



**LEBANON LIBRARY BOARD OF TRUSTEES
NOVEMBER 24, 2020 - 7:00 PM
REMOTE VIA MICROSOFT TEAMS
LEBANONNH.GOV/LIVE**

-
- 1. Call to Order**
 - 2. Approval of Minutes**
 - A. Approve the October 27, 2020 minutes
 - B. Approve the November 10, 2020 minutes
 - 3. New Business**
 - A. Approve the financial report
 - 4. Committee Reports**
 - 5. Other Business**
 - A. Director's report
 - B. Deputy Director's report
 - 6. Adjournment**

Due to the current situation with the COVID-19 Pandemic, the City of Lebanon is offering its meetings via Microsoft Teams. Members of the public are encouraged to attend 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 Microsoft Teams software or by phone. Please visit LebanonNH.gov/Live for full details.

THE AGENDA, IN ITS ENTIRETY IS AVAILABLE ON THE CITY'S WEBSITE AT [LEBANONNH.GOV](https://LebanonNH.gov)

DRAFT

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA
Remote via Microsoft Teams
LebanonNH.gov/Live
TUESDAY, October 27th, 2020
7:00 PM**

MEMBERS PRESENT: Francis Oscadal (Chair), Stephen Taylor (Treasurer), Susan Desrosiers, Susan Weber Valiante (Secretary), Ann Sharfstein, Morgan Swan, Laura Barrett, Emma Wunsch (Alt.), Donna Hartford (Alt.)

MEMBERS ABSENT: None

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

1 **1. CALL TO ORDER:** Chair Francis Oscadal called the meeting to order at 7:02 PM

- 2
- 3 • **Chair Oscadal reviewed the meeting procedures for remote meetings and NH RSA 91-A**
- 4 **“Right to Know” requirements.**
- 5

6 **2. APPROVAL OF MINUTES:**

- 7
- 8 • **September 29th, 2020**

9 Amendments:

10 Page 5, Line 7, Change “inner Library” to “inter-library”

11

12 **Ms. Valiante MOVED to approve the September 29th, 2020 Minutes as presented in the October**

13 **27th, 2020 agenda packet as amended.**

14 **Seconded by Ms. Desrosiers.**

15

16 **Roll Call Vote:**

17 **Francis Oscadal, Stephen Taylor, Susan Desrosiers, Ann Sharfstein, Morgan Swan, Susan Weber**

18 **Valiante, and Laura Barrett all voting Yea.**

19 **None voted Nay.**

20

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

22

23 **3. APPROVE THE FINANCIAL REPORT:**

24 Treasurer Taylor reported that City funds were more than \$100,000.00 below budget for payroll related

25 costs and \$20,000.00 each, below budget in the Buildings and Grounds and Other operating costs areas.

26 Spending for Books/Subscriptions and such was equal to last year’s budget where usually all the budgeted

27 amount would have been spent for the year by this time. Most of the reductions are related to the closing

28 of the libraries.

1 Special Funds and Fees and Fines revenue was down significantly, and the Library Board has not
2 received funds from the Library Foundation yet this year. These shortfalls are entirely offset by
3 decreased spending on Books, CDs, and such which is normal at this time of year. The Board spends
4 funds allocated by the City first and then the Special Funds budgeted amounts are spent toward the end of
5 the year. As mentioned, last month the IMLS grant funds came in August and were immediately paid out
6 to the group doing the work.

7 ***A MOTION was made by Ms. Barrett to approve the Financial Report as presented.***

8 ***Seconded by Ms. Valiante.***

9

10 **Roll Call Vote:**

11 **Francis Oscadal, Stephen Taylor, Susan Desrosiers, Ann Sharfstein, Susan Weber Valiante,**

12 **Morgan Swan, and Laura Barrett all voting Yea.**

13 **None voted Nay.**

14

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

16

17 **4. REVIEW AND REAPPROVE THE INVESTMENT POLICY:**

18

19 Treasurer Taylor went over the current Investment Policy for the Library Board of Trustee's funds. It is a
20 very conservative policy with funds currently kept in insured accounts with very low risk. Even though
21 there is not much return on those funds they are protected. In this volatile market, Treasurer Taylor
22 believed that now was not the time to take risks with those funds and change the Investment Policy.

