LEBANON LIBRARY BOARD OF TRUSTEES
OCTOBER 7, 2024 - 3:00 PM
KILTON LIBRARY COMMUNITY ROOM

1. Call to Order

2. Trustee/staff consideration of possible 2025 cuts to the library budget

A. Options for cutting $290,000 from the 2025 budget

3. Adjournment

List of possible cuts to the 2025 library budget plan A

Item	Cost	Notes
Systems Librarian position (salary, benefits, training/licenses/dues & travel)	$135,350	
New outreach budget	$7,500	
Repair/maintenance services coffee bar door replacement	$10,000	
Repair/maintenance services Community Room doors replacement	$15,000	
Training/licenses/dues	$8,350	leaves $1,300 in the budget (NHLA memberships and NHLA conference attendance left in budget)
Travel	$20,800	leaves $1,000 in the budget
Children's Librarian	$110,500	
Interlibrary loan Clerk II hours	$4,000	reducing this budget to $20,000
Program presenters	$10,000	leaves $2,500 in the budget
Porta potty at Kilton	$4,000	
ADD		
Library Clerk I hours	$17,500	
Library Clerk II hours (story times)	$4,000	
	$290,000	

List of possible cuts to the 2025 library budget plan B

Item	Cost	Notes
Systems Librarian position (salary, benefits, training/licenses/dues & travel)	$135,350	
New outreach budget	$7,500	
Repair/maintenance services coffee bar door replacement	$10,000	
Repair/maintenance services Community Room doors replacement	$15,000	
Training/licenses/dues	$8,350	leaves $1,300 in the budget (NHLA memberships and NHLA conference attendance left in budget)
Travel	$20,800	leaves $1,000 in the budget
Book budget	$20,000	leaves $40,000 in the budget
Furniture replacement budget	$7,500	entire budget
Computer replacement budget	$15,000	leaves $11,060 in the budget
Library Clerk I hours	$15,500	
Salary increases all employees, not including subs	$35,000	
Program presenters	$10,000	leaves $2,500 in the budget
Interlibrary loan Clerk II hours	$24,000	entire budget, would eliminate interlibrary loan or require us to find another way to provide this service
Porta potty at Kilton	$4,000	
	$290,000	

List of possible cuts to the 2025 library budget plan C		
Item	Cost	Notes
Systems Librarian position (salary, benefits, training/licenses/dues & travel)	$135,350	
New outreach budget	$7,500	
Repair/maintenance services coffee bar door replacement	$10,000	
Repair/maintenance services Community Room doors replacement	$15,000	
Training/licenses/dues	$8,350	leaves $1,300 in the budget (NHLA memberships and NHLA conference attendance left in budget)
Travel	$20,800	leaves $1,000 in the budget
Custodial staff, including subs	$148,500	Kilton Community Room would no longer be available outside of hours the building is entirely open
Program presenters	$10,000	leaves $2,500 in the budget
Interlibrary loan Clerk II hours	$24,000	entire budget, would eliminate interlibrary loan or require us to find another way to provide this service
Porta potty at Kilton	$4,000	
<u>ADD</u>		
Cleaning service	$50,000	need to get an estimate, this is a ball park figure
Repair/maintenance services to make up for the work done by our custodial staff	$5,500	
	$290,000	

List of possible cuts to the 2025 library budget plan D

Item	Cost	Notes
Systems Librarian position (salary, benefits, training/licenses/dues & travel)	$135,350	
New outreach budget	$7,500	
Repair/maintenance services coffee bar door replacement	$10,000	
Repair/maintenance services Community Room doors replacement	$15,000	
Training/licenses/dues	$8,350	leaves $1,300 in the budget (NHLA memberships and NHLA conference attendance left in budget)
Travel	$20,800	leaves $1,000 in the budget
Children's Librarian moves to PT 20 hrs	$67,030	cost for PT Children's Librarian is $43,470
Interlibrary loan Clerk II hours	$4,000	reducing this budget to $20,000
Furniture replacement budget	$2,970	leaves $4,530 in the budget
Computer replacement budget	$5,000	leaves $21,060 in the budget
Program presenters	$10,000	leaves $2,500 in the budget
Porta potty at Kilton	$4,000	
	$290,000	

