,500.00	7,500.00
Totals For 1100-4550-0000-5000-0000		14,600.00	15,900.00
1100-4550-0000-5300-0000	COMMUNICATIONS		
COMCAST PHONE		1,840.00	1,840.00
CONSOLIDATED COMMUNICATIONS - ELEVATOR EMERGENCY PHONE		630.00	630.00
Totals For 1100-4550-0000-5300-0000		2,470.00	2,470.00
1100-4550-0000-5335-0000	INFORMATION ACCESS		
MOBILE BEACON HOT SPOTS		3,600.00	3,600.00
VTEL INTERNET		3,300.00	3,300.00
Totals For 1100-4550-0000-5335-0000		6,900.00	6,900.00
1100-4550-0000-5800-0000	TRAVEL		
JAKI FRISINA CODE4LIB		0.00	2,200.00
AMY LAPPIN NEW ENGLAND LIBRARY ASSOCIATION CONFERENCE, NH LIBRARY ASSOCIATION CONFERENCE, NHLA EQUITY, DIVERSITY & INCLUSION WORKSHOPS		0.00	1,380.00
AMBER COUGHLIN AMERICAN LIBRARY ASSOCIATION CONFERENCE, NH LIBRARY ASSOCIATION CONFERENCE, NEW ENGLAND LIBRARY ASSOCIATION CONFERENCE,		0.00	2,750.00
NIKKI RHEAUME		0.00	3,070.00
LAUREN WHITTLESEY AMERICAN LIBRARY ASSOCIATION CONFERENCE, NH LIBRARY ASSOCIATION CONFERENCE, NEW ENGLAND LIBRARY ASSOCIATION CONFERENCE		0.00	2,750.00
CELESTE PFEIFFER AMERICAN LIBRARY ASSOCIATION CONFERENCE, NH LIBRARY ASSOCIATION CONFERENCE, NEW ENGLAND LIBRARY ASSOCIATION CONFERENCE		0.00	2,500.00
SEAN FLEMING AMERICAN LIBRARY ASSOCIATION CONFERENCE		0.00	2,500.00
Totals For 1100-4550-0000-5800-0000		0.00	17,150.00
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT		

BUDGET FOOTNOTES REPORT FOR CITY OF LEBANON

GL Number Notes	Description	2022	2023
		Projected	Requested
COMPUTER BUDGET - REPAIR AND REPLACE		0.00	6,500.00
COMPUTER BUDGET - PLANNED UPGRADES		0.00	17,500.00
FURNITURE REPLACEMENT		0.00	5,000.00
TOOLS AND EQUIPMENT		0.00	6,000.00
Totals For 1100-4550-0000-7500-0000		0.00	35,000.00

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	\$2,224.49	40	52	\$2,224.49	\$115,673.48
	GW			\$66.73		52	\$66.73	\$3,470.20
	eval increase (top of range)			<u>\$0.00</u>		52	<u>\$0.00</u>	<u>\$0.00</u>
				\$2,291.22			\$2,291.22	\$119,143.68
Deputy Library Director		Amy Lappin / 1/01	Non 11	\$1,868.01	40	52	\$1,868.01	\$97,136.52
	GW			\$56.04		52	\$56.04	\$2,914.10
	eval increase (top of range)			<u>\$0.00</u>		52	<u>\$0.00</u>	<u>\$0.00</u>
				\$1,924.05			\$1,924.05	\$100,050.62
Systems Librarian		Jaki Frisina / 5/13	Non 9	\$1,480.60	40	52	\$1,480.60	\$76,991.20
	GW			\$44.42		52	\$44.42	\$2,309.74
	eval increase			<u>\$45.75</u>		52	<u>\$45.75</u>	<u>\$2,379.03</u>
				\$1,570.77			\$1,570.77	\$81,679.96
Children's Librarian		Amber Coughlin / 8/15	Non 8	\$1,402.50	40	52	\$1,402.50	\$72,930.00
	GW			\$42.08		52	\$42.08	\$2,187.90
	eval Increase (top of range)			<u>\$0.00</u>		44	<u>\$0.00</u>	<u>\$0.00</u>
				\$1,444.58			\$1,444.58	\$75,117.90
Outreach Librarian		Celeste Pfeffer / 11/04	Non 8	\$1,402.50	40	52	\$1,402.50	\$72,930.00
	GW			\$42.08		52	\$42.08	\$2,187.90
	eval Increase (top of range)			\$0.00		8	\$0.00	<u>\$0.00</u>
				\$1,444.58			\$1,444.58	\$75,117.90
Information Technology Librarian		Ron Houk / 5/17	Non 9	\$1,542.28	40	52	\$1,542.28	\$80,198.56
	GW			\$46.27		52	\$46.27	\$2,405.96
	eval Increase (top of range)			<u>\$0.00</u>		32	<u>\$0.00</u>	<u>\$0.00</u>
				\$1,588.55			\$1,588.55	\$82,604.52
Youth Services Librarian		Nicole Rheame / 8/15	Non 10	\$1,500.00	40	52	\$1,500.00	\$78,000.00
	GW			\$45.00		52	\$45.00	\$2,340.00
	eval increase			\$46.35		46	\$46.35	\$2,132.10
	eval increase			<u>\$47.74</u>		20	\$47.74	<u>\$954.81</u>
				\$1,639.09			<u>\$1,639.09</u>	\$83,426.91
Library Administrative / Technical Assistant		Beatrice Couser 5/3	Non 7	\$30.06	40	52	\$1,202.40	\$62,524.80
	GW			\$0.90		52	\$36.07	\$1,875.74
	eval increase			<u>\$0.93</u>		52	<u>\$37.15</u>	<u>\$1,932.02</u>

				\$31.89			\$1,275.63	\$66,332.56
Library Assistant		Lauren Whittlesey / 1/6	Non 4	\$23.99	40	52	\$959.60	\$49,899.20
	GWI			\$0.72		52	\$28.79	\$1,496.98
	eval increase			<u>\$0.74</u>		52	<u>\$29.65</u>	<u>\$1,541.89</u>
				\$25.45			\$1,018.04	\$52,938.06
1100-4550-01-1100								\$736,412.11

<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		???	2	\$21.00	20	52	\$420.00	\$21,840.00
	GW			\$0.63	20	52	\$12.60	\$655.20
	eval increase			\$0.65	20	40	\$12.98	\$519.12
	eval increase			\$0.67	20	14	\$13.37	\$187.14
				\$22.28			\$445.58	\$23,014.32
Custodian		James Stetson / 6/19	2	\$22.66	20	52	\$453.20	\$23,566.40
	GW			\$0.68	20	52	\$13.60	\$706.99
	eval increase			\$0.39	20	52	\$7.80	\$405.60
				\$23.73			\$474.60	\$24,678.99
1100-4550-01-1200								<u>\$47,693.31</u>

<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.								
Custodial Supervisor		Kenneth Louzier / 8/15	Non 4	\$26.00	29	52	\$754.00	\$39,208.00
	GW			\$0.78	29	52	\$22.62	\$1,176.24
	eval increase			\$0.80	29	46	\$23.30	\$1,071.74
	eval increase			<u>\$0.83</u>	29	20	<u>\$24.00</u>	<u>\$479.95</u>
				\$28.41			\$823.92	\$41,935.93
Library Assistant		Julie Couture / 9/1	Non 4	\$27.78	26	52	\$722.28	\$37,558.56
	GW			\$0.83	26	52	\$21.67	\$1,126.76
	eval increase (top of range)			<u>\$0.00</u>	26	18	<u>\$0.00</u>	<u>\$0.00</u>
				\$28.61			\$743.95	\$38,685.32
Library Assistant		Maria Ortiz / 10/29	Non 4	\$27.78	25	52	\$694.50	\$36,114.00
	GW			\$0.83	25	52	\$20.84	\$1,083.42
	eval increase (top of range)			<u>\$0.00</u>	25	7	<u>\$0.00</u>	<u>\$0.00</u>
				\$28.61			\$715.34	\$37,197.42
1100-4550-01-1201								\$117,818.66

<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.								
Saturday circ subs		Varies		\$13.81	22	52	\$303.82	\$15,798.64
	GWl			\$0.41	22	52	\$9.11	\$473.96
Weekday ref subs		Varies		\$23.33	20	52	\$466.60	\$24,263.20
	GWl			\$0.70	20	52	\$14.00	\$727.90
Weekday circ subs		Varies		\$13.81	50	52	\$690.50	\$35,906.00
	GWl			\$0.41	50	52	\$20.72	\$1,077.18
Subtotal of ref/circ subs								\$78,246.88
Custodial subs		Varies		\$16.42	5	52	\$82.10	\$4,269.20
	GWl			\$0.49	5	52	\$2.46	\$128.08
							\$84.56	\$4,397.28
1100-4550-01-1201								\$82,644.15

Existing Chart of Accounts			Recommendation
Account	Type	Description	
Main MSB Checking Acct 773	Bank		Eliminate, old
Kilton Library Fund Ck 576	Bank		
Ckbn MSB #926522757	Bank	Total Ckbn MSB #926522757 Close 1/13/14	
Petty Cash - West Lebanon	Bank	Petty Cash - Kilton Public Library	
Petty Cash - Lebanon	Bank		
Citizens Bank - Charter Trust	Bank	Library Funds	Rename Long Term Assets - Other
Amount Due Leb Libraries Found	Other Current Asset		
Undeposited Funds	Other Current Asset		
Long Term Assets	Other Asset		Remove - Duplicative
Long Term Assets:Savings Account MSB 5568114	Other Asset		
Long Term Assets:Savings Account MSB 5568114: General Savings	Other Asset	Fees/Fines Savings	Remove - Duplicative
Long Term Assets:Savings Account MSB 5568114:Rainy Day Fund (City Surplus)	Other Asset		
Accounts Payable	Accounts Payable		Remove - Duplicative
Due to City	Other Current Liability	Due to City of Lebanon..	
Retained Earnings	Equity	Retained Earnings	Rename "Net Assets" - Comply with GAAP non-profit standards
Market Value Change-Carter Acct	Equity		
Mkt Value Change-Charter Trust	Equity		Change to "Unrealized Gain / Loss"
Grant Revenue	Income		
Book Sale Revenue	Income		Consolidate as "Other Income"
City Budget CarryOver Income	Income		
Contributions Income	Income	Contribution Income	Rename "City Surplus Income"
Contributions Income:Foundation Contrib Prior Year	Income		
Contributions Income:Foundation Contribution	Income		Eliminate - Redundant
Contributions Income:Restricted Income	Income	Restricted Contributions	
Contributions Income:Unrestricted Income	Income	Unrestricted Contributions	Eliminate - Redundant
Fees/Fines Income	Income	Program Fees	
Interest Income -	Income	Interest Income	Consolidate as "Other Income"
Interest Income -:Carter Funds	Income		
			Remove - Duplicative

Interest Income -:Trustees of Trust Funds	Income	was Charter Trust Fund	Remove - Duplicative
Interest Income -:Dividends	Income		Remove - Duplicative
Interest Income -:Fees/Fines Savings Int	Income		Remove - Duplicative
Interest Income -:Kilton Fund Int	Income		Remove - Duplicative
Grant Expense	Expense		
Attorney Fees	Expense		Create new prime account:
Accounting/Bookkeeping Services	Expense		Create new prime account:
Community Relations	Expense		Create new prime account:
Art/Framing	Expense		Create new prime account:
Use of City Surplus Funds	Expense		Remove - Duplicative
Coffee Machine Expense	Expense		Consolidate to Misc. Exp
Uncategorized Expenses	Expense		Eliminate - Redundant
Budget Deficit	Expense		Rename "City of Lebanon Budget
Capital Improvements -	Expense	Total Improvements (ASSET)	
Capital Improvements -:Foundation Funded Projects	Expense		Eliminate - Redundant
Capital Improvements -:Land - West Leb	Expense		Eliminate - Redundant
Capital Improvements -:Building Improvements	Expense	Bldg Improvements (ASSET)	Eliminate - Redundant
Capital Improvements -:Equip/Furn Costs -	Expense	Equip Improvements (ASSET)	Eliminate - Redundant
Capital Improvements -:Equip/Furn Costs -:Misc. furniture	Expense	Misc. furniture purchases	Eliminate - Redundant
Capital Improvements -:Equip/Furn Costs -:Outdoor Book	Expense		Eliminate - Redundant
Capital Improvements -:Equip/Furn Costs -:Internet	Expense		Eliminate - Redundant
Capital Improvements -:Equip/Furn Costs -:Misc	Expense		Eliminate - Redundant
Kilton Public Library	Expense	Kilton Public Library	Remove - Duplicative
Kilton Public Library:Construction costs	Expense	Reimbursements to City of Lebanon for construction cos	Remove - Duplicative
Kilton Public Library:Capital Campaign Expenses	Expense	Capital Campaign Expenses	Remove - Duplicative
Kilton Public Library:Furniture/Fixtures for Kilton	Expense	Furniture/Fixtures for Kilton	Remove - Duplicative
Kilton Public Library:Misc. expenses	Expense	Misc. expenses	Remove - Duplicative
Kilton Public Library:Professional Fees	Expense	Architectural Services, Landscape Planning & Design, L	Remove - Duplicative
Advertising/Marketing	Expense		Create new prime account:
Bank/Fund Service Charges	Expense	Bank Service Charges	
Books/Subscr/CD/DVD/Tapes	Expense		

Dues/Memberships Exp	Expense		
Education/Staff Development	Expense		
Entertainment	Expense		
Miscellaneous Exp	Expense	Miscellaneous	
Office/Operating Supplies	Expense	Office Supplies	
Online Catalog/Upgrades	Expense		
Postage/Delivery	Expense	Postage and Delivery	
Professional Fees	Expense	Professional Fees	Make this a prime account
Programs	Expense	Programs Expenses	
Repairs/Maintenance	Expense	Total Repairs/Maintenance	Consolidate all R&M into this line
Repairs/Maintenance:Building	Expense	Building Repairs	Remove - Duplicative
Repairs/Maintenance:Equipment	Expense	Equipment Repairs	Remove - Duplicative
Repairs/Maintenance:Grounds	Expense		Remove - Duplicative
Web Hosting/Domain Fees	Expense	Web Hosting/Domain Fees	
Other Income	Other Income	Other Income	Eliminate - Redundant
Temporary Distribution	Other Expense	Temp. Distribution Account	Eliminate - Redundant

Recommended Chart of Accounts

Account	Type	Description
Main MSB Checking Acct 773	Bank	
Petty Cash - West Lebanon	Bank	Petty Cash - Kilton Public Library
Petty Cash - Lebanon	Bank	
Citizens Bank - Charter Trust	Bank	Library Funds
Amount Due Leb Libraries Found	Other Current Asset	
Undeposited Funds	Other Current Asset	
Long Term Assets - Other	Other Asset	
Long Term Assets:Savings Account MSB 5568114	Other Asset	
Accounts Payable	Accounts Payable	
Net Assets	Equity	Retained Earnings
Unrealized Gains / Losses	Equity	
Grant Revenue	Income	
Other Income	Income	
City Surplus Income	Income	
Contributions Income	Income	Contribution Income
Interest Income -	Income	Interest Income
Grant Expense	Expense	
City of Lebanon Budget Deficit Coverage	Expense	
Capital Improvements -	Expense	Total Improvements (ASSET)
Bank/Fund Service Charges	Expense	Bank Service Charges
Books/Subscr/CD/DVD/Tapes	Expense	
Dues/Memberships Exp	Expense	
Education/Staff Development	Expense	
Entertainment	Expense	
Miscellaneous Exp	Expense	Miscellaneous
Office/Operating Supplies	Expense	Office Supplies
Online Catalog/Upgrades	Expense	
Postage/Delivery	Expense	Postage and Delivery
Professional Fees	Expense	Professional Fees
Professional Fees:Advertising/Marketing		

Recommendation

Professional Fees:Attorney Fees	Expense	
Professional Fees:Accounting/Bookkeeping Services	Expense	
Professional Fees:Community Relations	Expense	
Professional Fees:Art/Framing	Expense	
Programs	Expense	Programs Expenses
Repairs/Maintenance	Expense	Total Repairs/Maintenance
Web Hosting/Domain Fees	Expense	Web Hosting/Domain Fees

Consolidate all R&M into this line

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA
Kilton Library Community Room or
Remote via Virtual Platform Microsoft Teams
LebanonNH.gov/Live
TUESDAY, May 24th, 2022
7:00 PM**

MEMBERS PRESENT: Francis Oscadal, Michael J. Stebbins (Treasurer), Susan Weber Valiante (Secretary), Donna Hartford, Morgan Swan, Emma Wunsch, Ann Sharfstein, Doug Whittlesey (Alt)

MEMBERS ABSENT: Phil Bush (Alt.), Tina Van Kley (Alt.)

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

1 **1. CALL TO ORDER:** Chair Oscadal called the meeting to order at 7:00PM.
2

3 **2. APPROVAL OF MINUTES: April 26th, 2022**
4

5 **Ms. Hartford MOVED to approve the April 26th, 2022, Minutes as presented in the May 24th, 2022**
6 **agenda packet as amended.**

7 **Seconded by Mr. Stebbins.**
8

9 Corrections:
10

11 Page 2, Line 6 Change "Director's" to "Trustees"
12

13 *** *The Vote on the MOTION passed (6-0-1).***

14 ***Ms. Valiante abstained.***
15

16 **3. NEW BUSINESS:**
17

18 **A. Approve the Treasurer's Report:** Treasurer Stebbins gave the report for the city operating
19 budget. He said that it was under budget for the month of April by \$4,600.00. He said they were
20 under budget on full-time wages by \$12,000.00, part time wages were over budget by \$3,000.00,
21 repairs and maintenance were under budget by about \$10,000.00, electricity was over budget by
22 about \$10,000.00, travel was under budget by \$3,000.00 and lawn care was over budget by about
23 \$7,000.00. He reported that they still do not have the special funds report but are hoping to have
24 it next month.
25

26 Director Fleming talked to the Trustees about the reasons that could be causing the electricity to
27 be running so much higher than last year. Some reasons seem to be that electricity is costing more
28 money, but also Kilton seemed to be costing much more than before. One possible reason could
29 be that the equipment that runs that library was 10 years old and may not be running as efficiently
30 as before. He also went over some places that they were saving money such as the maintenance
31 contract on the heating and cooling systems. He mentioned that there will be an unexpected cost
32 coming from a retirement of an employee. Director Fleming would like to freeze the City Budget
33 now and start using the special funds to help with being over budget on some items.
34

1 **Ms. Valiante MOVED to approve the Financial Report as presented.**
2 **Seconded by Ms. Wunsch.**

3
4 ** The Vote on the MOTION passed (7-0).*

5
6 **B. Approve New Youth Services Librarian Job Description and Update to the Children's**
7 **Librarian Job Description-** Director Fleming explained that for about 20 years they had a Teen or
8 Young Adult Librarian and a Children's Librarian that were full time. They would like to have one person
9 in charge of that department which would be the Youth Services Librarian and then the Children's
10 Librarian would report to that position. The next step after this one is to bring I the new job descriptions
11 to the city which would then need to re-do placing the positions into certain salary grades.

12
13 **Ms. Wunsch MOVED to approve the new Youth Services Librarian job description and to update**
14 **the Children's Librarian Job Description as presented.**
15 **Seconded by Ms. Hartford.**

16
17 ** The Vote on the MOTION passed (7-0).*

18
19 **4. COMMITTEE REPORTS:**

- 20
21 **A. Foundation Update-**Director Fleming reported that the Foundation had officer elections, and all
22 officers were reelected. There are no new members to the Foundation, they are still the same
23 group of people as before.

24
25 **5. OTHER BUSINESS:**

- 26
27 **A. Director's Report –** Director Fleming started his report by letting the Trustees know that the
28 renovation celebration for Lebanon library will be held on Saturday, July 23, 2022 from 1:00pm-
29 4:00pm. There will be speakers, musicians, popcorn and lemonade.

30
31 Director Fleming went on to explain that they have been having some problems with people
32 sleeping overnight at Kilton, one person even brought a cot to sleep on. He wanted to know if the
33 Trustees would be comfortable with having the staff tell the people that they could not sleep on
34 the library property?

35
36 The Trustees discussed the issue. Members wanted to know if the staff had tried to contact area
37 resources to see if they could help these people. Deputy Director Lappin said they do try to help
38 and provide information about resources that could be of help. The Board indicated that they were
39 comfortable with the staff enforcing the city's ordinance about sleeping on city property. It was
40 decided to add it to the rules and policies of the library that there is no sleeping on the library
41 property.

