



**LEBANON LIBRARY BOARD OF TRUSTEES
OCTOBER 29, 2024 - 7:00 PM
LEBANON LIBRARY DAMREN ROOM OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

1. Call to Order

To participate in this meeting, please join live via Microsoft Teams or call 929-229-5356 (access code: 269 448 771#). If you have trouble accessing this meeting, please call Sean Fleming at 603-359-3604.

2. Open to the Public

Any member of the public who desires to speak on any agenda item may do so during this public comment period, and will be allowed to speak for not more than three minutes. Speakers shall identify themselves clearly for the record, stating their full names and their town/city of residence. The public comment period will not exceed thirty minutes.

3. New Business

- A. Kilton parking discussion
- B. Approve the Treasurer's Report

4. Approval of Minutes

- A. Approve the September 24th, 2024 meeting minutes

5. Other Business

- A. Approve budget cuts plan
- B. Library holiday schedule
- C. Library Director's Report

6. Future Agenda Items

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.

Kilton Parking Lot Tracker

07/08/2024	Monday				
	Cars in Lined Spaces (NOT Including Handicap)	Cars in Grassy Spaces	Cars in Handicap Spaces	Total Cars in Lot	Total Open Spaces in Lot
11:00 AM	16	1	1	18	9
1:00 PM	9	1	0	10	17
3:00 PM	10	1	1	12	15
5:00 PM	9	1	0	10	17
07/09/2024	Tuesday				
	Cars in Lined Spaces	Cars in Grassy Spaces	Cars in Handicap Spaces	Total Cars in Lot	Total Open Spaces in Lot
11:00 AM	15	2	1	18	9
1:00 PM	21	2	2	25	2
3:00 PM	15	1	2	18	9
5:00 PM	11	1	0	12	15
07/10/2024	Wednesday				
	Cars in Lined Spaces	Cars in Grassy Spaces	Cars in Handicap Spaces	Total Cars in Lot	Total Open Spaces in Lot
11:00 AM	14	0	0	14	13
1:00 PM	19	0	0	19	8
3:00 PM	14	0	1	15	12
5:00 PM	14	0	0	14	13
07/11/2024	Thursday				
	Cars in Lined Spaces	Cars in Grassy Spaces	Cars in Handicap Spaces	Total Cars in Lot	Total Open Spaces in Lot
11:00 AM	17	0	0	17	10
1:00 PM	21	0	2	23	4
3:00 PM	11	0	1	12	15
5:00 PM	10	0	1	11	16
07/12/2024	Friday				
	Cars in Lined Spaces	Cars in Grassy Spaces	Cars in Handicap Spaces	Total Cars in Lot	Total Open Spaces in Lot
11:00 AM	17	1	2	20	7
1:00 PM	11	1	2	14	13
3:00 PM	16	1	1	18	9
4:30 PM	14	1	0	15	12
Average percentage of 23 general purpose lined spaces occupied at any one time		62%			

CY - MTD AND YTD REVENUE/EXPENSE FOR CITY OF LEBANON
Balance As of 09/30/2024

GL Number	Description						Available	% Bdgt Used
		BUDGET	BUDGET ADJUSTMENTS	NET BUDGET	YTD EXP	ENCUMBERED	Balance 09/30/2024	
Fund: 1100 GENERAL FUND								
Account Category: Expenditures								
Department: 4550-0000 LIBRARY								
1100-4550-0000-1100-0000	FULL TIME WAGES	782,510.00	0.00	782,510.00	563,340.19	0.00	219,169.81	71.99
1100-4550-0000-1115-0000	PART TIME WAGES 0-19	0.00	0.00	0.00	3,840.00	0.00	(3,840.00)	100.00
1100-4550-0000-1120-0000	PART TIME WAGES 20-24	32,030.00	0.00	32,030.00	23,046.11	0.00	8,983.89	71.95
1100-4550-0000-1125-0000	PART TIME WAGES 25-29	124,390.00	0.00	124,390.00	92,959.15	0.00	31,430.85	74.73
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	114,770.00	0.00	114,770.00	92,560.25	0.00	22,209.75	80.65
1100-4550-0000-1300-0000	OVERTIME WAGES	500.00	0.00	500.00	445.80	0.00	54.20	89.16
1100-4550-0000-2150-0000	LIFE & DISABILITY INSURANCE	9,730.00	0.00	9,730.00	5,840.90	0.00	3,889.10	60.03
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	76,260.00	0.00	76,260.00	58,143.86	0.00	18,116.14	76.24
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	105,950.00	0.00	105,950.00	76,054.47	0.00	29,895.53	71.78
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	13,770.00	0.00	13,770.00	5,639.67	0.00	8,130.33	40.96
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	4,690.00	0.00	4,690.00	3,643.29	0.00	1,046.71	77.68
1100-4550-0000-3000-0000	LEGAL SERVICES	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	0.00
1100-4550-0000-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUBSCRIPTI	11,490.00	0.00	11,490.00	13,328.53	0.00	(1,838.53)	116.00
1100-4550-0000-4110-0000	WATER	2,300.00	0.00	2,300.00	1,685.38	0.00	614.62	73.28
1100-4550-0000-4120-0000	SEWER	1,800.00	0.00	1,800.00	1,628.20	0.00	171.80	90.46
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING	24,500.00	0.00	24,500.00	15,500.00	0.00	9,000.00	63.27
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	79,660.00	0.00	79,660.00	103,291.24	21,522.81	(45,154.05)	156.68
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	3,120.00	0.00	3,120.00	6,845.66	0.00	(3,725.66)	219.41
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	24,480.00	0.00	24,480.00	11,156.37	0.00	13,323.63	45.57
1100-4550-0000-5300-0000	COMMUNICATIONS	2,510.00	0.00	2,510.00	1,982.83	0.00	527.17	79.00
1100-4550-0000-5335-0000	INFORMATION ACCESS	7,100.00	0.00	7,100.00	6,093.00	0.00	1,007.00	85.82
1100-4550-0000-5400-0000	ADVERTISING	1,000.00	0.00	1,000.00	118.80	0.00	881.20	11.88
1100-4550-0000-5800-0000	TRAVEL	19,380.00	0.00	19,380.00	10,687.09	0.00	8,692.91	55.14
1100-4550-0000-5875-0000	MILEAGE	2,000.00	0.00	2,000.00	432.82	0.00	1,567.18	21.64
1100-4550-0000-6000-0000	OFFICE SUPPLIES	2,750.00	0.00	2,750.00	1,468.89	0.00	1,281.11	53.41
1100-4550-0000-6100-0000	GENERAL SUPPLIES	25,000.00	0.00	25,000.00	19,956.20	0.00	5,043.80	79.82
1100-4550-0000-6220-0000	ELECTRICITY	92,050.00	0.00	92,050.00	54,272.86	0.00	37,777.14	58.96
1100-4550-0000-6230-0000	BOTTLED GAS	3,500.00	0.00	3,500.00	740.92	0.00	2,759.08	21.17
1100-4550-0000-6240-0000	FUEL OIL	3,000.00	0.00	3,000.00	494.81	0.00	2,505.19	16.49
1100-4550-0000-6400-0010	BOOKS/PERIODICALS/AUDIO/VISUAL SUPPL	55,000.00	0.00	55,000.00	55,913.50	0.00	(913.50)	101.66
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	42,500.00	0.00	42,500.00	13,926.78	0.00	28,573.22	32.77
Total Dept 4550-0000 - LIBRARY		1,669,740.00	0.00	1,669,740.00	1,245,037.57	21,522.81	403,179.62	74.56
Expenditures		1,669,740.00	0.00	1,669,740.00	1,245,037.57	21,522.81	403,179.62	74.56
Fund 1100 - GENERAL FUND:								
TOTAL REVENUES		0.00	0.00			0.00	0.00	
TOTAL EXPENDITURES		1,669,740.00	0.00			21,522.81	403,179.62	
NET OF REVENUES & EXPENDITURES:		(1,669,740.00)	0.00			(21,522.81)	(403,179.62)	
Current Year Exp.						21,522.81		
Prior Year Exp.						0.00		

Lebanon Public Libraries Trustee Accounts

Profit and Loss

January - September, 2024

	TOTAL
Income	
City Surplus Income	24,773.68
Contributions Income	30,000.00
Interest Income -	17,297.31
Other Income	10,894.93
Total Income	\$82,965.92
GROSS PROFIT	\$82,965.92
Expenses	
Accounting/Bookkeeping Services	1,299.00
Books/Subscr/CD/DVD/Tapes	19,927.47
Community Relations	374.09
Entertainment	881.85
Miscellaneous Exp	325.47
Office/Operating Supplies	910.58
Postage/Delivery	25.25
Programs	2,145.25
Repairs/Maintenance	5,000.00
Web Hosting/Domain Fees	75.00
Total Expenses	\$30,963.96
NET OPERATING INCOME	\$52,001.96
NET INCOME	\$52,001.96

Lebanon Public Libraries Trustee Accounts

Balance Sheet

As of September 30, 2024

	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	86,535.63
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	\$86,685.63
Other Current Assets	
Amount Due Leb Libraries Found	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$86,685.63
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	\$173,176.57
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	121,174.61
Opening Bal Equity	0.00
Unrealized Gain / Loss	0.00
Net Income	52,001.96
Total Equity	\$173,176.57
TOTAL LIABILITIES AND EQUITY	\$173,176.57

DRAFT

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Lebanon Library Damren Room OR
Remote Via Virtual Platform
LebanonNH.gov/Live
September 24, 2024
7:00 PM**

MEMBERS PRESENT: Francis Oscadal (Chair), Renee Dunn; Ellen Hubbell (alternate); Jeff Damren; Ann Sharfstein; Morgan Swan; Kim Rheinlander; Leonee Derr (alternate)

MEMBERS ABSENT: Emma Wunsch

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 opened the meeting at 7:00PM.

Ellen Hubbell sat as a voting member.

2. Open to the Public

Amber Coughlin, Children's Librarian, expressed concern regarding losing her job and noted that it would be terrible for the Library to lose this position.

Nicole Rheaume, Youth Services Librarian, spoke in support of Ms. Coughlin. She noted that it is important for the Library to have a Children's Librarian. This is also important for the greater community. Cutting this position would hurt the Library's programming and will lead to burn out among other Staff members.

3. Joint Meeting of the Trustees and Foundation

Ms. Dunn explained that the investment portfolio of the Foundation has done very well this year. For calendar year 2024, there was a return of 14.4%, meaning that the investments have increased from \$155,000 to \$189,000 or an earnings of \$34,000 for the year. There is an ongoing project to determine if the current allocation is appropriate. The Foundation allows 3% of their investment policy portfolio to be used each year to support Library operations.

Director Fleming explained that the Library received a \$25,000 grant to go toward the AV system at the Kilton Library. Matching funds are currently being raised.

4. Approval of Minutes

29 A. Approve the July 23, 2024, minutes

30
31 **Mr. Damren MOVED to accept the meeting minutes of July 23, 2024, as presented. Seconded**
32 **by Ms. Sharfstein.**

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

34
35 **5. New Business**

36 A. Approve the Treasurer's Report

37
38 Ms. Dunn explained that the budget for this year is right on schedule for 2/3 of the way through
39 the year. Currently 65.57% of the budget has been used. Large expenses since the last meeting
40 include \$13,000 on books and a \$5,000 repair charge. Regarding the \$86,000 sitting in savings at
41 Mascoma Bank, she would like to do something similar as is being done with the funds for the
42 Foundation.

43
44 **Ms. Sharfstein MOVED to accept the Treasurer's Report, as presented. Seconded by Ms.**
45 **Rheinlander.**

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

47
48 B. Approve draft cuts to the 2025 budget

49
50 Director Fleming explained that he is recommending the Board to not approve this draft. The
51 proposed cut is a large figure, \$290,000, if the tax rate increase is held to 3%. There are likely
52 options that can be found to help cover this amount. He suggested a small subcommittee to
53 consider proposed cut ideas. He noted that City Manager Mulholland previously stated that there
54 could be a 12% increase in the City portion of the tax increase. This amount was recently
55 reduced to 10% and the request is to show the City Council what impacts there could be to City
56 services from these cuts. There are 175 full time positions in the City, and for other City
57 departments to get down to the proposed 7% reduction, four positions would be cut over all the
58 departments. For the Library to get to a 3% cut, two full-time positions would be cut, plus an
59 additional \$50,000. This seems disproportional. The hope is that people would speak out against
60 the proposed cuts against the Library to push back against the proposal. A presentation needs to
61 be made to the City Council on November 14th.

62
63 The Board agreed that a subcommittee should be formed to consider the proposed budget cuts.

64
65 **Ms. Sharfstein MOVED to table the draft cuts to the 2025 budget until the subcommittee can**
66 **meet and propose another budget next month. Seconded by Mr. Damren**

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

68
69 C. Approve updated job descriptions

70
71 Director Fleming explained that the Youth Services Library Assistant and IT Librarian job
72 descriptions were revised.

74 ***Ms. Dunn MOVED to approve the Youth Services Library Assistant job description. Seconded***
75 ***by Ms. Sharfstein.***

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

77
78 ***Ms. Dunn MOVED to approve the Technical Services Library Assistant job description.***
79 ***Seconded by Ms. Sharfstein.***

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

81
82 ***Ms. Dunn MOVED to approve the Information Technology Librarian job description.***
83 ***Seconded by Ms. Sharfstein.***

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

85 86 **6. Committee Reports**

87
88 None at this time.

89 90 **7. Other Business**

91 **A. Library Director's Report**

92
93 Director Fleming explained that he has hired an attorney from Wadleigh, Starr, Peters Law,
94 regarding the rights and responsibilities of the Library. It has been stated that the City Manager is
95 in charge of the Library facilities, which is not what is stated in RSA Statute 202A. There is
96 apparently City Code language, including in Chapter 100 which covers the Library, that states
97 that the Library is in charge of its building and grounds.

98
99 Director Fleming stated that there is a new Statute out of Concord which states that holidays
100 need to be referred to by the State designation. The Board discussed how it would like to handle
101 this change. The Board agreed to review a revised employee handbook at the next meeting with
102 the proposed necessary changes.

103
104 Director Fleming stated that there will be further discussions with City Staff regarding the
105 parking lot at Kilton. Ms. Derr noted that the budget impact for this parking lot may need to be
106 considered.

107
108 Director Fleming stated that Tad Montgomery, Energy and Facilities Manager is working on a
109 bike solar charging station for Kilton and would like to know where it should be located. The
110 City would like this located in front of the building. The Board stated that it would prefer it in the
111 back of the building but would like to see a proposed plan for the station first. It was noted that
112 this goes back to whether the City or Library controls the Library's facilities.

113 114 **B. Deputy Library Director's Report**

115
116 None at this time.

117 118 **8. Future Agenda Items**

120 The Board stated that it is almost the time of year to evaluate the Library Director. Chair
121 Oscadal, Ms. Hubbell, and Mr. Damren agreed to work on this item.
122
123 The Board discussed including future agenda items as discussed during the meeting.

124 **9. ADJOURNMENT:**

125
126 *Ms. Rheinlander MOVED to adjourn the meeting. Seconded by Ms. Sharfstein.*
127 **Vote on the MOTION passed (7-0-0).*
128

129 **The meeting was adjourned at 8:11 PM.**

130
131 Respectfully submitted,
132 Kristan Patenaude
133 Recording Secretary

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	
<u>ADD</u>			
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	
		\$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
	Book budget	\$25,000	Leaves \$35,000 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	
	<u>ADD</u>		
	Cleaning service	\$100,000	
	Repair/maintenance services to make up for the work done by our custodial staff	\$14,500	
		\$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 from FT to PT 20 hrs	\$67,030	cost for PT Children's Librarian is \$43,470	
Library Clerk I hours	\$8,500	close Saturdays at Lebanon Library, or other hours	
Interlibrary loan Clerk II hours	\$4,000	reducing this budget to \$20,000	
Furniture replacement budget	\$4,470	leaves \$3,030 in the budget	
Computer replacement budget	\$5,000	leaves \$20,060 in the budget	
Porta potty at Kilton	\$4,000		
	\$290,000		

List of possible cuts to the 2025 library budget plan E			
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	
FT Custodian moves to PT 20 hrs	\$49,000	cost for PT Custodian is \$33,250	
Interlibrary loan Clerk II hours	\$24,000		
Library Clerk I hours	\$6,500	close Saturdays at Lebanon Library	
Furniture replacement budget	\$7,500	zeroes out the budget	
Computer replacement budget	\$11,000	leaves \$14,060 in the budget	
Porta potty at Kilton	\$4,000		
Program presenters	\$10,000	leaves \$2,500 in the budget	
Mobile Beacon hotspots/information access	\$1,000	Leaves \$3,000 in the budget	
Electricity	\$5,000	Leaves \$83,770 in the budget	
Add to the Custodial budget	\$25,000		
	\$290,000		