07/16/2024 BUDGET REPORT FOR CITY OF LEBANON
Calculations As Of 12/31/2025

GL Number	Description	2024 Amended	2024 Activity	2024 Projected	2025 REQUESTE	2025 REQUESTED Amt Change	2025 REQUESTE % Change
Fund: 1100 GENERAL FUND							
Account Category: Appropriations							
1100-4550-0000-1100-0000	FULL TIME WAGES	782,510.00	403,071.00	745,560.00	836,950.00	54,440.00	7.00
1100-4550-0000-1115-0000	PART TIME WAGES 0-19	0.00	2,915.00	4,000.00	0.00	0.00	0.00
1100-4550-0000-1120-0000	PART TIME WAGES 20-24	32,030.00	16,476.00	26,000.00	33,960.00	1,930.00	6.00
1100-4550-0000-1125-0000	PART TIME WAGES 25-29	124,390.00	66,834.00	125,000.00	131,220.00	6,830.00	5.00
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	114,770.00	62,949.00	125,570.00	128,600.00	13,830.00	12.00
1100-4550-0000-1300-0000	OVERTIME WAGES	500.00	190.00	0.00	500.00	0.00	0.00
1100-4550-0000-2150-0000	LIFE & DISABILITY	9,730.00	4,472.00	9,690.00	10,410.00	680.00	7.00
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	76,260.00	41,484.00	77,150.00	86,530.00	10,270.00	13.00
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	105,950.00	55,145.00	102,650.00	113,310.00	7,360.00	7.00
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	13,770.00	4,387.00	6,780.00	10,770.00	(3,000.00)	(22.00)
COUSER CONFERENCE REGISTRATION FEES AND PROFESSIONAL				500.00	600.00		
COUTURE ONLINE GENEALOGY WORKSHOPS				0.00	200.00		
LAPPIN CONFERENCE REGISTRATION FEES AND PROFESSIONAL MEMBERSHIP				850.00	850.00		
COUGHLIN CONFERENCE REGISTRATION FEES AND PROFESSIONAL				1,150.00	1,000.00		
FRISINA CONFERENCE REGISTRATION FEES AND PROFESSIONAL MEMBERSHIP				0.00	1,120.00		
PFEIFFER CONFERENCE REGISTRATION FEES AND PROFESSIONAL				460.00	1,230.00		
WHITTLESEY CONFERENCE REGISTRATION FEES AND PROFESSIONAL				880.00	1,100.00		
RHEAUME CONFERENCE REGISTRATION FEES AND PROFESSIONAL				1,420.00	1,420.00		
FLEMING CONFERENCE REGISTRATION FEES AND PROFESSIONAL				820.00	1,000.00		
HOUK PROFESSIONAL MEMBERSHIP DUES AND ONLINE CLASSES				0.00	500.00		
SAFETY TRAININGS				0.00	1,000.00		
HOMELESS TRAINING INSTITUTE				700.00	750.00		
	GL # FOOTNOTE TOTAL			6,780.00	10,770.00		
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	4,690.00	2,586.00	4,600.00	4,920.00	230.00	5.00
1100-4550-0000-3000-0000	LEGAL SERVICES	2,000.00	0.00	1,000.00	2,000.00	0.00	0.00
1100-4550-0000-3410-0000	SOFTWARE:	11,490.00	10,993.00	12,560.00	12,940.00	1,450.00	13.00
BITWARDEN				500.00	500.00		
SPOTIFY				200.00	220.00		
CANVA				120.00	120.00		
AMAZON PRIME ANNUAL FEE				350.00	350.00		
BYWATER SOLUTIONS/KOHA				6,050.00	6,050.00		

ASPEN/LIBRARY CATALOG							
				1,690.00	1,720.00		
LIBCAL (MEETING ROOM CALENDAR)							
				860.00	900.00		
MAILCHIMP							
				2,250.00	2,540.00		
VOKAL (VT ORG OF KOHA AUTOMATED LIBRARIES)							
				250.00	250.00		
TECHSOUP							
				120.00	120.00		
FAXPLUS							
				170.00	170.00		
AWS - WEB HOSTING ANNUAL FEE							
	GL # FOOTNOTE TOTAL			12,560.00	12,940.00		
1100-4550-0000-4110-0000	WATER	2,300.00	1,080.00	2,400.00	2,500.00	200.00	9.00
1100-4550-0000-4120-0000	SEWER	1,800.00	1,006.00	2,200.00	2,300.00	500.00	28.00
1100-4550-0000-4225-0000	LAWN CARE/SNOW	24,500.00	11,795.00	24,000.00	26,000.00	1,500.00	6.00
LAWN MAINTENANCE, PLOWING, SHOVELING							
				14,000.00	16,000.00		
MULCHING, GARDENING, TREE PRUNING							
				10,000.00	10,000.00		
	GL # FOOTNOTE TOTAL			24,000.00	26,000.00		
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE	79,660.00	54,962.00	125,000.00	88,420.00	8,760.00	11.00
STANLEY							
				0.00	1,910.00		
REPLACE DOOR TO KILTON COMMUNITY ROOM							
				0.00	15,000.00		
ADDRESS DRAINAGE AT LEB LIBRARY AND REPAIR PLASTER							
				0.00	10,000.00		
REPLACE COFFEEE BAR DOOR AT KILTON							
				0.00	10,000.00		
CASELLA							
				0.00	3,300.00		
CARPET CLEANING AND WAXING FLOORS							
ALLIANCE							
				0.00	40,000.00		
OTIS							
VT LIFE SAFETY							
				0.00	1,200.00		
STATE BOILER INSPECTION							
				0.00	100.00		
STATE ELEVATOR INSPECTION							
				0.00	50.00		
INTERDEPARTMENTAL CHARGES (DPW, FIRE)							
				0.00	1,000.00		
PLUMBERS, ELECTRICIANS, LOCKSMITHS, CASELLA ETC.							
				0.00	5,000.00		
TASCO PANIC ALARM MONITORING							
				0.00	860.00		
	GL # FOOTNOTE TOTAL			0.00	88,420.00		
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT &	3,120.00	3,290.00	6,990.00	7,270.00	4,150.00	133.00
K&R PORTABLE RESTROOM SERVICES							
				3,720.00	4,000.00		
DE LAGE LANDEN, $260.53/MONTH IN 2022							
				3,270.00	3,270.00		
	GL # FOOTNOTE TOTAL			6,990.00	7,270.00		

1100-4550-0000-5000-0000	OTHER PURCHASED	24,480.00	8,702.00	21,500.00	24,600.00	120.00	0.00
HIRING PROCESS FEES							
				500.00	500.00		
FOOD FOR PROGRAMS AND MEETINGS							
				1,500.00	1,500.00		
ANDREA BRASSARD COURIER SERVICES							
				8,400.00	9,000.00		
MUSEUM PASSES							
				1,000.00	1,000.00		
MOVIE LICENSES							
				100.00	100.00		
PROGRAM PRESENTERS							
				10,000.00	12,500.00		
	GL # FOOTNOTE TOTAL			21,500.00	24,600.00		
1100-4550-0000-5300-0000	COMMUNICATIONS	2,510.00	1,101.00	2,650.00	2,780.00	270.00	11.00
OOMA							
				80.00	80.00		
COMCAST PHONE							
				1,900.00	2,000.00		
CONSOLIDATED COMMUNICATIONS - ELEVATOR EMERGENCY PHONE							
				670.00	700.00		
	GL # FOOTNOTE TOTAL			2,650.00	2,780.00		
1100-4550-0000-5335-0000	INFORMATION ACCESS	7,100.00	4,703.00	7,100.00	7,300.00	200.00	3.00
MOBILE BEACON HOT SPOTS							
				3,800.00	4,000.00		
VTEL INTERNET							
				3,300.00	3,300.00		
	GL # FOOTNOTE TOTAL			7,100.00	7,300.00		
1100-4550-0000-5400-0000	ADVERTISING	1,000.00	119.00	1,000.00	2,500.00	1,500.00	150.00
1100-4550-0000-5800-0000	TRAVEL	19,380.00	10,687.00	19,250.00	25,580.00	6,200.00	32.00
COUTURE CONFERENCE TRAVEL							
COUSER CONFERENCE TRAVEL							
				2,250.00	1,980.00		
COUGHLIN CONFERENCE TRAVEL							
				3,800.00	4,280.00		
LAPPIN CONFERENCE TRAVEL							
				1,000.00	510.00		
PFEIFFER CONFERENCE TRAVEL							
				2,500.00	4,150.00		
RHEAUME CONFERENCE TRAVEL							
				4,500.00	4,850.00		
WHITTLESEY CONFERENCE TRAVEL							
				2,700.00	2,700.00		
FLEMING CONFERENCE TRAVEL							
				2,500.00	3,330.00		
FRISINA CONFERENCE TRAVEL							
				0.00	3,780.00		
	GL # FOOTNOTE TOTAL			19,250.00	25,580.00		
1100-4550-0000-5875-0000	MILEAGE	2,000.00	366.00	1,000.00	1,500.00	(500.00)	(25.00)
1100-4550-0000-6000-0000	OFFICE SUPPLIES	2,750.00	860.00	2,250.00	3,000.00	250.00	9.00
1100-4550-0000-6100-0000	GENERAL SUPPLIES	25,000.00	14,905.00	26,500.00	28,500.00	3,500.00	14.00
1100-4550-0000-6220-0000	ELECTRICITY	92,050.00	46,269.00	75,000.00	88,770.00	(3,280.00)	(4.00)
1100-4550-0000-6230-0000	BOTTLED GAS	3,500.00	741.00	1,500.00	1,940.00	(1,560.00)	(45.00)
1100-4550-0000-6240-0000	FUEL OIL	3,000.00	495.00	2,000.00	3,000.00	0.00	0.00
1100-4550-0000-6400-0010	BOOKS/PERIODICALS/AUDIO	55,000.00	41,588.00	55,000.00	60,000.00	5,000.00	9.00
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS	42,500.00	8,237.00	15,000.00	41,060.00	(1,440.00)	(3.00)

COMPUTER BUDGET - REPAIR AND REPLACE			5,000.00	7,840.00		
COMPUTER BUDGET - PLANNED UPGRADES			5,000.00	18,220.00		
FURNITURE REPLACEMENT			3,000.00	7,500.00		
TOOLS AND EQUIPMENT			2,000.00	7,500.00		
GL # FOOTNOTE TOTAL			15,000.00	41,060.00		
Appropriations	1,669,740.00	882,408.00	##########	#########	119,390.00	7.15
Fund 1100 - GENERAL FUND: TOTAL APPROPRIATIONS	1,669,740.00	882,408.00	##########	#########	119,390.00	7.15
Report Totals: TOTAL APPROPRIATIONS - ALL FUNDS	1,669,740.00	882,408.00	##########	#########	119,390.00	7.15