



**LEBANON LIBRARY BOARD OF TRUSTEES
SEPTEMBER 27, 2022 - 7:00 PM
LEBANON LIBRARY DAMREN ROOM OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

-
- 1. Call to Order**
 - A. Welcome Alternate Trustee candidate Jeff Damren
 - 2. Approval of Minutes**
 - A. Approve the July 26, 2022 minutes
 - 3. New Business**
 - A. Approve the financial report
 - B. Approve updates to library policies
 - 4. Committee Reports**
 - 5. Other Business**
 - A. Director's report
 - B. Deputy Director's report
 - 6. Adjournment**

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

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING AGENDA
Lebanon Library Damren Room or
Remote via Virtual Platform Microsoft Teams
LebanonNH.gov/Live
TUESDAY, July 26th, 2022
7:00 PM**

MEMBERS PRESENT: Francis Oscadal (Chair), Susan Weber Valiante (Secretary), Michael J. Stebbins (Treasurer), Donna Hartford, Morgan Swan, Emma Wunsch, Doug Whittlesey (Alt.), Phil Bush (Alt.)

MEMBERS ABSENT: Ann Sharfstein

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

1 **1. CALL TO ORDER:** Chair Oscadal called the meeting to order at 7:00PM.
2 Doug Whittlesey was appointed as a full member with voting privileges in place of Ann Sharfstein for
3 this meeting.
4

5 **2. NEW BUSINESS:**
6

7 **A. Strategic Planning Discussion-**City Manager Shaun Mulholland was present at the meeting. He
8 explained that the city had a master plan and explained what was in it. He said they had annual
9 outcomes and workplans, not a strategic plan and that it was the first plan in the budget process.
10 The city is currently working on a strategic plan. He said that he was looking for input from
11 boards and committees for the plan. He would like that input by the end of September. He went
12 on to explain the timeline for the process and explained why he needed their input by the end of
13 September.
14

15 **B. Approve the Treasurer's Report-**Treasurer Stebbins started with the Special Funds report. He
16 said mid-way through the year there was a surplus of \$22,000.00. Books and CDs went up by
17 approximately \$10,000.00 and there was a \$7,000.00 annual fee from the Park Street Foundation
18 and about \$2,000.00 in expenses from Baker and Taylor and Amazon.
19

20 The city operating budget was under budget by approximately \$13,000.00. Full time wages were
21 under budget by about \$21,000.00. Temporary/part time staff budget was over by about
22 \$8,000.00. Repairs and maintenance were under budget by about \$16,000.00 and electricity was
23 over budget by \$18,000.00. Books and subs were over budget by approximately \$8,000.00.
24

25 **Mr. Swan MOVED to approve the Financial Report as presented.**
26 **Seconded by Mr. Whittlesey.**
27

28 ** The Vote on the MOTION passed (7-0).*
29

30 **C. Approve the 2023 Library Budget-**Director Fleming started by telling the Board that long-time
31 custodian, Bill Harriman, would be retiring. He said there was an opportunity to turn two part-
32 time positions in to one full-time position. Those changes would lower the wages category in the
33 budget. He went on to explain that the wages in the proposed budget were higher than they
34 would be because the city manager was proposing giving all eligible employees an evaluation
35 increase at the beginning of the year to help address the cost-of-living issues.

Electricity would be higher for next year with the cost already above budget this year. Tad Montgomery had worked up a spreadsheet on electricity usage for the libraries. Discussion was had on what to budget for electricity for next year.

Director Fleming said that there were a couple of new things added to staff development. One of their new employees, Bea Couser, was interested in pursuing her Master's in Library Science. Deputy Director Lappin was also looking at a Leadership/Management course that she could take.

Director Fleming said it looked like the libraries would be over budget this year. They have two retirements this year and the payouts will be taken out of this year's budget. He said the budget would be close when also looking at the electricity bills for this year.

**Ms. Valiante MOVED to approve the 2023 Library Budget as presented.
Seconded by Ms. Hartford.**

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

D. Approve the Updated Chart of Accounts-Mr. Whittlesey explained that back in March Director Fleming brought the Chart of Accounts to him and Mr. Stebbins to review. After they looked at it, they decided that it could be streamlined and updated. He explained that there are notes next to the suggestions they had for the Chart of Accounts. Discussion on the changes was had among the Board members.

**Ms. Wunsch MOVED to approve updating the Chart of Accounts as presented.
Seconded by Mr. Morgan.**

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

3. APPROVAL OF MINUTES:

A. May 24th, 2022

**Ms. Valiant MOVED to approve the May 24th, 2022, Minutes as presented in the July 26th, 2022 agenda packet as amended.
Seconded by Mr. Stebbins.**

Corrections:

Page 1, Line 27 Change "if" to "is"

Page 2, Line 10 remove "I" after "bring"

Page 2, Line 49 Change "Board of Selectmen" to "City Council"

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

B. June 28th, 2022

**Ms. Hartford MOVED to approve the June 28th, 2022, Minutes as presented in the July 26th, 2022 agenda packet as amended.
Seconded by Ms. Wunsch.**

1 Corrections:

2
3 Page 1, Line 16 Remove "There were ground expenses in the month of May of about \$13,000.00.
4 Page 2, Line 2 Change "edition" to "addition"

5
6 * *The Vote on the MOTION passed (5-0-2).*
7 *Ms. Valiante and Mr. Whittlesey abstained.*
8

9 **4. OTHER BUSINESS:**

- 10
11 **A. Director's Report** – Director Fleming asked if the Board would like to cancel the August
12 meeting. The group said yes so, the August 2022 meeting was cancelled. The materials selection
13 policy would be presented in September.
14

15 Director Fleming wanted to talk to the Board about coffee and the coffee bar door specifically at
16 Kilton. He explained the reasons why it was not very popular with the staff. He said they would
17 like to get rid of the coffee and the coffee door because it was damaging the floor tiles. The
18 Board agreed that the coffee could be done away with.
19

20 Director Fleming talked about the retro-commissioning proposal. He said he planned to get 3
21 quotes from some companies. He thought it could save the libraries some money. He would like
22 the money to hire a consultant to come out of the Special Funds account. No one on the Board
23 objected to that.
24

25 He also reported that Jeff Damren had shown interest in becoming an alternate trustee. He will
26 attend the next Trustee meeting in September to see if he would like to do it or not.
27

28 Director Fleming explained to the Board how the libraries were managing the use of the museum
29 passes that they had to loan out. Recently they decided to go with a first come, first serve way of
30 giving the passes out. There were a few customer complaints recently. The Board discussed the
31 passes and agreed that the first come, first serve basis was the best way to go. He also reported
32 that the library renovation celebration was very nice and went well. Deputy Director Lappin and
33 Chair Oscadal gave speeches at the celebration. Other Board members agreed that it was a very
34 nice celebration.
35

- 36 **B. Deputy Director's Report:** Deputy Director Lappin reported that she had a good time and that
37 people really seemed to enjoy the renovation celebration. She wanted to thank everyone for the
38 efforts that were put into it.
39

40 She reported that Bill Harriman, part time custodian, was retiring. He has been at the library
41 since 1990. He is willing to still sub if need be. The summer reading program was going well.
42 You can still pick up a summer reading tracking card. If the patron reads for 10 hours over the
43 summer, they can get a free ice cream at Fore-U Golf. Youth services put this program together.
44

45 The reorganization of the youth staff will take place after approval of the City Council, hopefully
46 in August.
47

48 Ms. Valiante wanted to know if there could be Open/Closed signs posted at the libraries to let
49 patrons know when the libraries were open. Deputy Director Lappin said that would be possible
50 and she would work on it.
51
52

6. ADJOURNMENT:

A MOTION was made by Ms. Wunsch to adjourn the meeting at 8:20pm.

The MOTION was seconded by Mr. Swan.

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

Respectfully submitted,

Barbara Higgins

Recording Secretary

MTD AND YTD REVENUE/EXPENSE FOR CITY OF LEBANON

Balance As Of 08/31/2022

GL Number	Description	2022 Amended Budget	Activity For 08/31/2022	YTD Balance 08/31/2022	Encumbrance 08/31/2022	Available Balance 08/31/2022	% Bdgt Used	Available Balance 12/31/2021
Fund: 1100 GENERAL FUND								
Account Category: Expenditures								
Department: 4550-0000 LIBRARY								
1100-4550-0000-1100-0000	FULL TIME WAGES	702,870.00	54,163.58	448,615.70	0.00	254,254.30	63.83	17,575.83
1100-4550-0000-1120-0000	PART TIME WAGES 20-24	0.00	4,411.63	43,042.46	0.00	(43,042.46)	100.00	0.00
1100-4550-0000-1125-0000	PART TIME WAGES 25-29	0.00	8,245.69	72,923.33	0.00	(72,923.33)	100.00	0.00
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	228,610.00	5,773.08	47,263.90	0.00	181,346.10	20.67	69,901.35
1100-4550-0000-1300-0000	OVERTIME WAGES	0.00	17.99	820.31	0.00	(820.31)	100.00	0.00
1100-4550-0000-2150-0000	LIFE & DISABILITY INSURANCE	8,670.00	724.22	5,076.28	0.00	3,593.72	58.55	399.08
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	71,270.00	5,428.16	46,174.89	0.00	25,095.11	64.79	6,276.91
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	98,830.00	7,617.89	63,580.48	0.00	35,249.52	64.33	2,735.49
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	6,980.00	45.00	2,618.99	0.00	4,361.01	37.52	5,062.50
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	3,400.00	265.38	2,279.17	0.00	1,120.83	67.03	188.59
1100-4550-0000-3000-0000	LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	(2,031.12)
1100-4550-0000-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUBSCRIP	0.00	189.40	5,705.61	0.00	(5,705.61)	100.00	0.00
1100-4550-0000-4110-0000	WATER	2,000.00	502.20	1,364.67	0.00	635.33	68.23	346.13
1100-4550-0000-4120-0000	SEWER	1,500.00	443.66	1,056.80	0.00	443.20	70.45	896.79
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING	0.00	270.00	11,215.00	0.00	(11,215.00)	100.00	0.00
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	59,950.00	1,423.75	20,402.35	6,407.00	33,140.65	78.87	(124,226.85)
2021			26,880.00	26,880.00	14,000.00			
2020			0.00	0.00	18,589.14			
2019			0.00	0.00	184.00			
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	2,050.00	358.28	2,177.35	0.00	(127.35)	106.21	(130.91)
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	18,380.00	741.57	5,743.63	0.00	12,636.37	31.25	(1,291.67)
2020			0.00	0.00	1,145.00			
1100-4550-0000-5300-0000	COMMUNICATIONS	9,600.00	0.00	1,443.23	0.00	8,156.77	15.03	(32.19)
1100-4550-0000-5335-0000	INFORMATION ACCESS	0.00	275.00	5,107.99	0.00	(5,107.99)	100.00	0.00
1100-4550-0000-5400-0000	ADVERTISING	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
1100-4550-0000-5800-0000	TRAVEL	14,900.00	0.00	4,574.66	0.00	10,325.34	30.70	2,022.71
1100-4550-0000-5875-0000	MILEAGE	1,000.00	0.00	18.72	0.00	981.28	1.87	1,000.00
1100-4550-0000-6000-0000	OFFICE SUPPLIES	5,000.00	129.31	1,269.92	0.00	3,730.08	25.40	4,476.91
1100-4550-0000-6100-0000	GENERAL SUPPLIES	15,000.00	2,883.04	14,320.49	0.00	679.51	95.47	(5,976.31)
1100-4550-0000-6220-0000	ELECTRICITY	48,000.00	7,089.56	49,793.42	0.00	(1,793.42)	103.74	(3,803.52)
1100-4550-0000-6230-0000	BOTTLED GAS	1,500.00	0.00	970.54	0.00	529.46	64.70	(594.01)
1100-4550-0000-6240-0000	FUEL OIL	2,930.00	0.00	1,081.62	0.00	1,848.38	36.92	3,872.37
1100-4550-0000-6400-0010	BOOKS/PERIODICALS/AUDIO/VISUAL SUP	50,000.00	0.00	33,340.68	0.00	16,659.32	66.68	(17,520.57)
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPME	30,000.00	2,324.36	11,328.64	0.00	18,671.36	37.76	(40,804.16)
Total Dept 4550-0000 - LIBRARY		1,383,440.00	130,202.75	930,190.83	40,325.14	473,722.17	67.24	(80,656.65)
Expenditures		1,383,440.00	130,202.75	930,190.83	40,325.14	473,722.17	67.24	(80,656.65)
Fund 1100 - GENERAL FUND:								
TOTAL EXPENDITURES		1,383,440.00	130,202.75	930,190.83	40,325.14	473,722.17		(80,656.65)
Current Year Exp.			103,322.75	903,310.83	6,407.00			
Prior Year Exp.			26,880.00	26,880.00	33,918.14			

Lebanon Public Libraries Trustee Accounts

Profit and Loss
January - August, 2022

	TOTAL
Income	
Contributions Income	
Foundation Contribution (deleted)	165,000.00
Restricted Income (deleted)	12,149.00
Total Contributions Income	177,149.00
Interest Income -	3,898.14
Carter Funds (deleted)	3,849.16
Fees/Fines Savings Int (deleted)	3.86
Total Interest Income -	7,751.16
Other Income	6,972.87
Total Income	\$191,873.03
GROSS PROFIT	\$191,873.03
Expenses	
Accounting/Bookkeeping Services	300.00
Art/Framing	498.95
Books/Subscr/CD/DVD/Tapes	24,161.94
Budget Deficit	6,231.51
Capital Improvements -	
Building Improvements	130,000.00
Equip/Furn Costs - (deleted)	319.99
Total Capital Improvements -	130,319.99
Community Relations	1,035.09
Entertainment	490.86
Miscellaneous Exp	922.33
Office/Operating Supplies	2,742.09
Postage/Delivery	276.85
Professional Fees	
Advertising/Marketing	870.60
Total Professional Fees	870.60
Programs	1,111.58
Repairs/Maintenance	10.90
Grounds (deleted)	13,298.05
Total Repairs/Maintenance	13,308.95
Web Hosting/Domain Fees	374.18
Total Expenses	\$182,644.92
NET OPERATING INCOME	\$9,228.11
NET INCOME	\$9,228.11

Lebanon Public Libraries Trustee Accounts

Balance Sheet
As of August 31, 2022

	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	16,922.12
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	\$17,072.12
Other Current Assets	
Amount Due Leb Libraries Found	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$17,072.12
Other Assets	
Long Term Assets- Other	
Savings Account MSB 5568114	
General Savings	4,021.32
Rainy Day Fund (City Surplus)	112,460.46
Total Savings Account MSB 5568114	116,481.78
Total Long Term Assets- Other	116,481.78
Total Other Assets	\$116,481.78
TOTAL ASSETS	\$133,553.90
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00

Lebanon Public Libraries Trustee Accounts

Balance Sheet As of August 31, 2022

	TOTAL
Equity	
Net Assets	124,325.79
Opening Bal Equity	0.00
Unrealized Gain / Loss	0.00
Net Income	9,228.11
Total Equity	\$133,553.90
TOTAL LIABILITIES AND EQUITY	\$133,553.90

The purpose of this policy is to state the criteria the library uses to develop and maintain its collection.

The Lebanon Public Libraries (LPL) provide materials to support the [mission](#), vision, and values of the library. The LPL's Materials Selection Policy upholds the principles expressed in the [Library Bill of Rights](#) of the American Library Association, the [ALA's Freedom to Read Statement](#), the [ALA's Freedom to View Statement](#), and the protections of the [First Amendment of the Constitution of the United States](#).

The LPL collects materials of interest to all members of the community. In determining suitability for the collection, selectors' considerations include:

- Professional reviews
- Recommendations
- Style & presentation
- Accuracy of content
- Availability from other libraries & resources
- Available formats
- Genre
- General appeal
- Reading level
- Community interest or demand
- Varying viewpoints

Decisions are also based on available budget and physical space. LPL does not generally duplicate resources already provided at local academic and special libraries including textbooks, scholarly materials, and highly specialized items. The Library Director and designated staff are responsible for selection of all library materials.

Selection criteria may vary depending on content or format. Selection of materials does not imply agreement with or approval of the viewpoints expressed in the material. Materials are evaluated as a whole work and not by selected passages or scenes. Items which may be considered controversial or offensive by some may be selected if they are determined to contribute to the overall variety and balance of the collection.

Additionally, all library cardholders may check out materials in accordance with [circulation policies](#) and procedures. LPL maintains several collections that are specialized, rare, not readily available elsewhere, and/or of special interest to our community.

Including:

- Genealogical resources
- Government documents
- Local newspapers
- New Hampshire and local history

As with the general collection, special collections are established and maintained by the library based on space, funding, local interest, and other criteria. Many items in these collections require special handling, due to their age and/or uniqueness. The library strives to provide access to these items while also preserving them for continued use.

LPL staff maintain the quality of the collection by regularly removing worn, dated, damaged, or under-circulating items. This process is not intended to sanction removal of controversial items.

LPL recognizes the right of individuals to recommend materials for the collection and to question both materials selected by the library and those that are not. Individuals who would like to request that an item be added to the collection may fill out [Request a Purchase or Interlibrary Loan](#) form which will be reviewed by library selectors. Lebanon residents or taxpayers who wish an item to be removed from the collection may review the libraries [Policy on Controversial Materials](#) and fill out a [Request for Reconsideration of Library Materials](#) form which will be reviewed by library administration. Material under review will remain in the circulating collection until a determination is made.

LPL accepts gifts to enhance library services. Monetary donations are the responsibility of the Library Director. Donations of materials are evaluated by the appropriate library staff and are subject to the selection and removal criteria outlined in this document.

INVESTMENT POLICY STATEMENT AND GUIDELINES FOR THE LEBANON PUBLIC LIBRARIES

GENERAL

The overall portfolio should be managed in accordance with the Prudent Person rule. The definition of prudence is based on RSA 31:25-b as follows:

“a prudent investment is one which a prudent [person] would purchase for [their] own investment having primarily in view the preservation of the principal and the amount and regularity of the income to be derived therefrom.” Historically, the Trustees have adopted a low risk policy with fully insured accounts.

As required by New Hampshire law, this Investment Policy will be reviewed annually.

THE INVESTMENT OBJECTIVE

The investment objective for this account is “Income Only.” This objective is consistent with our emphasis on current income and our desire for modest growth of principal from Appreciation.

PERFORMANCE MANAGEMENT

The Lebanon Library Board of Trustees will meet to review their portfolio at least twice a year. As part of the review the trustees will discuss the investment objective, asset allocation, performance, diversification, and general compliance with guidelines.

Adopted by the Board of Trustees: February 25, 2003

Revised: August 28, 2007

Readopted: June 22, 2010, July 26, 2011

Revised: July 23, 2013

Readopted October 28, 2014

Revised November 24, 2015

Readopted September 27, 2016

Revised September 26, 2017

Revised July 31, 2018

Readopted October 22, 2019; October 27, 2020, September 28, 2021

Safety Policy and Procedures

Emergency Numbers

Call 911 or push the panic button. Every staff member may call for emergency help to initiate emergency responses. The number for **Lebanon Police Department dispatch** is **603-448-1212**.

Safety Policy

Lebanon Public Libraries strive to provide a safe and comfortable environment for staff and patrons. We entrust the safety of the libraries into the hands of our staff. Our staff is here to serve our community but can only do so if we are safe. We empower and support all of our staff to make choices with safety in mind. Our intentions and efforts to understand and provide a safe environment for everyone starts with staff training and honoring the experiences of everyone.

Safety Procedures

Who Makes the Call

Anyone can call emergency services at any time. Do not hesitate.

If the situation is one where time and urgency are not factors, staff should follow the [Person-in-Charge List](#) for decision making and allocating responsibilities.

Reporting

When an issue of safety is noticed by the staff, reporting is encouraged.

Anyone can submit an [Incident Report](#) about staff or patron experiences.

Anyone can submit a [Building and Grounds Form](#) about facility issues.

Early Closure

If the library closes early, the following steps will be taken under the direction of the [Person-in-Charge](#):

- Get permission from the [Chair of the Board of Trustees](#) for the closure of the buildings
- [Contact staff](#) members [scheduled to work](#)
- Put the closure notice on the all staff Slack channel
- Cancel scheduled library-sponsored [programs](#)
- Contact outside groups scheduled to use the [meeting rooms](#)
- Digitally disseminate information regarding the closure
 - Contact WMUR
- Post signs on the doors
- Contact the [City Manager's office](#) and the [SAU](#)

Building Safety

Fires

Evacuate the building and, if possible, pull the fire alarm nearest to your exit. Procedures for [early closure](#) should be followed to notify staff and patrons.

Facilities Failure

If one of the basic utilities has malfunctioned or stopped for longer than 30 minutes, the Person-in-Charge should contact the [utilities company](#) and decide if [closing procedures](#) will be implemented.

Basic utilities include:

- Electricity: [Liberty Utilities](#)
 - Click on the link for outage information or call 1-855-349-9455
- Heat/Cooling: [Alliance Mechanical](#)
 - Account 7499300. Listed as "Kilton Public Library" on invoices
- Internet/Phone: [VTEL](#)
- Water:
 - **Plumbing:** Twin State Plumbing at 802-291-4027
 - **Water Main or other City Issues:** Call City of Lebanon Department of Public Works at 603-448-3112

Personal Safety

Weather Related Closings

Staff and patron safety must be kept in mind when weather conditions are treacherous.

Procedures for [early closure](#) should be followed to notify staff and patrons.

If the library is closed due to weather, staff are encouraged to work remotely if possible.

Accidents

Staff should make every effort to attend to the accident victim and contact medical professionals if necessary. Any accidents must be reported in the accident report form within 24 hours of the incident. The responsibility for submitting the forms belongs to the Person-in-Charge.

- [Employee Notice of Incident Report](#)
- [Patron Accident Report](#)

Conflict and Violence

Workplace violence is any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the work site. The library will conduct annual training with staff regarding conflict and violence. Incidents of workplace violence can be reported with an [Incident Report](#). If any injury occurred during the incident, procedures for reporting an [accident](#) should be followed.

Active Shooter

Active shooter drills will be conducted annually at both buildings. Staff should follow the Run, Hide, Fight procedures:

1. **Run:** Get out of the building as soon as possible. Break windows or doors if necessary to escape the building.
2. **Hide:** If escape is not possible, then hide somewhere protective.
3. **Fight:** As a last resort, fight the active shooter.

Safety Trainings

Education and training are important tools for informing staff about workplace risks and controls so they can work more safely and be more productive. Another role of education and training is to provide staff with a greater understanding of the Safety Policy and Procedures themselves, so that they can contribute to their development and implementation. The [list of staff trainings](#) will be reviewed by the Director every three years to ensure that current standards of safety are being met.

The library will utilize City of Lebanon staff trainings whenever it is deemed appropriate but will maintain our own list of necessary staff trainings. The trainings will fit into these broad categories:

- First aid and health
- Equipment safety and use
- Security in the workplace
- Fire and facility safety
- Cybersecurity

These trainings will be required and offered on a recurring basis. Scheduled trainings and reminders will be located on the [Safety and Security Calendar](#).

Additional training may be needed depending on the roles assigned.

Person-in-Charge List

The Person-in-Charge is defined as the highest labor grade in the building who makes supervisory decisions. If a situation occurs in which there are only two librarians of the same position or labor grade in the building, the staff member with the most seniority will be the Person-in-Charge. The PIC list does not negate the ability of any staff member to act in the interest of safety.

The following is the Person-in-Charge list, in descending order:

1. Director
2. Deputy Director
3. Head of Youth Services
4. Children's Librarian, IT Librarian, Systems Librarian
5. Outreach Librarian
6. Library Administrative/Technical Assistant
7. Library Assistant
8. Custodian

Adopted by the Board of Trustees: June 26, 2001

Revised: July 26, 2011; October 22, 2013

Draft Child Safety Policy 2022

Commented [1]: I took out all the unnecessary capitalization in this document.

The Lebanon Public Libraries are dedicated to providing a welcoming environments that encourages children to visit the library, ~~attend programs, and use the library collection and computers.~~ Library staff are available to assist and support children in using the library and its materials. For the purposes of this policy, children are defined as being under the age of 13.

Commented [2]: I would move this sentence to the following paragraph.

Library staff are not responsible for children who are left unattended on the library premises. Children under the age of 8 must be accompanied and supervised by a parent/guardian/caregiver over the age of 12. Library staff do not provide child care, supervise unattended children, or assume responsibility for the actions and safety of children.

Parents/guardians/caregivers are responsible for the safety and behavior of their children

Like all library users, children are expected to behave appropriately and abide by the library's rules and regulations. Disruptive children who violate the [rules and regulations](#) may be asked to leave the library premises. Library staff may contact parents or the Lebanon Police Department if an unattended child is being disruptive or is in distress.

Commented [3]: I feel like at one point this may have referred to an actual document that said "Rules and Regulations" and had specific things on it. But we got away from that sort of thing because it was never quite right, and didn't cover everything. Like "don't scale the building", "no snowball fights in the elevator", "no scooters on the stairwells" etc., etc.

Closing Time

It is the responsibility of parents/guardians/caregivers to make sure their children have transportation to and from the library. When an unattended child is left at the library at closing time without transportation, ~~Library~~ library staff will make every effort to contact the parents/guardians/caregivers of the child. If no one can be found, library staff will contact the Lebanon Police Department.

Commented [4]: I've added a link to the rules and regulations

Commented [5]: Much better! Thanks!

Approved by Board of Trustees October 27, 2015

TO: City Manager, Lebanon NH
Library Board of Trustees

FROM: Matthew C. Decker

DATE: August 15, 2022

RE: Disposition of Funds from Library Trustee Operating Budget

Question Presented: Whether ~\$19,000 from the library trustees' 2020 operating budget, encumbered by a purchase order at the end of 2020 for a Kilton Library lavatory renovation project, but not spent when the project was completed under budget in 2021, must be returned to the trustees under City Code §100-7.

Short Answer: No. The ~\$19,000 was not an "unexpended balance" as of the end of the City's 2020 fiscal year because it was encumbered for the lavatory renovation project at that time. Therefore the funds were not available for transfer to the trustees' bank account at the end of the City's 2020 fiscal year. We do not read City Code §100-7 to reach funds that are encumbered at the end of a fiscal year and become unencumbered at a later time. In the absence of another applicable code provision, the unspent funds are properly treated like all other funds that become unencumbered and should lapse to the City's general fund.

Background Facts: Our legal opinion is based on the following known facts:

- Near the end of 2020, the library director executed a purchase order in the amount of \$80,000 from the library trustees' operating budget for a Kilton Library lavatory renovation project.
- The finance department did not transfer the \$80,000 out of the library trustees' fund to the City's capital improvements fund.
- The renovation project was completed in August 2021, under budget, and approximately \$19,000 out of the \$80,000 encumbered by the purchase order was not spent.
- The purchase order, No. R3213, was never closed out in 2021 and currently remains open with the Finance Department, with \$18,589.14 of the encumbered funds not paid out.

Analysis:

The City's fiscal year runs from January 1 to December 31, and the City Council adopts a separate budget for each fiscal year, including an annual appropriation for the library operating budget.

New Hampshire cities are generally understood to operate under RSA 32, the municipal budget law, in the absence of a more specific, conflicting statute or code, per the rule in RSA 44:2 that "[a]ll provisions of statutes, now made or hereafter enacted relating to towns, shall be understood to apply to cities...." RSA 32:7 provides, subject to certain exceptions, that "[a]ll appropriations

shall lapse at the end of the fiscal year and any unexpended portion thereof shall not be expended without further appropriation”.

One exception to the general rule of lapsing appropriations is in RSA 32:7, I: an appropriation will not lapse if “[t]he amount has, prior to the end of that fiscal year, become encumbered by a legally-enforceable obligation, created by contract or otherwise, to any person for the expenditure of that amount”. The City generally operates under this rule, with unexpended and unencumbered funds from most departments lapsing to the City general fund either at the end of the fiscal year if they are unencumbered at that time, or when they remain unspent and the encumbrance expires.

City Code §100-7 creates an exception to the general rule that unexpended funds lapse at the end of a fiscal year, providing that:

The Library Board of Trustees will authorize all sums to be paid from the annual library’s appropriation. Any unexpended balance of the library’s annual appropriation will be carried over and made available for expenditure by the Library Board of Trustees in the next fiscal year. Such unexpended balance of the annual appropriation shall not lapse and shall not be paid into the City general fund.

We read this code section narrowly. Because lapse of an annual appropriation occurs at the end of a fiscal year, the rule that an “unexpended balance... shall not lapse” appears to refer specifically to an unexpended balance as of one specific point in time – the end of the fiscal year. Funds that were encumbered at the end of the 2020 fiscal year for the lavatory renovation project could not have been included in the “balance” of funds that did not lapse after December 31, 2020 and that would have been made available to the trustees to spend at the start of 2021.

This opinion is consistent with the actual practice reported by the City’s finance director. She reported that it is the normal practice of the finance department, when purchase orders for prior years (including purchase orders from the library director) are closed out and funds are released from encumbrance, to treat such funds as lapsing to the general fund. This practice provides an administrative gloss to application of §100-7.

To the extent that ~\$19,000 out of the encumbered lavatory renovation funds remained unspent upon completion of the project in August 2021, the “balance” of unexpended funds from the 2020 fiscal year would have already been paid over to the trustees by the finance department in compliance with City Code §100-7. In the absence of any other applicable code provision, the default rule and actual practice of the finance department is that the unspent fund then lapse to the City’s general fund.

An alternate interpretation – that encumbered funds should be returned to the trustees at any point in the future once they remain unspent and become unencumbered – could indirectly conflict with the Council’s annual determination of an appropriate operating budget for the library trustees.

We therefore conclude that the ~\$19,000 leftover funds from the 2020/2021 Kilton Library lavatory renovation project should be considered lapsed to the City's general fund and not be transferred to the library trustees' bank account.

Note: This memo addresses a specific fact scenario where the finance department never transferred the encumbered \$80,000 out of the trustees' operating budget and into the City's capital improvements fund. (Typically, the funds for a building renovation project would be sourced from the capital improvement fund, because City Code §100-5 provides that "[a]ny major public improvements to the [library] buildings and grounds will be part of the City's capital improvement program" and "[a]ll expenses incurred for these purposes will be part of the City budget and will not be chargeable to the library's annual appropriation.") However, the unspent funds would also not be available to the library trustees even if they had been transferred to the capital improvements fund. Once transferred into the City's capital improvements fund, unspent amounts either remain under the control of the City Manager, or lapse. It appears the funds could not be transferred back to the library trustees operating account without approval of the City Council, per City Charter §419:45: "The manager, *with the approval of the council*, may transfer any unencumbered appropriation balance or any portion thereof from one department to another."

<u>Position (Job Class/Title)</u>	<u>Events (Specifics)</u>	<u>Name of Incumbent (Indicate if Vacant) / Anniversary Date</u>	<u>Labor Grade</u>	<u>Wage Rate</u>	<u>Hours</u>	<u>Pay Periods</u>	<u>Weekly Wage</u>	<u>Annualized Wage</u>
NOTE: FULL- AND PART-TIME REGULAR POSITIONS MUST AGREE WITH WHAT IS REPRESENTED IN THE ACCOMPANYING POSITION COM								
Library Director \$1,799.12-\$2,428.62	GW eval increase	Sean Fleming / 1/01	Non 14	\$2,224.49 \$66.73 \$68.74 \$2,359.96	40	52 52 51	\$2,224.49 \$66.73 \$68.74 \$2,359.96	\$115,673.48 \$3,469.96 \$3,505.74 \$122,649.18
Deputy Library Director \$1,601.12-\$2,161.47	GW eval increase	Amy Lappin / 1/01	Non 12	\$1,868.01 \$56.04 \$57.72 \$1,981.77	40	52 52 51	\$1,868.01 \$56.04 \$57.72 \$1,981.77	\$97,136.52 \$2,914.08 \$2,943.72 \$102,994.32
Systems Librarian \$1,294.40-\$1,747.70	GW eval increase	Jaki Frisina / 5/13	Non 9	\$1,480.60 \$44.42 \$45.75 \$1,570.77	40	52 52 32	\$1,480.60 \$44.42 \$45.75 \$1,570.77	\$76,991.20 \$2,309.84 \$1,464.00 \$80,765.04
Children's Librarian \$1,176.75-\$1,588.55	GW eval Increase (top of range)	Amber Coughlin / 2/20	Non 8	\$1,402.50 \$42.08 \$43.34 \$1,487.92	40	52 52 47	\$1,402.50 \$42.08 \$43.34 \$1,487.92	\$72,930.00 \$2,188.16 \$2,036.98 \$77,155.14
Outreach Librarian \$1,176.75-\$1,588.55	GW eval Increase	Celeste Pfeiffer / 11/04	Non 8	\$1,402.50 \$42.08 \$43.34 \$1,487.92	40	52 52 7	\$1,402.50 \$42.08 \$43.34 \$1,487.92	\$72,930.00 \$2,188.16 \$303.38 \$75,421.54
Information Technology Librarian \$1,510.80-\$2,039.05	GW eval Increase	Ron Houk / 5/17	Non 11	\$1,542.28 \$46.27 \$47.66 \$1,636.21	40	52 52 32	\$1,542.28 \$46.27 \$47.66 \$1,636.21	\$80,198.56 \$2,406.04 \$1,525.12 \$84,129.72
Youth Services Librarian \$1,425.52-\$1,924.05	GW	Nicole Rheaume / 8/4	Non 10	\$1,500.00 \$45.00	40	52 52	\$1,500.00 \$45.00	\$78,000.00 \$2,340.00

<u>Position (Job Class/Title)</u>	<u>Events (Specifics)</u>	<u>Name of Incumbent (Indicate if Vacant) / Anniversary Date</u>	<u>Labor Grade</u>	<u>Wage Rate</u>	<u>Hours</u>	<u>Pay Periods</u>	<u>Weekly Wage</u>	<u>Annualized Wage</u>
NOTE: FULL- AND PART-TIME REGULAR POSITIONS MUST AGREE WITH WHAT IS REPRESENTED IN THE ACCOMPANYING POSITION COM								
	eval increase	2/15/2023 6 Month		\$46.35		46	\$46.35	\$2,132.10
	eval increase	08/15/2023 1 Year		<u>\$47.74</u>		20	\$47.74	<u>\$954.80</u>
				\$1,639.09			<u>\$1,639.09</u>	<u>\$83,426.90</u>
Library Administrative / Technical Assistant \$26.74-\$37.84		Beatrice Couser 5/3	Non 7	\$30.06	40	52	\$1,202.40	\$62,524.80
	GW			\$0.90		52	\$36.00	\$1,872.00
	eval increase			<u>\$0.93</u>		34	<u>\$37.20</u>	<u>\$1,264.80</u>
				\$31.89			\$1,275.60	<u>\$65,661.60</u>
Library Assistant \$22.46-\$30.31		Lauren Whittlesey / 1/6	Non 4	\$23.99	40	52	\$959.60	\$49,899.20
	GW			\$0.72		52	\$28.80	\$1,497.60
	eval increase			<u>\$0.74</u>		51	<u>\$29.60</u>	<u>\$1,509.60</u>
				\$25.45			\$1,018.00	<u>\$52,906.40</u>
1100-4550-01-1100								<u>\$745,109.84</u>

Buildings and Grounds Issues

report generated on Sep 09, 2022

Fix the compost situation at Kilton

In progress

1. make additional bins
 - Assigned to:

burning bush needs to be removed at Leb Library

To do

1. get in touch with PW about truck
 - Assigned to:
2. chainsaw work
 - Assigned to: ken.louzier@leblibrary.com

conduit outside the Tech Services entrance at Kilton is inadequately sealed

To do

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

curb cut needed on Bank St by Lebanon Library for handicapped space

To do

1. take pictures of area and send to Jim DPW
 - Assigned to:

elm trees are up against the Kilton

In progress

1. make sure Greenshield does the work
 - Assigned to:

Done

1. contact Greenshield
 - 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:

fountain in Kilton courtyard has a leak somewhere in the system

To do

1. find the leak

- Assigned to: ken.louzier@leblibrary.com

front stair treads at Kilton are in need of repair

In progress

1. get recommendations for contractor
 - Assigned to: ken.louzier@leblibrary.com

grass in the gutters at Kilton

To do

1. Investigate
 - 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:

light is out at Kilton above copier

To do

1. contact GMES
 - Assigned to:

one community garden bed needs to get fixed

To do

1. clamp and reinforce corners
 - Assigned to:

paint the exterior of Kilton

In progress

1. find out when Hadlock intends to do the work
 - Due on: Jul 29, 2022
 - Assigned to:

Done

1. sign contract with Hadlock painting
 - Assigned to:
2. contact contractors
 - Assigned to:

parking lot at Kilton has cracks

problems with lights at Kilton

To do

1. determine what bulbs we have in the fixtures Eric was looking at
 - Assigned to: ken.louzier@leblibrary.com
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 cost for upgrading lighting to LED, improving the entire lighting system
 - Assigned to:

stripe the parking lot at Kilton

To do

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

underlayment in floor tiles at Kilton failed

To do

1. get quote from Tony
 - Assigned to:

Done

1. contact Valley Floors
 - Assigned to: