



**LEBANON LIBRARY BOARD OF TRUSTEES
APRIL 25, 2023 - 7:00 PM
KILTON LIBRARY COMMUNITY ROOM OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

-
- 1. Call to Order**
 - 2. Approval of Minutes**
 - A. Approve the March 28, 2023 minutes
 - 3. New Business**
 - A. Approve the Treasurer's report
 - B. Board statement discussion
 - C. Holiday schedule approval
 - 4. Committee Reports**
 - 5. Other Business**
 - A. Director's report
 - B. Deputy director's report
 - 6. Adjournment**

Meetings are open for in-person and remote attendance. Members of the public that wish to attend remotely may do so by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the City's virtual platform or by phone. Please note: Should technical difficulties occur during the meeting that disrupts virtual or phone connection(s), the meeting will continue without remote access capabilities.

DRAFT

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Kilton Library Community Room OR
Remote Via Microsoft Teams
LebanonNH.gov/Live
March 28, 2023
7:00 PM**

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

MEMBERS ABSENT: Doug Whittlesey (alternate)

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

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

Chair Oscadal opened the meeting at 7:00PM. He noted that there would be a brief public comment period to start.

Aaron Warner explained that he is a health expert and fitness trainer. He also writes for the Vermont Daily Chronicle. Before moving to New Hampshire, he was a program specialist in a house of highly functioning pedophiles. He addressed the Board regarding the recently held Drag Queen Story Hour. The event was apparently well received, however, around the country in other events, hypersexualized drag queens are performing in front of children and getting children to perform in front of them in a way that is inappropriate. It can also be very damaging to the children. Mr. Warner explained that autogynephilia is sexual arousal that men get from dressing up as women. This needs to be considered when hosting a Drag Queen Story Hour. The grooming process begins innocuously and is intended to give an anchor to a child to create an opportunity for people, particularly predators, to advance on children. He has worked closely with pedophiles for two years and understands the nature of this predation. Pedophilia is a deeply ingrained thing, and this type of event may send a signal to every sexual predator within 25 miles. While a Drag Queen Story Hour may seem innocuous to most of adults, it is not that way in the mind of predators. He stated that he assembled a binder with all predators located within 25 miles, for the Library to keep on hand. Out of respect for other taxpayers, who might be concerned with this event, the Library may want to take safety measures into consideration. He stated that he does not want the Library to be naive about this this topic and does not want the Board to be inadvertently complicit in creating dangerous situation.

A. Welcome new board members and recognize reelected members

Chair Oscadal welcomed the new Board member.

2. APPROVAL OF MINUTES**A. Approve the February 28, 2023 minutes**

*Mr. Damren MOVED to accept the meeting minutes of February 28, 2022, as amended.
Seconded by Ms. Sharfstein.*

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

3. NEW BUSINESS**A. Approve the Treasurer report**

Mr. Stebbins explained that, as of February, the Library is approximately \$17,000 under budget. The electricity budget is still approximately \$10,000 overbudget. There has not been much activity in the Special Funds account.

*Mr. Swan MOVED to accept the Financial Report, as presented.
Seconded by Ms. Sharfstein.*

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

B. Officer Elections

Chair Oscadal explained that both he and Mr. Stebbins agreed to continue in their roles as Chair and Treasurer, respectively. He asked if any Board member is interested in becoming the Secretary. This person would sit in for the Chair, if needed. Mr. Swan offered to volunteer in this position.

*Ms. Sharfstein MOVED to accept the slate of officers, as discussed.
Seconded by Mr. Damren*

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

C. Statement on library service to the LGBTQIA community discussion

Chair Oscadal asked the Board to consider if it wants to issue a statement on this discussion, in support of Library staff and Trustees that continue to receive questions and comments. This stems from the previous Drag Queen Story Hour. Staff has spoken on this topic and there is no official request from the staff or Trustees. This is not a policy, but a statement.

Ms. Wunsch stated that she would like the statement to be nuanced because the Library needs to be seen as a place for all people.

Chair Oscadal suggested that Board members rework a draft statement for discussion at the April meeting.

Mr. Bush stated that a statement regarding Drag Queen Story Hour might imply that the program was only for a specific group of people. He suggested leaving out the reference to the event. The Board agreed.

D. Review and approve the Programs Policy

Director Fleming explained that this policy is proposed to indicate a basis on which the Library hosts programs. There is language in the policy requiring a person be a resident or taxpayer of Lebanon to challenge a program.

