



**LEBANON LIBRARY BOARD OF TRUSTEES
FEBRUARY 28, 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 January 24, 2023 minutes
 - 3. New Business**
 - A. Approve the financial report
 - B. Approve the 2023 special funds budget
 - C. Discuss Charitable Gaming outreach to the library
 - 4. Committee Reports**
 - 5. Other Business**
 - A. Officer elections in March
 - B. Holiday discussion
 - C. Deputy Director report
 - D. 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
REGULAR MEETING MINUTES
Kilton Library Community Room OR
Remote Via Microsoft Teams
LebanonNH.gov/Live
January 24, 2023
7:00 PM**

MEMBERS PRESENT: Francis Oscadal (Chair), Emma Wunsch, Donna Hartford [7:19PM] (remote), Michael Stebbins, Susan Weber Valiante, Ann Sharfstein, Phil Bush (alternate, remote), Jeff Damren

MEMBERS ABSENT: Morgan Swan (remote), 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

Chair Oscadal appointed Phil Bush and Jeff Damren to voting members, until the arrival of regular members later in the meeting.

2. APPROVAL OF MINUTES

A. Approve the November 16th, November 22nd, and December 7th, 2022 minutes

*Mr. Stebbins MOVED to accept the meeting minutes of November 16, 2022, as amended.
Seconded by Mr. Damren.*

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

Ms. Weber Valiante MOVED to accept the meeting minutes of November 22, 2022, as amended.

Seconded by Ms. Sharfstein.

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

*Ms. Sharfstein MOVED to accept the meeting minutes of December 7, 2022, as presented.
Seconded by Ms. Wunsch.*

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

3. NEW BUSINESS

A. Approve the financial report

Mr. Stebbins stated that the Trustees have a surplus through November of \$4,500. There was a contribution of \$24,000 made at the beginning of November. The only real change was in the

Books, TV, and etc. line, where there was approximately \$2,500 worth of expenses. Director Fleming stated that the \$24,000 comes from the Foundation to the Trustees, as it raised more than its goal of \$300,000. This money will eventually be passed on to the City.

Mr. Stebbins stated that, in regard to the City budget, the Trustees are under budget by \$5,100.

Director Fleming noted that the Library is not paying its substitutes enough. The Library has lost a couple of subs based on the pay. Some of the subs are frustrated by the amount that they are paid. Currently, sub pay is \$14.70/hour. Increasing that amount is not currently budgeted but could likely be done within the current year's budget.

Deputy Director Lappin stated that she met with the subs recently individually. This item came up again and again, with one sub stating that it is not as much about the money, as a level of appreciation. The hope is to increase this to \$18 by 2024.

In response to a question from Mr. Bush regarding a ballpark of sub hours, Deputy Director Lappin stated that this is likely more than 50 hours/week.

Director Fleming noted that this change will have to be pursued through the Human Resources Department. The Trustees can no longer make this decision on their own.

***Ms. Sharfstein MOVED to accept the Financial Report, as presented.
Seconded by Ms. Weber Valiante.***

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

4. COMMITTEE REPORTS

Ms. Hartford joined the meeting. Mr. Bush stepped down as a voting member.

Director Fleming stated that the Foundation would like fresh initiatives to fundraise for.

5. OTHER BUSINESS

A. Director's report

Director Fleming noted that Ms. Hartford, Ms. Weber Valiante, and Ms. Sharfstein are up for their positions on the Trustees this year. Filing dates are from Tuesday, January 31st at 9:00 AM, to Tuesday February 14th at 5:00 PM.

Director Fleming stated that there is a renovation project that has been occurring across the City and the Library projects are beginning to go a bit beyond what was budgeted for. A few things needed to be addressed after these projects, such as lighting in the front of the building, a bubble in the marmoleum flooring, and an item in the Children's Room. He addressed City Manager Mulholland regarding items that were unforeseen or not adequately addressed. It was determined that this was more of a subcontractor issue. The City attorney has stated that the lighting project in the front of the building was an improvement that would have been part of the original budget, and so there is no recourse for this item. There will be recourse funds sought for the projects in

the Children's Room and the bubble in the marmoleum flooring. It was determined that Valley Floors will come in to fix the issue with the flooring. There is likely additional work costing between \$5,000-\$10,000 above and beyond the original renovation. The special funds budget was underspent last year so there is money to potentially expend on this. The group discussed potentially using the extra funding recently received from the Foundation to cover this work.

Director Fleming asked the group about creating a Google group for the Trustees, so that employees can email invites to events. The Trustees agreed.

Director Fleming stated that the Leave Time Committee has requested to add a couple of holidays to the appendix in the City Handbook. Ms. Weber Valiante stated that the group thought it was appropriate to show recognition to Indigenous People's Day/Columbus Day and Juneteenth. The recommendation is to close the Library entirely on those days.

Chair Oscadal stated that this decision would go against the City's determination for those holidays. He stated that he would like City Manager Mulholland to know the Trustees are considering this. He would also like a more formal presentation to be made.

Ms. Weber Valiante stated that the Trustees need to consider how best to recognize these holidays, either through celebration or through a day off.

Director Fleming noted that it has been 10 years since the Trustees revised the bylaws. The Trustees agreed to review these at a future meeting.

B. Deputy Director's report

Deputy Director Lappin stated that the new website is almost complete and will soon be unveiled. The Library received a donation last week from Black Moon Games of a number of board games. This donation was worth well over \$1,000 of good quality games.

Deputy Director Lappin noted that it was decided that the Library will no longer participate in Hoopla, come February 1st. The Library already has access to Libby and had some issues with Hoopla. Libby is curated by the New Hampshire Downloadable Books Consortium, which is carried out by New Hampshire librarians. The Library has decided to keep its New York Times online subscription.

The Library will be holding another antiracist book discussion group on Wednesday, March 29th at 8:30 AM. Staff also has a variety of trainings coming up.

6. ADJOURNMENT:

*Ms. Weber Vaiante MOVED to adjourn the meeting.
Seconded by Ms. Wunsch.*

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

122 **The meeting was adjourned at 8:13 PM.**

123

124 Respectfully submitted,

125 Kristan Patenaude

126 Recording Secretary

MTD AND YTD REVENUE/EXPENSE FOR CITY OF LEBANON

Balance As of 01/31/2023

GL Number	Description	2023 Amended Budget	Activity For 01/31/2023	YTD Balance 01/31/2023	Encumbrance 01/31/2023	Available Balance 01/31/2023	% Bdgt Used
Fund: 1100 GENERAL FUND							
Account Category: Expenditures							
Department: 4550-0000 LIBRARY							
1100-4550-0000-1100-0000	FULL TIME WAGES	745,110.00	55,399.90	55,399.90	0.00	689,710.10	7.44
1100-4550-0000-1120-0000	PART TIME WAGES 20-24	53,590.00	280.08	280.08	0.00	53,309.92	0.52
1100-4550-0000-1125-0000	PART TIME WAGES 25-29	119,500.00	11,778.06	11,778.06	0.00	107,721.94	9.86
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	84,020.00	6,787.75	6,787.75	0.00	77,232.25	8.08
1100-4550-0000-1300-0000	OVERTIME WAGES	1,000.00	104.49	104.49	0.00	895.51	10.45
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	9,370.00	0.00	0.00	0.00	9,370.00	0.00
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	76,690.00	5,532.08	5,532.08	0.00	71,157.92	7.21
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	102,780.00	7,771.97	7,771.97	0.00	95,008.03	7.56
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	9,600.00	3,137.00	3,137.00	0.00	6,463.00	32.68
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	3,540.00	262.65	262.65	0.00	3,277.35	7.42
1100-4550-0000-3000-0000	LEGAL SERVICES	2,000.00	0.00	0.00	0.00	2,000.00	0.00
1100-4550-0000-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUBSCRIP	11,030.00	972.00	972.00	0.00	10,058.00	8.81
1100-4550-0000-4110-0000	WATER	2,000.00	484.37	484.37	0.00	1,515.63	24.22
1100-4550-0000-4120-0000	SEWER	1,500.00	408.44	408.44	0.00	1,091.56	27.23
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING	20,500.00	0.00	0.00	0.00	20,500.00	0.00
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	25,500.00	227.00	227.00	0.00	16,971.05	0.89
2022			0.00	0.00	9,486.95		
2021			0.00	0.00	14,000.00		
2020			0.00	0.00	(2,310.86)		
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	3,200.00	356.14	356.14	0.00	2,843.86	11.13
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	15,900.00	94.88	94.88	0.00	15,805.12	0.60
1100-4550-0000-5300-0000	COMMUNICATIONS	2,470.00	209.14	209.14	0.00	2,260.86	8.47
1100-4550-0000-5335-0000	INFORMATION ACCESS	6,900.00	0.00	0.00	0.00	6,900.00	0.00
1100-4550-0000-5400-0000	ADVERTISING	1,000.00	0.00	0.00	0.00	1,000.00	0.00
1100-4550-0000-5800-0000	TRAVEL	17,150.00	0.00	0.00	0.00	17,150.00	0.00
1100-4550-0000-5875-0000	MILEAGE	1,250.00	0.00	0.00	0.00	1,250.00	0.00
1100-4550-0000-6000-0000	OFFICE SUPPLIES	2,500.00	131.35	131.35	0.00	2,368.65	5.25
1100-4550-0000-6100-0000	GENERAL SUPPLIES	20,000.00	1,682.57	1,682.57	0.00	18,317.43	8.41
1100-4550-0000-6220-0000	ELECTRICITY	87,910.00	12,681.27	12,681.27	0.00	75,228.73	14.43
1100-4550-0000-6230-0000	BOTTLED GAS	1,230.00	1,513.86	1,513.86	0.00	(283.86)	123.08
1100-4550-0000-6240-0000	FUEL OIL	2,500.00	545.29	545.29	0.00	1,954.71	21.81
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	600.00	600.00	0.00	49,400.00	1.20
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPME	35,000.00	39.60	39.60	0.00	34,960.40	0.11
Total Dept 4550-0000 - LIBRARY		1,514,740.00	110,999.89	110,999.89	21,176.09	1,395,438.16	7.33
Expenditures		1,514,740.00	110,999.89	110,999.89	21,176.09	1,395,438.16	7.33
Fund 1100 - GENERAL FUND:							
TOTAL EXPENDITURES		1,514,740.00	110,999.89	110,999.89	21,176.09	1,395,438.16	
Current Year Exp.			110,999.89	110,999.89	0.00		
Prior Year Exp.			0.00	0.00	21,176.09		

Lebanon Public Libraries Trustee Accounts

Profit and Loss

January 2023

	TOTAL
Income	
Interest Income -	3,205.33
Other Income	403.83
Total Income	\$3,609.16
GROSS PROFIT	\$3,609.16
Expenses	
Books/Subscr/CD/DVD/Tapes	2,658.31
Community Relations	140.00
Education/Staff Development	2,073.00
Entertainment	20.77
Office/Operating Supplies	687.46
Postage/Delivery	7.90
Total Expenses	\$5,587.44
NET OPERATING INCOME	\$ -1,978.28
NET INCOME	\$ -1,978.28

Lebanon Public Libraries Trustee Accounts

Balance Sheet

As of January 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Citizens Bank - Carter Trust	0.00
Citizens Bank - Charter Trust	0.00
Ckbk MSB #926522757	0.00
Main MSB Checking Acct 773	9,490.82
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	\$9,640.82
Other Current Assets	
Amount Due Leb Libraries Found	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$9,640.82
Other Assets	
Long Term Assets- Other	
Savings Account MSB 5568114	-9,990.84
General Savings	4,021.32
Rainy Day Fund (City Surplus)	112,460.46
Total Savings Account MSB 5568114	106,490.94
Total Long Term Assets- Other	106,490.94
Total Other Assets	\$106,490.94
TOTAL ASSETS	\$116,131.76
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00

