

Town of Londonderry
Leach Library Board of Trustees
MEETING NOTICE



DATE: Wednesday, May 7, 2025

TIME: 7 p.m.

LOCATION: Leach Library Meeting Room

- A. CALL TO ORDER/PLEDGE**
- B. NON-PUBLIC SESSION**
 - 1. Non-Public Session in accordance with RSA 91-A:3,11(a)**
- C. PUBLIC COMMENT**
- D. NEW BUSINESS**
- E. OLD BUSINESS**
 - 1. Appointment of Alternates to Board pr 202-A:10**
 - 2. Circulation Librarian Update**
 - 3. Children's Librarian Update**
 - 4. Request for reconsideration of summer hours**
 - 5. Request for reconsideration of OHD closure**
 - 6. Past Trustee Gift Idea**
- F. APPROVAL OF MINUTES**
 - 1. March 26, 2025 Meeting Minutes**
 - 2. April 2, 2025 Meeting Minutes**
 - 3. April 16, 2025 Meeting Minutes**
- G. OTHER BUSINESS**
 - 1, Treasurer's Report**
 - 2. Director's Report**
 - 3. Assistant Director's Report**
 - 4. Department Head Reports**
- H. PUBLIC COMMENTS**
- I. ADJOURNMENT**

**LONDONDERRY LEACH LIBRARY
BOARD OF TRUSTEES MEETING**

Leach Library Meeting Room
March 26, 2025, 7:00 p.m.
Draft Minutes

The video recording of this meeting can be viewed at:

<http://173.166.17.35/CablecastPublicSite/show/12897?channel=4>

Trustees present: Chair Helen Palmieri; Secretary Liz Thomas; Trustees Christine Fitzgerald, Jan McLaughlin, Moira Ryan, Nancy Hendricks, Beth Marrocco

Trustees absent: None

Library Staff present: Director Erin Matlin

Call to Order

Chair Palmieri called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

New Business

Discussion of Possible Changes to Health Insurance for Library Employees

Changes to the Library employees' health insurance will take effect in July 2025. Edits need to be made to the Library's policy regarding insurance by April 11th to reflect these changes.

Director Matlin suggested possible changes in the wording, also sharing changes that HR Director Tara Koza suggested. She recommended removing the longevity verbiage, but noted that it is challenging to keep employees, when things continue to be taken away from them.

The Board discussed wording changes. They discussed removing the buyout clause for employees who do not choose to participate in the health plan. Director Matlin noted no employees are currently taking advantage of this. They agreed to research what other libraries are doing.

The Board discussed paying less than 100% of the employees' insurance coverage. They acknowledged that if the Town does not do the same, it will reflect negatively on the Trustees. They also discussed paying for single and two-person plans, and charging employees with families or those who choose extra insurance the additional cost over that. They agreed to research what other libraries are doing.

They suggested asking the Town Council liaison, Dan Bouchard, to investigate the Town, School, and Library working together to obtain lower insurance rates.

47 They agreed on the need to keep culture changes in mind moving forward when working on
48 policies and the budget.

49
50 Director Matlin will bring a draft that incorporates the proposed changes to the April 2nd Board
51 meeting for the Trustees' review and vote.

52
53 **Adjournment**

54
55 *Ms. Hendricks made a motion to adjourn the meeting at 8:21 p.m. Ms. Thomas seconded the*
56 *motion. The motion carried unanimously.*

57
58 The meeting was adjourned.

59
60 Respectfully submitted,
61 Beth Hangeli, Recording Secretary

**LONDONDERRY LEACH LIBRARY
BOARD OF TRUSTEES MEETING**

Leach Library Meeting Room

April 2, 2025, 7:00 p.m.

Draft Minutes

The video recording of this meeting can be viewed at:

<http://173.166.17.35/CablecastPublicSite/show/12904?channel=4>

Trustees present: Chair Liz Thomas, Vice Chair Helen Palmieri; Secretary Beth Marrocco, Treasurer Jan McLaughlin; Trustees Christine Fitzgerald (left at 7:52 p.m.), Moira Ryan, Nancy Hendricks

Trustees absent: None

Library Staff present: Director Erin Matlin, Assistant Director Donna Plante

Call to Order

Helen Palmieri called the meeting to order at 7:00 p.m. Ms. Thomas led the Pledge of Allegiance. Ms. Palmieri formally welcomed Beth Marrocco as a Trustee.

Public Comment

Garrett Adie, 8 Hyde Park Circle, questioned the reduction in summer hours. Director Matlin explained it is to provide adequate coverage. He asked they reconsider closing on Thursdays from 5 to 8 p.m.

Kristine Perez, 5 Wesley Drive, spoke against the reduction in summer hours. She expressed concern about what is being spent for insurance and suggested more research is needed.

Dan Bouchard, Town Council Liaison, conducted research on insurance, which he will share later in the meeting.

Donna Plante expressed disappointment as one of two staff members affected by removal of the longevity benefit in the insurance policy. She felt like they were not valued, as they were not included in the discussion as the decision was being made. She asked that they receive notification in writing from the Board. Ms. McLaughlin said no decision had been made.

Board Elections

Ms. Hendricks made a motion to nominate Liz Thomas as Chair. Ms. McLaughlin seconded the motion.

47 *Ms. Ryan made a motion to nominate Christine Fitzgerald as Chair. Ms. Fitzgerald seconded*
48 *the motion.*

49
50 *A roll call vote was taken to elect Liz Thomas as Chair: Thomas - aye, McLaughlin - aye,*
51 *Ryan - nay, Fitzgerald - nay, Palmieri - aye, Hendricks - aye, Marrocco - aye. The motion*
52 *carried 5-2-0.*

53
54 *Ms. Marrocco made a motion to nominate Helen Palmieri as Vice Chair. Ms. Hendricks*
55 *seconded the motion. A roll call vote was taken: Thomas - aye, McLaughlin - aye, Ryan - aye,*
56 *Fitzgerald - aye, Palmieri - aye, Hendricks - aye, Marrocco - aye. The motion carried 7-0-0.*

57
58 *Ms. Thomas made a motion to nominate Jan McLaughlin as Treasurer. Ms. Hendricks*
59 *seconded the motion. A roll call vote was taken: Thomas - aye, McLaughlin - aye, Ryan - aye,*
60 *Fitzgerald - aye, Palmieri - aye, Hendricks - aye, Marrocco - aye. The motion carried 7-0-0.*

61
62 *Ms. Thomas made a motion to nominate Beth Marrocco as Secretary. Ms. McLaughlin*
63 *seconded the motion.*

64
65 *Ms. Fitzgerald made a motion to nominate Moira Ryan as Secretary. Ms. Hendricks seconded*
66 *the motion.*

67
68 *A roll call vote was taken to elect Beth Marrocco as Secretary: Thomas - aye, McLaughlin -*
69 *aye, Ryan - nay, Fitzgerald - nay, Palmieri - aye, Hendricks - aye, Marrocco - aye. The motion*
70 *carried 5-2-0.*

71
72 *A roll call vote was taken to elect Moira Ryan as Secretary: Thomas - nay, McLaughlin - nay,*
73 *Ryan - aye, Fitzgerald - aye, Palmieri - nay, Hendricks - nay, Marrocco - nay. The motion*
74 *failed 2-5-0.*

75
76 **Secretary's Report**

77
78 **Approval of Minutes**

79
80 February 5, 2025, Board Meeting and Non-Public Meeting Minutes

81
82 The Board discussed whether a motion had been made and seconded to go into the non-public
83 meeting, as there was a discrepancy between the recording secretary's notes and Ms. Plante's
84 notes. They agreed to accept Ms. Plante's notes.

85
86 *Ms. Hendricks made a motion to approve the February 5, 2025, Board meeting minutes, with*
87 *the change as noted. Ms. Palmieri seconded the motion. A roll call vote was taken: Thomas -*
88 *aye, McLaughlin - aye, Ryan - aye, Fitzgerald - aye, Palmieri - aye, Hendricks - aye, Marrocco*
89 *- abstain. The motion carried 6-0-1.*

90
91 *Ms. Thomas made a motion to approve the February 5, 2025, non-public meeting minutes as*
92 *amended. Ms. Hendricks seconded the motion. A roll call vote was taken: Thomas - aye,*

McLaughlin - aye, Ryan - aye, Fitzgerald - aye, Palmieri - aye, Hendricks - aye, Marrocco - abstain. The motion carried 6-0-1.

March 5, 2025, Board Meeting and Non-Public Meeting Minutes

Line 9, Ms. McLaughlin left at 8:39 p.m. Line 12, add Ms. McLaughlin's title. Line 170, the member of the public was Maria Barud. Lines 175 and 181, remove that the Board discussed RSA 91-A:3, II(b). Line 185, change the time to 9:14 p.m. Line 199, change the address to 4 Westwood Drive.

In the non-public meeting, add that the Board stated that they conduct exit interviews.

Chair Thomas clarified that according to the attorney for the Secretary of State, once non-public minutes are sealed, the public cannot access them unless the Board votes to unseal them, which could occur after an appropriate length of time (two to five years).

Ms. Thomas made a motion to approve the March 5, 2025, public and non-public meeting minutes as amended. Ms. McLaughlin seconded the motion. A roll call vote was taken: Thomas - aye, McLaughlin - aye, Ryan - aye, Fitzgerald - aye, Palmieri - aye, Hendricks - abstain, Marrocco - aye. The motion carried 6-0-1.

Ms. Marrocco was not present at the March 5, 2025 meeting, so the vote was taken again.

A roll call vote was taken: Thomas - aye, McLaughlin - aye, Ryan - aye, Fitzgerald - aye, Palmieri - aye, Hendricks - abstain, Marrocco - abstain. The motion carried 5-0-2.

Treasurer's Report

Ms. McLaughlin reported the balance in the book account is \$41,329.19 and the Trustee account is approximately \$41,935.01.

She noted that tuition reimbursement is at 105%, Worker Comp benefits is at 100%, water is at 112%, dues and subscription services is at 114%, books and periodicals is 96%, postage is 182%, and printing is at 90%.

Ms. Fitzgerald left the meeting during the following discussion.

Director Matlin said although it is a bottom-line budget, the Library does not move funds between lines, so expenditures are accurately recorded. She said in the past, she added 2% to non-controllable line items to account for increases and suggested the Board consider this. Chair Thomas said she is working with the Town to clarify descriptions of specific line items. She stressed the need for the Board to keep spending at a reasonable amount and hopes to keep a flat budget. Ms. Ryan suggested inviting the Budget Committee liaison to a Board meeting.

The Board discussed performing a quarterly assessment of controllable line items, and possibly monthly near the end of the year. Ms. Plante said they are at 74% spend of the budget, with one quarter remaining.

Director's Report

Director Matlin shared highlights of her report, including:

- The elevator passed the annual security test.
- E&E Systems addressed a frozen pipe issue and an emergency fix on the boiler.
- DPW replaced shingles that blew off the roof and trimmed a tree.
- There continues to be a small leak in the front entry that DPW is working on.
- They have a new seed library, which has been well received.
- The puzzle and game exchange was successful.
- On April 9th, there is a Jersey Mike's fundraiser for the Friends.

She reported on the meetings and trainings she attended.

Assistant Director's Report

Ms. Plante shared highlights from her report:

- 591 materials were added to the collection in March.
- They continue to order non-fiction replacements for the water-damaged titles. Many are in backorder status that might be canceled and will have to be replaced with the same subject matter titles, which could be time consuming. These funds are separate from the Library's regular budget.
- There were over 3,200 reference questions in March; they are handling a 45% increase in reference questions over last year with less staff.
- The Town's new website includes a page for the Library, which is a huge upgrade. The URL has changed; a new domain for the Library is pending.

She reported on upcoming department head meetings. She noted they are discussing revamping the volunteer program to add volunteer opportunities. She reported on trainings she attended.

Old Business

Budget FY26

Director Matlin said the budget passed at the Town election. The warrant article for the part-time children's librarian passed, and she thanked the community for their support.

By-Laws Discussion

The Board tabled this topic, as Ms. Fitzgerald was not present. Ms. Plante will send her list of suggested changes to the Board members for discussion.

Purchasing Policy Discussion

The Board reviewed the proposed purchasing policy. Ms. Plante recommended a minimum of \$1,000 instead of \$500 for Board approval, which the Board discussed. Chair Thomas asked the Trustees to submit solutions that can be reviewed at the next meeting.

Past Trustee Gift Ideas

Director Matlin noted Kim Bears is the only Trustee currently eligible for a gift. The Board discussed what kind of gift to give her, and agreed to decide at the next meeting. Ms. Marrocco will ask Ms. Bears about her preference.

Peer Review

Chair Thomas has reviewed the State Library report comparing the performance of libraries in the state. She will share the results of this peer review at the next meeting.

Right-To-Know

Chair Thomas assured the members of the public who attend Board meetings that their comments have been heard. There is a 91-A training at Moose Hill on April 17th at 7:00 p.m. during the Budget Committee meeting. All Board members are invited to attend.

New Business

Acceptance of Unanticipated Funds Under RSA 202-A:4-c and RSA 202-A:4-d

Director Matlin reported they received three \$25 gift cards from Moose Hill Orchards for adult summer reading; \$10 from Mariana Nunley; and \$20 and a card from Aria Das (sp).

Ms. Hendricks made a motion to accept the unanticipated funds under RSA 202-A:4-c and RSA 202-A:4-d. Ms. McLaughlin seconded the motion. A roll call vote was taken: Thomas - aye, McLaughlin - aye, Ryan - aye, Palmieri - aye, Hendricks - aye, Marrocco - aye. The motion carried 6-0-0.

Old Home Day Closing 2025

Director Matlin asked that the Library be closed on August 16th for Old Home Day. The Board agreed, noting it should be well communicated to the public.

Ms. Hendricks made a motion to close the Library on Old Home Day 2025. Ms. Palmieri seconded the motion. A roll call vote was taken: Thomas - aye, McLaughlin - aye, Ryan - nay, Palmieri - aye, Hendricks - aye, Marrocco - aye. The motion carried 5-1-0.

Summer Reading 2025 Funding Discussion

Ms. Plante asked the Board how to proceed in terms of funding for the summer reading program, as the management services line will most likely be overspent by the end of the fiscal year. This is the line that funds programming. The subscription for LibraryAware is also up for renewal. The Board discussed ways to address this, and asked Staff to present a proposal.

Ms. Hendricks made a motion that the Board entertain a proposal from Library management for the Summer Reading Program for cost. Ms. Ryan seconded the motion. A roll call vote was

226 *taken: Thomas - aye, McLaughlin - aye, Ryan - aye, Palmieri - aye, Hendricks - aye,*
227 *Marrocco - aye. The motion carried 6-0-0.*

228
229 **Personnel Policy (Health Insurance)**

230 The Board reviewed the changes made to the personnel policy as a result of the changes in
231 employees' health insurance, and suggested additional edits. The Board discussed removal of the
232 longevity clause and the impact it will have on Ms. Plante. Ms. Plante suggested increasing the
233 educational incentive from \$500 to \$750 to compensate, which will benefit both individuals
234 impacted by the loss of the benefit. Discussion of this will continue at a later meeting.

235
236 Dan Bouchard, Town Council Liaison, noted that some language changes were suggested by the
237 Town. He commended Ms. Plante for her willingness to suggest a change that will help others,
238 even though she is losing financially from the longevity clause removal.

239
240 *Ms. Palmieri made a motion that the Board make the changes to the insurance part of the*
241 *personnel policy that were discussed last week that are highlighted in yellow, with the changes*
242 *that were mentioned at this meeting. Ms. Hendricks seconded the motion.*

243
244 Ms. Palmieri rescinded her motion. Ms. Hendricks rescinded her second.

245
246 *Ms. Palmieri made a motion that the Board adopt the changes to the insurance section of the*
247 *personnel policy and send them to the HR Department. Ms. Hendricks seconded the motion.*
248 *A roll call vote was taken: Thomas - aye, McLaughlin - aye, Ryan - aye, Palmieri - aye,*
249 *Hendricks - aye, Marrocco - aye. The motion carried 6-0-0.*

250
251 Councilor Bouchard shared historical information on the Town and School attempting to join to
252 obtain a better insurance rate and why it did not work. The Library is a small group, so their rate
253 could be higher if they seek a quote on their own. The Town rate is higher than the School rate,
254 as the Town has a higher risk pool. He noted paying individuals not to take insurance saves the
255 Town money. He stressed the Library is an individual entity that is not controlled by the Town.

256
257 **IMLS Petition**

258 Director Matlin said funding has not yet been cut for State Libraries by the Administration. If it
259 is, it will affect the Interlibrary Loan Service, the Libby database, and talking book services. She
260 presented a petition to support federal funding of the State Libraries and asked to make it
261 available for patrons to sign. Staff will not solicit signatures.

262
263 *Ms. Hendricks made a motion that the Board empower the Library Staff to make this petition*
264 *available, if people would like to support the Library. Ms. Palmieri seconded the motion.*
265 *A roll call vote was taken: Thomas - abstain, McLaughlin - nay, Ryan - abstain, Palmieri -*
266 *aye, Hendricks - aye, Marrocco - aye. The motion carried 3-1-2.*

267
268 **Circulation Librarian**

269 Director Matlin asked if the Circulation Librarian position could be posted internally on April
270 1st. Ms. Ryan spoke with the Acting Town Manager, who spoke with Town counsel. Counsel

said the Library must be transparent throughout the whole process. Director Matlin said per HR, there is no legal reason it cannot be posted internally. Ms. Ryan pointed out the possible liability.

Councilor Bouchard offered to speak with the Acting Town Manager for clarification.

Ms. Palmiere made a motion to post the Circulation Librarian position internally. Ms. Hendricks seconded the motion. A roll call vote was taken: Thomas - aye, McLaughlin - nay, Ryan - nay, Palmieri - aye, Hendricks - aye, Marrocco - aye. The motion carried 4-2-0.

Other Business

Board Alternates

Chair Thomas referred to the By-Laws Section 2.2, which gives the Board the right to have up to three alternates. She recommended having two alternates, as there were two individuals in the recent election who ran for Trustee and lost by less than 10 votes. This would be submitted to the Town Council for acceptance. The Board agreed to continue this discussion at the next meeting.

Public Comment

Doug Thomas, 143 Mammoth Road, suggested the new Board look at changing the way things are done. He spoke on the State budget process and recommended people contact their senators regarding the Library cuts.

Next Meeting Date

The next meeting will be held on May 7, 2025, at 7:00 p.m.

Adjournment

Ms. Hendricks made a motion to adjourn the meeting at 10:18 p.m. Ms. Palmieri seconded the motion. The motion carried unanimously.

The meeting was adjourned.

Respectfully submitted,
Beth Hanggeli, Recording Secretary

**LONDONDERRY LEACH LIBRARY
BOARD OF TRUSTEES MEETING**

Leach Library Meeting Room

April 16, 2025, 7:30 p.m.

Draft Minutes

The video recording of this meeting can be viewed at:

<http://173.166.17.35/CablecastPublicSite/show/12923?channel=4>

Trustees present: Chair Liz Thomas, Vice Chair Helen Palmieri; Secretary Beth Marrocco, Trustees Christine Fitzgerald, Moira Ryan

Trustees absent: Treasurer Jan McLaughlin; Trustee Nancy Hendricks

Library Staff present: Director Erin Matlin

Call to Order

Chair Thomas called the meeting to order at 7:31 p.m. Ms. Ryan led the Pledge of Allegiance.

Public Comment

Kristine Perez, 5 Wesley Drive, spoke against the Library's reduction in summer hours. She said a letter to the editor in the newspaper from the Library was partisan and inappropriate. She shared definitions of harassment, slander, and libel. A resident gave Ms. Perez his three minutes, and she continued. She spoke of a Trustee harassing her and an employee on social media and asked that the Board address this.

Richard Belinski, 89 Hall Road, said no Trustee can give unilateral permission for anything to be done without Board approval. He suggested a by-law be added that politics are not part of the Board or Library.

Chair Thomas said the Board will respond to public comments at the next meeting.

Erica Laue, 18 Lancaster Drive, said all members of the Board should be held to the same standard regarding behavior on social media. She spoke in favor of adding a by-law. She said libraries and access to information have always been political. She suggested some of the \$41,000 in the Trustee account be spent to support summer programming.

Megan Donovan, 45 Chase Road, as a resident, spoke to the importance of the summer reading program, noting the work the Staff puts into the program.

The Board agreed to discuss the harassment issue at a later meeting, when it can be placed on the agenda.

47
48 **New Business**
49

50 **Review of Summer Reading Programming 2025**

51 Director Matlin shared the schedule for the summer reading program. She noted June costs are
52 included in FY25, while July and August are FY26. The FY25 cost is \$8,436 and FY26 is
53 \$3,790, for a total of \$12,226. The Friends have donated \$501 to the FY26 summer reading
54 program.

55
56 She noted that some of the book clubs rely on the ILL service, which is federally funded through
57 the State Library. If this funding is pulled, these clubs would be cancelled or another funding
58 source would need to be found.

59
60 The Board asked questions about specific items, and Director Matlin and Megan Donovan
61 explained. They questioned the Library offering recreational activities, which is necessary as the
62 Town does not have a Rec Department. Director Matlin noted part of the Library's mission is to
63 meet the personal, educational, and recreational needs of the community. They discussed the
64 importance of incentivizing children coming to the Library and how it is an investment in the
65 community.

66
67 The Board discussed whether they should be setting limitations for the Director. They also
68 discussed the mechanics of a bottom-line budget. Director Matlin explained the management
69 services line will be over budget, even though the overall budget will be in the black, as
70 programming is included in this line item. She asked that the Trustees contribute to the cost of
71 running the summer reading program. The Board discussed retaining the Trustee funds to address
72 emergencies, such as replacing furniture and covering the possible loss of services moving
73 forward.

74
75 ***Ms. Fitzgerald made a motion that the Trustees do not contribute any money from the Trustees***
76 ***Fund for the summer reading program. Ms. Ryan seconded the motion.***
77

78 ***Discussion:*** The Board suggested reinstating late fees to build the Trustees account. Director
79 Matlin clarified the Trustees account is comprised of donations, grants, and book sales from the
80 bookshop; late fees go into the book account. She explained that iCloud facilitates downloading
81 of materials, which is through GMILCS, and is paid for from the Trustees account. She is
82 researching to see what other towns pay for this service; the Board will vote on the amount they
83 will contribute.

84
85 Ms. Palmieri suggested donating \$2,000 (half of what was donated last year) to support summer
86 programming. Chair Thomas explained if this motion fails, that motion can be made.

87
88 ***A roll call vote was taken. Marrocco – nay; Thomas – aye; Palmieri – nay; Fitzgerald – aye;***
89 ***Ryan – aye. The motion carried 3-2-0.***
90

91 ***Ms. Ryan made a motion asking each Trustee if they are willing to contribute \$50 to the***
92 ***summer programming. There was no second. The motion was lost.***

Chair Thomas urged the Trustees to donate to the summer programming individually, if they so choose.

Chair Thomas reported she met with Finance Director Justin Campo, who said the Board will have the ability to add more detailed line items to the budget next year, which will show more accurate spending on specific items.

Public Comment

Megan Donovan, 45 Chase Road, spoke to the skills the summer reading program teaches participants.

Richard Belinski, 89 Hall Road, spoke to spending appropriately for each line item in the budget.

Megan Donovan, 45 Chase Road, noted that the Board is working on right-sizing the budget.

Kristine Perez, 5 Wesley Drive, said there is an active Recreation Department and listed the activities it offers. Ms. Palmieri clarified most of these activities are new this year and are sports oriented.

Patrick El-Azem, 22 Summer Drive, asked for clarification of ILL and how the summer reading program would be impacted if the funding is pulled, and Director Matlin explained.

Next Meeting Date

The next meeting will be held on May 7, 2025, at 7:00 p.m.

Adjournment

Ms. Fitzgerald made a motion to adjourn the meeting. Ms. Palmieri seconded the motion. No vote was taken.

The meeting was adjourned at 8:39 p.m.

Respectfully submitted,
Beth Hanggeli, Recording Secretary



Outlook

Stanley Steemer - Estimate #584179

From no-reply@stanleysteemer.com <no-reply@stanleysteemer.com>

Date Tue 4/22/2025 9:27 AM

To Erin Matlin <ematlin@londonderrynh.gov>

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The Leach Library, Erin Matlin - Director
276 Mammoth Rd
Londonderry, New Hampshire 03053

Servicing Location:

Boston, Stanley Steemer of
P.O. Box 195
Marlborough, MA 01752
(508) 792-3988

ESTIMATE DETAILS

Estimate Date 4/22/2025

Estimate # 584179

Customer # 896941

Claim/P.O. #

Vehicle BD15

Crew Alexander Figueroa
Nicholas Gilbert

Account Rep

Qty	Item	Description	Unit Price	Amount
13	Chair Furn Clean	(13CH)	\$35.00	\$455.00

Qty	Item	Description	Unit Price	Amount
2	Love Seat Furn Clean	(2LS)	\$75.00	\$150.00
135	Area Rug Sq. Ft Clean	(135ARS) 6 black mats	\$0.50	\$67.50
8425	Commercial Carpet Clean	(8,425CC)	\$0.25	\$2,106.25
			Subtotal:	\$2,778.75
			Discount:	\$0.00
			Tax:	\$0.00
			Total:	\$2,778.75

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Quotation

Date	Quote #
4/25/2025	2311

Prepared For
Leach Library 276 Mammoth Road Londonderry, NH 03053

Work Location
Leach Library 276 Mammoth Road Londonderry, NH 03053

Description	Rate	Total
Carpet Cleaning:		
150 sq ft Quiet Study Room	0.19	28.50
150 sq ft Group Study Room	0.19	28.50
225 sq ft Historical/Genealogical Room	0.19	42.75
200 sq ft Reference Room	0.19	38.00
200 sq ft Library Director	0.19	38.00
375 sq ft Circulation Work Area	0.19	71.25
150 sq ft Assistant Directors Office	0.19	28.50
725 sq ft Technical Services	0.19	137.75
8000 sq ft Main Library	0.19	1,520.00
100 sq ft Children's Librarian	0.19	19.00
2700 sq ft Children's Library	0.19	513.00
150 sq ft Break Room	0.19	28.50
1,3125 sq ft Total	0.19	2,493.75
Upholstery Cleaning:		
Regular Size Sofa	90.00	90.00
Loveseat	80.00	160.00
Armchair	70.00	350.00
Chair Seat,Back,Arm	25.00	0.00
Chair Seat and Back	20.00	1,560.00
Chair Seat Only	15.00	90.00
Total	2,250.00	2,250.00
Grand Total	4,743.75	4,743.75
Prices Include:		
Pre Treatment Of All Areas		
Gum & Grease Removal		
Odor Neutralizer		
Additional Services Available:		
Water Damage Restoration		

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- Shipping costs included
- Complete service coverage



HP 3 year Next Business Day Onsite Service for Color LaserJet Pro 420x

MSRP \$151.00

- Remote problem diagnosis and support
- Onsite hardware support- next business day[1]
- Replacement parts and materials included
- Escalation management
- Coverage for all HP branded components

Service starts on date of hardware purchase. Restrictions and limitations apply.

Get a blazing fast color printer and easy set up with LaserJet Pro.

Workteams will create high-impact documents that get noticed with the brilliant color delivered by HP

office Color Laser printers.

This printer is intended to work only with cartridges that have a new or reused HP chip, and it uses dynamic security measures to block cartridges using a non-HP chip. Periodic firmware updates will maintain the effectiveness of these measures and block cartridges that previously worked. A reused HP chip enables the use of reused, remanufactured, and refilled cartridges. More at:

Maximum productivity in full color

Support your business workteam with this compact, high-performing, color printer, ideal for up to 10 users. Step up your workflow with blazing fast speed to meet high-demand environments.

Simple set up

Quickly set up your printers so you can focus more on your business Streamlined set up makes it easy for your team to set up and get back to what matters.

Advance your security with HP Wolf Pro

Get printer fleet security out of the box. Preconfigured settings mean it's ready when you are. Add a layer of security. PIN/pull option authenticates your print jobs only when you're present. Strengthen and simplify compliance. This upgrade/solution applies your business policies across the fleet. [8]

Sustainable printing [4,6,13]

Redesigned Original HP TerraJet Cartridge for reduced plastic use and energy consumption when printing. [13,15] Trim your paper use. Default duplex setting prints on both sides of each page. Meet the industry standard for efficiency with Energy Star® rating. [4] Reduce your footprint. HP Auto-On/Auto-Off technology optimizes printer energy usage and costs. [5]

RECOMMENDED SUPPLIES & SUPPORT

Most Popular Accessories



HP Color LaserJet 550 Sheet Paper
Tray

MSRP
\$229.00



HP 210A Black Original LaserJet
Toner Cartridge, W2100A

MSRP
\$99.99



HP Care Pack

HP 3 year Next Business Day
Advanced Exchange Service for...

MSRP
\$101.00

ADD TO CART

ADD TO CART

ADD TO CART

HP Color LaserJet Pro 4201dn

☒ Print

 Color



Print up to 35
pages per minute



Auto 2-sided
printing



Mobile and
Ethernet connection

Advanced features

- Manage your cloud-connected HP printers anywhere through a single dashboard
- Auto paper jam recovery

Perfect for office

Fully loaded with features
and blazing fast color printing
for up to 10 people

High-volume office documents,
presentations, marketing materials

Ideal for 750-4,000 pages/month

Features



Technical details



HP Color LaserJet Pro 4201dn Printer is rated 4.5 out of 5 by 121.

Rated 5 out of 5 by Anonymous from Fast with accurate colors This printer was a replacement for a slightly cheaper competitor. The colors on this laser printer are more accurate, and the speed from print to copy is fantastic.

Date published: 2025-02-24

Rated 5 out of 5 by Anonymous from Good Crisp clean printing fast publish ready

Date published: 2025-02-21

Rated 5 out of 5 by Steve22222 from HP 4201dw Printer is excellent. I highly recommend purchasing the 550 paper tray or the user will be adding paper every 50 pages

Date published: 2025-02-07

Rated 5 out of 5 by Wyoming Graphic Designer from HP continues to impress I run a small business out of my home and have always relied on HP printers. This laser printer was easy to set up and is reliable. The print quality is what I expected from a printer with these specs and is surprisingly fast. So far I am very pleased.

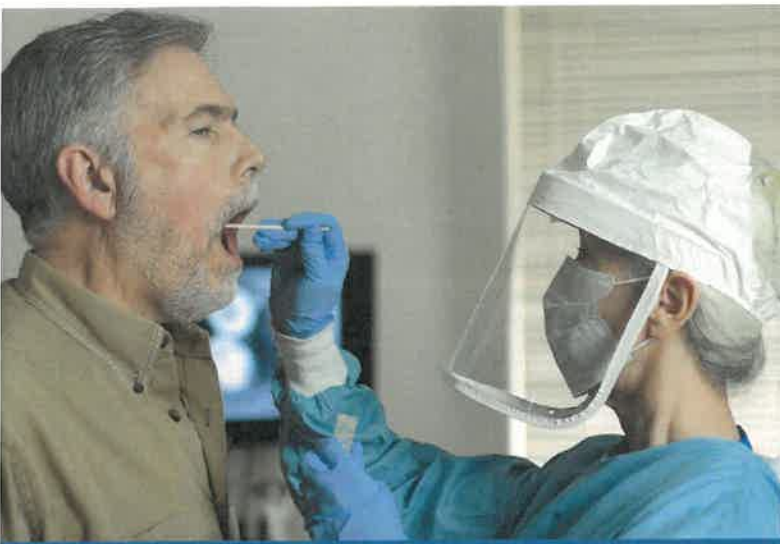
Date published: 2025-01-15

Rated 4 out of 5 by 40 yrs using HP printers from Overall I like this printer HOWEVER there is one issue I cannot resolve One problem. The printer driver came automatically set to duplex printing. I cannot find a way to turn this off. I usually do NOT want to print duplex, I want to print a single page at a time. For the rare times when I do want to print duplex, I have (since my initial HP LaserJet printer in 1983 or 1984) simply clicked to "print both sides". I don't care why you did what you did with this printer and its automatic duplex printing. I DO CARE that you tell me how to stop it...please.

Date published: 2024-10-18

Rated 5 out of 5 by David - retired IT from Excellent Printer! This replaces our 8 yr old HP Laserjet Color Printer. Setup was easy; all the devices from laptops to cell phones found the printer. Print quality is excellent and wake up time is reasonable. I was anxious to see if it'd drop off the network after hours of non- use. It doesn't. I would recommend this printer for a small business, professional work from home or a friend who wants a quality printer.

Date published: 2024-09-19



Congressional All 1789-Present

With legislative and executive branch material

Congressional All includes materials from 1789-present, such as Congressional hearings, Serial Set reports and documents, Congressional Record, bills and resolutions, and Committee prints plus large collections of CRS reports and Presidential materials.

THE PAST INFORMS THE PRESENT

Congressional All provides users with access to our entire collection of congressional content, historical through the present day, facilitating the ability of students, researchers, and teachers to explore ideas in the context of policy changes throughout U.S. history. Users can read primary source congressional texts that expose reoccurring themes informing the events of today such as racism, women's rights, and the role of the U.S. on the global stage. Working with congressional materials fosters understanding of the way the legislative process can work in times of polarization and compromise, times of war and peace, times of economic distress and economic prosperity. Congressional All also offers a large collection of Presidential materials from 1789-present, including not only executive orders and proclamations, but also policy statements, pardons, and many other content types, all shedding light on changes in the relationship between the executive branch and other branches of government over time. The Presidential materials collection can be used to improve understanding of how the President can take actions that have the force of law themselves or that impact the implementation of previously enacted laws. The tension between the

legislative and executive branches has existed from the earliest days of our nation, as public opinion about the separation of powers shifts back and forth.

Whether users begin with the present or a point in the past, access to this collection of primary materials will encourage the development of critical thinking skills needed for learning, research, and citizen participation. For the novice researcher, non-partisan Congressional Research Service (CRS) reports are the perfect place to start, as they explain the issues of the day to Members of Congress. Congressional committee hearings offer differing perspectives through testimony from many types of witnesses such as Administration officials, business leaders, foreign policy experts, economists, Native Americans, civil rights leaders, public health officials, scientists, farmers, environmental advocates, and ordinary citizens. House and Senate reports and documents cover our nation's history from 1789-present, providing a particular focus on events of the 19th and 20th centuries that led up to events of today. Topics touch upon a plethora of information in which Congress has an interest in itself, including public health, law enforcement, civil rights, the Constitution, education, the economy, the environment, foreign relations, and more.



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I greatly appreciate your consideration. If you have any questions or concerns, my contact information is as follows:

Mike Tooley *Digital Account Manager*
| michael.tooley@proquest.com

NHLTA 2025 Annual Awards

Submission deadline is
Friday, July 11, 2025.

Email nominations to:
nhlibrarytrustees@
nhmunicipal.org

www.NHLTA.org

Honoring Those Special Contributors Who Connect the Library with the Community

Each year NHLTA recognizes individuals and groups who have contributed to the excellence of New Hampshire public libraries in an extraordinary manner. Any library trustee board may nominate an individual or group or re-nominate an individual or group who has not received a prior award.

Nomination Instructions

Please note that all nominations **must be supported unanimously by the board of trustees**, at least one of whom must be a current member of NHLTA, and a statement certifying that support must be included in the submission. **Nominations without that statement will not be considered.** In the case of the Trustee of the Year award, all trustees with the exception of the trustee being nominated must support the award.

Nominations must be submitted via email and include the following information:

- ◆ Name and position of the individual or name of the group nominated;
- ◆ Name and address of the library;
- ◆ Name, phone, email and mailing address of the contact person. The contact must be a member of the trustee board;
- ◆ List of the current board members;
- ◆ Narrative supporting the nomination, limited to four (4) pages of text;
- ◆ Additional supporting material, up to 10 pages in length, may be scanned and submitted with the nomination.

NHLTA will select winners at the September board meeting and will notify all those who submit a nomination of the decisions.

Presentations will take place at a site and time agreed upon by the library trustees and NHLTA.

NHLTA Awards Criteria

All Nominees

- ◆ Must be presently connected with New Hampshire public library service.
- ◆ Must be an active advocate for promoting the public library as the community's most important resource.
- ◆ Must be endorsed by the full board of trustees of the library making the nomination, except in the case of the Lillian Edlmann Trustee of the Year.

Library of the Year

- ◆ Has demonstrated expansion and improvement of services and technology.
- ◆ Has enhanced services to a previously under-served part of the community.
- ◆ Has developed partnerships with other libraries and/or community organizations.
- ◆ Has proven value to the community measured by relationships with and support from town officials and members of the community.
- ◆ Maintains membership in NHLTA.

Lillian Edlmann Trustee of the Year

- ◆ Has served a minimum of three years on the board, and is a trustee as of July 31 in the year of nomination.
- ◆ Embodies the characteristics of a library trustee as outlined in the NHLTA manual.
- ◆ Maintains membership in NHLTA.

Library Director of the Year

- ◆ Exhibits professionalism, leadership and outstanding performance and has made notable contributions toward fulfilling the mission and goals of the library.
- ◆ Has been a public library director in New Hampshire for at least three years.
- ◆ Demonstrates initiative in developing programs and services to meet community needs and enhance the quality of life.
- ◆ Demonstrates effective management and development skills with staff and volunteers.

Special Library Service Contribution Award

Presented to an individual or group, other than current staff or board members, who have given outstanding service to New Hampshire public libraries. This contribution may have been in such areas as fund raising, volunteering services, organizing programs, spearheading a building expansion, or other areas of substantial contribution.

Dorothy M. Little Award

Presented to an individual who has demonstrated sustained, extraordinary public library advocacy and activism on a local, regional and state level. May be involved in library service in any capacity.

Sue Palmatier Award for Outstanding Support by a "Friends Of The Library" Group

This award is being offered to recognize the tremendous value of Friends of the Library.