



**LEBANON LIBRARY BOARD OF TRUSTEES
JANUARY 30, 2024 - 7:00 PM
KILTON LIBRARY COMMUNITY 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 on 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. City Manager Ethics Training

A. Policy review

4. Approval of Minutes

A. Approve the November 28, 2023 minutes

5. New Business

A. Approve the Treasurer's Report

B. Approve update to the Library Appendix to the City Handbook

C. Approve updates to the Interlibrary Loan Policy

6. Committee Reports

7. Other Business

A. Library Director's Report

B. Deputy Library Director's Report

8. Future Agenda Items

9. Non-Public Session

10. Adjournment

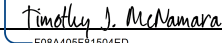
Meetings are open for in-person and remote attendance. Members of the public that wish to attend remotely may do so by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the City's virtual 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.



City of Lebanon
New Hampshire

CITY COUNCIL POLICY

ETHICS AND CONFLICT-OF-INTEREST FOR ELECTED AND APPOINTED CITY OFFICIALS

<i>Policy Number</i>	<i>Effective Date</i>	<i>Last Revision</i>	<i>Page No.</i>
CC-108 <i>Formally 12-02-C</i>	05/02/2012	08/04/2021	Page 1 of 6
<i>Approved by:</i>	City Council DocuSigned by:  F08A405F81504ED...		

Section 1.0: PURPOSE

This policy is to set forth standards of ethical conduct to assist elected and appointed City officials when they are in the performance of their duties, so as to maintain and enhance a tradition of responsible and effective public service. As such, the City of Lebanon expects our elected and appointed City officials to:

- Act in the best interest of the City and not for any private or personal gain.
- Disclose any potential conflicts of interest— personal or pecuniary—in City matters that come before them for action.
- Recuse themselves from decision-making if they have a conflict of interest.
- Be honest, independent, impartial, and responsible in their actions.
- Make decisions and policies through the proper channels and procedures of government.
- Openly conduct the public's business, unless legally confidential under New Hampshire statute (RSA 91-A:3), in a respectful and civil atmosphere with due care, competence, and diligence.

Section 2.0: SCOPE

This policy applies to all City officials elected by the voters or appointed by the City Council.

Section 3.0: DEFINITIONS

Elected and Appointed City Official – City Councilors and Members of City Boards, Committees, and Commissions, when acting in a position other than as a member of the general public.

Body - A formal group of elected or appointed municipal officials, such as the City Council and any City Board, Committee, or Commission.



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Conflict of Interest – A situation or circumstance in which one’s personal or pecuniary interest has the potential to interfere with the proper exercise of one’s public duty, particularly when deliberating or voting as a member of the City Council or any City Board, Committee or Commission. That interest must be “immediate, definite and capable of demonstration; not remote, uncertain, contingent or speculative” (*Atherton v. Concord*, 109 N.H. 164 (1968)).

Pecuniary Interest – Any private financial advantage (whether in the form of money, property, commercial or other interest), the primary significance of which is economic gain from the outcome of one’s official actions. Financial advantage applicable to the public at large, such as reduced taxes or increased general prosperity, does not constitute a pecuniary interest, for the purpose of this Ethics and Conflict-of-Interest Policy.

Personal Interest – Any direct benefit or non-financial interest in the outcome of a matter, when such benefit or interest could influence one’s official actions. Examples of direct personal benefit include family (by blood or marriage), employment, and/or business relationships that would bias one’s official decision-making against the public interest. Official interest as a function of one’s elected or appointed position does not constitute a personal interest, for the purpose of this Ethics and Conflict-of-Interest Policy.

Recuse – To remove or excuse oneself from participating in an official action due to an actual or potential conflict of interest. Recusal means removing oneself completely from all further participation as a public official in the matter in question. Elected or appointed City officials who are recused shall immediately leave the table of deliberation and sit in the audience with the other members of the general public. Recused officials shall not participate in further discussions unless they clearly state for the record that they are doing so only as a member of the general public.

Section 4.0: POLICY DETAIL



City of Lebanon
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The proper operation of democratic government requires that elected and appointed public officials be independent, impartial, and responsible to the people; that government decisions and public policy be made through the proper channels of governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government officials to perform their duties free from private influence upon the public interest.

Section 5.0: PROCEDURES

1. Elected and appointed City officials shall avoid conflicts of interest and shall strive to recognize them.
2. When an elected or appointed City official recognizes a conflict of interest, he or she shall publicly disclose the reason(s) for the conflict at the earliest possible opportunity and shall recuse himself or herself from any and all official activity on the matter to which the conflict pertains.

When an uncertainty arises as to whether an elected or appointed City official has a conflict of interest in a particular circumstance, the body shall, at the request of that official or of another member of that body, vote on the question. Such vote shall be advisory and non-binding. Any member of the public may voice an objection to a body officials' participation, setting forth specific reasons, and may also request such a vote, but such a request shall be non-binding. Any such request or objection shall be made either prior to or at the commencement of the body's discussion or public hearing on that matter, or at such later time as the facts claimed to warrant disqualification first become known. No vote on disqualification shall be taken if the body's official steps down voluntarily.

The mayor, chair or presiding officer of the meeting shall ensure that the reason(s) for recusal are clearly stated (as stated by the member in person) and are recorded into the minutes of the meeting. Members of the Planning Board, Zoning Board of Adjustment, Building



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Code Board of Appeals, and Heritage Commission are further bound by the provisions of New Hampshire RSA 673:14.

3. Elected and appointed City officials shall not directly or indirectly solicit gifts, nor accept or receive any gift (whether money, services, loans, travel, entertainment, hospitality, equipment, premises or in some other form), under circumstances in which it could be reasonably inferred that the gift was intended to influence them in the performance of their duties or was intended as a reward for any recommendation or decision on their part.
4. Elected and appointed City officials shall not disclose nor improperly use confidential information obtained in the course of their official duties.
5. Elected and appointed City officials shall not use City letterhead or stationery for any purpose other than official City business. Under the City Charter, official City business is determined by formal action of the City Council and not by individual City Councilors. Members of Boards, Committees, and Commissions may use City letterhead only for purposes approved by their respective Board, Committee, or Commission.
6. Elected and appointed City officials shall not speak on behalf of their respective Council, Board, Committee, or Commission unless authorized to do so by said Council, Board, Committee, or Commission. Individual members speaking publicly shall clearly state that they are speaking only as an individual and not on behalf of the Council, Board, Committee, or Commission.
7. No member of the City Council, nor any member of a Board, Committee, or Commission, shall appear before his or her own public body on behalf of the private interests of third parties.

5.1 Distribution



City of Lebanon
New Hampshire

CITY COUNCIL POLICY

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The City Clerk shall be responsible for providing a copy of this Ethics and Conflict-of-Interest Policy to all elected and appointed City officials, as defined in this Policy, upon its issuance and upon the subsequent appointment or re-appointment of any said official. The City Clerk shall have each elected and appointed City official sign a statement that he or she has read this Policy and shall comply with all requirements set forth in this Policy. This signed statement shall be available for public review.

5.2 Complaints

Complaints shall be addressed by the City Council in a manner to be determined by the body in accordance with the provisions of ADM-126.1. Boards, Committees, and Commissions are expected to govern themselves. If the complaint cannot be resolved at that level, it may be brought to the City Council for resolution.

The City Council shall consider compliance with this Ethics and Conflict-of-Interest Policy during the reappointment process for members of Boards, Committees, and Commissions.

Section 6.0: REFERENCES

1. ADM-126.1 Complaints & Investigations Policy
2. NH RSA 673:14 Disqualification of Member
3. NH RSA 95:1 Public Officials barred from certain private dealings
4. NH RSA 640:2 Bribery in official and political matters
5. NH RSA 640:3 Improper Influence
6. NH RSA 640:4 Compensation for Past Action
7. NH RSA 640:5 Gifts to Public Servants
8. NH RSA 640:6 Compensation for Services
9. NH RSA 640:7 Purchase of Public Office
10. City of Lebanon, Charter C419:20 Dealings of Council with City.
11. City of Lebanon, Charter C419:29 Non-Interference by the Council.
12. City of Lebanon, Charter C419:62 Disqualification of Councilor, Board Member or Employee.
13. City of Lebanon, Charter C419:63 Private Use of Public Property.



City of Lebanon
New Hampshire

CITY COUNCIL POLICY ETHICS AND CONFLICT-OF-INTEREST FOR ELECTED AND APPOINTED CITY OFFICIALS

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14. NH RSA 49-C:33 Optional Provisions: Limitations, Section I(c).

Section 7.0: POLICY & PROCEDURE REVISION HISTORY

	Section	Revisions	Date
Original Adoption		Initially adopted 12-02-C	5/2/2012
Amendment		Reformatted, references added, renumbered	8/4/2021

DRAFT

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Kilton Library Community Room OR
Remote Via Virtual Platform
LebanonNH.gov/Live
November 28, 2023
7:00 PM**

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

MEMBERS ABSENT: Yuli Volentino, Phil Bush

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.

Jeff Damren sat for Yuli Volentino.

2. Open to the Public

None at this time.

3. APPROVAL OF MINUTES

A. Approve the October 24, 2023 minutes

*Ms. Sharfstein MOVED to accept the meeting minutes of October 24, 2023, as presented.
Seconded by Mr. Stebbins.*

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

4. NEW BUSINESS

A. Approve the Treasurer's Report

Mr. Stebbins stated that, as of October, the City funds are \$62,000 under budget for the Library. For the Special Funds, there is a \$6,800 surplus. \$500 in income was received for the month of October.

*Mr. Swan MOVED to accept the Treasurer's Report, as presented.
Seconded by Ms. Wunsch.*

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

B. Approve the update to the Library Appendix to the City Handbook

Director Fleming explained that changes have been made to the Library Appendix to the City Handbook as issues arise. An employee is looking to take a leave that is longer than currently allowed [three months], and the request is to extend the leave length in the Appendix. A second change is for the decision-making process to be placed in the hands of the Library administration. The employee's leave request will be an overall help to the Library. The intention is to hold the employee's position and try to fill it temporarily until the employee returns.

Chair Oscadal asked if the language would allow an employee could take one leave of absence of 280 days or several leaves of absence throughout a year totaling this many days. Director Fleming stated that the leave would be based on calendar days.

Ms. Rheinlander MOVED to approve the update to the Library Appendix to the City Handbook as presented.

Seconded by Ms. Sharfstein.

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

Chair Oscadal asked about the list of paid holidays within the Library Appendix and inclusion of Columbus Day along with Indigenous Peoples Day. Deputy Director Lappin stated that some Staff members believe listing this would take away from Indigenous Peoples Day. The Board agreed to leave the list as written.

C. Approve the update to the Rules and Regulations Policy

Director Fleming explained that this update is in regard to the Trespass Policy. The attorney suggested adding general purpose language regarding the Trespass Policy into the Rules and Regulations Policy.

Mr. Stebbins MOVED to approve the update to the Rules and Regulations Policy as presented.
Seconded by Mr. Swan.

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

D. Approve the update to the Art Exhibit Display Policy

Deputy Director Lappin explained that this is a minor update to the policy regarding which Staff member items fall under instead of a committee that no longer exists.

Ms. Sharfstein MOVED to approve the update to the Art Exhibit Display Policy as presented.
Seconded by Ms. Rheinlander.

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

E. Approve the Library Password Policy

Director Fleming explained that the City's Policy will still govern Staff for most software use, but for Library specific software, the proposal is to utilize this less strenuous Policy.

71 ***Ms. Wunsch MOVED to approve the Library Password Policy as presented.***
72 ***Seconded by Mr. Stebbins.***
73 ****Vote on the MOTION passed: (7-0-0).***

74 **F. Review the Alternative Work Arrangements Policy and Guide**

75
76 The Board reviewed the Alternative Work Arrangements Policy and Guide.

77
78 ***Ms. Sharfstein MOVED to approve the Alternative Work Arrangements Policy and Guide.***
79 ***Seconded by Mr. Stebbins.***
80 ****Vote on the MOTION passed: (7-0-0).***

81 **G. Approve updates to the non-resident fees**

82
83 Director Fleming explained that the proposal is to raise the non-resident fees. This will be
84 reviewed annually. The fees will be updated January 1, 2024, as cards are updated.

85
86 ***Ms. Wunsch MOVED to accept the 2024 non-resident fee calculations as presented.***
87 ***Seconded by Ms. Rheinlander.***
88 ****Vote on the MOTION passed: (7-0-0).***

89 **5. COMMITTEE REPORTS**

90 None at this time.

91
92 **6. OTHER BUSINESS**

93
94 **A. Hate speech discussion**

95
96 Director Fleming explained that coming out of the Public Comment Policy discussion, there
97 were recommendations made to the Board regarding how to handle public comment and
98 potential First Amendment issues. This item was reviewed by a City Attorney who provided an
99 opinion to the Board.

100
101 **B. Library Director's Report**

102
103 Director Fleming stated that he recently presented the Library budget. There were not too many
104 questions and the presentation seemed to go well.

105
106 **C. Deputy Library Director's Report**

107
108 Deputy Director Lappin stated that Staff has been a bit stressed in having to help some users of
109 the Library with social work items. She may work to switch some schedules around and
110 implement other items to help alleviate some of the stress.

111
112 Chair Oscadal noted that the Public Comment Policy is posted under the Library website under
113 the General section. He believes this policy deals with Trustee meetings and he would suggest
114 setting up the page to read: *Lebanon Public Libraries.Board of Trustees Public Comment Policy.*

115
116 *Ms. Sharfstein MOVED to accept the new title of the policy and change it as such on the*
117 *website.*
118 *Seconded by Mr. Swan.*
119 **Vote on the MOTION passed: (7-0-0).*

120 **7. ADJOURNMENT:**
121
122 *Ms. Sharfstein MOVED to adjourn the meeting.*
123 *Seconded by Mr. Wunsch.*
124 **Vote on the MOTION passed: (7-0-0).*

125 **The meeting was adjourned at 8:15 PM.**
126
127 Respectfully submitted,
128 Kristan Patenaude
129 Recording Secretary

CY - MTD AND YTD REVENUE/EXPENSE FOR CITY OF LEBANON
Balance As Of 12/31/2023

GL Number	Description	BUDGET					Available Balance	% Bdgt Used
		BUDGET	ADJUSTMENTS	NET	BUDGET	YTD EXP	ENCUMBERED	
Fund: 1100 GENERAL FUND								
Account Category: Expenditures								
Department: 4550-0000 LIBRARY								
1100-4550-0000-1100-0000	FULL TIME WAGES	745,110.00	0.00	745,110.00	749,228.29	0.00	(4,118.29)	100.55
1100-4550-0000-1115-0000	PART TIME WAGES 0-19	0.00	0.00	0.00	1,723.60	0.00	(1,723.60)	100.00
1100-4550-0000-1120-0000	PART TIME WAGES 20-24	53,590.00	0.00	53,590.00	14,184.03	0.00	39,405.97	26.47
1100-4550-0000-1125-0000	PART TIME WAGES 25-29	119,500.00	0.00	119,500.00	131,563.18	0.00	(12,063.18)	110.09
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	84,020.00	0.00	84,020.00	90,425.59	0.00	(6,405.59)	107.62
1100-4550-0000-1300-0000	OVERTIME WAGES	1,000.00	0.00	1,000.00	269.28	0.00	730.72	26.93
1100-4550-0000-2150-0000	LIFE & DISABILITY INSURANCE	9,370.00	0.00	9,370.00	8,539.72	0.00	830.28	91.14
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	76,690.00	0.00	76,690.00	73,511.60	0.00	3,178.40	95.86
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	102,780.00	0.00	102,780.00	102,128.94	0.00	651.06	99.37
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	9,600.00	0.00	9,600.00	6,921.72	0.00	2,678.28	72.10
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	3,540.00	0.00	3,540.00	3,518.76	0.00	21.24	99.40
1100-4550-0000-3000-0000	LEGAL SERVICES	2,000.00	0.00	2,000.00	454.48	0.00	1,545.52	22.72
1100-4550-0000-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUBSCRIPTI	11,030.00	0.00	11,030.00	13,343.67	0.00	(2,313.67)	120.98
1100-4550-0000-4110-0000	WATER	2,000.00	0.00	2,000.00	2,118.48	0.00	(118.48)	105.92
1100-4550-0000-4120-0000	SEWER	1,500.00	0.00	1,500.00	1,966.66	0.00	(466.66)	131.11
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING	20,500.00	0.00	20,500.00	21,359.00	0.00	(859.00)	104.19
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	25,500.00	0.00	25,500.00	50,211.64	0.00	(24,711.64)	156.72
	2021					14,000.00		
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	3,200.00	0.00	3,200.00	3,289.23	0.00	(89.23)	102.79
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	15,900.00	0.00	15,900.00	17,774.74	0.00	(1,874.74)	111.79
1100-4550-0000-5300-0000	COMMUNICATIONS	2,470.00	0.00	2,470.00	2,509.35	0.00	(39.35)	101.59
1100-4550-0000-5335-0000	INFORMATION ACCESS	6,900.00	0.00	6,900.00	5,738.45	0.00	1,161.55	83.17
1100-4550-0000-5400-0000	ADVERTISING	1,000.00	0.00	1,000.00	319.40	0.00	680.60	31.94
1100-4550-0000-5800-0000	TRAVEL	17,150.00	0.00	17,150.00	4,878.07	0.00	12,271.93	28.44
1100-4550-0000-5875-0000	MILEAGE	1,250.00	0.00	1,250.00	1,231.47	0.00	18.53	98.52
1100-4550-0000-6000-0000	OFFICE SUPPLIES	2,500.00	0.00	2,500.00	2,137.58	0.00	362.42	85.50
1100-4550-0000-6100-0000	GENERAL SUPPLIES	20,000.00	0.00	20,000.00	26,076.13	0.00	(6,076.13)	130.38
1100-4550-0000-6220-0000	ELECTRICITY	87,910.00	0.00	87,910.00	74,153.77	0.00	13,756.23	84.35
1100-4550-0000-6230-0000	BOTTLED GAS	1,230.00	0.00	1,230.00	3,869.24	0.00	(2,639.24)	314.57
1100-4550-0000-6240-0000	FUEL OIL	2,500.00	0.00	2,500.00	1,738.52	0.00	761.48	69.54
1100-4550-0000-6400-0010	BOOKS/PERIODICALS/AUDIO/VISUAL SUPPL	50,000.00	0.00	50,000.00	48,157.92	0.00	1,842.08	96.32
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	35,000.00	0.00	35,000.00	19,024.03	0.00	15,975.97	54.35
Total Dept 4550-0000 - LIBRARY		1,514,740.00	0.00	1,514,740.00	1,482,366.5	14,000.00	32,373.46	96.97
Expenditures		1,514,740.00	0.00	1,514,740.00	1,482,366.5	14,000.00	32,373.46	96.97
Fund 1100 - GENERAL FUND:								
TOTAL REVENUES		0.00	0.00			0.00	0.00	
TOTAL EXPENDITURES		1,514,740.00	0.00			14,000.00	32,373.46	
NET OF REVENUES & EXPENDITURES:		(1,514,740.00	0.00			(14,000.00)	(32,373.46)	
Current Year Exp.						0.00		
Prior Year Exp.						14,000.00		

CY - MTD AND YTD REVENUE/EXPENSE FOR CITY OF LEBANON
Balance As Of 12/31/2023

GL Number	Description						Available	% Bdgt Used
		BUDGET	BUDGET ADJUSTMENTS	NET BUDGET	YTD EXP	ENCUMBERED	Balance 12/31/2023	
Fund: 1455 CAPITAL IMPROVEMENTS								
Account Category: Expenditures								
Department: 4903-4550 BUILDINGS: LIBRARY								
1455-4903-4550-2019-8213-1455	LEBANON LIBRARY RENOVATION	0.00	(3,167.94)	3,332.61	3,332.61	0.00	0.00	100.00
Total Dept 4903-4550 - BUILDINGS: LIBRARY		0.00	(3,167.94)	3,332.61	3,332.61	0.00	0.00	100.00
Expenditures		0.00	(3,167.94)	3,332.61	3,332.61	0.00	0.00	100.00
Fund 1455 - CAPITAL IMPROVEMENTS:								
TOTAL REVENUES		0.00	0.00			0.00	0.00	
TOTAL EXPENDITURES		0.00	(3,167.94)			0.00	0.00	
NET OF REVENUES & EXPENDITURES:		0.00	3,167.94			0.00	0.00	
Current Year Exp.						0.00		
Prior Year Exp.						0.00		
Report Totals:								
TOTAL REVENUES - ALL FUNDS		0.00	0.00			0.00	0.00	
TOTAL EXPENDITURES - ALL FUNDS		1,514,740.00	(3,167.94)			14,000.00	32,373.46	
NET OF REVENUES & EXPENDITURES:		(1,514,740.00	3,167.94			(14,000.00)	(32,373.46)	

Lebanon Public Libraries Trustee Accounts

Profit and Loss

January - December 2023

	TOTAL
Income	
Contributions Income	25,000.00
Interest Income -	14,664.82
Other Income	12,389.79
Total Income	\$52,054.61
GROSS PROFIT	\$52,054.61
Expenses	
Books/Subscr/CD/DVD/Tapes	21,691.86
Budget Deficit	14,360.97
Community Relations	610.67
Education/Staff Development	2,073.00
Entertainment	659.49
Miscellaneous Exp	153.60
Office/Operating Supplies	5,307.62
Postage/Delivery	138.22
Professional Fees	84.00
Programs	2,568.85
Repairs/Maintenance	609.94
Web Hosting/Domain Fees	731.88
Total Expenses	\$48,990.10
NET OPERATING INCOME	\$3,064.51
NET INCOME	\$3,064.51

Lebanon Public Libraries Trustee Accounts

Balance Sheet

As of December 31, 2023

	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	34,533.61
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	\$34,683.61
Other Current Assets	
Amount Due Leb Libraries Found	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$34,683.61
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	\$121,174.55
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
Net Assets	118,110.04
Opening Bal Equity	0.00
Unrealized Gain / Loss	0.00
Net Income	3,064.51
Total Equity	\$121,174.55
TOTAL LIABILITIES AND EQUITY	\$121,174.55

The Library Appendix to the City of Lebanon Handbook

Chapter 100 of the City of Lebanon Code, duties and responsibilities assigned to the City Manager and City Council in the City of Lebanon Handbook are instead assigned to the Library Director and the Library Board of Trustees, as the Code and Chapter 202-A of the New Hampshire Statutes outline. The library otherwise operates in accordance with the City of Lebanon Handbook, with the following exceptions.

SECTION 4.5.5 PROPOSED REVISED LANGUAGE OPTIONS

A) 4.5.5 RECLASSIFICATION

When an employee's position is reclassified to a different grade, the step within the grade for the employee will be set to ensure no loss in pay if the new grade is lower. When an employee's position is reclassified to a higher grade, a pay increase of at least 3% will be made effective the date of the change in Ordinance 18. The amount will be determined by the Library Board of Trustees. There will be no probationary period of employment for a reclassification.

B) 4.5.5 RECLASSIFICATION:

When an employee's position is reclassified to a different grade, the step within the grade for the employee will be set to ensure no loss in pay if the new grade is lower, or a minimum three percent (3%) increase in pay if the new grade is higher. In the case of a position reclassified to a higher grade the Library Board of Trustees will determine whether or not a salary increase above the guaranteed minimum three percent (3%) increase is warranted at the time of the awarding of the higher position grade. There will be no probationary period of employment for a reclassification.

4.8 Early Dismissal Pay

Regular full-time and part-time employees of the libraries will be paid for the hours they were scheduled to be at work when the libraries close due to inclement weather, power outages, or for any other reason the Library Director and Chair of the Board of Trustees find to be appropriate. Employees will work remotely when possible under these circumstances. Employees who cannot work remotely, such as the custodial staff, will be paid for their scheduled hours.

8.1.1 Paid Holidays

- 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
- Christmas Eve
- Christmas Day

The library closes at 5:00 pm on New Year's Eve. Regular full-time and part-time staff members scheduled to work after 5:00 pm on New Year's Eve will have those hours treated as time worked.

The library closes on Christmas Eve, Christmas, New Year's Day, Independence Day, and Veterans Day when they fall on a Saturday, in addition to when they are observed by the City of Lebanon.

Permanent part-time staff who work at least twenty (20) hours per week are eligible for holiday pay.

Part-time staff who are not normally scheduled to work the holiday get to take time off during that pay period.

Staff scheduled to work up to:

20 hours per week, receive 4 holiday hours

25 hours per week, receive 5 holiday hours

30 hours per week, receive 6 holiday hours

8.1.6.1 Sick leave accumulation

A maximum of 960 hours of sick time may be accumulated for regular full-time and part-time employees.

8.2 Leave of absence without pay

8.2.1 General. Authority to grant a leave of absence without pay resides with the Library Director and the Library Board of Trustees. A regular full-time or part-time

library employee may take a leave of absence without pay from their regular employment for justifiable cause for a maximum of one hundred and eighty (180) days at any one time.

8.4 Parenting leave

The library's parental leave policy is controlling for library employees.

9.4 Employee development, other training

If an employee wishes to take a course or training session related to their library employment, they should request approval in advance from the Library Director, who may authorize payment for up to 100% of the cost of the program. Said payment shall be made prior to the beginning of the course or training session when possible, or the employee can be reimbursed for the cost.

Approved by the Board of Trustees: October 25, 2022, revised March 28, 2023, May 23, 2023, September 26, 2023, November 28, 2023

InterLibrary Loan Policy

Interlibrary loan (ILL) is a cooperative system by which patrons may borrow materials not owned by the Lebanon Public Libraries. Other libraries may borrow materials owned by the Lebanon Public Libraries.

Interlibrary Borrowing

Anyone with a current Lebanon Libraries card in good standing may request the Lebanon Libraries to borrow an item from another library. Cardholders may request any and all materials without restriction. However, the Lebanon Libraries respect all restrictions placed on materials being borrowed from lending libraries such as in-library use only, shortened loan periods, no renewals, etc. Cardholders will be informed should an item have any of these restrictions.

Only in special instances (at the ILL librarian's discretion) will an interlibrary loan be processed for titles owned by the Lebanon Libraries.

A cardholder may borrow up to four titles at one time. More titles may be requested at the discretion of the ILL librarian.

Multiple copies of the same title may be ordered for cardholders leading private book groups as long as the cardholder agrees to be the responsible party for the group and takes full responsibility for any lost or damaged book group items.

A lending library may charge a fee for service. Payment of this fee is the responsibility of both resident and non-resident card holders. The Libraries will notify the cardholder to seek approval of the fee before ordering a fee-based interlibrary loan item.

The Lebanon Public Libraries do not charge fines for overdue items, including those that have been obtained through ILL. Patron accounts are restricted when items are overdue by more than 14 days. Patrons may ask to have their ILL materials renewed. However it is up to the lending library to grant renewal. If the request is denied, then the item will need to be returned at the due date.

Continued cooperation between lending and borrowing libraries is essential to the smooth functioning of the interlibrary loan system. It is crucial that all ILL materials be returned on time.

When interlibrary loan materials are lost or damaged, the Lending Library will be consulted to determine their preferred replacement method, cash or replacement copy. Lebanon Library Interlibrary Loan librarians will handle all communications with the Lending Library and will coordinate the replacement. The replacement copy must be a new copy of the title and be the exact edition that was damaged or lost. Lebanon Library will purchase the replacement copy on behalf of the cardholder and will charge the cardholder's library account for the cost of the title or the replacement fee. The cardholder must reimburse Lebanon Library before any future interlibrary loan orders are made on their behalf. For damaged items, once paid for or replaced, the library patron may keep the damaged item if the Lending Library agrees.

Inter-Library Lending

The Lebanon Libraries will lend to all NHAIS libraries. Non-NHAIS libraries may borrow materials at the discretion of the ILL Librarian.

Materials of all types, including media and magazines are available for loan. Items from the library's Cool Stuff collection are available for loan if they can fit in the ILL bin and the ILL librarian determines that they can be transported safely. Reference materials will be photocopied or scanned. Photocopies of materials will be made free of charge, with a copying limit of 10 pages.

Items will be checked out to libraries for ~~four~~ six weeks. Renewals are possible at the discretion of the ILL librarians.

Materials will be delivered via the van for NHAIS libraries. U.S. mail delivery is used for non-NHAIS libraries. Generally, there will be no charge for postage. We will transmit documents electronically, license agreements permitting. An official representative of the borrowing library may pick up an ILL item in person. The patron from the borrowing library may not. Exceptions may be allowed by arrangement with the ILL librarian.

Materials for NHAIS libraries should be returned via the van. U.S. mail delivery should be used for non-NHAIS libraries. An official representative of the borrowing library may return an ILL item in person. The patron from the borrowing library may not. Exceptions may be allowed by arrangement with the ILL librarian.

When items are returned to our libraries in error by patrons who did not obtain the items through ILL, we will make every effort to return the item to the owning library.

Adopted by the Board of Trustees: February 25, 2003

Revised: February 24, 2009; January 5, 2015, November 24, 2015; Pending January 2024

Buildings and Grounds Issues

report generated on Jan 23, 2024

Fix the compost situation at Kilton

To do

- 1. make additional bins
 - Assigned to:

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

Done

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

Kilton geothermal heat pumps are reaching the end of their expected lives

To do

- 1. get quotes to find a ballpark figure
 - Assigned to:

VT Life Safety inspection found issues to address at Kilton

To do

- 1. contact VLS
 - Assigned to:

center stairwell at Leb is dangerous due to lack of grip chair on 2nd floor of Leb Library coming apart

To do

- 1. glue and clamp
 - Assigned to:

clean the moss off the bricks In the Kilton courtyard conduit outside the Tech Services entrance at Kilton is inadequately sealed

To do

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

delay in lights coming on in the Kilton public restrooms

To do

- 1. Possible solution - have all the lights come on when someone enters the bathroom?
 - Assigned to:

diffusers are ugly and beat up in the elevator

To do

- 1. determine what we need to order
 - Assigned to:

electrical issues at Kilton

In progress

1. city electrician fixing the light out in the hall, one out in the cafe area, ceiling mounted light out?, light out by the front book drop
 - Assigned to:

elevator needs a new sump pump

To do

1. Coordinate work with Servpro, Otis, and Teddy when the sump is received
 - Assigned to:

In progress

1. Teddy is ordering a new sump pump
 - Assigned to:

Done

1. contact the State of NH to let them know that we need a new sump pump
 - Assigned to:

emergency exit door is rusting at Kilton

To do

1. Rust remover and paint
 - Assigned to: ken.louzier@leblibrary.com

faucet not working in Kilton public restroom

To do

1. contact a plumber
 - Assigned to:

front stair treads at Kilton are in need of repair

In progress

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

get a Knoxbox for Leb

growth on the membrane roof at Kilton

To do

1. contact Rodd Roofing about a maintenance program
 - Assigned to: ken.louzier@leblibrary.com

hands free flush sensor missing at Leb Library

To do

1. contact Mark Anderson from Twin State Plumbing
 - Assigned to:

heat in CR at Leb still not working correctly

hole in wall in Amber's office at Kilton

To do

1. sand and paint
 - Assigned to:

Done

1. patch hole
 - Assigned to: ken.louzier@leblibrary.com
2. talk to Ken about fixing
 - Assigned to:

make adjustments to the shed so the locker doors can all open
need to move table from Damren Room to Kilton staff room
need to put lock on staff kitchen door at Leb

In progress

1. schedule the work to be done
 - Assigned to:

Done

1. order new door handle that can fit a lock
 - Assigned to:
2. contact Chad at Fortified
 - Assigned to:

need two ladders for Leb Library

To do

1. determine height needed
 - Assigned to:

no shades in the windows in the basement office space

To do

1. talk to Alan
 - Assigned to:

one community garden bed needs to get fixed

To do

1. clamp and reinforce corners
 - Assigned to:

paint the exterior of Kilton

To do

1. schedule the work
 - Assigned to:

Done

1. contact contractors
 - Assigned to:

panel is popping off on woodwork by bus stop

Done

1. find contractor to do the work
 - Assigned to: ken.louzier@leblibrary.com

parking lot at Kilton is starting to get cracks

plaster at bottom of stairwell is showing water damage

To do

1. purchase and install edging for mulched area around foundation
 - Assigned to:

problems with lights at Kilton

To do

1. The lights sometimes will not come on/stay on in the patron areas - fix this.
 - Assigned to:
2. 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. find out if there is grant money from the IRA available
 - Assigned to:
2. determine what bulbs we have in the fixtures Eric was looking at
 - Assigned to: ken.louzier@leblibrary.com
3. determine cost for upgrading lighting to LED, improving the entire lighting system
 - Assigned to:

protect thermostat in Arcade

To do

1. Install cover
 - Assigned to:
2. Go to Webb's to pick up a protective cover that locks.
 - Assigned to: ken.louzier@leblibrary.com

radiators spitting at Leb Library

To do

1. hvac co. needs to see the issue when the radiators are running
 - Due on: Dec 16, 2023
 - Assigned to:

replace rotted boards below the gutters in the Kilton courtyard

replace the tree at Leb Library?

Done

1. contact the COL Tree Committee regarding the grant funds they have access to
 - Assigned to:

shelves needed in bathrooms

standing desk and current microfilm desk need to be swapped

To do

1. move them
 - Assigned to:

stripe the parking lot at Kilton

To do

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

ugly end of self-check desk needs to be fixed at Kilton

To do

1. find contractor to do the work
 - Assigned to: ken.louzier@leblibrary.com

upgrade the panic alarms at Kilton

To do

1. contact Tasco
 - Assigned to:

window is leaking by the sidewalk out front at Kilton

To do

1. figure out where the water is coming through and mark the spots
 - Assigned to: