



**LEBANON LIBRARY BOARD OF TRUSTEES
JULY 23, 2024 - 7:00 PM
LEBANON PUBLIC LIBRARY DAMREN ROOM OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

1. Call to Order

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

2. Open to the Public

Any member of the public who desires to speak on any agenda item may do so during this public comment period, and will be allowed to speak 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. Approval of Minutes

A. Approve the June 25, 2024 minutes

4. New Business

A. Approve the Treasurer's Report

B. Approve the 2025 library budget

C. Approve draft revisions to the Library Appendix to the City Handbook

5. Committee Reports

6. Other Business

A. Library Director's Report

B. Deputy Library Director's Report

7. Future Agenda Items

8. 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](https://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.

DRAFT

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Kilton Library Community Room OR
Remote Via Virtual Platform
LebanonNH.gov/Live
June 25, 2024
7:00 PM**

MEMBERS PRESENT: Francis Oscadal (Chair), Renee Dunn; Emma Wunsch; Leonee Derr (alternate); Kim Rheinlander; and Ellen Hubbell (alternate)

MEMBERS ABSENT: Morgan Swan; Jeff Damren; Ann Sharfstein

STAFF PRESENT: Sean Fleming (Library Director);

STAFF ABSENT: Amy Lappin (Deputy Director)

1 **1. CALL TO ORDER – Chair Oscadal called the meeting to order at 7:00 PM**

2
3 Chair Oscadal opened the meeting at 7:02PM.

4
5 *Leonee Derr and Ellen Hubbell sat as voting members.*

6
7 **2. Open to the Public**

8
9 None at this time.

10
11 **3. Approval of Minutes**

12 A. Approve the May 28, 2024 minutes

13
14 *Ms. Hubbell MOVED to accept the meeting minutes of May 28, 2024, as amended. Seconded*
15 *by Ms. Dunn.*

16
17 *Amendments:*

18 *To correctly spell Leonee Derr's name throughout the document.*

19
20 **Vote on the MOTION passed: (6-0-0).*

21 **4. New Business**

22 A. Approve the Treasurer's Report

23
24 Ms. Dunn stated that the budget is on track for this time of the year.

25
26 *Ms. Rheinlander MOVED to accept the Treasurer's Report, as presented. Seconded by Ms.*
27 *Hubbell.*

****Vote on the MOTION passed: (6-0-0).***

5. Committee Reports

None at this time.

6. Other Business

A. Library Director's Report

Director Fleming stated that the Foundation received a \$25,000 matching commitment to review the AV in the Kilton Library Community Room. The Foundation will continue to seek the remaining matching funds. The Foundation may consider signing the quote received for the work, contingent on obtaining all of the necessary funding.

Director Fleming explained that the Lebanon Library will serve as a location for free lunch through the NH Food Bank during the summer.

Director Fleming stated that the NH State Law Library is collaborating with public libraries to try to make legal resources available to the public.

Director Fleming explained that there is a discussion being had regarding expanding the parking lot at the Kilton Library in the future.

Director Fleming asked that the Board consider at a future meeting paying per diem employees holiday pay for holidays that they regularly work.

There was discussion regarding book sale donations and shelves at the Library.

The group agreed to hold its next meeting at the Lebanon Library.

B. Deputy Library Director's Report

None at this time.

8. Future Agenda Items

The Board discussed future agenda items.

9. ADJOURNMENT:

Mr. Wunsch MOVED to adjourn the meeting.

Seconded by Ms. Rheinlander.

****Vote on the MOTION passed: (6-0-0).***

The meeting was adjourned at 7:47 PM.

71 Respectfully submitted,
72 Kristan Patenaude
73 Recording Secretary

CY - MTD AND YTD REVENUE/EXPENSE FOR CITY OF LEBANON
Balance As of 06/30/2024

GL Number	Description						Available	% Bdgt Used
		BUDGET	BUDGET ADJUSTMENTS	NET BUDGET	YTD EXP	ENCUMBERED	Balance 06/30/2024	
Fund: 1100 GENERAL FUND								
Account Category: Expenditures								
Department: 4550-0000 LIBRARY								
1100-4550-0000-1100-0000	FULL TIME WAGES	782,510.00	0.00	782,510.00	380,263.47	0.00	402,246.53	48.60
1100-4550-0000-1115-0000	PART TIME WAGES 0-19	0.00	0.00	0.00	2,845.00	0.00	(2,845.00)	100.00
1100-4550-0000-1120-0000	PART TIME WAGES 20-24	32,030.00	0.00	32,030.00	15,189.91	0.00	16,840.09	47.42
1100-4550-0000-1125-0000	PART TIME WAGES 25-29	124,390.00	0.00	124,390.00	62,166.90	0.00	62,223.10	49.98
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	114,770.00	0.00	114,770.00	57,968.13	0.00	56,801.87	50.51
1100-4550-0000-1300-0000	OVERTIME WAGES	500.00	0.00	500.00	9.21	0.00	490.79	1.84
1100-4550-0000-2150-0000	LIFE & DISABILITY INSURANCE	9,730.00	0.00	9,730.00	3,865.92	0.00	5,864.08	39.73
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	76,260.00	0.00	76,260.00	38,626.43	0.00	37,633.57	50.65
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	105,950.00	0.00	105,950.00	51,450.89	0.00	54,499.11	48.56
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	13,770.00	0.00	13,770.00	4,387.00	0.00	9,383.00	31.86
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	4,690.00	0.00	4,690.00	2,402.03	0.00	2,287.97	51.22
1100-4550-0000-3000-0000	LEGAL SERVICES	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	0.00
1100-4550-0000-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUBSCRIPTI	11,490.00	0.00	11,490.00	9,929.89	0.00	1,560.11	86.42
1100-4550-0000-4110-0000	WATER	2,300.00	0.00	2,300.00	1,080.26	0.00	1,219.74	46.97
1100-4550-0000-4120-0000	SEWER	1,800.00	0.00	1,800.00	1,006.48	0.00	793.52	55.92
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING	24,500.00	0.00	24,500.00	11,795.00	0.00	12,705.00	48.14
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	79,660.00	0.00	79,660.00	54,417.71	55,119.81	(29,877.52)	137.51
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	3,120.00	0.00	3,120.00	3,200.44	0.00	(80.44)	102.58
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	24,480.00	0.00	24,480.00	8,627.99	0.00	15,852.01	35.25
1100-4550-0000-5300-0000	COMMUNICATIONS	2,510.00	0.00	2,510.00	1,100.67	0.00	1,409.33	43.85
1100-4550-0000-5335-0000	INFORMATION ACCESS	7,100.00	0.00	7,100.00	4,428.00	0.00	2,672.00	62.37
1100-4550-0000-5400-0000	ADVERTISING	1,000.00	0.00	1,000.00	118.80	0.00	881.20	11.88
1100-4550-0000-5800-0000	TRAVEL	19,380.00	0.00	19,380.00	10,687.09	0.00	8,692.91	55.14
1100-4550-0000-5875-0000	MILEAGE	2,000.00	0.00	2,000.00	249.24	0.00	1,750.76	12.46
1100-4550-0000-6000-0000	OFFICE SUPPLIES	2,750.00	0.00	2,750.00	859.68	0.00	1,890.32	31.26
1100-4550-0000-6100-0000	GENERAL SUPPLIES	25,000.00	0.00	25,000.00	12,682.23	0.00	12,317.77	50.73
1100-4550-0000-6220-0000	ELECTRICITY	92,050.00	0.00	92,050.00	43,685.19	0.00	48,364.81	47.46
1100-4550-0000-6230-0000	BOTTLED GAS	3,500.00	0.00	3,500.00	740.92	0.00	2,759.08	21.17
1100-4550-0000-6240-0000	FUEL OIL	3,000.00	0.00	3,000.00	494.81	0.00	2,505.19	16.49
1100-4550-0000-6400-0010	BOOKS/PERIODICALS/AUDIO/VISUAL SUPPL	55,000.00	0.00	55,000.00	37,922.92	0.00	17,077.08	68.95
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	42,500.00	0.00	42,500.00	7,166.32	0.00	35,333.68	16.86
Total Dept 4550-0000 - LIBRARY		1,669,740.00	0.00	1,669,740.00	829,368.53	55,119.81	785,251.66	49.67
Expenditures		1,669,740.00	0.00	1,669,740.00	829,368.53	55,119.81	785,251.66	49.67
Fund 1100 - GENERAL FUND:								
TOTAL REVENUES		0.00	0.00			0.00	0.00	
TOTAL EXPENDITURES		1,669,740.00	0.00			55,119.81	785,251.66	
NET OF REVENUES & EXPENDITURES:		(1,669,740.00)	0.00			(55,119.81)	(785,251.66)	
Current Year Exp.						55,119.81		
Prior Year Exp.						0.00		

Lebanon Public Libraries Trustee Accounts

Balance Sheet

As of June 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Citizens Bank - Carter Trust	0.00
Citizens Bank - Charter Trust	0.00
Ckbk MSB #926522757	0.00
Main MSB Checking Acct 773	102,992.04
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	\$103,142.04
Other Current Assets	
Amount Due Leb Libraries Found	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$103,142.04
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	\$189,632.98
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
Net Assets	121,174.61
Opening Bal Equity	0.00
Unrealized Gain / Loss	0.00
Net Income	68,458.37
Total Equity	\$189,632.98
TOTAL LIABILITIES AND EQUITY	\$189,632.98

Lebanon Public Libraries Trustee Accounts

Profit and Loss
January - June, 2024

	TOTAL
Income	
City Surplus Income	24,773.68
Contributions Income	30,000.00
Interest Income -	12,118.94
Other Income	6,611.61
Total Income	\$73,504.23
GROSS PROFIT	\$73,504.23
Expenses	
Accounting/Bookkeeping Services	679.00
Books/Subscr/CD/DVD/Tapes	979.07
Community Relations	374.09
Entertainment	245.04
Miscellaneous Exp	261.47
Office/Operating Supplies	896.00
Postage/Delivery	15.24
Programs	1,520.95
Web Hosting/Domain Fees	75.00
Total Expenses	\$5,045.86
NET OPERATING INCOME	\$68,458.37
NET INCOME	\$68,458.37

07/16/2024

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

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

BITWARDEN				500.00	500.00		
SPOTIFY				200.00	220.00		
CANVA				120.00	120.00		
AMAZON PRIME ANNUAL FEE				350.00	350.00		
BYWATER SOLUTIONS/KOHA				6,050.00	6,050.00		
ASPEN/LIBRARY CATALOG				1,690.00	1,720.00		
LIBCAL (MEETING ROOM CALENDAR)				860.00	900.00		
MAILCHIMP				2,250.00	2,540.00		
VOKAL (VT ORG OF KOHA AUTOMATED LIBRARIES)				250.00	250.00		
TECHSOUP				120.00	120.00		
FAXPLUS				170.00	170.00		
AWS - WEB HOSTING ANNUAL FEE							
	GL # FOOTNOTE TOTAL			12,560.00	12,940.00		
1100-4550-0000-4110-0000	WATER	2,300.00	1,080.00	2,400.00	2,500.00	200.00	9.00
1100-4550-0000-4120-0000	SEWER	1,800.00	1,006.00	2,200.00	2,300.00	500.00	28.00
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING	24,500.00	11,795.00	24,000.00	26,000.00	1,500.00	6.00
LAWN MAINTENANCE, PLOWING, SHOVELING				14,000.00	16,000.00		
MULCHING, GARDENING, TREE PRUNING				10,000.00	10,000.00		
	GL # FOOTNOTE TOTAL			24,000.00	26,000.00		
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	79,660.00	54,962.00	125,000.00	88,420.00	8,760.00	11.00
STANLEY				0.00	1,910.00		
REPLACE DOOR TO KILTON COMMUNITY ROOM				0.00	15,000.00		
ADDRESS DRAINAGE AT LEB LIBRARY AND REPAIR PLASTER				0.00	10,000.00		
REPLACE COFFEEE BAR DOOR AT KILTON				0.00	10,000.00		
CASELLA				0.00	3,300.00		
CARPET CLEANING AND WAXING FLOORS				0.00	40,000.00		
ALLIANCE							
OTIS							
VT LIFE SAFETY							

STATE BOILER INSPECTION				0.00	1,200.00		
STATE ELEVATOR INSPECTION				0.00	100.00		
INTERDEPARTMENTAL CHARGES (DPW, FIRE)				0.00	50.00		
PLUMBERS, ELECTRICIANS, LOCKSMITHS, CASELLA ETC.				0.00	1,000.00		
TASCO PANIC ALARM MONITORING				0.00	5,000.00		
				0.00	860.00		
	GL # FOOTNOTE TOTAL			0.00	88,420.00		
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	3,120.00	3,290.00	6,990.00	7,270.00	4,150.00	133.00
K&R PORTABLE RESTROOM SERVICES				3,720.00	4,000.00		
DE LAGE LANDEN, \$260.53/MONTH IN 2022				3,270.00	3,270.00		
	GL # FOOTNOTE TOTAL			6,990.00	7,270.00		
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	24,480.00	8,702.00	21,500.00	24,600.00	120.00	0.00
HIRING PROCESS FEES				500.00	500.00		
FOOD FOR PROGRAMS AND MEETINGS				1,500.00	1,500.00		
ANDREA BRASSARD COURIER SERVICES				8,400.00	9,000.00		
MUSEUM PASSES				1,000.00	1,000.00		
MOVIE LICENSES				100.00	100.00		
PROGRAM PRESENTERS				10,000.00	12,500.00		
	GL # FOOTNOTE TOTAL			21,500.00	24,600.00		
1100-4550-0000-5300-0000	COMMUNICATIONS	2,510.00	1,101.00	2,650.00	2,780.00	270.00	11.00
OOMA				80.00	80.00		
COMCAST PHONE				1,900.00	2,000.00		
CONSOLIDATED COMMUNICATIONS - ELEVATOR EMERGENCY PHONE				670.00	700.00		
	GL # FOOTNOTE TOTAL			2,650.00	2,780.00		
1100-4550-0000-5335-0000	INFORMATION ACCESS	7,100.00	4,703.00	7,100.00	7,300.00	200.00	3.00
MOBILE BEACON HOT SPOTS				3,800.00	4,000.00		
VTEL INTERNET				3,300.00	3,300.00		
	GL # FOOTNOTE TOTAL			7,100.00	7,300.00		
1100-4550-0000-5400-0000	ADVERTISING	1,000.00	119.00	1,000.00	2,500.00	1,500.00	150.00
1100-4550-0000-5800-0000	TRAVEL	19,380.00	10,687.00	19,250.00	25,580.00	6,200.00	32.00

COUTURE CONFERENCE TRAVEL							
COUSER CONFERENCE TRAVEL				2,250.00	1,980.00		
COUGHLIN CONFERENCE TRAVEL				3,800.00	4,280.00		
LAPPIN CONFERENCE TRAVEL				1,000.00	510.00		
PFEIFFER CONFERENCE TRAVEL				2,500.00	4,150.00		
RHEAUME CONFERENCE TRAVEL				4,500.00	4,850.00		
WHITTLESEY CONFERENCE TRAVEL				2,700.00	2,700.00		
FLEMING CONFERENCE TRAVEL				2,500.00	3,330.00		
FRISINA CONFERENCE TRAVEL				0.00	3,780.00		
	GL # FOOTNOTE TOTAL			19,250.00	25,580.00		
1100-4550-0000-5875-0000	MILEAGE	2,000.00	366.00	1,000.00	1,500.00	(500.00)	(25.00)
1100-4550-0000-6000-0000	OFFICE SUPPLIES	2,750.00	860.00	2,250.00	3,000.00	250.00	9.00
1100-4550-0000-6100-0000	GENERAL SUPPLIES	25,000.00	14,905.00	26,500.00	28,500.00	3,500.00	14.00
1100-4550-0000-6220-0000	ELECTRICITY	92,050.00	46,269.00	75,000.00	88,770.00	(3,280.00)	(4.00)
1100-4550-0000-6230-0000	BOTTLED GAS	3,500.00	741.00	1,500.00	1,940.00	(1,560.00)	(45.00)
1100-4550-0000-6240-0000	FUEL OIL	3,000.00	495.00	2,000.00	3,000.00	0.00	0.00
	BOOKS/PERIODICALS/AUDIO/VI						
1100-4550-0000-6400-0010	SUAL SUPPLIES	55,000.00	41,588.00	55,000.00	60,000.00	5,000.00	9.00
	FURNISHINGS, SMALL TOOLS &						
1100-4550-0000-7500-0000	EQUIPMENT	42,500.00	8,237.00	15,000.00	41,060.00	(1,440.00)	(3.00)
COMPUTER BUDGET - REPAIR AND REPLACE				5,000.00	7,840.00		
COMPUTER BUDGET - PLANNED UPGRADES				5,000.00	18,220.00		
FURNITURE REPLACEMENT				3,000.00	7,500.00		
TOOLS AND EQUIPMENT				2,000.00	7,500.00		
	GL # FOOTNOTE TOTAL			15,000.00	41,060.00		
Appropriations		1,669,740.00	882,408.00	1,630,900.00	1,789,130.00	119,390.00	7.15
Fund 1100 - GENERAL FUND:							
TOTAL APPROPRIATIONS		1,669,740.00	882,408.00	1,630,900.00	1,789,130.00	119,390.00	7.15
Report Totals:							
TOTAL APPROPRIATIONS - ALL FUNDS		1,669,740.00	882,408.00	1,630,900.00	1,789,130.00	119,390.00	7.15

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.

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 reclassification adjustment increase of at least 3% in pay 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.

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

[Library Custodial Subs and Library Clerk I & II positions will be eligible for holiday pay when they work a regular shift for at least six consecutive months. A regular shift will be defined as one in which the individual works that day/time at least seventy-five percent of the time when the library is open.](#)

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, January 30, 2024, February 27, 2024,
March 26, 2024

Buildings and Grounds Report		
Issue Type	Summary	Status
Epic	Make use of the lockers in the shed	To Do
Task	Reduce the size of the frame so the doors can open	To Do
Task	Determine what we're going to use them for	To Do
Task	Get the word out to staff on how to use them	To Do
Epic	One community garden bed needs to get fixed	To Do
Task	clamp and reinforce corners	To Do
Epic	Fix interior woodwork at Kilton	To Do
Task	panel is popping off of woodwork by bus stop	To Do
Task	ugly end of self-check desk needs to be fixed at Kilton	To Do
Epic	Radiator and boiler system issues at Leb	In Progress
Task	Replace valve on radiator in reading room	Done
Task	Contact Alliance to drain excess water from system	To Do
Task	Condensate drain neutralizer needed	To Do
Epic	Kilton Basix hvac controls system is five years past end of life	In Progress
Task	Get an updated quote from Alliance to replace with Niagara	Done
Task	Make sure project gets completed	To Do
Epic	Window is leaking by the sidewalk out front at Kilton	To Do
Task	figure out where the water is coming through and mark the spots	To Do
Epic	Plaster at bottom of stairwell is showing water damage	To Do
Task	Prevent more water infiltration	To Do
Task	Contact the state to find out if the paint has lead in it	To Do
Task	Find painter who can preserve the historic look of the paint job	To Do
Epic	Fix hole in wall in Amber's office at Kilton	To Do
Task	Sand and paint	To Do
Epic	Plumbing issues	To Do
Task	Replace the toilet tanks at Leb	Done
Task	Fix the sink in the Kilton patron restroom	Done

Task	Pipes under sink at Leb leaking	Done
Task	Make adjustments to the kiddie toilet in the Kilton CR	To Do
Task	Repair faucet that was torn apart in Leb basement bathroom	Done
Epic	Replace the panic alarm system at Kilton	To Do
Task	Contact Tasco	Done
Task	Find out from Safety Committee where we need new buttons	Done
Task	Schedule the work	To Do
Epic	Fix the compost situation at Kilton	To Do
Task	Make new bins	In Progress
Epic	Center stairwell at Leb is dangerous due to lack of grip	To Do
Task	Figure out what product we should use that will be effective and look nice	Done
Task	Talk to custodians about ease of cleaning products we're looking at	Done
Task	Order tape	In Progress
Task	Install tape	In Progress
Epic	Clean the moss in the courtyard at Kilton	To Do
Task	Have Jimmy powerwash the bricks	To Do
Epic	Replace rotted boards below the gutters at Kilton	To Do
Task	Contact Odie about replacing	Done
Epic	Shelves needed in patron restrooms	To Do
Epic	12 pt	To Do
Epic	Knoxbox issues	To Do
Task	Get one for Leb Library	To Do
Task	Contact FD to put new exterior door key in knoxbox at Kilton	To Do
Epic	Growth on the membrane roof at Kilton	To Do
Task	Contact Rodd Roofing about a maintenance program	To Do
Epic	Paint the exterior of Kilton	To Do
Task	Schedule the work	To Do
Epic	Emergency exit door is rusting at Kilton	To Do
Epic	Front stair treads at Kilton are in need of repair	To Do

Epic	Kilton parking lot work needs to be done	To Do
Task	Restripe	To Do
Task	Determine if we need to seal the cracks	To Do
Epic	Kilton geothermal pumps are reaching the end of their expected lives	To Do
Task	Update the quote for 2025 budget year	To Do
Task	Work with a consultant on an RFP	In Progress
Epic	Problems with lighting controls at Kilton	In Progress
Task	Eliminate the delay that occurs between flipping the switch on all overhead	In Progress
Task	The lights sometimes will not come on/stay on in the patron areas	In Progress
Task	determine cost for upgrading lighting to LED, improving the entire lighting	In Progress
Task	Work with KT&T on an estimate	In Progress
Epic	Vermont Life Safety found issues to address	To Do
Task	Contact Mammoth to add soft key to disable doors during VLS testing, so	To Do
Task	Kilton FACP LCD readout screen is glitching	To Do
Task	Kilton Could not activate duct smokes #9 & #10 via remote magnet test.	To Do
Task	Kilton System due for 5yr internal inspection	To Do
Epic	Conduit outside the Tech Services entrance at Kilton is inadequately seal	To Do
Epic	Replace the floor machines	To Do
Task	Sell the old one	In Progress
Task	Purchase a new one	To Do
Epic	Fix the AV system in the Kilton Community Room	In Progress
Task	Contact AV companies	Done
Task	Fundraise the money	To Do
Epic	Broken windows at Kilton	To Do
Task	Call Granite State Glass	Done
Task	Schedule work to be done	Done
Task	Make sure the work gets done	To Do
Epic	Recycle bulbs at Kilton	To Do
Task	Contact landfill to see if they will take them for free	Done

Task	Get the bulbs to the landfill	To Do
Epic	HVAC issues at Leb	To Do
Task	No filter in the unit in the ceiling above the CR desk	In Progress
Task	Order filters for the air handling unit in the boiler room, replace every three months	To Do
Task	Amy's office not showing data	Done
Task	Need a buffer between heating/cooling lockout	Done
Task	Boiler sometimes runs when all thermostats are set to cool	Done
Task	Activate auto mode on thermostats	Done
Epic	HVAC issues at Kilton	To Do
Task	Check to make sure the propane boiler is ready to run next winter	Done
Task	Heat pump #2 reversing valve needs to be replaced	To Do
Task	Rebates available for the heat pump hot water heater?	Done
Task	Install a redundant mini split system for the Kilton lan room	To Do
Task	Reduce the amount of outside air coming into the building once the new chiller is installed	To Do
Epic	Fix the sharp spot on the stair rail at Leb that gashed open Celeste's hand	To Do
Task	Install cove for edge	To Do
Epic	Replace the main runner on the 1st floor Lebanon Library	To Do
Epic	Door issues	To Do
Task	Replace the community room doors	To Do
Task	One of the swinging door by the front foyer at Leb is sticking open	To Do
Task	Replace the coffee bar door	To Do
Task	Put a door back on the right hand side restroom at Kilton which can lock	To Do