23

24 ***A MOTION was made by Ms. Desrosiers to accept the Investment Policy as is.***

25 ***Seconded by Ms. Sharfstein.***

26

27 **Roll Call Vote:**

28 **Francis Oscadal, Stephen Taylor, Susan Desrosiers, Ann Sharfstein, Susan Weber Valiante,**

29 **Morgan Swan, and Laura Barrett all voting Yea.**

30 **None voted Nay.**

31

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

33

34 **5. DETERMINE DATE FOR REOPENING:**

35

36 Director Fleming spoke on re-opening the Kilton Library on Monday, November 9th, 2020. The Library
37 will be going from Phase 3 to Phase 4 with the hallway and the Community Room being used by the
38 public. The bathrooms, meeting rooms and stacks in the Library will be closed to the public. The public
39 will be served by appointment only, in 30-minute increments. Masks will be mandatory by all except for
40 children under the age of two. The staff will also be asking that social distancing be maintained and there
41 will be no eating or drinking in the Library. To begin with, Director Fleming said the Library would be
42 open 3 days a week from 10:00AM to 5:00PM.

43

44 Since the last discussion on re-opening with the Board the staff has expressed more concern about
45 opening, especially with the Covid-19 rate going up. Director Fleming is very concerned about the staff's
46 feelings and that the staff feel like they are being protected by Management.

47

1 Ms. Barrett asked if they could adjust to staggered hours on different days of the week? Would that help
2 to lower the risk of infection to staff? Ms. Valiante asked to confirm the days and hours the Library
3 would be open? Deputy Director Lappin said initially they were thinking of opening Monday,
4 Wednesday, and Friday from 10:00AM to 5:00PM. She said that the hours and days were flexible. Ms.
5 Valiante also asked about plexiglass going up for the staff in front of their desks. Director Fleming said
6 that plexiglass was on order to put up for staff and would be up before the Library opened.

7
8 Director Fleming said they had an ad hoc committee of Amy, Chuck, Celeste and himself who looked at
9 the space and where to put staff. None of the staff would be sitting near one another and it was decided
10 that 7 patrons could be in the Library space at one time. The staff would be using a scheduling program
11 to schedule the patrons coming into the Library.

12
13 Ms. Valiante asked if the staff would be getting contact information from the patrons for contact tracing?
14 Deputy Director Lappin said they would have information when the people made their appointment. She
15 was not sure that the State of New Hampshire would ever contact the Library to let them know of a patron
16 who tested positive for Covid-19.

17 18 **6. 2020 AND 2021 LIBRARY BUDGET DISCUSSION:**

19
20 Director Fleming spoke first on the 2020 Library Budget. As the Board has heard there will be a large
21 surplus for this current year. Earlier this year the Library loaned out Jim Stetson, the Library custodian to
22 City Hall. Town Manager Shaun Mulholland said the Library could try to get CARES Act money to pay
23 for the custodian. Director Fleming just found out that they could not get that money for the work Mr.
24 Stetson has done for City Hall. Mr. Mulholland asked if the Library could cover the costs for Mr.
25 Stetson's wages, the cost has been \$7,800.00. The Library Board agreed to cover the cost of the
26 custodian's wages.

27
28 Director Fleming spoke next on the 2021 budget. He went over the proposed cuts to the 2021 budget. If
29 the CIP goes through and the renovations begin on the Lebanon Library, then it will not be re-opened
30 until the work is through. As it stands, some hours will be cut such as Sundays and some evening hours.

31
32 Chair Oscadal asked about the movie license and museum passes being cut. Deputy Director Lappin said
33 that the movie license allows the Library to show movies at the Library. She believed she could find
34 other movies under Canopy that will not cost them any money and the Library also has the option to buy
35 one-time movie rights if needed. Not all museum passes are getting cut, mostly the Concord museums
36 that don't get used as often due to the distance from Lebanon.

37
38 Chair Oscadal asked how the \$3,000.00 cut will affect the subscription budget? Deputy Director Lappin
39 said it would not be too bad. It is not great, but the Library would make do.

40 41 **7. COMMITTEE REPORTS:**

42
43 Chair Oscadal, Pat Hayes, Phil Bush, Treasurer Taylor, and Director Fleming attended the City Council
44 Meeting. The group made their CIP presentation to the City Council. Chair Oscadal felt that the
45 presentation went very well.

8. REPORT FROM DIRECTOR:

Director Fleming introduced Mr. Devon Blanchard who gave a presentation on putting up holiday lights at the Kilton Library. He would like to put lights up in the trees, on the Kilton property, each with their own theme. He would also like to do a small walk-through for the public to look at the lights. For the first time Mr. Blanchard will also be creating a light show that the public could tune their radio to and listen to the music coinciding with the lights dancing. The Board thought that the lights would be a good idea this year.

Ms. Sharfstein asked about the gingerbread houses that she heard would be in the windows of Kilton Library. Deputy Director Lappin said that was being done by the Family Place.

9. REPORT FROM THE DEPUTY DIRECTOR:

Deputy Director Lappin told the Board that the Library bought a new micro-film scanner. The scanner would be able to e-mail directly to the person using the scanner. This should help people doing historic research.

10. OTHER BUSINESS:

Chair Oscadal reminded the Board that it was that time of year to do the annual evaluation of the Library Director. Chair Oscadal, Ms. Desrosiers, and Ms. Sharfstein would be working on the evaluation. He would like to have it done by sometime in December.

11. ADJOURNMENT:

*A MOTION was made by Ms. Desrosiers to adjourn the meeting at 8:11 PM.
The MOTION was seconded by Ms. Valiante.*

Roll Call Vote:

**Francis Oscadal, Stephen Taylor, Susan Desrosiers, Ann Sharfstein, Susan Weber Valiante, Morgan Swan, and Laura Barrett all voting Yea.
None voted Nay.**

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

Respectfully submitted,
Barbara Higgins
Recording Secretary

DRAFT

**JOINT LIBRARY BOARD OF TRUSTEES AND LIBRARY FOUNDATION
MEETING AGENDA**

Remote via Microsoft Teams

LebanonNH.gov/Live

TUESDAY, November 10th, 2020

7:00 PM

MEMBERS PRESENT: Francis Oscadal (Chair), Stephen Taylor (Treasurer), Susan Desrosiers, Susan Weber Valiante (Secretary), Ann Sharfstein, Laura Barrett, Donna Hartford (Alt.), Pat Hayes, Catherine Rentz, Phil Bush, Renee Dunn, Morgan Swan

MEMBERS ABSENT: Emma Wunsch (Alt.)

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

1 **1. CALL TO ORDER:** Chair Francis Oscadal called the meeting to order at 6:00 PM

- 2
- 3 • **Chair Oscadal reviewed the meeting procedures for remote meetings and NH RSA 91-A**
- 4 **“Right to Know” requirements.**
- 5

6 **2. APPROVAL OF MINUTES: None**

7

8 **3. NEW BUSINESS:**

9

10 **A. Report Changes in the Foundation’s Investment Policy and Reserve Fund’s Investment Results:**

11 Ms. Renee Dunn gave the Library Foundation Investment Policy report. The Investment Policy for the

12 Foundation serves as a guideline for the Reserve Fund. Funds that are raised by the Foundation Board,

13 that are not part of the annual support or given to the Library’s Operating Budget, are used to further the

14 Foundation’s goal to accumulate an endowment and provide financial support in perpetuity. The

15 endowment has no liabilities, its sole purpose is to grow, so the Foundation seeks investments that get the

16 best returns, within reason. For the return they currently receive, 95% allocation is in stocks and 5% is in

17 short term bond funds which act as a reserve. The \$5,000.00 in reserve is there to be withdrawn for any

18 reason, such as to cover expenses, and the policy allows up to \$5,000.00 to be withdrawn per year.

19

20 This year has been a challenging year. The performance report balance as of October 31, 2020 is

21 \$117,000.00. Since March 31, 2020 there has been a 25% drop due to Covid-19. Parts of the economy

22 have rebounded and so has the portfolio. As of now it is back to where it was as of January 1, 2020.

23 There are no changes to the Investment Policy except, for last summer, when the Foundation added a

24 socially responsible index fund. Over the last 1 year, 3 months it has outperformed the S&P 500 index by

25 4% over a year’s time.

26

27 No questions were asked by the Board.

28

29 **B. Discussion Regarding the Finances of the Trustees and Foundation, Annual Gift from the**

30 **Foundation to the Trustees:** Director Fleming explained that due to Covid-19 and the Libraries being

31 closed for a while, purchasing of books have been lower than usual. Usually, the Library Trustees receive

32 a \$25,000.00 gift from the Foundation to purchase books. This year Director Fleming did not think that

1 would be necessary. He acknowledged that some of the Trustees had concerns that the donor's intentions
2 for the money they donated, which should go to books, was not being honored. He explained that those
3 funds will eventually make it to the Trustees for the purpose it was intended for.

4
5 Deputy Director Lappin reported that book expenditures will be approximately 60-65% of their book
6 funds this year. They were not able to order as many books as usual due to the Libraries being closed for
7 Covid-19.

8
9 Mr. Phil Bush said they currently have \$31,000.00 in the Foundation bank account. They will get the
10 money to the Library Trustees eventually. He felt that it was good to have a cushion because they are
11 unsure what may happen with the annual fund due to Covid-19 and the capital campaign for the
12 renovation of the Library.

13 14 **4. COMMITTEE REPORTS:**

15
16 **A. Foundation Update on the Lebanon Library Renovation Fundraising Campaign:** Mr. Pat Hayes
17 gave an update on the fundraising campaign. The Foundation's goal is \$300,000.00. As of right now,
18 \$90,000.00 has already been committed to with a lot of good prospects still out there. Mr. Bush is
19 working with some different foundations for the campaign and Mr. Hayes has heard from some area
20 clubs, like the Lebanon Rotary Club. The Foundation also felt bolstered by an article in the newspaper
21 that commented that the Lebanon City Council was looking at 2 capital improvement projects and one of
22 them was the Library renovation.

23
24 Director Fleming reported that he, Chair Oscadal, Mr. Hayes, Treasurer Taylor, and Mr. Bush made a
25 presentation to the City Council on the renovation project. The presentation took approximately 20
26 minutes. The Mayor asked them for a video of the facility being renovated and Director Fleming will be
27 meeting with the architect on Thursday to make the video. Councilor Heistad asked for data on the air
28 turnover rate to make sure the new HVAC system will be accomplishing what is desired from it.

29
30 Director Fleming reported that the upcoming budget cuts from the Libraries budget came from the part-
31 time positions that were not filled and will not be filled. He said the City Council was focusing on
32 alternative measures to cover any budget shortfalls without having to make any layoffs, if at all possible.

33
34 Chair Oscadal asked if the \$90,000.00 pledge for renovations included the \$50,000.00 matching grant that
35 the Foundation had received? The response was it did include that as well as gifts from the Foundation.
36 Fundraising efforts will be increasing in the coming months.

37 38 **5. OTHER BUSINESS:**

39
40 **A. Review and Approve Proposed Change to Lebanon Libraries Covid-19 Transition Plan:** Chair
41 Oscadal explained that the Libraries have been in Phase 3 and were scheduled to go to Phase 4 on
42 Monday, November 16, 2020. The Trustees had previously given the Library Director authority to pull
43 back from Phase 4 to Phase 3 if he felt the situation warranted doing so. Director Fleming sent out an e-
44 mail a day ago saying that, based on the pandemic numbers, both locally and nationally, and after
45 speaking with the Library Management Team and Chair Oscadal, he decided to move back from Phase 4
46 and remain at Phase 3 indefinitely.

1 Since Director Fleming announced that decision, he received feedback from the Trustees, and he is now
2 suggesting that the wording should be changed in the Covid-19 Transition Plan in Item 9 for Phase 4.
3 The Change would be, "The Library Board of Trustees may return services to Phase 3 if the situation with
4 the pandemic warrants such action". Currently the Library Director is authorized to make changes to the
5 provisions of Phase 4 in consultation with the Library Management Team. Director Fleming is asking to
6 change the authorization of moving back to Phase 3, removing it from the Director's purview and
7 returning it to the Library Board of Trustees.

8
9 Director Fleming explained that what drives his decision-making process is listening to the concerns of
10 the staff members about reopening, since the numbers have been moving up. Across the staff, the
11 concerns for the local numbers rising have become greater. Director Fleming looked to be cautious and
12 thinks the decision should reside with the Board of Trustees. If needed, an emergency meeting can be
13 called.

14
15 Ms. Barrett supported the change to leave the decision on moving Phases to the Board. She also believed
16 that the input from the Director and Deputy Director about the staff's concerns was very valuable as well.

17
18 Chair Oscadal did not have a problem with the Library Administration making the decision to back track
19 to Phase 3 if need be. The policy that is in effect right now is exactly that. Since Director Fleming made
20 the call yesterday the Libraries are technically back to Phase 3. If the Board decided to take the Libraries
21 to Phase 4, Chair Oscadal asked Director Fleming, how he saw things playing out? He asked who would
22 initiate any new decisions on changing phases? Who would come forward to ask to change the phases?
23 Would an emergency meeting need to be called?

24
25 Director Fleming said the next scheduled meeting is on November 24th. The Board could change the
26 policy now and revisit the decision on November 24th, but then the next scheduled meeting will not be
27 until the end of January 2021.

28
29 Mr. Swan asked how much time did the Library staff need for a transition between Phases? Director
30 Fleming said it should not be too difficult. Deputy Director Lappin agreed that time should not be an
31 issue. Mr. Swan agreed with Ms. Barrett and said that the Trustees priority should be the staff's safety.
32 He would like to figure out a metric for moving forward or backward through the Phases.

33
34 Chair Oscadal said he was not sure how to go about creating a metric for that. Director Fleming said that
35 since the Library was part of the Urban Library Group, he knew that the Group tried to come up with a
36 metric and so far, have been unable to do so.

37
38 Chair Oscadal said before they went further in the discussion, they needed to first vote on whether to
39 change the wording in the Covid-19 Transition Plan.

40
41 ***A MOTION was made by Ms. Barrett to approve the Covid-19 Transition Plan for the Lebanon Public***
42 ***Libraries as amended by the Library Director.***
43 ***Seconded by Ms. Desrosiers.***

44
45 No discussion was had on the Motion.

1 **Roll Call Vote:**

2 **Francis Oscadal, Stephen Taylor, Susan Desrosiers, Susan Weber Valiante, Morgan Swan, and**
3 **Laura Barrett all voting Yea.**

4 **Ann Sharfstein Abstained.**

5 **None voted Nay.**

6

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

8

9 Chair Oscadal said the next vote the Board would need to take was to remain at Phase 3 or move to Phase
10 4 of the Transition Plan.

11

12 ***A MOTION was made by Ms. Desrosiers to move to Phase 4 as planned.***

13 ***Seconded by Ms. Sharfstein.***

14

15 Discussion was open on the Motion. Ms. Desrosiers said that City Hall was re-opening on November
16 16th, the schools are currently open full-time for the past 2 weeks and the City just held a national
17 election. She believed that Director Fleming and the Library Staff's planning and safety measures that
18 have been put in place should allow the Library to open in a limited fashion.

19

20 Ms. Valiante believed that it is an individual's decision to go to the Library or not, but she had deep
21 concerns about Covid-19 transmission. She believed that is part of what the Board would be voting on.

22

23 Deputy Director Lappin understood the comments that Ms. Desrosiers made, but what made her
24 concerned about re-opening was the numbers rising in NH. She asked what the metric might be that
25 would close the Library in the future?

26

27 Ms. Sharfstein believed that the anxiety of re-opening was worse than the reality of doing so. She was
28 not sure why it was safe for computer users to be in the Library but not other patrons looking for books?
29 Deputy Director Lappin wanted to make it clear that currently there were no patrons currently allowed
30 inside the building.

31

32 Ms. Dunn spoke but her audio was muffled, and it was hard to hear what she said. Mr. Swan said that he
33 believed what Ms. Dunn was saying was that if the Library was closed, it should stay closed. He said that
34 he believed that Library Staff were working very hard remotely to provide services to the public. He did
35 not believe that things should be done just because everyone else was doing them. He is not sure what
36 services are not being provided, that people think should be, at the risk of the staff and the public's
37 safety?

38

39 Director Fleming explained that at City Hall, when they re-opened, he believed they would have almost
40 zero interaction with the public. Glass had been put up between the Clerks and the public. He also said
41 that DPW was still closed to the public and the Lebanon Recreational Department said they may not even
42 open the pool in the summer of 2021. He asked the Board members if they felt that the measures at the
43 Library, that were being put in place, were so safe that no staff members were being put at risk?

44

45 Ms. Valiante said that she believed that the schools only went back to full-time last Monday and that she
46 heard more parents took their children to remote learning since that transition. She believed that the kids
47 were not going back to full classrooms.

48

1 Ms. Barrett felt very conflicted. She felt that the Library may have missed its opportunity to re-open back
2 in August. Hindsight being what it is, it would now appear to have been a safer time. She did believe
3 there was a distinct difference between schools and libraries. The quality of remote learning could not be
4 matched for a large portion of students. She believed that the detriment of the Libraries being remote was
5 not as great as the schools being remote.

6
7 Ms. Sharfstein supported the safety of the Library staff. She regrets not re-opening when the Covid-19
8 numbers were low in the area. Maybe the Board should hold off re-opening the Libraries at all, until
9 there is a vaccine out there.

10
11 Deputy Fleming admitted that at the moment most Libraries their size was open, but other nearby
12 Libraries like Howe Library may not open until a vaccine is widely available. Howe had been planning
13 on re-opening in December with self-checkout and minimal to no staff interaction with the public. He
14 was not sure what their plan was now.

15
16 Mr. Swan realized that the Library did lose something by being remote but was not sure what the best
17 thing to do would be. He thought that the Board may need to keep re-visiting this issue monthly.

18 Director Fleming asked to hear if any other Trustees or Foundation members had anything else to say?

19
20 Treasurer Taylor wanted to do things with consistency in mind, he did not want to re-open the Library
21 and then close it down 2 weeks later. He stood behind Director Fleming's decision to remain at Phase 3,
22 he felt that it was the Director's decision to make.

23
24 Ms. Rentz mentioned that she did get questions from the public, while trying to raise money for the
25 renovations, about when the Libraries will re-open. She felt they were more of the inquisitive nature and
26 was not necessarily a criticism toward the Libraries.

27
28 Ms. Barrett believed it was a risky time right now to re-open with the complication of the holidays and
29 family gatherings and increased cases. She did not feel it was an ideal time to re-open. She would like to
30 revisit this in January 2021 and perhaps the Board may be able to come up with a re-opening criterion at
31 that time.

32
33 Ms. Valiante reminded everyone that the Library was not closed and that many services were being
34 offered to the public. Mr. Bush said that one possible metric might be a faster Covid-19 testing turn
35 around. He agreed with Ms. Rentz, the public seemed to want to know when the Libraries would be re-
36 open, but they do not seem to be demanding that they be reopen.

37
38 Chair Oscadal felt that the numbers were uncertain and kept rising. Medical experts said it will be a bad
39 winter for infections. He felt like they could possibly put off moving from Phase 3 to Phase 4 until the
40 end of January 2021.

41
42 Ms. Desrosiers withdrew her Motion to move to Phase 4. Ms. Sharfstein withdrew her second of the
43 Motion. Everyone agreed that differing of opinions was good and that the discussions were good to have
44 among the Trustee members.

45
46 Mr. Oscadal confirmed that the Motion to Move to Phase 4 had been withdrawn and that the Libraries are
47 currently staying at Phase 3.

6. ADJOURNMENT:

*A MOTION was made by Ms. Desrosiers to adjourn the meeting at 7:36 PM.
The MOTION was seconded by Ms. Valiante.*

Roll Call Vote:

Francis Oscadal, Stephen Taylor, Susan Desrosiers, Ann Sharfstein, Susan Weber Valiante, and
Morgan Swan, all voting Yea.
None voted Nay.

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

Respectfully submitted,
Barbara Higgins
Recording Secretary

City funds expended as of October 2020

Account	Description	Budget (adjusted)	YTD	Balance	% Used
01-1100	FULL-TIME WAGES	553,690	447,915	\$105,775	81%
01-1200	PART-TIME WAGES	302,450	164,286	\$138,164	54%
01-1201	PART-TIME WAGES:CUSTODIAL	83,110	74,741	\$8,369	90%
01-2100	LIFE/DISABILITY INSURANCE	7,030	4,981	\$2,049	71%
01-2200	FICA & MEDICARE	72,260	52,191	\$20,069	72%
01-2301	RETIREMENT:MUNICIPAL	61,850	49,237	\$12,613	80%
01-2600	WORKERS' COMPENSATION	4,090	2,990	\$1,100	73%
01-4300	REPAIR/MAINT SERVICES	8,700	8,219	\$481	94%
01-4420	RENTAL:EQUIPMENT/VEHICLES	2,000	1,880	\$120	94%
01-5300	TELE/COMMUNICATIONS SYSTEM	8,970	5,917	\$3,053	66%
01-5400	ADVERTISING	2,000	0	\$2,000	0%
01-5600	DUES/MEMBERSHIPS	1,030	1,358	(\$328)	132%
01-5850	STAFF DEVELOPMENT	10,560	2,769	\$7,791	26%
01-5870	TRAVEL	7,790	6,574	\$1,216	84%
01-5875	MILEAGE	0	145	(\$145)	#DIV/0!
01-5900	OTHER PURCHASED SERVICES	6,000	4,540	\$1,460	76%
02-4110	WATER	750	1,363	(\$613)	182%
02-4120	SEWER	1,500	1,095	\$405	73%
02-4300	REPAIR/MAINT SERVICES	46,500	41,840	\$4,660	90%
02-6150	SMALL TOOLS/EQUIPMENT	34,500	45,095	(\$10,595)	131%
02-6220	ELECTRICITY	40,000	34,512	\$5,488	86%
02-6230	BOTTLED GAS	1,120	634	\$486	57%
02-6240	FUEL OIL	6,020	3,765	\$2,255	63%
02-6300	MAINT MATERIALS	10,000	4,024	\$5,976	40%
04-5900	OTHER PURCHASED SERVICES	11,500	2,789	\$8,711	24%
04-6100	GENERAL OPERATING SUPPLIES	6,000	2,910	\$3,090	48%
04-6120	LIBRARY BOOKS/SUBSCRIPTIONS	45,500	45,064	\$436	99%
04-6200	OFFICE SUPPLIES	6,000	1,532	\$4,468	26%
		\$1,340,920	1,012,365	\$328,555	75%
			10 months out of 12		83%

Buildings and Grounds Issues

report generated on Nov 17, 2020

Custodial room in Kilton cold in winter

To do

1. Contact co. to insulate the roof hatch
 - Due on: Nov 21, 2020
 - Assigned to: SeanKen

Fix the compost situation at Kilton

To do

1. make additional bins
 - Due on: Mar 27, 2021
 - Assigned to: Seanchuck.mcandrew@leblibrary.com

Playspace project

In progress

1. install plaque
 - Due on: Nov 21, 2020
 - Assigned to: SeanKen

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: Apr 24, 2021
 - Assigned to: Sean

hvac controller failed at Kilton

In progress

1. investigate options for upgrading controls
 - Due on: Dec 05, 2020
 - Assigned to: Sean

lock is sticking on front door by ramp at Kilton

To do

1. contact Gatekeeper Lock and Safe
 - Due on: Dec 05, 2020
 - Assigned to: Sean

mark the garden plots at Kilton to protect from plow

To do

1. Put stakes in between parking lot and beds
 - Due on: Nov 21, 2020

- Assigned to: Ken

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

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

we need metal shelving for the Kilton basement

To do

1. Get new shelves at LaValley's
 - Due on: Dec 05, 2020
 - Assigned to: SeanKen