Chair Oscadal noted that anyone is allowed to attend a Library Board meeting, but no one is guaranteed to be able to speak and address the Board unless a Public Comment period is listed on the agenda. He stated that he would like the policy to include a reference to the Library's mission statement.

The Board discussed other edits to the policy.

***Mr. Damren MOVED to accept the Programs Policy, as amended.
Seconded by Mr. Stebbins.***

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

4. COMMITTEE REPORTS

None at this time.

5. OTHER BUSINESS

A. Holiday Discussion

Chair Oscadal stated that Library staff is advocating for closing the Library on Indigenous People's Day and Juneteenth. Consensus of the Board seems to be to recognize both of these dates, with a question on how best to implement this.

Mr. Damren stated that he thought the Board was in agreement regarding Juneteenth, as it is a national holiday. There was question regarding incorporating these two holidays, with a potential need to remove two other existing holidays from the list.

Director Fleming stated that his concern is the gap in time given to those new employees versus more senior employees. Deputy Director Lappin stated that she would like to see the two federal holidays acknowledged in the list.

***Ms. Wunsch MOVED to recognize Columbus Day/Indigenous People's Day and Juneteenth and close the Library on those days.
Seconded by Mr. Swan.***

Discussion:

Chair Oscadal stated that the discussion is if the Board wants to recognize these holidays and how to implement that. These holidays could simply be added to the list or swapped for two existing holidays.

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

The Board discussed three options: not swapping any holidays in favor of adding these two days, bringing the total up to 13 holidays; or drop Black Friday, bringing the total to 12 holidays; or swapping the two days with two existing holidays, leaving the total at 11 holidays.

Ms. Wunsch MOVED to remove the Friday after Thanksgiving/Black Friday from the holiday list and open the Library that day.

Seconded by Mr. Stebbins.

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

B. Director's report

Director Fleming stated that the Library is in the middle of a City-wide audit. An existing temporary pandemic measure allowing a signatory to write a check for less than \$1,000 without a second signature could be considered by the Board.

Mr. Damren MOVED to make this measure permanent, to allow check writing up to \$1,000 without a second signature.

Seconded by Ms. Wunsch.

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

Director Fleming stated that the Library went overbudget last year by approximately \$14,000. He reviewed last year's expenses and there were two payouts to part-time employees totaling over \$17,000, due to the Employee Handbook change regarding sick time payout. Speaking with City Manager Mulholland, in 2024, it appears funding will be set aside for unexpected items such as this. The City will find funds from outside the Library's budget to help with these items.

Director Fleming noted that another Drag Queen Story Hour has been scheduled in June. Mr. Damren asked if background checks are required for presenters. Director Fleming stated that these are not required for any Library program, as presenters are not left alone with children.

C. Deputy Director's report

Deputy Director Lappin stated that tomorrow is the second staff-led antiracist book group, discussing the 1619 podcast and book. She invited all interested to join. She noted that COVID-19 tests are available in the Library for free. There is a new children's program occurring on Friday mornings at Kilton, similar to a Music Together program. Staff continues to review Library policies, and rules and regulations.

The Board noted that a recognition of Ms. Weber Valiante's service on the Board was sent out today.

158

159 **6. ADJOURNMENT:**

160

161 *Ms. Wunsch MOVED to adjourn the meeting.*

162 *Seconded by Ms. Sharfstein.*

163

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

164

165 **The meeting was adjourned at 8:31 PM.**

166

167 Respectfully submitted,

168 Kristan Patenaude

169 Recording Secretary

MTD AND YTD REVENUE/EXPENSE FOR CITY OF LEBANON

Balance As of 03/31/2023

GL Number	Description	2023 Amended Budget	Activity For 03/31/2023	YTD Balance 03/31/2023	Encumbrance 03/31/2023	Available Balance 03/31/2023	% Bdgt Used
Fund: 1100 GENERAL FUND							
Account Category: Expenditures							
Department: 4550-0000 LIBRARY							
1100-4550-0000-1100-0000	FULL TIME WAGES	745,110.00	70,621.05	182,156.22	0.00	562,953.78	24.45
1100-4550-0000-1120-0000	PART TIME WAGES 20-24	53,590.00	61.83	341.91	0.00	53,248.09	0.64
1100-4550-0000-1125-0000	PART TIME WAGES 25-29	119,500.00	13,819.00	37,254.49	0.00	82,245.51	31.18
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	84,020.00	8,099.69	21,931.89	0.00	62,088.11	26.10
1100-4550-0000-1300-0000	OVERTIME WAGES	1,000.00	0.00	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	1,434.98	1,434.98	0.00	7,935.02	15.31
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	76,690.00	6,889.38	17,990.86	0.00	58,699.14	23.46
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	102,780.00	9,929.32	25,593.94	0.00	77,186.06	24.90
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	9,600.00	275.00	2,649.24	0.00	6,950.76	27.60
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	3,540.00	330.30	872.12	0.00	2,667.88	24.64
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	1,720.00	9,000.35	0.00	2,029.65	81.60
1100-4550-0000-4110-0000	WATER	2,000.00	0.00	484.37	0.00	1,515.63	24.22
1100-4550-0000-4120-0000	SEWER	1,500.00	0.00	408.44	0.00	1,091.56	27.23
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING	20,500.00	1,340.00	3,575.00	0.00	16,925.00	17.44
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	25,500.00	3,221.94	5,640.61	15,921.00	(4,363.56)	34.85
2022			1,620.00	3,247.32	3,128.86		
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	260.53	877.20	0.00	2,322.80	27.41
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	15,900.00	700.00	2,170.31	0.00	13,729.69	13.65
1100-4550-0000-5300-0000	COMMUNICATIONS	2,470.00	209.23	627.60	0.00	1,842.40	25.41
1100-4550-0000-5335-0000	INFORMATION ACCESS	6,900.00	0.00	275.00	0.00	6,625.00	3.99
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	1,505.76	1,959.96	0.00	15,190.04	11.43
1100-4550-0000-5875-0000	MILEAGE	1,250.00	96.94	210.39	0.00	1,039.61	16.83
1100-4550-0000-6000-0000	OFFICE SUPPLIES	2,500.00	194.58	562.83	0.00	1,937.17	22.51
1100-4550-0000-6100-0000	GENERAL SUPPLIES	20,000.00	2,270.33	6,840.30	0.00	13,159.70	34.20
1100-4550-0000-6220-0000	ELECTRICITY	87,910.00	12,460.48	37,321.39	0.00	50,588.61	42.45
1100-4550-0000-6230-0000	BOTTLED GAS	1,230.00	720.20	2,928.69	0.00	(1,698.69)	238.10
1100-4550-0000-6240-0000	FUEL OIL	2,500.00	0.00	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	4,101.12	10,291.78	0.00	39,708.22	20.58
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPME	35,000.00	84.00	3,132.25	0.00	31,867.75	8.95
Total Dept 4550-0000 - LIBRARY		1,514,740.00	141,965.66	380,429.22	30,739.00	1,113,335.15	25.12
Expenditures		1,514,740.00	141,965.66	380,429.22	30,739.00	1,113,335.15	25.12
Fund 1100 - GENERAL FUND:							
TOTAL EXPENDITURES		1,514,740.00	141,965.66	380,429.22	30,739.00	1,113,335.15	
Current Year Exp.			140,345.66	377,181.90	15,921.00		
Prior Year Exp.			1,620.00	3,247.32	14,818.00		

Lebanon Public Libraries Trustee Accounts

Balance Sheet

As of March 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	8,300.19
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	\$8,450.19
Other Current Assets	
Amount Due Leb Libraries Found	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$8,450.19
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	\$114,941.13
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 March 31, 2023

		TOTAL
Equity		
Net Assets		118,110.04
Opening Bal Equity		0.00
Unrealized Gain / Loss		0.00
Net Income		-3,168.91
Total Equity		\$114,941.13
TOTAL LIABILITIES AND EQUITY		\$114,941.13

Lebanon Public Libraries Trustee Accounts

Profit and Loss January - March, 2023

	TOTAL
Income	
Interest Income -	3,205.33
Other Income	1,581.95
Total Income	\$4,787.28
GROSS PROFIT	\$4,787.28
Expenses	
Books/Subscr/CD/DVD/Tapes	3,705.11
Community Relations	140.00
Education/Staff Development	2,073.00
Entertainment	324.21
Miscellaneous Exp	30.00
Office/Operating Supplies	1,135.97
Postage/Delivery	7.90
Web Hosting/Domain Fees	540.00
Total Expenses	\$7,956.19
NET OPERATING INCOME	\$ -3,168.91
NET INCOME	\$ -3,168.91

Dear Library Patrons,

As the Board of Trustees for the Lebanon library, we express our total support for the library's content and programs at the discretion of its staff, management, and directors.

Lebanon library is a vital resource and essential part of our community. The elected Board of Trustees are committed to supporting its continued growth and development. We will work with the library staff to ensure that the collection and programs are relevant, engaging, and responsive to the needs of our diverse community.

Sincerely,

Lebanon Library Board of Trustees

2023 Library Holiday Schedule

New Year's Day (observed)

Monday, January 2, 2023

Martin Luther King, Jr./Civil Rights Day

Monday, January 16, 2023

Presidents' Day

Monday, February 20, 2023

Memorial Day

Monday, May 29, 2023

Juneteenth

Monday, June 19, 2023

Independence Day

Tuesday, July 4, 2023

Labor Day

Monday, September 4, 2023

Indigenous Peoples' Day

Monday, October 9, 2023

Veterans' Day (observed)

Friday, November 10, 2023

Thanksgiving Holiday

Thursday, November 23, 2023

Christmas Holiday (observed)

Friday, December 22, 2023

Saturday, December 23, 2023

Monday, December 25, 2023



CITY MANAGER'S OFFICE

City of Lebanon, NH
51 North Park Street
Lebanon, NH 03766
(603) 448-4220
www.LebanonNH.gov

MEMO TO: Sean Fleming, Library Director
FROM: Shaun Mulholland, City Manager
DATE: 3/24/2023
RE: 2021 & 2022 Annual Budget over expenditures

Department heads do not have authority to over expend their approved operating budget without authorization from the City Manager. The City Manager is not permitted to transfer appropriations from one department to another without approval from the City Council.

Per City Charter C419:43, no appropriations shall be made for any purpose not included in the annual budget as adopted. For the past two years (2021 and 2022), the library budget has been overspent and not in compliance with the City Charter.

Per City Charter C419:45, After the budget has been adopted, no money shall be drawn from the treasury of the city, nor shall any obligation for the expenditure of money be incurred, except pursuant to a budget appropriation unless there shall be a specific additional appropriation therefor. The head of any department with the written approval of the manager may transfer any unencumbered balance or any portion thereof from one fund or agency within his department to another fund or agency within his department. The manager, with the approval of the council, may transfer any unencumbered appropriation balance or any portion thereof from one department to another.

At the end of each calendar year (the City's fiscal year), one of three things may happen with respect to the Library:

- 1) The unexpended/uncommitted library budget, as appropriated by the City Council, is transferred to the Library Board of Trustees or,
- 2) The Library Board of Trustees is advised as to the extent of the library's budget, as appropriated by the City Council, has been over expended/committed so that the Trustees may reimburse the general fund or,
- 3) There is neither a budgetary surplus nor deficit in which case no action need be taken.
- 4) In any circumstance in which the annually appropriated budget for the Library is overspent or about to be overspent, the Library Director must seek the approval of the City Manager. If funds are to be transferred to the Library budget, the City Council must approve the transfer. There are some exceptions regarding the awarding of grant funds, donations or expenditures relative to the Library that are covered in other portions of the City budget under the authority of the City Manager.

At the end of 2022, the Library budget has an over expenditure of \$14,360.97 (see attached). This is the second year that the library has over expended their budget. I ask for your cooperation relative to the compliance of the Library regarding budget and accounting requirements.

DocuSigned by:
Shaun Mulholland
AE8C225904D9436...

Shaun Mulholland

City Manager

Staff highlights April 2023

Jacqueline Frisina/Systems Librarian

I attended the Code4Lib conference at Princeton, NJ, and it was a great experience! Artificial Intelligence (AI) was a hot topic, as well as metadata and accessibility. A couple of the presentations were great motivators for the digital archives project that Ron and I will start sometime this year.

The Pre-conference Workshop

I attended the Code4AI workshop, which was about artificial intelligence (AI) and machine learning. I have used [ChatGPT](#), an AI chatbot, so it was interesting to take a peek behind the curtain of how that was created. It turns out, there is a lot of math and work involved in creating and training AI!

Web accessibility

There were some presentations on web accessibility that were particularly relevant since we recently launched the new website. For example, I learned that dark mode isn't just a cool feature - it can actually be a nice accessibility feature for people with painful visual impairments or certain processing disorders. This has given me the personal goal of creating and implementing a dark mode for our website sometime in the future!

I would like to share one tip that a presenter said is one of the easiest ways to improve web accessibility in your everyday life:

When hyperlinking a resource, always either hyperlink the title of the resource, or a descriptive text about it, instead of saying "click here".

For example, if you wanted to link to our catalog, you would write it like this:

[Go to our catalog](#) to search for more items!

Do not write it like this:

[Click here](#) to go to our catalog.

This is because someone using a screen reader and skipping around the links will hear "Click here" which is vague and does not tell you where the link is taking you, compared to "Go to our catalog" which is a descriptive link.

Digital Archives

Since Ron and I have been talking about creating a digital archive this year, it was great to hear some presentations about that. For example, I learned about the [Oxford Common File Layout \(OCFL\)](#), which may be a method that we want to incorporate to make sure that our digital repository can be accessed, migrated, and handled more easily in the future as platforms change, but the content stays the same.

Networking

I made new friends and saw old friends from past conferences. It was so lovely to go to an event in person and meet people again. I was struck by how kind, caring, and accepting the people at this conference are, it felt like a supportive environment where you can be yourself. It's great to see what different things people are doing at their workplaces, get inspired, and think about how it could possibly fit into yours!

I came back feeling motivated and energized, as well as prepared to use the things I've learned in my job. Thank you for sending me! 😊

Best,
Jaki

Nikki Rheume/Youth Services Librarian

I attended the SLJ Youth Services Summit in Fort Lauderdale in late March. It was a great day and a half conference, that really got me excited about things that we can do in our own library--a lot of programming and outreach methods were discussed! My favorite panels by far were on innovative preschool programming and a panel about how to make safe LBGTQAI+ spaces in our libraries.

--

Buildings and Grounds Issues

report generated on Apr 14, 2023

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

camera on AV system in Community Room at Kilton doesn't stay focused on the group

Done

1. contact Fred Parker
 - Assigned to:

circular stairway needs better grip

To do

1. Put tape down on stairs
 - Due on: Apr 01, 2023
 - Assigned to: ken.louzier@leblibrary.com

Done

1. Talk to contractor about sand tape options
 - 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:

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 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:

holiday lights need to come down

Done

1. reach Paul Coats to make a plan
 - Assigned to: ken.louzier@leblibrary.com

hot water is lukewarm at Kilton

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:

lights are out at Kilton above copier and front desk

In progress

1. schedule the work

- Assigned to:

Done

1. ask Defiance Electric to replace the bulbs

- Assigned to:

need better signs for water main in basement at Kilton

need to move table from Damren Room to Kilton staff room

old Honeywell system at Leb is operating the hot water system, complicating the Niagara controls migration

To do

1. discuss with Alliance

- Assigned to:

one community garden bed needs to get fixed

To do

1. clamp and reinforce corners

- Assigned to:

paint the exterior of Kilton

Done

1. contact George Hadlock in the spring 603-448-7645

- Due on: Apr 10, 2023

- Assigned to:

2. find out when Hadlock intends to do the work

- Assigned to:

3. sign contract with Hadlock painting

- Assigned to:

4. contact contractors

- Assigned to:

panel is popping off on woodwork by bus stop

Done

1. find contractor to do the work

- Assigned to: ken.louzier@leblibrary.com

parking lot at Kilton is getting cracks

prevent the pickup shed from rotting at Kilton

To do

1. shim the base up
 - Assigned to:

problems with lights at Kilton

To do

1. find out if there is grant money from the IRA available
 - Assigned to:
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 what bulbs we have in the fixtures Eric was looking at
 - Assigned to: ken.louzier@leblibrary.com
2. determine cost for upgrading lighting to LED, improving the entire lighting system
 - Assigned to:

put a data port on the YA room side of the wall off of the CR office at Kilton

To do

1. talk to Odie
 - Assigned to:

right hand door on holds cabinet at Leb doesn't stay closed

To do

1. fix the issue
 - Assigned to:

Done

1. examine source of problem
 - Assigned to:

roof leak showing on beams Tracy St side of Kilton

sink drips in Kilton staff bathroom

In progress

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

stripe the parking lot at Kilton

To do

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

switch over to safety outlets in the Damren Room

To do

- 1. contact city electrician
 - 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

To do

- 1. make sure we receive final report
 - Assigned to:

Done

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