42
43 Deputy Director Lappin wanted to know how she should do scheduling for Thanksgiving
44 weekend. After discussion it was decided that the libraries would be open on the Saturday after
45 Thanksgiving Day.

46
47 Deputy Fleming let the Trustees know that City Manager Sean Mulholland would like to give the
48 city employees 24 hours to give back to the community of Lebanon. It is based on the
49 Hypertherm program. The ideas still needs to go before the Board of Selectmen.

- 50
51 **B. Deputy Director's Report:** Deputy Director Lappin reported that the library custodian, Albert
52 Edson, would be retiring after 40 years working for the Lebanon libraries. His last day will be

1 June 3rd, 2022. They will be giving him 2 cakes on his last day of work. He would like to stay on
2 as a substitute custodian when needed.

3
4 She also reported that the library programming was ramping up. The youth services staff have
5 been going into the Lebanon schools to get them excited about summer reading programs. There
6 will be summer reading challenges for children and adults. They have also been out at the
7 farmer's market promoting the libraries.

8
9 Deputy Lappin said that the management team had been looking at the material selection policy
10 to update it. They would most likely be bringing it before the Trustees at the June meeting.

11
12 **6. ADJOURNMENT:**

13
14 *A MOTION was made by Ms. Wunsch to adjourn the meeting at 7:57pm.*
15 *The MOTION was seconded by Ms. Valiante.*

16
17 ** The Vote on the MOTION passed (6-0).*

18
19 Respectfully submitted,
20 Barbara Higgins
21 Recording Secretary

DRAFT

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA
Kilton Library Community Room or
Remote via Virtual Platform Microsoft Teams
LebanonNH.gov/Live
TUESDAY, June 28th, 2022
7:00 PM**

MEMBERS PRESENT: Francis Oscadal, Michael J. Stebbins (Treasurer), Donna Hartford, Morgan Swan, Emma Wunsch

MEMBERS ABSENT: Susan Weber Valiante, Ann Sharfstein, Doug Whittlesay (Alt.), Phil Bush (Alt.)

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

1 **1. CALL TO ORDER:** Chair Oscadal called the meeting to order at 7:00PM.

2
3 **2. APPROVAL OF MINUTES:** Tabled to the July 2022 meeting

4
5 **3. NEW BUSINESS:**

6
7 **A. Public Hearing to Accept the \$35,000.00 Gift From the LPLF:** A short discussion was had on
8 accepting the money from the Library Foundation.

9
10 **Mr. Swan MOVED to accept the \$35,000.00 gift from the LPLF.**
11 **Seconded by Mr. Stebbins.**

12
13 ** The Vote on the MOTION passed (5-0).*

14
15 **B. Approve the Treasurer's Report:** Treasurer Stebbins gave the Special Funds Report. The fund
16 received \$35,000.00 from the Library Foundation. There were ground expenses in the month of
17 May of about \$13,000.00. There were also storage sheds for \$9,000.00, lockers for \$2,000.00
18 and padlocks from Amazon for approximately \$500.00. Those were all paid for with ARPA
19 grant money. That brought the fund to a surplus for May of about \$32,000.00.

20
21 Under the City Funds the library was under budget by about \$10,000.00. Full-time wages
22 continued to be under by about \$17,000.00. Part-Time wages were over by about \$2,000.00.
23 Repairs and maintenance were under budget by about \$14,000.00 and electricity was over budget
24 by about \$13,000.00. Travel was under budget by about \$4,000.00.

25
26 Director Fleming said the facilities manager was trying to figure out why the electricity was so
27 high, and he would check back in with him this week.

28
29 **Ms. Wunsch MOVED to approve the Financial Report as presented.**
30 **Seconded by Ms. Hartford.**

31
32 ** The Vote on the MOTION passed (5-0).*

1 **C. Approve the New Material Selection Policy:** Director Fleming explained the decision to re-
2 write the Materials Selection Policy instead of just revising it. He said the only edition he had in
3 the policy was who could challenge the book selection. He wanted to have added that a person
4 challenging the policy needed to be a resident or a taxpayer of Lebanon.

5
6 Discussion was had on the policy. Chair Oscadal made some suggestions to add links in the
7 policy to other related information and made some grammatical corrections. Some changes to the
8 language of the policy were also suggested to make things clearer within it. After discussion it
9 was decided that changes would be made to the policy and brought back before the Trustees
10 before it would be approved.

11
12 **4. COMMITTEE REPORTS: None**

13
14 **5. OTHER BUSINESS:**

15
16 **A. Director's Report** – Director Fleming started his report by explaining how the library budget
17 worked and what happens with the budget and the City of Lebanon. There has been a difference
18 of opinion about left over encumbered funds between the City and the Library. Director Fleming
19 thinks that a legal opinion may be needed to find out how to handle future leftover encumbered
20 funds and who should receive those funds at the end of the year. Discussion was had among the
21 Trustees about what should be done. It was decided that Director Fleming would reach out for a
22 legal opinion for the situation.

23
24 Director Fleming also explained that the library had encumbered funds for 2021 of around
25 \$40,000.00 and because they would not be receiving funds back from the City, the Library would
26 need to give a check to the City of \$2,636.46. He also explained that there were two payouts of
27 sick time that the city used to pay part of, but that last year the city paid none. Director Fleming
28 went over the rest of the budget and where the library stood with it.

29
30 Director Fleming let the Board know that Tina Van Kley who was an alternate on the Board of
31 Trustees had resigned her position due to moving out of state.

32
33 Director Fleming said that Deputy Director Lappin had been listening in on the meeting but was
34 muted and had to stay that way so she would be unable to speak with the group. He wanted to
35 complement her for her work with the ALA. She is the New Hampshire representative to the
36 American Library Association and then became an at large counselor. She has been instrumental
37 in working with the ALA to help them with reform efforts.

38
39 **B. Deputy Director's Report: None**

40
41 **6. ADJOURNMENT:**

42
43 *A MOTION was made by Ms. Wunsch to adjourn the meeting at 8:01pm.*
44 *The MOTION was seconded by Mr. Swan.*

45
46 ** The Vote on the MOTION passed (5-0).*

47
48 Respectfully submitted,
49 Barbara Higgins
50 Recording Secretary

Buildings and Grounds Issues

report generated on Jul 18, 2022

Fix the compost situation at Kilton

In progress

- 1. make additional bins
 - Assigned to:

Playspace project

In progress

- 1. install new playground furniture
 - Assigned to: celeste.pfeiffer@leblibrary.com
- 2. install plaque
 - Assigned to: ken.louzier@leblibrary.com

boiler pressure valve at Kilton is leaking

In progress

- 1. Alliance valving it off
 - Assigned to:

burning bush needs to be removed at Leb Library

To do

- 1. get in touch with PW about truck
 - Assigned to:
- 2. chainsaw work
 - Assigned to: ken.louzier@leblibrary.com

conduit outside the Tech Services entrance at Kilton is inadequately sealed

To do

- 1. cap it
 - Assigned to: ken.louzier@leblibrary.com

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

To do

- 1. take pictures of area and send to Jim DPW
 - Assigned to:

elm trees are up against the Kilton

Done

- 1. contact Greenshield
 - Assigned to:

emergency exit door is rusting at Kilton

To do

- 1. Rust remover and paint
 - Assigned to: ken.louzier@leblibrary.com

entryway doors are very difficult to use at Kilton

In progress

1. make sure work gets done
 - Due on: Jul 12, 2022
 - 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:

fountain in Kilton courtyard has a leak somewhere in the system

To do

1. find the leak
 - Assigned to: ken.louzier@leblibrary.com

front stair treads at Kilton are in need of repair

In progress

1. get recommendations for contractor
 - Assigned to: ken.louzier@leblibrary.com

growth on the membrane roof at Kilton

To do

1. contact Rodd Roofing about a maintenance program
 - 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:

light is out at Kilton above copier

To do

1. contact GMES
 - Assigned to:

one community garden bed needs to get fixed

To do

1. clamp and reinforce corners
 - 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. determine what bulbs we have in the fixtures Eric was looking at
 - Assigned to: ken.louzier@leblibrary.com
2. The lights sometimes will not come on/stay on in the patron areas - fix this.
 - Assigned to:
3. 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:

stripe the parking lot at Kilton

To do

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