



**LEBANON LIBRARY BOARD OF TRUSTEES
JANUARY 24, 2023 - 7:00 PM
KILTON LIBRARY COMMUNITY ROOM OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

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- 1. Call to Order**
 - 2. Approval of Minutes**
 - A. Approve the November 16th, November 22nd, and December 7th, 2022 minutes
 - 3. New Business**
 - A. Approve the financial report
 - 4. Committee Reports**
 - 5. Other Business**
 - A. Library Director report
 - B. Deputy Library Director 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.

DRAFT

**LIBRARY BOARD OF TRUSTEES
SPECIAL MEETING MINUTES
Kilton Library Community Room OR
Remote Via Microsoft Teams
LebanonNH.gov/Live
November 16, 2022
7:00 PM**

MEMBERS PRESENT: Francis Oscadal (Chair), Emma Wunsch, Morgan Swan, Donna Hartford, Michael Stebbins, Ann Sharfstein, Phil Bush (alternate)

MEMBERS ABSENT: Doug Whittlesey (alternate), Susan Valiante

STAFF PRESENT: Sean Fleming (Library Director), Nikki Rheume (Services Director), Amber Coughlin (Children's Librarian)

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

Chair Oscadal explained that the Board would first hear from Library Staff and then accept public comment. The Board will then discuss the issue among themselves. If the Board wants to take action, it could entertain a motion. Without a second, the motion fails. If there is a second, the Board will entertain a vote and move forward accordingly.

Chair Oscadal read excerpts from the Welcoming Lebanon document, as portions may be pertinent to this meeting. This document was passed by a vote of Lebanon residents.

2. Drag Queen Story Hour Discussion

Nikki Rheume stated that she stands behind the proposed programming. She believes this will help children to develop empathy and learn about differences. Inclusion and education of this type can be life changing and lifesaving. The Lebanon Public Libraries are dedicated to inclusion for every attendee, regardless of age, race, religion, gender identity, sexual orientation, or religious belief. She showed a clip of how the story hour may work, based on a similar event run in Weston.

Amber Coughlin stated that she believes this will be a lovely addition to the Library's story programming. The Library serves all families and provides a wide variety of resources. She trusts patrons to make the best choices for their families. Families are the best judges as to which resources are best for their children. This literacy-driven program will be a great service to patrons.

Amber Coughlin read a statement from Amy Lappin, Deputy Library Director. The statement read that Drag Queen story hours are not new to libraries and the first was noted in 2018. These programs help to promote literacy, diversity, and community. The Library has hired experienced professionals for this program and believes it will be joyful. As with all Library programs and

materials, it will be up to families to decide if this event is right for them. She noted that she has beloved queer family members and believes it would have been great to bring them to something similar when they were younger. She stated that it is distressing to her family to know that this family friendly event has been deemed “controversial”. She believes that libraries have an unwavering commitment to be inclusive to all.

Director Fleming stated that presenting programs, and displays are what libraries do. He believes that if the Trustees involve themselves in vetting content of programming at the Library, it may encourage staff to self-censor their ideas. The content of this program will be familiar, as it will present books and a craft to children. He asked that the Board support and trust the staff.

Chair Oscadal asked for public comment.

A resident stated that Director Fleming noted it to be an imposition upon staff if the Board is involved in programming. In his point of view, as this is the first-time programming of this nature has been proposed in the community, it should have been brought to Board first. He noted that Board members are elected, where staff is not. Mistake. He asked if there are any policies regarding how such as activity will take place. He asked if the performers will be vetted, if there will be defined rules for the program, and if there will be supervision on site. He stated that he hopes, as an activity where children are involved, that rules and supervision will be in place. While he agrees that there should not be discrimination involved, this topic deals with differing points of view, and so should have come to the Board first. The Board’s job is to represent the community and make good decisions regarding these items. He noted that things that can be seen as discrimination in one way, can be seen as being over bounds in another way. He stated that the material this program was advertised to readers with, contains a link to a website, on which there is embarrassing material.. He is concerned that this program was not well thought out. He believes the Board should write guidelines for activities sponsored by the Library.

Chair Oscadal stated that this item has come before the Board. The Board meets once a month. Programming material is reviewed by Library staff review and is then arranged. For this program, that process occurred between Board meetings. A few days ago, he was contacted by Director Fleming regarding this item and noted that the whole Board should be made aware, as some believe the item to be controversial. Someone on the Board asked for it to be discussed at a Special Meeting. This can be conducted with 48 hours’ notice to the public. The Board was polled to see who was available for a Special Meeting.

The previous resident stated that he believes the Board should be more proactive regarding subjects that deal with different points of view. Chair Oscadal stated that this item deals with a matter of timing. The Board rarely involves itself with the day-to-day operations of the Library. The staff, Director and Deputy Director are excellent and professional. This program was presented and is now being addressed publicly due to a request internally from the Board. The resident stated that he believes this should have been brought initially to the Board as part of normal practice and not as a result of a concern. Chair Oscadal stated that he would agree to disagree on this matter. He stated that he has been on the Board for 17 years, and believe the staff needs to be trusted and supported in its decisions.

Another resident stated that she has a longstanding respect for libraries. She stated that she is a founding member of the Foundation which built this Library. She noted that all of the things that the Library does, such as acquiring materials, hiring staff, and setting up programming, should not be first brought before the Board. It is likely that all the Library does and concerns itself with will have different points of view. She asked how the Library could function if every single acquisition and material purchased needed to be reviewed due to differing points of view. She stated that the value of public libraries is in their diversity of materials and programs. To serve everyone means to truly serve everyone. She believes that the proposed story hour seems great. She does not believe the Board should micromanage every decision of the Library staff.

A Library Assistant stated that staff takes child safety extremely seriously. There is a Child Safety Policy that can be reviewed through the Library website.

A resident stated that she attends story time at the Library. There is always supervision, both by staff and parents. Parents can always choose not to attend this story time. She noted that her 4-year-old is a gender diverse child, and this program would be meaningful to her family. She is also a clinical social worker and noted that there are a lot of gender diverse children that need support and struggle to find this. She noted that accepting this kind of programming can be scary for some. She believes this type of programming has received positive responses from other communities and believes Lebanon is ready for this. She stated that libraries in general are inclusive, and this is part of library culture.

The first resident stated that he would like to make sure the Library staff and elected Board members will make sure that proper supervision is made to promote programs that will not go haywire. He stated that the link provided for this program is haywire in his opinion and does not provide the right amount of supervision.

Ms. Coughlin stated that staff does vet performers. The proposed event includes two professional performers from VT. They have performed to great acclaim in libraries all across VT. She stated that she is honored these performers are able to come to Lebanon.

Chair Oscadal asked Board members for comments.

Ann Sharfstein explained that the Board set a special meeting as soon as it was clear there were differing opinions on this program. She supports the event and appreciates the extended discussion from the community on it. She stated that she trusts the staff to plan events that are beneficial to the community, and then believes that residents will choose whether or not to attend. She believes this is important for the community.

Donna Hartford stated that her biggest concern is the fact that there was no time to properly approach other residents in the community who may have different points of view regarding this meeting. This event was scheduled, knowing it would be controversial. She stated that children are so confused at that young an age. She believes that the Library could bring in someone who dresses up but questioned why this needs to be drag queens. She noted that she does not see drag queens often walking down streets of Lebanon all dressed up. She stated that in googling 'drag queens' disgusting information was displayed. She is concerned that children will see the drag

queens' program and research more information. She stated that she was asked her opinion and gave it. She wanted to make sure it is known what will be read and what will be worn by the performers.

Chair Oscadal stated that this is a legitimate viewpoint. There are many in society who feel the same. He agreed that the timing for this meeting and process were not great. He wished that more residents had shown up to this meeting. He received some emails, but all were positive. He noted that any costumes worn by the performers must be appropriate for children. He stated that this event is to support a group of people who have been marginalized and victimized for centuries. Finally, it is getting to a point that this group is being treated kinder and more openly. This event is a way for families to be exposed to a sliver of this community, and this can be a positive experience. Kids at this age can be confused, but also wide-eyed and excited to see performers. He believes it is important for children to have different experiences. He is glad the Library chose this programming.

Donna Hartford stated that she is not homophobic or against these groups. She believes children should be exposed to these groups in story times. However, she questioned this being done with drag queens. She noted that the history of drag queens seems to be rooted in trying to do away with families as we know it.

Morgan Swan stated that there are individuals in society that are committed to be less afraid of these topics. He stated that he was raised to be afraid of people unlike himself. He believes it is very important in society to take opportunities to make all-inclusive environments and engage with those unlike us.

Director Fleming noted that the Library has a magician come in sometimes who tailors the program specifically to children. He remembered a time when there was a man who was clearly dressed as a woman who brought a child to story hours on a regular basis. That person was clearly not welcomed by the group, and it seemed ever staff was a little awkward around the person. That person felt shunned, but still had persistence to come to library programs. He thought of that person when reviewing this programming.

Michael Stebbins thanked staff for showing the clip of the Weston Drag Queen story hour. He believes this better illustrates how the program will happen. This will not be a night club show. He believes it will be fun and engaging for children.

Emma Wunsch stated that she supports this program because she believes it is important for families. She questioned how she would feel if programming was proposed that she does not support. While she likely would not take her kids to it, it should still be supported, or at least discussed, as long as it followed the rules of the Library. She expressed that it is important to be open to all views, even if you may not agree with them.

It was noted that, without a motion from the Board, the programming would move forward as currently scheduled. No motion was made.

3. OTHER BUSINESS - None

4. ADJOURNMENT:

***Ms. Wunsch MOVED to adjourn the meeting.
Seconded by Ms. Sharfstein.***

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

The meeting was adjourned at 8:03 PM.

Respectfully submitted,
Kristan Patenaude
Recording Secretary

DRAFT

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Lebanon Library Damren Room OR
Remote Via Microsoft Teams
LebanonNH.gov/Live
November 22, 2022
7:00 PM**

MEMBERS PRESENT: Francis Oscadal (Chair), Emma Wunsch, Morgan Swan, Donna Hartford, Michael Stebbins, Susan Valiante, Ann Sharfstein, Phil Bush (alternate) (remote)

MEMBERS ABSENT: Doug Whittlesey (alternate)

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

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

2. APPROVAL OF MINUTES: October 25, 2022

*Ms. Sharfstein MOVED to approve the October 25, 2022 minutes, as presented.
Seconded by Ms. Hartford.*

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

3. NEW BUSINESS

A. Approval the Financial Report

Treasurer Stebbins stated that there is currently a surplus of approximately \$6,900 in Special Funds. There was an increase in income of approximately \$5,000 from last month. Books, CDs, etc. went up approximately \$3,000 from last months. The City Funds are under budget by approximately \$17,700. Full-time wages continue to be under budget by approximately \$16,000, while part-time wages are over by approximately \$26,000. Repairs and Maintenance is under budget by approximately \$25,000. Electricity has maintained an over budget amount of approximately \$18,000. The Small tools and Equipment line item is under budget by approximately \$13,000.

In response to a question regarding if any projects or items should be pulled forward based on the lines that are under budget, it was noted that the Library will likely be over budget by the end of the year. If the Library is under budget, the City writes a check to the Library Trustees account.

*Mr. Swan MOVED to accept the Financial Report.
Seconded by Ms. Valiante.*

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

B. Approve Updates to the circulation and alternative work arrangements policy, new Library complaint policy

Director Fleming explained that a team of staff members worked on the circulation policy. The main intention was to make sure the language is clear regarding residents not having to provide documentation to prove their residency. The proposed language also eliminates the provisional card status.

***Ms. Valiante MOVED to approve the circulation policy, as presented.
Seconded by Mr. Stebbins.***

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

Director Fleming explained that the main changes made to the alternative work arrangement policy deal with administrators and the process for making requests.

***Ms. Sharfstein MOVED to approve the alternative work arrangements policy, as presented.
Seconded by Ms. Hartford.***

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

Chair Oscadal explained that the Library complaint policy is drafted from the City's complaint policy but is more specific to Library employees. He explained that the opening statement explains the purpose of the policy. Library employees are hired by the Trustees, with any conditions as set forth. This policy is an example of where the Library has sought to create a new policy for Library employees. Retaliation is raised in the policy, along with the fact that the process for investigating and resolving complaints lies solely with the Trustees. The City had been involved in this process in the past.

Chair Oscadal stated that there were staff comments regarding Section 4 of the policy and how an employee may initiate a complaint. One way that is mentioned is through social media. This was left in the policy to allow employees to use certain social media methods, such as Facebook Messenger, etc. in order to initiate a complaint. This was done to give as many communication options as possible.

It was noted that this could be restated as "through social media messaging systems."

Chair Oscadal stated that another comment was if the Trustees should have a way to file a complaint. A complaint against the Trustees would go to the City Council. Several Trustees noted that this policy should be specific to employees, though this could be a larger discussion at a future time.

Chair Oscadal stated that there are subsections of the policy laying out steps in initiating a complaint.

There was a question regarding how to distinguish between formal and informal complaints. Informal complaints do not need to be formally documented, where formal complaints do.

In response to a question from Mr. Bush regarding if the person making the complaint needs to state that s/he is making an informal complaint to have it be considered informal, or if that is decided by the receiver, it was noted that the person filing can state that it is informal. The person can also then choose later to file a formal complaint, if s/he does not feel it was adequately addressed.

Chair Oscadal stated that the Chair is the point person for the complaints. The entire Board can then be informed by the Chair.

Regarding item 5.1 in the policy, Chair Oscadal suggested adding a sentence that the Trustees can choose to investigate a complaint internally, in one way by asking the Director to resolve the complaint. It was noted that, in the past, HR was always involved in complaints made through the Director. Chair Oscadal stated that he does not believe every complaint will rise to needing action by the Trustees, but many will be able to be handled by Library administration. It was noted that this concern is likely already addressed in the policy's language.

Chair Oscadal noted that the City has an independent investigator that could be used by the Library, if needed, for a complaint. It was suggested that language be added that Trustees can contact and investigator or company independent of the Board.

Additional language was suggested that "After the complaint form is received, the Trustees will acknowledge its receipt and the matter will be discussed at, or before, the next Board meeting."

Chair Oscadal stated that there was a comment from staff regarding if complainants are obligated to cooperate. The City requires its employees to cooperate. A formal report needs to be submitted to the Board, but an employee will not be required to cooperate.

There was a concern raised b staff regarding a small group reviewing a complaint prior to the Board holding a non-public session on this item. Chair Oscadal stated that the NH Municipal Association's guide makes it clear that a subcommittee or advisory committee cannot be formed to discuss these matters separately. The Right to Know law must be followed in these situations. It was agreed that complaints should move from the complainant to the full Board as soon as possible.

The Board agreed to review a clean copy of the updated new policy at a future meeting.

4. COMMITTEE REPORTS

There was discussion regarding the Library's investments.

5. OTHER BUSINESS

A. Director's Report

Director Fleming stated that the Library budget presentation to the City Council went well.

B. Deputy Director's Report

Deputy Director Lappin stated that staff is working to make it easier for people to sign up for Library cards and on privacy protection for Library patrons. Story times have moved indoors. She noted that the Drag Queen Story Hour went well last weekend, with no complaints or issues.

Morgan Swan noted that he is a member of the West Lebanon City Connection. The group is asking community members and businesses to decorate with lights for the holiday season. The group is requesting to see if the Library would be able to help fund lights to be placed in the trees in front of the Library. It was noted that the Library would likely be able to help fund this item.

6. ADJOURNMENT:

*Ms. Wunsch MOVED to adjourn the meeting.
Seconded by Ms. Sharfstein.*

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

The meeting was adjourned at 8:31 PM.

Respectfully submitted,
Kristan Patenaude
Recording Secretary

DRAFT

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Lebanon Library Damren Room OR
Remote Via Microsoft Teams
LebanonNH.gov/Live
December 7, 2022
7:00 PM**

MEMBERS PRESENT: Francis Oscadal (Chair), Emma Wunsch, Morgan Swan, Donna Hartford, Michael Stebbins (remote), Susan Weber Valiante, Ann Sharfstein, Phil Bush (alternate), Jeff Damren (alternate)

MEMBERS ABSENT: Doug Whittlesey (alternate)

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

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

2. APPROVE POLICY

A. Draft Library Complaint Policy

The Board reviewed the draft Compliant Policy.

Chair Oscadal noted that the City policy deals with employees and members of the public. He asked if the Board would like its Complaint Policy to deal with only employees, or also members of the public. The Board agreed to look to see where this could be altered within the policy.

The Board discussed the informal complaint definition section. Mr. Bush explained that he is suggesting certain changes and definitions because he believes personnel policies deserve special attention for clarity. Chair Oscadal stated that the Board may want to borrow part of the City's policy definition, which states that an informal complaint is not a serious violation of Department or City policies. The Board agreed to change the wording "informal complaint" to "issue or concern."

It was noted that Section 4.4 does not make it clear as to what a member of the public should do with a concern. An additional item was added to address this.

Language was added to make it clear as to the chain of reporting.

Regarding Section 4.6, Chair Oscadal stated that complaints received by the City regarding Library personnel will be forwarded to the Library Director. To make the City Policy agree with the Library's proposed policy, Section 5.1 could be amended to read that the complaint will be forwarded to the respective Department Head, with the Library's forwarded to the Library Director. Alternatively, Section 5.2 could be amended to read that complaints involving Library personnel will be reported by the City Manager to the Chair of the Library Trustees. Mr. Swan

suggested striking Section 5.1.2. Mr. Bush explained concern with the Library's policy contradicting the City's policy. Chair Oscadal stated that City Manager Mulholland is willing to change the wording of the City's policy if the Board so chooses.

The Board considered language that, 'complaints involving Library personnel reported to the City will, in turn, be reported to the Library Director. Complaints involving the Library Director will be forwarded to the Chair of the Board of Trustees, who will, in turn, share it with the Board.'

Language that complaints against the Board of Trustees will be forwarded to the City Council was added. Director Fleming noted that the City Council cannot require an investigation of Board members.

It was noted that reference to the Complaint Form will be removed, until it can be further discussed.

***Mr. Swan MOVED to accept the Complaint Policy, as amended.
Seconded by Ms. Sharfstein.***

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

3. OTHER BUSINESS

Director Fleming stated that he would like to speak more with the Board regarding the process for informal complaints. Most of this has generally been handled by Human Resources and will now come through the Board. He noted that there will need to be documentation and, occasionally, action taken more immediately than to wait for a Board meeting. The Board discussed the possibility of calling a special meeting, if needed. There was conversation regarding at which point the Chair can make certain decisions on these matters, before bringing them to the whole Board.

4. ADJOURNMENT:

***Ms. Wunsch MOVED to adjourn the meeting.
Seconded by Ms. Sharfstein.***

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

The meeting was adjourned at 8:30 PM.

Respectfully submitted,
Kristan Patenaude
Recording Secretary

MTD AND YTD REVENUE/EXPENSE FOR CITY OF LEBANON

Balance As of 12/31/2022

GL Number	Description	2022 Amended Budget	Activity For 12/31/2022	YTD Balance 12/31/2022	Encumbrance 12/31/2022	Available Balance 12/31/2022	% Bdgt Used
Fund: 1100 GENERAL FUND							
Account Category: Expenditures							
Department: 4550-0000 LIBRARY							
1100-4550-0000-1100-0000	FULL TIME WAGES	702,870.00	63,064.98	682,549.79	0.00	20,320.21	97.11
1100-4550-0000-1120-0000	PART TIME WAGES 20-24	0.00	3,158.65	67,420.65	0.00	(67,420.65)	100.00
1100-4550-0000-1125-0000	PART TIME WAGES 25-29	0.00	14,041.02	117,075.62	0.00	(117,075.62)	100.00
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	228,610.00	8,710.65	78,948.94	0.00	149,661.06	34.53
1100-4550-0000-1300-0000	OVERTIME WAGES	0.00	0.00	181.91	0.00	(181.91)	100.00
1100-4550-0000-2100-0000	HEALTH/DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
1100-4550-0000-2150-0000	LIFE & DISABILITY INSURANCE	8,670.00	2,238.22	8,783.02	0.00	(113.02)	101.30
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	71,270.00	6,640.75	71,112.61	0.00	157.39	99.78
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	98,830.00	8,866.88	96,471.46	0.00	2,358.54	97.61
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	6,980.00	7.01	4,180.00	0.00	2,800.00	59.89
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	3,400.00	305.43	3,628.01	0.00	(228.01)	106.71
1100-4550-0000-3000-0000	LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
1100-4550-0000-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUBSCRIP	0.00	115.00	8,606.81	0.00	(8,606.81)	100.00
1100-4550-0000-4110-0000	WATER	2,000.00	0.00	1,878.47	0.00	121.53	93.92
1100-4550-0000-4120-0000	SEWER	1,500.00	0.00	1,523.38	0.00	(23.38)	101.56
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING	0.00	1,465.00	14,320.00	0.00	(14,320.00)	100.00
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	59,950.00	4,266.59	36,321.32	9,486.95	14,325.73	140.29
	2021		0.00	26,880.00	14,000.00		
	2020		0.00	20,900.00	(2,310.86)		
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	2,050.00	164.92	3,123.86	0.00	(1,073.86)	152.38
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	18,380.00	3,268.00	12,902.65	0.00	6,622.35	70.20
1100-4550-0000-5300-0000	COMMUNICATIONS	9,600.00	53.09	2,331.02	0.00	7,268.98	24.28
1100-4550-0000-5335-0000	INFORMATION ACCESS	0.00	275.00	5,932.99	0.00	(5,932.99)	100.00
1100-4550-0000-5400-0000	ADVERTISING	1,000.00	0.00	25.50	0.00	974.50	2.55
1100-4550-0000-5800-0000	TRAVEL	14,900.00	0.00	5,381.74	0.00	9,518.26	36.12
1100-4550-0000-5875-0000	MILEAGE	1,000.00	79.38	123.10	0.00	876.90	12.31
1100-4550-0000-6000-0000	OFFICE SUPPLIES	5,000.00	368.13	1,912.10	0.00	3,087.90	38.24
1100-4550-0000-6100-0000	GENERAL SUPPLIES	15,000.00	1,624.83	23,672.87	0.00	(8,672.87)	157.82
1100-4550-0000-6220-0000	ELECTRICITY	48,000.00	9,584.98	76,513.97	0.00	(28,513.97)	159.40
1100-4550-0000-6230-0000	BOTTLED GAS	1,500.00	173.02	1,143.56	0.00	356.44	76.24
1100-4550-0000-6240-0000	FUEL OIL	2,930.00	149.02	1,354.77	0.00	1,575.23	46.24
1100-4550-0000-6260-0000	GASOLINE	0.00	0.00	0.00	0.00	0.00	0.00
1100-4550-0000-6400-0010	BOOKS/PERIODICALS/AUDIO/VISUAL SUP	50,000.00	5,154.28	38,606.87	0.00	11,393.13	77.21
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPME	30,000.00	11.79	12,225.20	0.00	17,774.80	40.75
Total Dept 4550-0000 - LIBRARY		1,383,440.00	133,786.62	1,426,032.19	21,176.09	(2,970.14)	103.08
Expenditures		1,383,440.00	133,786.62	1,426,032.19	21,176.09	(2,970.14)	103.08
Fund 1100 - GENERAL FUND:							
TOTAL EXPENDITURES		1,383,440.00	133,786.62	1,426,032.19	21,176.09	(2,970.14)	
Current Year Exp.			133,786.62	1,378,252.19	9,486.95		
Prior Year Exp.			0.00	47,780.00	11,689.14		

Buildings and Grounds Issues

report generated on Jan 13, 2023

Dartmouth Hitchcock giving us a naloxone box for Leb Library

To do

1. Put box up by AED
 - Assigned to: ken.louzier@leblibrary.com

Fix the compost situation at Kilton

In progress

1. make additional bins
 - Assigned to:

Kilton key box needs to be cleaned up

To do

1. Sean and Ken set a time to do this work
 - Assigned to: ken.louzier@leblibrary.com

LAN rooms need separate key

To do

1. contact Gatekeeper
 - Assigned to:

We need storage in the staff room at Kilton

To do

1. purchase storage for bathroom
 - Due on: Jan 07, 2023
 - Assigned to: ken.louzier@leblibrary.com
2. move the lockers from the staff bathroom
 - Due on: Jan 28, 2023
 - Assigned to: ken.louzier@leblibrary.com

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

circular stairway needs better grip

To do

1. Put tape down on stairs
 - Due on: Dec 17, 2022
 - 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 DPW
 - Assigned to:

elm trees are up against the Kilton, prune pears and service berries

To do

1. make sure Greenshield does the work
 - Assigned to:

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

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:

front book box at Leb Library needs new locks and also fix hinge, books fall between the cracks in the cart

To do

1. contact Fortified Lock
 - Assigned to:

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:

issues with the chimney at Leb Library detected during inspection

To do

1. schedule the work
 - Due on: May 01, 2023
 - Assigned to:
2. seal off the unused fireplace flues
 - Assigned to:
3. repoint the damaged mortar joints in the second course
 - Assigned to:

4. Properly seal the unused thimble
 - Assigned to:
5. Reline the chimney
 - Assigned to:

Done

1. issue check for 50% down
 - Assigned to:
2. get invoice for 50% down
 - Assigned to:
3. sign quote with Chimney Savers
 - Assigned to:

it's too dark in the shed at Kilton

Done

1. find a light that will automatically come on when the door opens
 - Assigned to: ken.louzier@leblibrary.com

light is out at Kilton above copier

To do

1. contact GMES
 - Assigned to:

need to move table from Damren Room to Kilton staff room

one community garden bed needs to get fixed

To do

1. clamp and reinforce corners
 - Assigned to:

paint the exterior of Kilton

In progress

1. contact George Hadlock in the spring 603-448-7645
 - Due on: Apr 10, 2023
 - Assigned to:

Done

1. find out when Hadlock intends to do the work
 - Assigned to:
2. sign contract with Hadlock painting
 - Assigned to:
3. contact contractors
 - Assigned to:

panel is popping off on woodwork by bus stop

To do

1. investigate
 - Assigned to: ken.louzier@leblibrary.com

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:

sink drips in Kilton staff bathroom

In progress

1. Twin State Plumbing and Heating ordering new ifxture
 - Assigned to:

sink is coming off the wall in the public restroom on the right at Kilton

To do

1. figure out who to contact
 - Assigned to: ken.louzier@leblibrary.com

stripe the parking lot at Kilton

To do

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

ugly end of self-check desk needs to be fixed at Kilton

To do

1. find contractor to do the work
 - Assigned to:

using too much electricity at Kilton

In progress

1. get quote for further work from RBG
 - Assigned to: