



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

-
- 1. Call to Order**
 - 2. Joint Meeting of the Trustees and Foundation**
 - A. Review list of projects and collections to fundraise for
 - B. Foundation investment policy and performance review
 - 3. Approval of Minutes**
 - A. Approve the June 27th, 2023 meeting minutes
 - 4. New Business**
 - A. Approve the Treasurer's Report
 - B. Approve the 2024 library budget
 - 5. Committee Reports**
 - 6. Other Business**
 - A. Public comment policy update
 - B. Library director report
 - C. Deputy library director report
 - 7. 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.

Ideas for projects & collections for foundation fundraising

- Transform the unadorned, newly insulated corner in Lebanon at the children's entrance to a parent's corner with parenting collections and comfy seating.
\$5,000
- Some major improvements to the Kilton Children's room \$10,000
 - Sensory wall
 - Endcap decorations
 - Installation of interactive furniture
- Grounds beautification and better functionality for programs \$23,500 (itemized below)
 - Kilton
 - Wood fired oven; \$7,500 construction cost, ongoing cost for firewood \$1,000 annually
 - Staff led (start with that, then loosen as we grow comfortable)
 - Insurance co. is okay with it, still checking with the Fire Department about concerns regarding smoke and notifications when in use
 - Fairy Ring of stones to do storytime around \$2,500
 - Edible landscape (12 blueberry bushes, mulch the entire row) \$2,000
 - Riser/platform and awning for performers and patrons, include furniture and electrical work \$7,500
 - Lebanon
 - Plant something nicer along the walkway \$2,000
 - Abenaki preservation garden \$2,000
- Turn a meeting room into a studio for sound recording, maintaining the functionality of a regular meeting space; sound dampening \$6,000
 - Switch Bea's Office with Tutorial room
 - We have recording equipment originally purchased with ARPA funding
- Laptop Recycling Program; \$3,000 annually
 - Older used laptops will be purchased and IT staff will install user friendly Linux on them.
 - Patrons in need will be given a laptop.
 - IT Staff will provide support for the laptops.

- 10-15 laptops
- Add to the print and digital collections budget; \$10,000, ongoing annual commitment needed to fundraise this amount
 - Music Library – non-digital collections
 - Additional funding for the Cool Stuff collection
 - Inflation has affected the purchasing power of the \$25,000 annual contribution from the foundation to the trustees; the first \$25,000 gift was given in 2013
- Little free pantry, potential partnership with Willing Hands or another organization, \$3,000

Laptop Donation Program Proposal

Jaki Frisina & Ron Houk

Introduction

Access to technology is essential in today's society. However, not everyone can afford to buy a laptop. People caught by this digital divide may experience difficulty participating fully in educational, work, and/or personal activities. To bridge this gap, we are proposing a laptop donation program at the library to provide laptops to people in need.

Background

Previously, we had a laptop lending program, and patrons could borrow laptops to take home for a set period of time. Unfortunately, the majority of our laptops did not make it back to the library. This indicates a need that is greater than staying in good standing at the library.

Although the library currently has laptops for in-house use, there are patrons who struggle to make it to the library due to various transportation, childcare, or other schedule issues. These patrons would benefit from having a laptop at home.

Program Description

The program will involve purchasing refurbished laptops in excellent condition, installing Linux on them, and distributing them to people who cannot afford to buy their own. We'll be using Linux because it is a secure, reliable desktop that offers free upgrades and generally works well with aging hardware. The laptops will be preloaded with essential open-source software and basic educational resources to aid the recipients' learning and help them become more self-sufficient.

Budget

With an overall budget of \$3,000, we would be able to purchase 10-15 laptops at \$200-300 per laptop.

Application Process

Patrons who express interest in obtaining a laptop can fill out the [Laptop Donation Program form](#), which will go to Jaki and Ron. Patrons will be given a laptop on a first come, first served basis.

Program Impact

This program will have an impact on our community, especially on low-income families, students, and seniors who cannot afford to buy their laptops. By providing them with free laptops, we will enable them to access online educational resources, apply for jobs, and access healthcare and other vital services. This program will contribute to equalizing the amount of time people must spend on accessing information and completing everyday tasks.

Conclusion

We are seeking \$3,000 to launch a laptop donation program at the library to provide laptops to people in need. We believe that this program will have a significant impact on our community by bridging the digital divide and promoting equal opportunities for all.

Notes

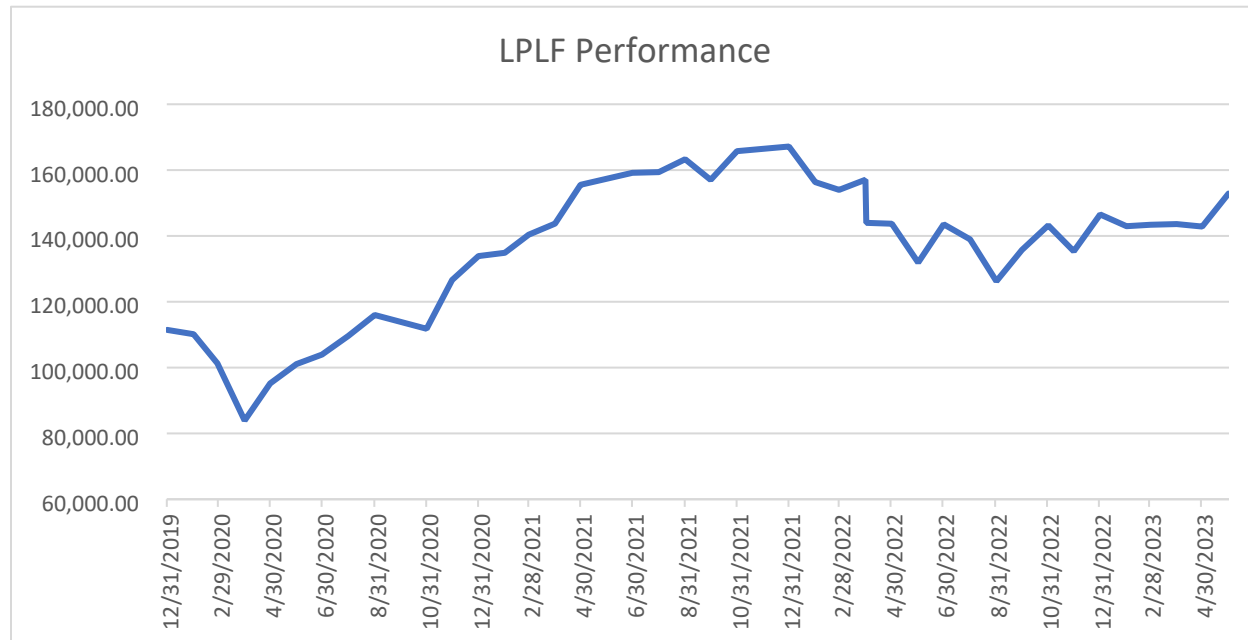
[A similar program in Massachusetts was recently in the news](#)

Portfolio Overview & Performance

In July of 2017, \$100,000 was invested in the foundation endowment via a brokerage account at Vanguard. An asset allocation was assigned to this portfolio to ensure the assets remained diversified. The portfolio is rebalanced from time to time to ensure the asset allocation is within its assigned targets, detailed below:

	Target	Range
Vanguard Large-Cap Index Fund - Admiral Shares	22.5%	20-25%
Vanguard FTSE Socially Responsible Index Fund - Admiral Shares	22.5%	20-25%
Vanguard Small-Cap Index Fund - Admiral Shares	45%	40-50%
Vanguard Total International Stock Index - Investor Shares	5%	3-7%
Vanguard Emerging Markets Stock Index - Investor Shares	5%	3-7%

As of June 30, 2023, the portfolio has a balance of \$152,881.15, an annualized rate of return of approximately 7.3% over the past 6 years. 2022 was a very challenging year, where a traditional 60/40 portfolio experienced the third worst year in the history of the market (behind 1937 and 2008). There has been a rebound in equity returns so far in 2023, however a lot of the gains are concentrated in Mega-Cap stocks such as Apple, Alphabet, Nvidia, Amazon and Microsoft.



In regards to the Investment Policy, there was one material change of the course of the year. Given the rise in interest rates, the Investment Committee proposed investing the Operating Reserve Fund balance in excess of 6 months of Foundation expenses in short-term liquid investments such as money market/

Short-Term Treasury funds. The primary purpose of the Operating Reserve Fund is to preserve capital and to serve as a contingent source of liquidity for the LPLF. The vehicle chosen by the LPLF Investment Committee will be very low risk, but earning a higher yield than the current Mascoma bank account.

DRAFT

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Kilton Library Community Room OR
Remote Via Virtual Platform
LebanonNH.gov/Live
June 27, 2023
7:00 PM**

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

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

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

2
3 Chair Oscadal opened the meeting at 7:00PM.

4
5 **2. APPROVAL OF MINUTES**

6 **A. Approve the May 23, 2023 minutes**

7
8 *Ms. Wunsch MOVED to accept the meeting minutes of May 23, 2022, as amended.*

9 *Seconded by Ms. Sharfstein.*

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

11 *Jeff Damren entered the meeting and sat as a voting member.*

12 **3. NEW BUSINESS**

13 **A. Approve the Treasurer's report**

14 Mr. Stebbins explained that the Special Funds line has a deficit of approximately \$18,000. The
15 City portion of the Library budget is underbudget by approximately \$32,000. Most of the is due
16 to an underrun in the Wages line.

17
18 *Mr. Swan MOVED to approve the Treasurer's Report, as presented.*

19 *Seconded by Ms. Sharfstein.*

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

21 **B. Presentation on Potential New Initiatives for Foundation Fundraising**

22
23 Director Fleming explained that the Foundation is looking for fundraising opportunities. He
24 asked staff what they would like for initiatives at the Library and presented that list to the Board.
25 The Board reviewed the list.

C. Review Public Comments Policy Draft

The Board reviewed the draft policy and made certain amendments. The Board discussed how it would set up the seating in the room, in order to allow for public comment during meetings, per the policy. The Board agreed that it would send the revised policy to an attorney for review and adoption at a future meeting.

D. Review Policy Review Calendar

The Board reviewed the policy review calendar.

E. Library portion of the Lebanon Strategic Plan Discussion

The Board reviewed the Library portion of the Lebanon Strategic Plan. There were no questions, and all felt comfortable with the document, as long as staff is.

4. COMMITTEE REPORTS

None at this time.

5. OTHER BUSINESS**A. Attorney opinion on Trespass Policy Draft and Rules and Regulations Policy**

Director Fleming explained that the attorney's opinion is that the Board's Rules and Regulations Policy needs to include more clarity and there needs to be a cap on how long people can be listed as trespass for. The attorney noted that people should be listed as trespass for 6-12 months maximum. Staff is working to edit the policy based on the attorney's opinion.

B. Library director report

Director Fleming noted that Yuli Volentino is officially a Library Trustee. She will likely join the Board meeting in July. The Board will hold its joint annual meeting with the Foundation in July. The City Manager asked that all boards be mindful of the City's Ethics Policy. He explained that Amy Lappin has been appointed to the American Library Association Executive Board. He stated that 50-60 people attended the last Drag Story Hour and there was no protesting of the event. There have also been over 550 signups for summer reading this year.

C. Deputy library director report

None at this time.

D. Form ad hoc committee on library closings

The Board agreed to form an ad hoc committee to discuss Library closings.

E. Vacant positions: alternate trustee, trustee rep to the library foundation, finance committee members

Chair Oscadal explained that the Board is seeking an alternate Trustee, a Trustee representative to the Library Foundation, and Finance Committee members. Chair Oscadal stated that he would join the Finance Committee.

Director Fleming stated that it may be wise to let the entire community know about the open alternate position. He has heard comments regarding the Board not being very diverse and not reaching out to all constituents.

Ms. Rheinlander expressed interest in being the representative to the Library Foundation. Ms. Sharfstein also expressed interest.

6. ADJOURNMENT:

Mr. Stebbins MOVED to adjourn the meeting.

Seconded by Mr. Swan.

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

The meeting was adjourned at 8:27 PM.

Respectfully submitted,
Kristan Patenaude
Recording Secretary

MTD AND YTD REVENUE/EXPENSE FOR CITY OF LEBANON

Balance As of 06/30/2023

GL Number	Description	Bdgt Amendments From PO Carryover	2023 Amended Budget	Activity For 06/30/2023	YTD Balance 06/30/2023	Encumbrance 06/30/2023	Available Balance 06/30/2023	% Bdgt Used
Fund: 1100 GENERAL FUND								
Account Category: Expenditures								
Department: 4550-0000 LIBRARY								
1100-4550-0000-1100-0000	FULL TIME WAGES	0.00	745,110.00	71,256.60	366,549.57	0.00	378,560.43	49.19
1100-4550-0000-1120-0000	PART TIME WAGES 20-24	0.00	53,590.00	0.00	434.65	0.00	53,155.35	0.81
1100-4550-0000-1125-0000	PART TIME WAGES 25-29	0.00	119,500.00	14,021.62	72,880.12	0.00	46,619.88	60.99
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	0.00	84,020.00	7,280.99	45,371.38	0.00	38,648.62	54.00
1100-4550-0000-1300-0000	OVERTIME WAGES	0.00	1,000.00	8.75	125.20	0.00	874.80	12.52
1100-4550-0000-2100-0000	HEALTH/DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1100-4550-0000-2150-0000	LIFE & DISABILITY INSURANCE	0.00	9,370.00	717.49	2,852.42	0.00	6,517.58	30.44
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	0.00	76,690.00	6,886.83	36,118.09	0.00	40,571.91	47.10
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	0.00	102,780.00	10,019.88	51,522.51	0.00	51,257.49	50.13
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	0.00	9,600.00	20.00	3,097.99	0.00	6,502.01	32.27
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	0.00	3,540.00	325.95	1,725.42	0.00	1,814.58	48.74
1100-4550-0000-3000-0000	LEGAL SERVICES	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
1100-4550-0000-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUBSCRIPTI	0.00	11,030.00	160.98	9,645.33	0.00	1,384.67	87.45
1100-4550-0000-4110-0000	WATER	0.00	2,000.00	0.00	988.95	0.00	1,011.05	49.45
1100-4550-0000-4120-0000	SEWER	0.00	1,500.00	0.00	849.18	0.00	650.82	56.61
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING	0.00	20,500.00	410.00	7,126.00	0.00	13,374.00	34.76
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	16,438.00	41,938.00	9,233.72	20,232.28	11,209.72	(3,504.00)	48.24
2021				0.00	0.00	14,000.00		
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	0.00	3,200.00	260.53	1,658.79	0.00	1,541.21	51.84
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	0.00	15,900.00	2,102.48	8,223.56	0.00	7,676.44	51.72
1100-4550-0000-5300-0000	COMMUNICATIONS	0.00	2,470.00	207.88	1,251.33	0.00	1,218.67	50.66
1100-4550-0000-5335-0000	INFORMATION ACCESS	0.00	6,900.00	275.00	3,055.00	0.00	3,845.00	44.28
1100-4550-0000-5400-0000	ADVERTISING	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
1100-4550-0000-5800-0000	TRAVEL	0.00	17,150.00	0.00	3,500.20	0.00	13,649.80	20.41
1100-4550-0000-5875-0000	MILEAGE	0.00	1,250.00	178.16	1,012.70	0.00	237.30	81.02
1100-4550-0000-6000-0000	OFFICE SUPPLIES	0.00	2,500.00	270.64	1,213.00	0.00	1,287.00	48.52
1100-4550-0000-6100-0000	GENERAL SUPPLIES	0.00	20,000.00	4,116.62	14,107.75	0.00	5,892.25	70.54
1100-4550-0000-6220-0000	ELECTRICITY	0.00	87,910.00	3,202.95	47,714.71	0.00	40,195.29	54.28
1100-4550-0000-6230-0000	BOTTLED GAS	0.00	1,230.00	0.00	3,126.34	0.00	(1,896.34)	254.17
1100-4550-0000-6240-0000	FUEL OIL	0.00	2,500.00	0.00	1,291.48	0.00	1,208.52	51.66
1100-4550-0000-6260-0000	GASOLINE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1100-4550-0000-6400-0010	BOOKS/PERIODICALS/AUDIO/VISUAL SUPPL	0.00	50,000.00	4,785.22	22,361.39	0.00	27,638.61	44.72
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	0.00	35,000.00	363.09	6,853.32	0.00	28,146.68	19.58
Total Dept 4550-0000 - LIBRARY		16,438.00	1,531,178.00	136,105.38	734,888.66	25,209.72	771,079.62	47.99
Expenditures		16,438.00	1,531,178.00	136,105.38	734,888.66	25,209.72	771,079.62	47.99
Fund 1100 - GENERAL FUND:								
TOTAL EXPENDITURES		16,438.00	1,531,178.00	136,105.38	734,888.66	25,209.72	771,079.62	
Current Year Exp.				136,105.38	734,888.66	11,209.72		
Prior Year Exp.				0.00	0.00	14,000.00		

Lebanon Public Libraries Trustee Accounts

Balance Sheet

As of June 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Citizens Bank - Carter Trust	0.00
Citizens Bank - Charter Trust	0.00
Ckbbk MSB #926522757	0.00
Main MSB Checking Acct 773	13,129.51
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	\$13,279.51
Other Current Assets	
Amount Due Leb Libraries Found	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$13,279.51
Other Assets	
Long Term Assets- Other	
Savings Account MSB 5568114	86,490.94
Total Long Term Assets- Other	86,490.94
Total Other Assets	\$86,490.94
TOTAL ASSETS	\$99,770.45
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
Equity	
Net Assets	118,110.04
Opening Bal Equity	0.00
Unrealized Gain / Loss	0.00
Net Income	-18,339.59
Total Equity	\$99,770.45
TOTAL LIABILITIES AND EQUITY	\$99,770.45

Lebanon Public Libraries Trustee Accounts

Profit and Loss
January - June, 2023

	TOTAL
Income	
Interest Income -	3,205.33
Other Income	5,170.31
Total Income	\$8,375.64
GROSS PROFIT	\$8,375.64
Expenses	
Books/Subscr/CD/DVD/Tapes	4,024.32
Budget Deficit	14,360.97
Community Relations	405.99
Education/Staff Development	2,073.00
Entertainment	568.17
Miscellaneous Exp	46.99
Office/Operating Supplies	2,467.70
Postage/Delivery	64.37
Professional Fees	84.00
Programs	1,319.78
Repairs/Maintenance	609.94
Web Hosting/Domain Fees	690.00
Total Expenses	\$26,715.23
NET OPERATING INCOME	\$ -18,339.59
NET INCOME	\$ -18,339.59

BUDGET REPORT FOR CITY OF LEBANON

Calculations As of 06/30/2023

GL Number	Description	2023 Amended Budget	2023 Activity	2023 Projected	2024 Requested	2024 RECOMMENDED	2024 APPROVED
Fund: 1100 GENERAL FUND							
Account Category: Appropriations							
1100-0000	FULL TIME WAGES	745,110	366,550	737,780	786,920	0	0
1120-0000	PART TIME WAGES 20-24	53,590	435	18,190	32,270	0	0
1125-0000	PART TIME WAGES 25-29	119,500	72,880	130,160	121,150	0	0
1200-0000	TEMPORARY PT WAGES	84,020	45,371	98,890	115,650	0	0
1300-0000	OVERTIME WAGES	1,000	125	500	500	0	0
2150-0000	LIFE & DISABILITY INSURANCE	9,370	2,852	9,400	10,330	0	0
2200-0000	FICA & MEDICARE TAXES	76,690	36,118	73,250	80,790	0	0
2301-0000	RETIREMENT: MUNICIPAL	102,780	51,523	103,500	106,470	0	0
2450-0000	TRAINING/LICENSES/DUES	9,600	3,098	10,300	14,290	0	0
2600-0000	WORKERS' COMPENSATION	3,540	1,725	3,500	2,970	0	0
3000-0000	LEGAL SERVICES	2,000		2,000	2,000	0	0
3410-0000	SOFTWARE SUPPORT/SERVICE/SUBS	11,030	9,645	12,390	13,950	0	0
4110-0000	WATER	2,000	989	2,200	2,300	0	0
4120-0000	SEWER	1,500	849	1,800	1,800	0	0
4225-0000	LAWN CARE/SNOW PLOWING	20,500	7,126	20,000	24,500	0	0
4300-0000	REPAIR/MAINTENANCE SERVICES	41,938	20,232	37,120	109,660	0	0
4420-0000	RENTAL OF EQUIPMENT & VEHICLE	3,200	1,659	3,150	3,120	0	0
5000-0000	OTHER PURCHASED SERVICES	15,900	8,224	17,000	24,480	0	0
5300-0000	COMMUNICATIONS	2,470	1,251	2,510	2,510	0	0
5335-0000	INFORMATION ACCESS	6,900	3,055	6,900	7,100	0	0
5400-0000	ADVERTISING	1,000		1,000	1,000	0	0
5800-0000	TRAVEL	17,150	3,500	12,000	20,530	0	0
5875-0000	MILEAGE	1,250	1,013	1,750	2,000	0	0
6000-0000	OFFICE SUPPLIES	2,500	1,213	2,500	2,750	0	0
6100-0000	GENERAL SUPPLIES	20,000	14,108	25,000	25,000	0	0
6220-0000	ELECTRICITY	87,910	47,715	91,440	110,740	0	0
6230-0000	BOTTLED GAS	1,230	3,126	5,000	3,500	0	0
6240-0000	FUEL OIL	2,500	1,291	2,500	3,000	0	0
6400-0010	BOOKS/PERIODICALS/AUDIO/VISUA	50,000	22,361	50,000	55,000	0	0
7500-0000	FURNISHINGS, SMALL TOOLS & EQ	35,000	6,853	22,000	47,000	0	0
Appropriations		1,531,178	734,887	1,503,730	1,733,280	0	0
Fund 1100 - GENERAL FUND:							
TOTAL APPROPRIATIONS		1,531,178	734,887	1,503,730	1,733,280	0	0

BUDGET REPORT FOR CITY OF LEBANON

Calculations As of 06/30/2023

GL Number	Description	2023 Amended Budget	2023 Activity	2023 Projected	2024 Requested	2024 RECOMMENDED	2024 APPROVED
Fund: 1100 GENERAL FUND							
Account Category: Appropriations							
1100-4550-0000-1100-0000	FULL TIME WAGES	745,110	366,550	737,780	786,920	0	0
1100-4550-0000-1120-0000	PART TIME WAGES 20-24	53,590	435	18,190	32,270	0	0
1100-4550-0000-1125-0000	PART TIME WAGES 25-29	119,500	72,880	130,160	121,150	0	0
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	84,020	45,371	98,890	115,650	0	0
1100-4550-0000-1300-0000	OVERTIME WAGES	1,000	125	500	500	0	0
1100-4550-0000-2150-0000	LIFE & DISABILITY INSURANCE	9,370	2,852	9,400	10,330	0	0
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	76,690	36,118	73,250	80,790	0	0
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	102,780	51,523	103,500	106,470	0	0
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	9,600	3,098	10,300	14,290	0	0
	LAPPIN CONFERENCE REGISTRATION FEES AND PROFESSIONAL MEMBERSHIP DUES	0	0	0	850	0	0
	COUGHLIN CONFERENCE REGISTRATION FEES AND PROFESSIONAL MEMBERSHIP DUES	0	0	0	1,160	0	0
	FRISINA CONFERENCE REGISTRATION FEES AND PROFESSIONAL MEMBERSHIP DUES	0	0	0	720	0	0
	PFEIFFER CONFERENCE REGISTRATION FEES AND PROFESSIONAL MEMBERSHIP DUES	0	0	0	1,160	0	0
	WHITTLESEY CONFERENCE REGISTRATION FEES AND PROFESSIONAL MEMBERSHIP DUES	0	0	0	680	0	0
	RHEAUME CONFERENCE REGISTRATION FEES AND PROFESSIONAL MEMBERSHIP DUES	0	0	0	1,420	0	0
	FLEMING CONFERENCE REGISTRATION FEES AND PROFESSIONAL MEMBERSHIP DUES	0	0	0	920	0	0
	COUSER TUITION AND PROFESSIONAL MEMBERSHIP DUES	0	0	0	4,280	0	0
	HOUK PROFESSIONAL MEMBERSHIP DUES AND ONLINE CLASSES	0	0	0	600	0	0
	SAFETY TRAININGS	0	0	0	1,750	0	0
	HOMELESS TRAINING INSTITUTE	0	0	700	750	0	0
	JAKI FRISINA CODE4LIB	0	0	600	0	0	0
	AMY LAPPIN NEW HAMPSHIRE LIBRARY ASSOCIATION DUES AND REGISTRATION FOR CONFERENCE, NEW ENGLAND LIBRARY ASSOCIATION DUES AND REGISTRATION FOR CONFERENCE, LEADERSHIP CLASS AT PLYMOUTH STATE	0	0	800	0	0	0
	AMBER COUGHLIN NHLA, NELA AND ALA CONFERENCE REGISTRATIONS AND MEMBERSHIPS	0	0	600	0	0	0
	NIKKI RHEAUME AMERICAN LIBRARY ASSOCIATION, YOUNG ADULT LIBRARY ASSOCIATION CONFERENCES; MEMBERSHIPS IN BOTH	0	0	1,200	0	0	0
	BEATRICE COUSER CLASSES TO PURSUE HER MASTERS IN LIBRARY ASSOCIATION	0	0	4,200	0	0	0
	LAUREN WHITTLESEY AMERICAN LIBRARY ASSOCIATION CONFERENCE, NEW ENGLAND LIBRARY CONFERENCE, CHILDREN'S LIBRARIANS OF NH CONFERENCE	0	0	400	0	0	0
	CELESTE PFEIFFER AMERICAN LIBRARY ASSOCIATION CONFERENCE, NEW ENGLAND LIBRARY ASSOCIATION CONFERENCE	0	0	800	0	0	0
	SEAN FLEMING AMERICAN LIBRARY ASSOCIATION CONFERENCE, NEW ENGLAND LIBRARY ASSOCIATION CONFERENCE	0	0	600	0	0	0
	RON HOUK WEBINARS	0	0	400	0	0	0

BUDGET REPORT FOR CITY OF LEBANON

Calculations As of 06/30/2023

GL Number	Description	2023 Amended Budget	2023 Activity	2023 Projected	2024 Requested	2024 RECOMMENDED	2024 APPROVED
Fund: 1100 GENERAL FUND							
Account Category: Appropriations							
	GL # FOOTNOTE TOTAL	0	0	10,300	14,290	0	0
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	3,540	1,725	3,500	2,970	0	0
1100-4550-0000-3000-0000	LEGAL SERVICES	2,000	0	2,000	2,000	0	0
1100-4550-0000-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUB	11,030	9,645	12,390	13,950	0	0
	AMAZON PRIME ANNUAL FEE	0	0	0	350	0	0
	SCHEDULING SOFTWARE	0	0	0	2,500	0	0
	BYWATER SOLUTIONS/KOHA	0	0	6,500	6,500	0	0
	ASPEN/LIBRARY CATALOG	0	0	1,650	1,650	0	0
	LIBCAL (MEETING ROOM CALENDAR)	0	0	800	860	0	0
	BEANSTACK	0	0	1,000	0	0	0
	MAILCHIMP	0	0	1,620	1,620	0	0
	VOKAL (VT ORG OF KOHA AUTOMATED LIBRARIES)	0	0	250	250	0	0
	TECHSOUP	0	0	100	100	0	0
	FAXPLUS	0	0	120	120	0	0
	AWS - WEB HOSTING ANNUAL FEE	0	0	350	0	0	0
	GL # FOOTNOTE TOTAL	0	0	12,390	13,950	0	0
1100-4550-0000-4110-0000	WATER	2,000	989	2,200	2,300	0	0
1100-4550-0000-4120-0000	SEWER	1,500	849	1,800	1,800	0	0
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING	20,500	7,126	20,000	24,500	0	0
	LAWN MAINTENANCE, PLOWING, SHOVELING	0	0	15,000	17,000	0	0
	MULCHING, GARDENING, TREE PRUNING	0	0	5,000	7,500	0	0
	GL # FOOTNOTE TOTAL	0	0	20,000	24,500	0	0
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	41,938	20,232	37,120	109,660	0	0
	CASELLA	0	0	2,820	3,000	0	0
	PAINT KILTON	0	0	0	40,000	0	0
	ALLIANCE MOVE FROM BASIX HVAC CONTROLS TO NIAGARA	0	0	0	27,500	0	0
	CARPET CLEANING AND WAXING FLOORS	0	0	0	2,500	0	0
	ALLIANCE	0	0	25,000	27,500	0	0
	OTIS	0	0	1,220	1,080	0	0
	VT LIFE SAFETY	0	0	1,500	1,500	0	0

BUDGET REPORT FOR CITY OF LEBANON

Calculations As of 06/30/2023

GL Number	Description	2023 Amended Budget	2023 Activity	2023 Projected	2024 Requested	2024 RECOMMENDED	2024 APPROVED
Fund: 1100 GENERAL FUND							
Account Category: Appropriations							
	STATE BOILER INSPECTION	0	0	100	100	0	0
	STATE ELEVATOR INSPECTION	0	0	50	50	0	0
	INTERDEPARTMENTAL CHARGES (DPW, FIRE)	0	0	1,000	1,000	0	0
	PLUMBERS, ELECTRICIANS, LOCKSMITHS, CASELLA ETC.	0	0	5,000	5,000	0	0
	TASCO PANIC ALARM MONITORING	0	0	430	430	0	0
	GL # FOOTNOTE TOTAL	0	0	37,120	109,660	0	0
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLE	3,200	1,659	3,150	3,120	0	0
	DE LAGE LANDEN, \$260.53/MONTH IN 2022						
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	15,900	8,224	17,000	24,480	0	0
	FOOD FOR PROGRAMS AND MEETINGS	0	0	1,200	1,500	0	0
	PORTA POTTY AT KILTON	0	0	0	3,480	0	0
	ANDREA BRASSARD COURIER SERVICES	0	0	7,200	8,400	0	0
	MUSEUM PASSES	0	0	1,000	1,000	0	0
	MOVIE LICENSES	0	0	100	100	0	0
	PROGRAM PRESENTERS	0	0	7,500	10,000	0	0
	GL # FOOTNOTE TOTAL	0	0	17,000	24,480	0	0
1100-4550-0000-5300-0000	COMMUNICATIONS	2,470	1,251	2,510	2,510	0	0
	COMCAST PHONE	0	0	1,860	1,860	0	0
	CONSOLIDATED COMMUNICATIONS - ELEVATOR EMERGENCY PHONE	0	0	650	650	0	0
	GL # FOOTNOTE TOTAL	0	0	2,510	2,510	0	0
1100-4550-0000-5335-0000	INFORMATION ACCESS	6,900	3,055	6,900	7,100	0	0
	MOBILE BEACON HOT SPOTS	0	0	3,600	3,800	0	0
	VTEL INTERNET	0	0	3,300	3,300	0	0
	GL # FOOTNOTE TOTAL	0	0	6,900	7,100	0	0
1100-4550-0000-5400-0000	ADVERTISING	1,000	0	1,000	1,000	0	0
1100-4550-0000-5800-0000	TRAVEL	17,150	3,500	12,000	20,530	0	0
	COUGHLIN CONFERENCE TRAVEL	0	0	2,000	3,800	0	0
	LAPPIN CONFERENCE TRAVEL	0	0	800	800	0	0
	PFEIFFER CONFERENCE TRAVEL	0	0	2,000	3,800	0	0
	RHEAUME CONFERENCE TRAVEL	0	0	4,000	4,500	0	0
	WHITTLESEY CONFERENCE TRAVEL						

BUDGET REPORT FOR CITY OF LEBANON

Calculations As of 06/30/2023

GL Number	Description	2023 Amended Budget	2023 Activity	2023 Projected	2024 Requested	2024 RECOMMENDED	2024 APPROVED
Fund: 1100 GENERAL FUND							
Account Category: Appropriations							
		0	0	500	2,050	0	0
	FLEMING CONFERENCE TRAVEL						
		0	0	1,500	3,780	0	0
	FRISINA CONFERENCE TRAVEL						
		0	0	1,200	1,800	0	0
	JAKI FRISINA CODE4LIB						
	AMY LAPPIN NEW ENGLAND LIBRARY ASSOCIATION CONFERENCE, NH LIBRARY ASSOCIATION CONFERENCE, NHLA EQUITY, DIVERSITY & INCLUSION WORKSHOPS						
	AMBER COUGHLIN AMERICAN LIBRARY ASSOCIATION CONFERENCE, NH LIBRARY ASSOCIATION CONFERENCE, NEW ENGLAND LIBRARY ASSOCIATION CONFERENCE,						
	NIKKI RHEAUME						
	LAUREN WHITTLESEY AMERICAN LIBRARY ASSOCIATION CONFERENCE, NH LIBRARY ASSOCIATION CONFERENCE, NEW ENGLAND LIBRARY ASSOCIATION CONFERENCE						
	CELESTE PFEIFFER AMERICAN LIBRARY ASSOCIATION CONFERENCE, NH LIBRARY ASSOCIATION CONFERENCE, NEW ENGLAND LIBRARY ASSOCIATION CONFERENCE						
	SEAN FLEMING AMERICAN LIBRARY ASSOCIATION CONFERENCE						
	GL # FOOTNOTE TOTAL	0	0	12,000	20,530	0	0
1100-4550-0000-5875-0000	MILEAGE	1,250	1,013	1,750	2,000	0	0
1100-4550-0000-6000-0000	OFFICE SUPPLIES	2,500	1,213	2,500	2,750	0	0
1100-4550-0000-6100-0000	GENERAL SUPPLIES	20,000	14,108	25,000	25,000	0	0
1100-4550-0000-6220-0000	ELECTRICITY	87,910	47,715	91,440	110,740	0	0
1100-4550-0000-6230-0000	BOTTLED GAS	1,230	3,126	5,000	3,500	0	0
1100-4550-0000-6240-0000	FUEL OIL	2,500	1,291	2,500	3,000	0	0
1100-4550-0000-6400-0010	BOOKS/PERIODICALS/AUDIO/VISUA	50,000	22,361	50,000	55,000	0	0
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQ	35,000	6,853	22,000	47,000	0	0
	NEW FLOOR CLEANER FOR KILTON						
		0	0	0	7,500	0	0
	COMPUTER BUDGET - REPAIR AND REPLACE						
		0	0	3,000	7,500	0	0
	COMPUTER BUDGET - PLANNED UPGRADES						
		0	0	10,000	18,500	0	0
	FURNITURE REPLACEMENT						
		0	0	3,000	6,000	0	0
	TOOLS AND EQUIPMENT						
		0	0	6,000	7,500	0	0
	GL # FOOTNOTE TOTAL	0	0	22,000	47,000	0	0
Appropriations		1,531,178	734,887	1,503,730	1,733,280	0	0
Fund 1100 - GENERAL FUND:							
TOTAL APPROPRIATIONS		1,531,178	734,887	1,503,730	1,733,280	0	0

BUDGET REPORT FOR CITY OF LEBANON
Calculations As of 06/30/2023

GL Number	Description	2023 Amended Budget	2023 Activity	2023 Projected	2024 Requested	2024 RECOMMENDED	2024 APPROVED
Fund: 1455 CAPITAL IMPROVEMENTS							
Account Category: Appropriations							
1455-4903-4550-2019-8213-1455	LEBANON LIBRARY RENOVATION	9,396	6,228	0	0	0	0
	Appropriations	9,396	6,228	0	0	0	0
Fund 1455 - CAPITAL IMPROVEMENTS:							
TOTAL APPROPRIATIONS		9,396	6,228	0	0	0	0
Report Totals:							
TOTAL APPROPRIATIONS - ALL FUNDS		1,540,574	741,115	1,503,730	1,733,280	0	0

CITY BUDGET: LIBRARY

Position (Job Class/Title)	Events (Specifics)	Name of Incumbent (Indicate if Vacant) / Anniversary Date	Labor Grade	Wage Rate	Hours	Pay Periods	Weekly Wage	Annualized Wage	FICA/MEDI	RETIREMENT	W/C librarian	W/C custodial
NOTE: FULL- AND PART-TIME REGULAR POSITIONS MUST AGREE WITH WHAT IS REPRESENTED IN THE ACCOMPANYING POSITION CONTROL.									7.65%	13.53%	0.17%	1.96%
Library Director		Sean Fleming / 1/01	Non 14	\$2,359.96	40	52	\$2,359.96	\$122,717.92				
	GWI			\$70.80		52	\$70.80	\$3,681.54				
	eval increase (below 3% due to being at top of range)			\$70.72		52	\$70.72	\$3,677.44				
				\$2,501.48			\$2,501.48	\$130,076.90	\$ 9,950.88	\$ 17,599.40	\$ 221.13	
Deputy Library Director		Amy Lappin / 1/01	Non 12	\$1,981.77	40	52	\$1,981.77	\$103,052.04				
	GWI			\$59.45		52	\$59.45	\$3,091.56				
	eval increase			\$61.24		52	\$61.24	\$3,184.31				
				\$2,102.46			\$2,102.46	\$109,327.91	\$ 8,363.59	\$ 14,792.07	\$ 185.86	
Systems Librarian		Jaki Frisina / 5/13	Non 11	\$1,570.77	40	52	\$1,570.77	\$81,680.04				
	GWI			\$47.12		52	\$47.12	\$2,450.40				
	eval increase			\$48.54		32	\$48.54	\$1,553.18				
				\$1,666.43			\$1,666.43	\$85,683.62	\$ 6,554.80	\$ 11,592.99	\$ 145.66	
Children's Librarian		Amber Coughlin / 8/15	Non 8	\$1,487.92	40	52	\$1,487.92	\$77,371.84				
	GWI			\$44.64		52	\$44.64	\$2,321.16				
	eval increase			\$45.98		44	\$45.98	\$2,022.98				
				\$1,578.53			\$1,578.53	\$81,715.97	\$ 6,251.27	\$ 11,056.17	\$ 138.92	
Outreach Librarian		Celeste Pfeiffer / 11/04	Non 8	\$1,487.92	40	52	\$1,487.92	\$77,371.84				
	GWI			\$44.64		52	\$44.64	\$2,321.16				
	eval increase			\$45.98		8	\$45.98	\$367.81				
				\$1,578.53			\$1,578.53	\$80,060.81	\$ 6,124.65	\$ 10,832.23	\$ 136.10	
Information Technology Librarian		Ron Houk / 5/17	Non 11	\$1,636.21	40	52	\$1,636.21	\$85,082.92				
	GWI			\$49.09		52	\$49.09	\$2,552.49				
	eval increase			\$50.56		32	\$50.56	\$1,617.88				
				\$1,735.86			\$1,735.86	\$89,253.29	\$ 6,827.88	\$ 12,075.97	\$ 151.73	
Youth Services Librarian		Nicole Rheame / 8/15	Non 10	\$1,639.09	40	52	\$1,639.09	\$85,232.68				
	GWI			\$49.17		52	\$49.17	\$2,556.98				
	eval increase			\$50.65		20	\$50.65	\$1,012.96				
				\$1,738.91			\$1,738.91	\$88,802.62	\$ 6,793.40	\$ 12,014.99	\$ 150.96	
Library Administrative / Technical Assistant		Beatrice Couser 5/3	Non 7	\$31.89	40	52	\$1,275.60	\$66,331.20				
	GWI			\$0.96		52	\$38.27	\$1,989.94				
	eval increase			\$0.99		34	\$39.42	\$1,340.15				
				\$33.83			\$1,353.28	\$69,661.28	\$ 5,329.09	\$ 9,425.17	\$ 118.42	
Custodian		James Stetson / 6/19	Non 2	\$24.04	40	52	\$961.60	\$50,003.20				
	GWI			\$0.72	40	52	\$28.85	\$1,500.10				
	eval increase			\$0.74	40	28	\$29.71	\$831.98				
				\$25.50			\$1,020.16	\$52,335.27	\$ 4,003.65	\$ 7,080.96		\$ 1,025.77
1100-4550-01-1100								\$786,917.67	\$ 60,199.20	\$ 106,469.96	\$ 1,248.79	
									\$ 60,200.00	\$ 106,470.00	\$ 1,250.00	\$1,030.00

CITY BUDGET: LIBRARY

Position (Job Class/Title)	Events (Specifics)	Name of Incumbent (Indicate if Vacant) / Anniversary Date	Labor Grade	Wage Rate	Hours	Pay Periods	Weekly Wage	Annualized Wage	FICA/MEDI	W/C		
NOTE: FULL- AND PART-TIME REGULAR POSITIONS MUST AGREE WITH WHAT IS REPRESENTED IN THE ACCOMPANYING POSITION CONTROL.										7.65%	0.17%	
Library Assistant	GWI eval increase	Lauren Whittlesey / 1/6	Non 4	\$25.45	23	52	\$585.35	\$30,438.20	\$	2,468.95	\$	54.87
				\$0.76	23	52	\$17.56	\$913.15				
				\$0.79	23	51	\$18.09	\$922.45				
				\$27.00			\$621.00	\$32,273.80				
1100-4550-01-1200								\$32,273.80	\$	2,468.95	\$	54.87
									\$	2,470.00	\$	60.00

CITY BUDGET: LIBRARY

Position (Job Class/Title)	Events (Specifics)	Name of Incumbent (Indicate if Vacant) / Anniversary Date	Labor Grade	Wage Rate	Hours	Pay Periods	Weekly Wage	Annualized Wage	FICA/MEDI	W/C custodial	W/C librarian
NOTE: FULL- AND PART-TIME REGULAR POSITIONS MUST AGREE WITH WHAT IS REPRESENTED IN THE ACCOMPANYING POSITION CONTROL.											
Custodial Supervisor		Kenneth Louzier / 8/15	Non 4	\$27.58	29	52	\$799.82	\$41,590.64	7.65%	1.96%	0.17%
	GW			\$0.83	29	52	\$23.99	\$1,247.72			
	eval increase			\$0.85	29	46	\$24.71	\$1,136.86			
				\$29.26			\$848.53	\$43,975.22	\$ 3,364.10	\$ 861.91	
Library Assistant		Julie Couture / 9/1	Non 4	\$28.61	25	52	\$715.25	\$37,193.00			
	GW			\$0.86	25	52	\$21.46	\$1,115.79			
	eval increase			\$0.88	25	18	\$22.10	\$397.82			
				\$30.35			\$758.81	\$38,706.61	\$ 2,961.06		\$ 65.80
Library Assistant		Maria Ortiz / 10/29	Non 4	\$28.61	25	52	\$715.25	\$37,193.00			
	GW			\$0.86	25	52	\$21.46	\$1,115.79			
	eval increase			\$0.88	25	7	\$22.10	\$154.71			
				\$30.35			\$758.81	\$38,463.50	\$ 2,942.46		\$ 65.39
1100-4550-01-1201								\$121,145.33	\$ 9,267.62	\$ 861.91	\$ 131.19
									\$ 9,270.00	\$ 870.00	\$ 140.00

CITY BUDGET: LIBRARY

Position (Job Class/Title)	Events (Specifics)	Name of Incumbent (Indicate if Vacant) / Anniversary Date	Labor Grade	Wage Rate	Hours	Pay Periods	Weekly Wage	Annualized Wage	FICA/MEDI	W/C custodial	W/C librarian
NOTE: FULL- AND PART-TIME REGULAR POSITIONS MUST AGREE WITH WHAT IS REPRESENTED IN THE ACCOMPANYING POSITION CONTROL.											
Saturday Library Clerk I		Varies		\$18.00	22	52	\$396.00	\$20,592.00	7.65%	1.96%	0.17%
	GW			\$0.54	22	52	\$11.88	\$617.76			
Weekday Library Clerk II		Varies		\$24.73	22	52	\$544.06	\$28,291.12			
	GW			\$0.74	22	52	\$16.32	\$848.73			
Weekday Library Clerk I		Varies		\$18.00	60	52	\$1,080.00	\$56,160.00			
	GW			\$0.54	60	52	\$32.40	\$1,684.80			
Subtotal of Library Clerk hours								\$108,194.41			\$ 183.93
Custodial Subs		Varies		\$17.41	8	52	\$139.28	\$7,242.56			
	GW			\$0.52	8	52	\$4.18	\$217.28			
							\$143.46	\$7,459.84		\$ 146.21	
1100-4550-01-1201								\$115,654.25	\$ 8,847.55	\$ 146.21	\$ 183.93
									\$ 8,850.00	\$ 150.00	\$ 190.00

Buildings and Grounds Issues

report generated on Jul 10, 2023

ERU at Kilton - prevent from coils bursting

In progress

1. work with Alliance to make sure that with glycol in the chilled water coils, we can leave them as is year-round
- Assigned to:

Fix the compost situation at Kilton

In progress

1. make additional bins
- Assigned to:

Kilton Basix hvac controls system is five years past end of life

Done

1. get a quote from Alliance to replace with Niagara
- Assigned to:

Kilton lights are out at above copier and front desk

To do

1. schedule the work
- Assigned to:

Done

1. ask Defiance Electric to replace the bulbs
- Assigned to:

VT Life Safety inspection found issues to address at Kilton

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

both key boxes need to be cleaned up

In progress

1. On Amy's calendar to complete
- Assigned to: amy.lappin@leblibrary.com

burning bush needs to be removed at Leb Library

Done

1. talk to Kate about removal
- Assigned to:

carpet square coming up in the Leb Teen room

To do

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

circular stairway needs better grip

To do

1. Put tape down on stairs (Ken has tape)
 - Due on: Jun 30, 2023
 - Assigned to: ken.louzier@leblibrary.com

Done

1. measure stairs to be able to order the tape
 - Assigned to: ken.louzier@leblibrary.com
2. 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

In progress

1. Pictures of the area were sent to Nik. Nik & crew came by on 6/15 to look at solutions. They are working on a plan to ground down the curb, but aren't sure of the funding availability for 2023.
 - Assigned to: amy.lappin@leblibrary.com

delay in lights coming on in the Kilton public restrooms

To do

1. Possible solution - have all the lights come on when someone enters the bathroom?
 - 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: ken.louzier@leblibrary.com

make adjustments to the shed so the locker doors can all open mowing and plowing/shoveling at Kilton needs to be reworked

To do

1. go out to bid/get quotes
 - Assigned to:
2. find out if DPW can take over mowing
 - 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

To do

1. schedule the work
 - Assigned to:
2. contact contractors
 - Assigned to:

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:

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 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

Done

1. talk to Odie
 - Assigned to:

radiators spitting at Leb Library

To do

1. contact an hvac co before the winter heating season
 - Due on: Sep 30, 2023
 - Assigned to:

roof drains need to be cleaned at Kilton

To do

1. schedule the work
 - Assigned to: ken.louzier@leblibrary.com

roof leak showing on beams Tracy St side of Kilton

To do

1. use moisture meter to find out if the water damage is current
 - Assigned to:

Done

1. contact DPW about solar panels being the source of the problem
 - 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

To do

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

Done

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

window broken in Kilton children's room

Done

- 1. get quotes
 - Assigned to:

window is leaking by the sidewalk out front at Kilton