List of possible cuts to the 2025 library budget plan F			
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	\$25,000	Leaves \$35,000 in the budget	
Interlibrary loan Clerk II hours	\$24,000		
Library Clerk I hours	\$6,500	close Saturdays at Lebanon Library	
Furniture replacement budget	\$7,500	zeroes out the budget	
Computer replacement budget	\$10,000	leaves \$15,060 in the budget	
Porta potty at Kilton	\$4,000		
Program presenters	\$5,000	leaves \$7,500 in the budget	
Small tools and equipment	\$2,500	leaves \$5,000 in the budget	
Mulching, gardening, pruning	\$2,500	leaves \$7,500 in the budget	
Mobile Beacon hotspots/information access	\$1,000	Leaves \$3,000 in the budget	
Electricity	\$5,000	Leaves \$83,770 in the budget	
	\$290,000		



City of Lebanon

2025 Holiday Schedule *(with library holidays)*

Holiday

New Year's Day

Martin Luther King, Jr./Civil Rights Day

Presidents' Day

Memorial Day

Juneteenth

Independence Day

Labor Day

Indigenous Peoples' Day

Veterans' Day

Thanksgiving Day

Day after Thanksgiving (*library is open*)

Christmas

Date

Wednesday, January 1

Monday, January 20

Monday, February 17

Monday, May 26

Thursday, June 19

Friday, July 4

Monday, September 1

Monday, October 13

Tuesday, November 11

Thursday, November 27

Friday, November 28 (*library is open*)

Wednesday, December 24 and

Thursday, December 25

September highlights

Hi all!

I recently attended the LJ/SLJ Youth Services Leadership Summit in Cleveland OH. This was a conference focused exclusively on youth services, which is great. The conference is a single track one, which honestly I find to be extremely helpful in discovering new topics and ideas, that I may not otherwise attend in a multi track one. One panel that really spoke to me was the Teen Engagement one, where participants from various libraries talked about how they managed to get teens engaged with their programs, specifically letting them take the ownership of what they want to see, and having them actually do it! Another one that I really got a lot out of was Leading at All Levels, in which the speaker talked about how to take charge, even as someone who may not be directly in charge. This one had a specific quote that spoke to me. "If you're not scared, it's not big enough". She was emphasizing how to take risks and put yourself out there, even if it's something you may not be able to achieve this time around.

Additionally I was able to connect with librarians from around the country, and talk to vendors, including our Baker and Taylor rep for the J collection, which was great!

I'm looking forward to getting started on some new ideas, and feel invigorated from this past conference.

Nikki Rheume

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I attended the School Library Journal Public Library Youth Services Leadership Summit in Cleveland, Ohio in September. This single-track conference gave me the opportunity to dive deep on topics facing Youth Services librarians, including working with teens, preparing for crises, book challenges, community engagement, creating engaging displays, and pathways to leadership. This summit was a fantastic opportunity to connect with other public librarians and learn alongside my colleagues about a broad range of important issues. I also connected with fantastic vendors, who I spoke with about improving and expanding our foreign language picture book collection. I'm looking forward to putting some new ideas to work in the coming months and taking action on collection development projects.

Lauren Whittlesey

Building and grounds report

Issue Type	Summary	Status
Epic	One community garden bed needs to get fixed	To Do
Task	clamp and reinforce corners	To Do
Epic	Fix interior woodwork at Kilton	To Do
Task	panel is popping off of woodwork by bus stop	To Do
Task	ugly end of self-check desk needs to be fixed at Kilton	To Do
Epic	Radiator and boiler system issues at Leb	In Progress
Task	Replace valve on radiator in reading room	Done
Task	Contact Alliance to drain excess water from system	To Do
Task	Condensate drain neutralizer needed	To Do
Epic	Window is leaking by the sidewalk out front at Kilton	To Do
Task	figure out where the water is coming through and mark the spots	To Do
Epic	Plaster at bottom of stairwell is showing water damage	To Do
Task	Prevent more water infiltration	To Do
Task	Contact the state to find out if the paint has lead in it	To Do
Task	Find painter who can preserve the historic look of the paint job	To Do
Task	Find contractor to repair the plaster	To Do
Epic	Plumbing issues	To Do
Task	Replace the toilet tanks at Leb	Done
Task	Fix the sink in the Kilton patron restroom	Done
Task	Pipes under sink at Leb leaking	Done
Task	Make adjustments to the kiddie toilet in the Kilton CR	To Do
Task	Repair faucet that was torn apart in Leb basement bathroom	Done
Task	sensor in the Leb children's bathroom is not working properly	Done
Epic	Fix the compost situation at Kilton	To Do
Task	Make new bins	In Progress
Epic	Two ladders needed at Leb Library	To Do
Epic	Knoxbox issues	To Do
Task	Get one for Leb Library	To Do
Task	Contact FD to put new exterior door key in knoxbox at Kilton	To Do
Epic	Growth on the membrane roof at Kilton	To Do
Task	Contact Rodd Roofing about a maintenance program	To Do
Epic	Kilton parking lot work needs to be done	To Do
Task	Restripe	To Do
Task	Determine if we need to seal the cracks	To Do
Epic	Kilton geothermal pumps are reaching the end of their expected lives	To Do
Task	Update the quote for 2025 budget year	To Do
Task	Work with a consultant on an RFP	In Progress
Epic	Problems with lighting controls at Kilton	In Progress

Task	Eliminate the delay that occurs between flipping the switch on all overhead lights in patron areas and when they finally come on.	In Progress
Task	The lights sometimes will not come on/stay on in the patron areas	In Progress
Task	determine cost for upgrading lighting to LED, improving the entire lighting controls system	Done
Task	Work with KT&T on an estimate	Done
Epic	Vermont Life Safety found issues to address	To Do
Task	Contact Mammoth to add soft key to disable doors during VLS testing, so doors don't drop	To Do
Task	Kilton FACP LCD readout screen is glitching	To Do
Task	Kilton Could not activate duct smokes #9 & #10 via remote magnet test.	To Do
Task	Kilton System due for 5yr internal inspection	To Do
Epic	Conduit outside the Tech Services entrance at Kilton is inadequately sealed	To Do
Epic	Replace the floor machines	To Do
Task	Sell the old one	In Progress
Task	Purchase a new one	To Do
Epic	Fix the AV system in the Kilton Community Room	In Progress
Task	Contact AV companies	Done
Task	Fundraise the money	To Do
Epic	HVAC issues at Leb	To Do
Task	No filter in the unit in the ceiling above the CR desk	In Progress
Task	Order filters for the air handling unit in the boiler room, replace every three months	To Do
Task	Amy's office not showing data	Done
Task	Need a buffer between heating/cooling lockout	Done
Task	Boiler sometimes runs when all thermostats are set to cool	Done
Task	Activate auto mode on thermostats	Done
Epic	HVAC issues at Kilton	To Do
Task	Check to make sure the propane boiler is ready to run next winter	Done
Task	Heat pump #2 reversing valve needs to be replaced	To Do
Task	Rebates available for the heat pump hot water heater?	Done
Task	Install a redundant mini split system for the Kilton lan room	To Do
Task	Reduce the amount of outside air coming into the building once the new controls are working	To Do
Epic	Fix the sharp spot on the stair rail at Leb that gashed open Celeste's hand	To Do
Task	Install cove for edge	To Do
Epic	Replace the main runner on the 1st floor Lebanon Library	To Do
Epic	Door issues	To Do
Task	Replace the community room doors	To Do
Task	One of the swinging door by the front foyer at Leb is sticking open	To Do

Task	Replace the coffee bar door	To Do
Task	Put a door back on the right hand side restroom at Kilton which can lock	In Progress
Task	Emergency exit door by bump out at Kilton is rusting	To Do
Epic	Electrical issues	To Do
Task	Put lights outside of the Leb CR entrance on a daylight sensor	Done
Task	Foyer lights at Leb tripping breaker	Done
Task	Remove electrical from the coffee bar dor	Done
Task	Lights under the dome at Leb Library won't stay on	In Progress
Epic	Kilton carpet needs to be cleaned	To Do
Task	Ken will find a co. and contact	To Do
Epic	Replace bulbs in Amy's office with warmer bulbs	To Do
Epic	Explore hiring another company to mow/plow	To Do
Task	Contact companies	To Do
Epic	Issues with the fire doors at Leb	To Do
Task	Cap the sharp ends of wires on the key releases above the ceiling panels	To Do
Task	Can we replace the system that is so hard to reset? Why can't these doors go back up like the others?	To Do
Task	Make sure the fire shutters are unobstructed	To Do
Task	Check with Jeff Libbey to see if we need these fire doors	To Do
Epic	Replace the gas powered blower at Kilton	To Do