Lebanon Public Libraries Trustee Accounts

Balance Sheet

As of January 31, 2023

		TOTAL
Equity		
Net Assets		118,110.04
Opening Bal Equity		0.00
Unrealized Gain / Loss		0.00
Net Income		-1,978.28
Total Equity		\$116,131.76
TOTAL LIABILITIES AND EQUITY		\$116,131.76

Lebanon Public Libraries Trustee Accounts

Balance Sheet
As of December 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Citizens Bank - Carter Trust	0.00
Citizens Bank - Charter Trust	0.00
Ckbk MSB #926522757	0.00
Main MSB Checking Acct 773	1,478.26
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	\$1,628.26
Other Current Assets	
Amount Due Leb Libraries Found	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$1,628.26
Other Assets	
Long Term Assets- Other	
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- Other	116,481.78
Total Other Assets	\$116,481.78
TOTAL ASSETS	\$118,110.04
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00

Lebanon Public Libraries Trustee Accounts

Balance Sheet

As of December 31, 2022

		TOTAL
Equity		
Net Assets		124,325.79
Opening Bal Equity		0.00
Unrealized Gain / Loss		0.00
Net Income		-6,215.75
Total Equity		\$118,110.04
TOTAL LIABILITIES AND EQUITY		\$118,110.04

Lebanon Public Libraries Trustee Accounts

Profit and Loss

January - December 2022

	TOTAL
Income	
Contributions Income	24,000.00
Foundation Contribution (deleted)	165,000.00
Restricted Income (deleted)	12,149.00
Total Contributions Income	201,149.00
Interest Income -	7,133.26
Carter Funds (deleted)	3,849.16
Fees/Fines Savings Int (deleted)	3.86
Total Interest Income -	10,986.28
Other Income	10,904.45
Total Income	\$223,039.73
GROSS PROFIT	\$223,039.73
Expenses	
Accounting/Bookkeeping Services	1,229.00
Art/Framing	498.95
Books/Subscr/CD/DVD/Tapes	42,052.18
Budget Deficit	6,231.51
Capital Improvements -	
Building Improvements	154,000.00
Equip/Furn Costs - (deleted)	319.99
Total Capital Improvements -	154,319.99
Community Relations	1,156.88
Entertainment	1,069.59
Miscellaneous Exp	932.83
Office/Operating Supplies	4,188.43
Postage/Delivery	276.85
Professional Fees	
Advertising/Marketing	870.60
Total Professional Fees	870.60
Programs	2,625.50
Repairs/Maintenance	73.95
Grounds (deleted)	13,298.05
Total Repairs/Maintenance	13,372.00
Web Hosting/Domain Fees	431.17
Total Expenses	\$229,255.48
NET OPERATING INCOME	\$ -6,215.75
NET INCOME	\$ -6,215.75

Lebanon Public Libraries Trustee Special Funds 2023 Projections DRAFT

	2022 budget	2022 actual	2023 budget	notes
Income				
City Surplus Income	17,100.00	0.00	0.00	
Contributions Income		24,000.00	25,000.00	annual appeal
Foundation Contribution (deleted)		165,000.00		
Restricted Income (deleted)		12,149.00		
Total Contributions Income	\$ 201,649.00	\$ 201,149.00	25,000.00	
Interest Income -		7,133.26	11,000.00	interest is mainly from trusts
Carter Funds (deleted)		3,849.16		
Fees/Fines Savings Int (deleted)		3.86		
Total Interest Income -	\$ 11,000.00	\$ 10,986.28	\$ 11,000.00	
Other Income	10,000.00	10,904.45	14,073.00	fees (copies, booksale, memberships) and return of education/staff development funds from city
Total Income	\$ 239,749.00	\$ 223,039.73	50,073.00	
Expenses				
Accounting/Bookkeeping Services	1,200.00	1,229.00	1,200.00	
Art/Framing	2,000.00	498.95	0.00	
Books/Subscr/CD/DVD/Tapes	45,000.00	42,052.18	35,000.00	decrease in funds is due to a decrease in the foundation contribution, reverting to the typical \$25,000 gift
Budget Deficit	0.00	6,231.51	2,730.00	
Capital Improvements -				
Building Improvements	155,000.00	154,000.00	0.00	
Equip/Furn Costs - (deleted)	0.00	319.99		
Total Capital Improvements -	\$ 155,000.00	\$ 154,319.99	\$ -	

Lebanon Public Libraries Trustee Special Funds 2023 Projections DRAFT

	2022 budget	2022 actual	2023 budget	notes
Community Relations	500.00	1,156.88	1,200.00	
Education/staff development	0.00	0.00	2,073.00	payment to City of Lebanon
Entertainment	500.00	1,069.59	1,000.00	
Miscellaneous Exp	2,000.00	932.83	1,000.00	
Office/Operating Supplies	4,500.00	4,188.43	4,000.00	
Postage/Delivery	350.00	276.85	300.00	
Professional Fees				
Advertising/Marketing	1,000.00	870.60	1,000.00	
Total Professional Fees	\$ 1,000.00	\$ 870.60	\$ 1,000.00	
Programs	2,500.00	2,625.50	2,500.00	
Repairs/Maintenance		73.95	0.00	
Grounds (deleted)		13,298.05		
Total Repairs/Maintenance	\$ 15,149.00	\$ 13,372.00	\$ -	
Web Hosting/Domain Fees	200.00	431.17	500.00	
Total Expenses	\$ 229,899.00	\$ 229,255.48	\$ 52,503.00	
Net Income	\$ 9,850.00	\$ (6,215.75)	\$ (2,430.00)	

Advocating for closing the libraries on Indigenous Peoples' Day and Juneteenth

Dear Trustees,

As a community institution, the library has a responsibility to recognize and celebrate the diversity of its patrons. Indigenous Peoples Day and Juneteenth are significant cultural holidays that celebrate the contributions and experiences of Indigenous people and African Americans, respectively. These holidays are notably the only federal holidays that the City of Lebanon chooses not to recognize, the only two holidays that are an opportunity for our community to come together, acknowledge, and reflect on the ongoing struggle for equality and justice for these groups.

Closing the library on these days would show that the library values the cultural heritage and history of Indigenous people and African Americans. It would also give library staff an opportunity to participate in events and activities that honor these communities and to demonstrate their commitment to diversity and inclusiveness.

Our staff should be given the opportunity to observe these holidays and to participate in cultural events and activities that are meaningful to them. By closing the libraries on Juneteenth and Indigenous Peoples Day, we are not only showing our respect for the contributions of these communities, but we are also valuing and supporting the rights and well-being of our employees.

Lebanon Public Libraries has a unique opportunity to be a leader in our community. By setting an example of how to honor the diversity of our society and the contributions of all communities we can create change in Lebanon. We ask you to stand strong in your decision to close the libraries on Juneteenth and Indigenous Peoples Day and to continue to be a model of inclusivity and respect for all.

Thank you for consideration,
Librarians

Reasons why we should close:

- Respect for cultural celebrations
- Support for diversity and inclusion
- Recognition of historical significance
- Promoting community engagement
- Opportunity for staff education and reflection

URBANS libraries responses to holiday questions

- Are you closed for Juneteenth?
- How many days is your library closed to recognize holidays?
- Anything else of interest to share?

Nesmith/Windham

We are not closed for Juneteenth. We follow the town and they are not recognizing it yet (union contract negotiations are their reasoning)

We are closed for 11 paid holidays and 9 associated days (5 of which are Sundays).

Rogers Memorial/Hudson

I decided to broach this subject with my BOT last June when we had the time to discuss it. They made some very generous decisions. Rodgers Memorial Library now gets the following holidays:

New Year's Day
MLK Day
Washington's B'day
Memorial Day
Juneteenth
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas day

plus 1 floating holiday for people of other faiths

They also approved closing the library for one full day of staff training - I have used a Friday in August for the last two years as we tend to be a bit quiet before school starts.

Laconia Public Library

Laconia follows the City's holiday closing schedule. We will not be closing for Juneteenth.

The Library closes for 10 holidays. In addition, we also get one floating holiday for working the day after Thanksgiving.

Interestingly, if a holiday falls on a weekend, the Library follows Bank of New Hampshire's closing schedule. For example, the bank closed at noon on Christmas Eve and New Year's Eve, so that's when the Library closed on those days. Strange, I know.

Merrimack Public Library

I've attached our holiday schedule for 2023.

Yes we are closed for Juneteenth. This is the second year we are recognizing it. It is a federal holiday but it took a bit to convince the Board to be closed. The Town of Merrimack has a separate list of holidays and they are not closed on Juneteenth yet.

We're closed for 12 days and this is pretty consistent year to year. The Library is open 6 days a week and we have the same holidays every year, with some adjustments made to accommodate when a holiday falls on a weekend and we need to close for the observed holiday on a Monday or Friday. The Trustees voted to try something new this year because Veteran's Day falls on a Friday and is observed Saturday, but FT employees would still need to use those 8 hours of holiday time. Our policy is that when a holiday falls on a Saturday only those scheduled for that day on their weekend rotation would get the holiday hours. But with a federal holiday the staff still get 8 hours that they need to use. I think the staff will appreciate that they have a floating holiday to use in the form of their birthday hours this year.

A few years ago, I suggested that the library be closed on Black Friday, because the library was empty and staff often requested that day off since it followed a day and a half of our being closed for Thanksgiving and an early closing on Thanksgiving Eve. It's much easier to schedule now.

We are open for Columbus Day/Indigenous People's day because I "took" that holiday to move to Black Friday.

Keene Public Library

Attached is Keene's list of holidays. It doesn't include Juneteenth, although there are City sponsored celebrations that day (or near it for 2023).

Bedford Public Library

This (see attached) is our list of holidays. We are not closed for Juneteenth.

We close on some Saturdays and Sundays depending on how the calendar looks, but those are not paid days off; full time staff are paid for official holidays.

Manchester Public Library

Attached is our approved schedule by the Library Board of Trustees which includes some Saturdays for long weekends for staff and our annual staff development day, most are city holidays such as Juneteenth this year.

Derry Public Library

Here are Derry's holiday/closed dates, and an added bonus – our trustee schedule.

Hooksett Public Library

The Library recognizes 11 holidays, providing 88 hours of holiday pay for full-time employees.

The 11 observed holidays are:

- New Year's Day
- Civil Rights Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day / Indigenous People's Day
- Veterans Day
- Thanksgiving Day
- Christmas Day
- Day after Christmas

Holidays falling on a Sunday will be observed on the following Monday, holidays falling on a Saturday will be observed on the Saturday.

If the library is closed for a holiday when an employee would have been scheduled to work, the number of hours they would have worked will be deducted from the employee's bank. If the employee is not scheduled to work the hours will remain in their bank.

If the holiday is a floating one and the employee is normally scheduled to work, but they do not work that day, the number of hours that they would have worked will be deducted from their holiday bank. If the employee works on that day, the hours will stay in the employee's bank.

Holiday pay, when an employee does not work, is not actual time worked for the purpose of overtime pay.

Holiday hours are deposited into the employee's holiday bank through the payroll software on January 1st each year. Holiday leave should be used within a month of the holiday. Employees shall maintain a minimum balance of hours throughout the year to cover the remaining holidays for the year. See [Library Holidays](#) for each holiday's balance of hours.

Holiday time may be taken in hourly increments.

All discretionary holiday bank time off must be approved by the Library Director in writing before it may be used. It must be used during the calendar year it was earned or be forfeited.

All unused holiday hours shall be forfeited upon resignation or termination of employment.

Employees who are absent without authorization on work days directly preceding or following a holiday will not be paid for the holiday.

Time off without pay may be granted to employees who desire to observe a religious holiday that is not recognized by the Hooksett Library, provided undue hardship is not introduced to the Library.

Religious observances. Employees who need time off to observe religious practices or holidays not already scheduled by the Library should speak with their supervisor. Depending upon the library's scheduling needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may also be able to switch a scheduled day with another employee, take vacation time, or take off unpaid days. The Library will seek to reasonably accommodate individuals' religious observances.

Concord Public Library

Last night our City Council officially approved Juneteenth as it had to go through all the union contract negotiations first. We now have 11 holidays and 1 in service day closed to the public. In even years we also have Election Day, we work it and get a vacation day added.

Goffstown Public Library

- Are you closed for Juneteenth? **No, we are open and staff members who work receive a floating holiday to be used any time after that date.**
- How many days is your library closed to recognize holidays? **In 2023, we will be closed for 10 holidays. One of them, Civil Rights Day, was our annual staff development day. We are closed the Saturday of Memorial Day weekend as an exchange for the staff.**
- Anything else of interest to share? **This is our second year of using 3 floating holidays to be open more for the community: Presidents' Day, Juneteenth, and Columbus Day. So far, the staff has been positive about the change.**



Notice of Holidays 2022

City offices will be closed in observance of the following holidays during 2022:

<i>New Year's Day</i>	<i>Friday</i>	<i>December 31, 2021 *</i>
Martin Luther King Jr./ Civil Rights Day	Monday	January 17, 2022
President's Day	Monday	February 21, 2022
Memorial Day	Monday	May 30, 2022
Fourth of July	Monday	July 4, 2022
Labor Day	Monday	September 5, 2022
Columbus Day	Monday	October 10, 2022
Veteran's Day	Friday	November 11, 2022
Thanksgiving Day	Thursday	November 24, 2022
Day after Thanksgiving	Friday	November 25, 2022
Christmas Day	Monday	December 26, 2022 **

** New Year's Day falls on Saturday; City offices will be closed on Friday, December 31, 2021.*

*** Christmas falls on Sunday; City offices will be closed on Monday, December 26, 2022.*

Hooksett Library Holidays

New Year's Day	Wednesday, January 1 – Library Closed 8/80
Martin Luther King Day	Monday, January 20 – Library Open 16/72
President's Day	Monday, February 17 – Training Day 24/64
Memorial Day	Monday, May 25 – Closed 32 / 56
Independence Day	Saturday, July 4 – Closed 40 / 48
Labor Day	Monday, September 7 – Closed 48/40
Columbus Day	Monday, October 12 – Closed 56/32
Veterans Day	Wednesday, November 11 – Open 64/24
Thanksgiving Day	Close at 5pm Wednesday, Closed Thursday 72/16
Christmas Eve	Thursday , December 24 – Closed
Christmas	Friday, December 25 – Closed 80/8
Boxing Day	Saturday, December 26 – Closed 88/0
New Year's Eve	Tuesday, December 31 Close at 3pm

Full-time staff scheduled for Wednesday, Thanksgiving Eve shall work a regular day shift

Christmas Eve - To be determined each year. If not working, FT staff must use vacation or holiday if they have a balance in their holiday bank.

Balance remaining for each periodic date:

January 31: 72
February 28: 64
May 31: 56
July 31: 48

September 30: 40
October 31: 32
November 30: 24
December 31: 0

2023 Holiday Closings & Board Meeting Dates

Approved at BOT 10/17/2022



Holidays

January *2	Monday	New Year's Day (*Observed Monday)
January 16	Monday	MLK Day
February 20	Monday	Presidents' Day
May 29	Monday	Memorial Day
June 19	Monday	Juneteenth
July 4	Tuesday	Independence Day
September 4	Monday	Labor Day
October 9	Monday	Columbus Day (library closed – possible staff training)
November *10/11	Friday/Saturday	Veteran's Day (Closed both days)
November 22	Wednesday	Day before Thanksgiving - closing at 5:00
November 23	Thursday	Thanksgiving Day
November 24	Friday	Day after Thanksgiving (Black Friday)
December *23	Saturday	Christmas Eve (*Observed on Saturday)
December 25	Monday	Christmas Day
December 31	Sunday	New Year's Eve

Board Dates

January	Monday, January 9
February	Monday, February 13
March	Monday, March 20
April	Monday, April 17
May	Monday, May 15
June	Monday, June 12
July	Monday, July 17
August	Monday, August 21
September	Monday, Sept. 18
October	Monday, Oct. 16
November	Monday, Nov. 20
December	Monday, Dec. 18

Library Schedule 2023 Approved 9.19.22

Official Holidays/Closed Days:

January 2nd, 16th (January 1st is Sunday celebrate on Monday)

February 20th

May 27th, 29th (May 27th is Saturday of Memorial Weekend)

June 19th, new city holiday

July 4th

August 30th- Staff Development Day

September 2nd, 4th (Sept 2nd is Saturday of Labor Day Weekend)

October 9th

November 7th, 10th, 11th and 23rd (Saturday November 11th is Veteran's Day city closed Friday); close early on November 22nd at 5 pm

December 23rd, 25th (December 23rd is a Saturday give staff 3 day weekend),

December 30th

January 1st

Close early for Taco Tour (if held)

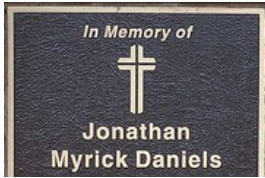
Holiday Schedule 2023

Holiday

Observed in 2023



New Year's Day, Monday, January 2



**Martin Luther King/
Jonathan Daniels Day, Monday, January 16**



Presidents' Day, Monday, February 20



Memorial Day, Monday, May 29



Independence Day, Tuesday, July 4



Labor Day, Monday, September 4



**Columbus Day/Indigenous
People's Day, Monday, October 9**



Veteran's Day, Friday, November 10



Thanksgiving Day, Thursday, November 23

Day after Thanksgiving, Friday, November 24



**Christmas 2023
Monday, December 25**

Christmas Day, Monday, December 25



HOLIDAY SCHEDULE 2023

Monday	January 2,	New Year's Day (observed)	Library Closed
Monday	January 16	MLK, Jr. Day	Library Closed
Monday	February 20	President's Day	Library Closed
Monday	May 29	Memorial Day	Library Closed
Monday	June 19	Juneteenth	Library Closed
Tuesday	July 4	Independence Day	Library Closed
*Saturday	September 2	Labor Day Wknd	Library Closed
Monday	September 4	Labor Day	Library Closed
*Saturday	November 11	Veteran's Day	Library Closed
Wednesday	November 22	Thanksgiving Eve	Library Closes at 5
Thursday	November 23	Thanksgiving Day	Library Closed
Friday	November 24	Thanksgiving Holiday	Library Closed
Monday	December 25	Christmas Day	Library Closed
Monday	January 1, 2024	New Year's Day	Library Closed

* Only those in regular weekend rotation will be paid for the holiday hours.

NOTES:

The library will be open on Nov. 10; other businesses may be closed to observe Veteran's Day. FT staff earning 8 Holiday hours may submit these 8 hours whenever they choose to use as a 2023 floating holiday.

Thanksgiving Eve – Adjust early closing time from 4:30-5 pm to reflect a full 8 hour schedule. The 4:30 closing was appropriate during our COVID hours.

Christmas Eve & New Years Eve – in 2023 they both fall on a Sunday, so no truncated hours are needed.

Approved by the LBOT 11.15.22

2023 HOLIDAYS

New Year's Day	- Monday	- January 2
MLK Day	- Monday	- January 16
President's Day	- Monday	- February 20
Memorial Day	- Monday	- May 29
4 th of July	- Tuesday	- July 4
Labor Day	- Monday	- September 4
Veteran's Day	- Friday	- November 10
Thanksgiving Day	- Thursday	- November 23
Thanksgiving (cont'd)	- Friday	- November 24
Christmas Day	- Monday	- December 25

(1) Floating Holiday

Buildings and Grounds Issues

report generated on Feb 07, 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. Talk to contractor about sand tape options
 - Assigned to: ken.louzier@leblibrary.com
2. 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

In progress

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

In progress

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:

light is out at Kilton above copier

To do

1. contact GMES
 - Assigned to:

motion sensor in bathroom is broken at Kilton

need a phone in the boiler room at Kilton

To do

1. contact electrician
 - 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. find contractor to do the work
 - Assigned to: ken.louzier@leblibrary.com

parking lot at Kilton is getting 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. caulk
 - Assigned to:

Done

1. tightened it up
 - Assigned to:

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: ken.louzier@leblibrary.com

using too much electricity at Kilton

In progress

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