



**LEBANON LIBRARY BOARD OF TRUSTEES  
SEPTEMBER 24, 2024 - 7:00 PM  
LEBANON LIBRARY DAMREN ROOM OR  
REMOTE VIA VIRTUAL PLATFORM  
LEBANONNH.GOV/LIVE**

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**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. Joint Meeting of the Trustees and Foundation**

**4. Approval of Minutes**

A. Approve the July 23, 2024 minutes

**5. New Business**

- A. Approve the Treasurer's Report
- B. Approve draft cuts to the 2025 budget
- C. Approve updated job descriptions

**6. Committee Reports**

**7. Other Business**

- A. Library Director's Report
- B. Deputy Library Director's Report

**8. Future Agenda Items**

**9. 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  
Lebanon Library Community Room OR  
Remote Via Virtual Platform  
LebanonNH.gov/Live  
July 23, 2024  
7:00 PM**

**MEMBERS PRESENT:** Francis Oscadal (Chair), Renee Dunn; Emma Wunsch (remote); Ellen Hubbell (alternate); Jeff Damren; Ann Sharfstein; Morgan Swan

**MEMBERS ABSENT:** Kim Rheinlander; Leonee Derr (alternate)

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

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

Chair Oscadal opened the meeting at 7:00PM.

*Ellen Hubbell sat as a voting member.*

**2. Open to the Public**

None at this time.

**3. Approval of Minutes**

A. Approve the June 25, 2024 minutes

*Ms. Hubbell MOVED to accept the meeting minutes of June 25, 2024, as presented. Seconded by Mr. Damren.*

*\*Vote on the MOTION passed by Roll Call Vote: Oscadal – aye; Dunn - aye; Wunsch - aye; Hubbell – aye; Damren - aye; Sharfstein - aye; Swan – aye; (7-0-0).*

**4. New Business**

A. Approve the Treasurer's Report

Ms. Dunn stated that the budget is on track for this time of the year, at 49.67% of the total.

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

*\*Vote on the MOTION passed by Roll Call Vote: Oscadal – aye; Dunn - aye; Wunsch - aye; Hubbell – aye; Damren - aye; Sharfstein - aye; Swan – aye; (7-0-0).*

B. Approve the 2025 Library budget

The Board discussed the 2025 Library budget proposal. Director Fleming stated that there is a 7% increase proposed. The City Council may look to cut the budget at some point during the budgeting process. The Training, Licenses, and Dues portion of the budget is proposed to be decreased. Outreach budget items are proposed to increase.

***Ms. Dunn MOVED to approve the 2025 Library budget as presented. Seconded by Mr. Damren***

***\*Vote on the MOTION passed by Roll Call Vote: Oscadal – aye; Dunn - aye; Wunsch - aye; Hubbell – aye; Damren - aye; Sharfstein - aye; Swan – aye; (7-0-0).***

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

Director Fleming explained that the revisions were drafted and shared with the Library Management Team.

***Mr. Swan MOVED to approve the Library Appendix revisions to the City Handbook, as presented. Seconded by Mr. Damren***

***\*Vote on the MOTION passed by Roll Call Vote: Oscadal – aye; Dunn - aye; Wunsch - aye; Hubbell – aye; Damren - aye; Sharfstein - aye; Swan – aye; (7-0-0).***

### 5. Committee Reports

None at this time.

### 6. Other Business

#### A. Library Director's Report

Director Fleming discussed the parking situation at Kilton with the Board. Rebecca Owens and Nate Reichert, Planning Director, will present potential options in the October timeframe. There was discussion regarding obtaining property to beautify the area around the Library instead of simply adding parking. He noted that there is approximately \$50,000 in the Revolving Fund to address the parking problem at Kilton. If this problem is fixed another way, the funding could be used for something else such as the heat pump project.

Director Fleming explained that the City Clerk has decided to move the Ward 1 election to the SAU due to the parking issues.

Director Fleming noted that the Foundation would like to hold a joint meeting in September. The Board agreed not to hold a meeting in August.

#### B. Deputy Library Director's Report

Deputy Director Lappin stated that five clerk candidates were interviewed last week. The Library's partnership with the Food Bank is going well, with meals being distributed on

Wednesdays. If food is leftover, it appears the camp children have been taking it with them. As of today, 608 people have signed up for Summer Reading.

## **7. Future Agenda Items**

The Board discussed future agenda items.

## **8. ADJOURNMENT:**

*Ms. Sharfstein MOVED to adjourn the meeting. Seconded by Mr. Damren.*

*\*Vote on the MOTION passed by Roll Call Vote: Oscadal – aye; Dunn - aye; Wunsch - aye; Hubbell – aye; Damren - aye; Sharfstein - aye; Swan – aye; (7-0-0).*

**The meeting was adjourned at 7:54 PM.**

Respectfully submitted,

Kristan Patenaude

Recording Secretary

MTD AND YTD REVENUE/EXPENSE FOR CITY OF LEBANON

Balance As of 08/31/2024

| GL Number                             | Description                          | Bdgt<br>Amendments<br>From PO<br>Carryover | 2024<br>Amended<br>Budget | Activity For<br>08/31/2024 | YTD Balance<br>08/31/2024 | Encumbrance<br>08/31/2024 | Available<br>Balance<br>08/31/2024 | % Bdgt<br>Used |
|---------------------------------------|--------------------------------------|--------------------------------------------|---------------------------|----------------------------|---------------------------|---------------------------|------------------------------------|----------------|
| <b>Fund: 1100 GENERAL FUND</b>        |                                      |                                            |                           |                            |                           |                           |                                    |                |
| <b>Account Category: Expenditures</b> |                                      |                                            |                           |                            |                           |                           |                                    |                |
| <b>Department: 4550-0000 LIBRARY</b>  |                                      |                                            |                           |                            |                           |                           |                                    |                |
| 1100-4550-0000-1100-0000              | FULL TIME WAGES                      | 0.00                                       | 782,510.00                | 67,991.23                  | 498,200.06                | 0.00                      | 284,309.94                         | 63.67          |
| 1100-4550-0000-1115-0000              | PART TIME WAGES 0-19                 | 0.00                                       | 0.00                      | 450.00                     | 3,590.00                  | 0.00                      | (3,590.00)                         | 100.00         |
| 1100-4550-0000-1120-0000              | PART TIME WAGES 20-24                | 0.00                                       | 32,030.00                 | 2,953.61                   | 20,701.97                 | 0.00                      | 11,328.03                          | 64.63          |
| 1100-4550-0000-1125-0000              | PART TIME WAGES 25-29                | 0.00                                       | 124,390.00                | 11,847.04                  | 83,348.26                 | 0.00                      | 41,041.74                          | 67.01          |
| 1100-4550-0000-1200-0000              | TEMPORARY PT WAGES                   | 0.00                                       | 114,770.00                | 13,397.28                  | 81,451.98                 | 0.00                      | 33,318.02                          | 70.97          |
| 1100-4550-0000-1300-0000              | OVERTIME WAGES                       | 0.00                                       | 500.00                    | 85.42                      | 426.82                    | 0.00                      | 73.18                              | 85.36          |
| 1100-4550-0000-2100-0000              | HEALTH/DENTAL INSURANCE              | 0.00                                       | 0.00                      | 0.00                       | 0.00                      | 0.00                      | 0.00                               | 0.00           |
| 1100-4550-0000-2150-0000              | LIFE & DISABILITY INSURANCE          | 0.00                                       | 9,730.00                  | 693.18                     | 5,165.26                  | 0.00                      | 4,564.74                           | 53.09          |
| 1100-4550-0000-2200-0000              | FICA & MEDICARE TAXES                | 0.00                                       | 76,260.00                 | 7,203.65                   | 51,563.88                 | 0.00                      | 24,696.12                          | 67.62          |
| 1100-4550-0000-2301-0000              | RETIREMENT: MUNICIPAL                | 0.00                                       | 105,950.00                | 9,210.80                   | 68,048.52                 | 0.00                      | 37,901.48                          | 64.23          |
| 1100-4550-0000-2450-0000              | TRAINING/LICENSES/DUES               | 0.00                                       | 13,770.00                 | 324.95                     | 5,127.73                  | 0.00                      | 8,642.27                           | 37.24          |
| 1100-4550-0000-2600-0000              | WORKERS' COMPENSATION                | 0.00                                       | 4,690.00                  | 468.12                     | 3,239.64                  | 0.00                      | 1,450.36                           | 69.08          |
| 1100-4550-0000-3000-0000              | LEGAL SERVICES                       | 0.00                                       | 2,000.00                  | 0.00                       | 0.00                      | 0.00                      | 2,000.00                           | 0.00           |
| 1100-4550-0000-3410-0000              | SOFTWARE: SUPPORT/SERVICE/SUBSCRIPTI | 0.00                                       | 11,490.00                 | 1,941.99                   | 12,952.14                 | 0.00                      | (1,462.14)                         | 112.73         |
| 1100-4550-0000-4110-0000              | WATER                                | 0.00                                       | 2,300.00                  | 605.12                     | 1,685.38                  | 0.00                      | 614.62                             | 73.28          |
| 1100-4550-0000-4120-0000              | SEWER                                | 0.00                                       | 1,800.00                  | 621.72                     | 1,628.20                  | 0.00                      | 171.80                             | 90.46          |
| 1100-4550-0000-4225-0000              | LAWN CARE/SNOW PLOWING               | 0.00                                       | 24,500.00                 | 3,405.00                   | 15,200.00                 | 0.00                      | 9,300.00                           | 62.04          |
| 1100-4550-0000-4300-0000              | REPAIR/MAINTENANCE SERVICES          | 0.00                                       | 79,660.00                 | 6,426.27                   | 73,631.63                 | 43,920.81                 | (37,892.44)                        | 147.57         |
| 1100-4550-0000-4420-0000              | RENTAL OF EQUIPMENT & VEHICLES       | 0.00                                       | 3,120.00                  | 586.74                     | 4,373.92                  | 0.00                      | (1,253.92)                         | 140.19         |
| 1100-4550-0000-5000-0000              | OTHER PURCHASED SERVICES             | 0.00                                       | 24,480.00                 | 1,373.00                   | 10,456.37                 | 0.00                      | 14,023.63                          | 42.71          |
| 1100-4550-0000-5300-0000              | COMMUNICATIONS                       | 0.00                                       | 2,510.00                  | 434.75                     | 1,754.99                  | 0.00                      | 755.01                             | 69.92          |
| 1100-4550-0000-5335-0000              | INFORMATION ACCESS                   | 0.00                                       | 7,100.00                  | 1,115.00                   | 5,818.00                  | 0.00                      | 1,282.00                           | 81.94          |
| 1100-4550-0000-5400-0000              | ADVERTISING                          | 0.00                                       | 1,000.00                  | 0.00                       | 118.80                    | 0.00                      | 881.20                             | 11.88          |
| 1100-4550-0000-5800-0000              | TRAVEL                               | 0.00                                       | 19,380.00                 | 0.00                       | 10,687.09                 | 0.00                      | 8,692.91                           | 55.14          |
| 1100-4550-0000-5875-0000              | MILEAGE                              | 0.00                                       | 2,000.00                  | 26.80                      | 392.62                    | 0.00                      | 1,607.38                           | 19.63          |
| 1100-4550-0000-6000-0000              | OFFICE SUPPLIES                      | 0.00                                       | 2,750.00                  | 174.05                     | 1,298.40                  | 0.00                      | 1,451.60                           | 47.21          |
| 1100-4550-0000-6100-0000              | GENERAL SUPPLIES                     | 0.00                                       | 25,000.00                 | 1,895.43                   | 18,380.27                 | 0.00                      | 6,619.73                           | 73.52          |
| 1100-4550-0000-6220-0000              | ELECTRICITY                          | 0.00                                       | 92,050.00                 | 3,919.74                   | 51,343.70                 | 0.00                      | 40,706.30                          | 55.78          |
| 1100-4550-0000-6230-0000              | BOTTLED GAS                          | 0.00                                       | 3,500.00                  | 0.00                       | 740.92                    | 0.00                      | 2,759.08                           | 21.17          |
| 1100-4550-0000-6240-0000              | FUEL OIL                             | 0.00                                       | 3,000.00                  | 0.00                       | 494.81                    | 0.00                      | 2,505.19                           | 16.49          |
| 1100-4550-0000-6260-0000              | GASOLINE                             | 0.00                                       | 0.00                      | 0.00                       | 0.00                      | 0.00                      | 0.00                               | 0.00           |
| 1100-4550-0000-6400-0010              | BOOKS/PERIODICALS/AUDIO/VISUAL SUPPL | 0.00                                       | 55,000.00                 | 7,391.46                   | 49,784.75                 | 0.00                      | 5,215.25                           | 90.52          |
| 1100-4550-0000-7500-0000              | FURNISHINGS, SMALL TOOLS & EQUIPMENT | 0.00                                       | 42,500.00                 | 4,107.59                   | 13,181.66                 | 0.00                      | 29,318.34                          | 31.02          |
| Total Dept 4550-0000 - LIBRARY        |                                      | 0.00                                       | 1,669,740.00              | 148,649.94                 | 1,094,787.77              | 43,920.81                 | 531,031.42                         | 65.57          |
| Expenditures                          |                                      | 0.00                                       | 1,669,740.00              | 148,649.94                 | 1,094,787.77              | 43,920.81                 | 531,031.42                         | 65.57          |
| <b>Fund 1100 - GENERAL FUND:</b>      |                                      |                                            |                           |                            |                           |                           |                                    |                |
| TOTAL EXPENDITURES                    |                                      | 0.00                                       | 1,669,740.00              | 148,649.94                 | 1,094,787.77              | 43,920.81                 | 531,031.42                         |                |
| Current Year Exp.                     |                                      |                                            |                           | 148,649.94                 | 1,094,787.77              | 43,920.81                 |                                    |                |
| Prior Year Exp.                       |                                      |                                            |                           | 0.00                       | 0.00                      | 0.00                      |                                    |                |

# Lebanon Public Libraries Trustee Accounts

## Profit and Loss

January - August, 2024

|                                 | TOTAL              |
|---------------------------------|--------------------|
| Income                          |                    |
| City Surplus Income             | 24,773.68          |
| Contributions Income            | 30,000.00          |
| Interest Income -               | 17,297.31          |
| Other Income                    | 9,725.04           |
| <b>Total Income</b>             | <b>\$81,796.03</b> |
| GROSS PROFIT                    | <b>\$81,796.03</b> |
| Expenses                        |                    |
| Accounting/Bookkeeping Services | 679.00             |
| Books/Subscr/CD/DVD/Tapes       | 13,468.07          |
| Community Relations             | 374.09             |
| Entertainment                   | 245.04             |
| Miscellaneous Exp               | 325.47             |
| Office/Operating Supplies       | 910.58             |
| Postage/Delivery                | 25.25              |
| Programs                        | 1,540.25           |
| Repairs/Maintenance             | 5,000.00           |
| Web Hosting/Domain Fees         | 75.00              |
| <b>Total Expenses</b>           | <b>\$22,642.75</b> |
| NET OPERATING INCOME            | <b>\$59,153.28</b> |
| NET INCOME                      | <b>\$59,153.28</b> |

# Lebanon Public Libraries Trustee Accounts

## Balance Sheet

As of August 31, 2024

|                                             | TOTAL               |
|---------------------------------------------|---------------------|
| <b>ASSETS</b>                               |                     |
| 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                  | 93,686.95           |
| 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                |
| <b>Total Salomon Smith Barney (deleted)</b> | <b>0.00</b>         |
| <b>Total Bank Accounts</b>                  | <b>\$93,836.95</b>  |
| Other Current Assets                        |                     |
| Amount Due Leb Libraries Found              | 0.00                |
| <b>Total Other Current Assets</b>           | <b>\$0.00</b>       |
| <b>Total Current Assets</b>                 | <b>\$93,836.95</b>  |
| Other Assets                                |                     |
| Long Term Assets- Other                     |                     |
| Savings Account MSB 5568114                 | 86,490.94           |
| <b>Total Long Term Assets- Other</b>        | <b>86,490.94</b>    |
| <b>Total Other Assets</b>                   | <b>\$86,490.94</b>  |
| <b>TOTAL ASSETS</b>                         | <b>\$180,327.89</b> |
| <b>LIABILITIES AND EQUITY</b>               |                     |
| Liabilities                                 |                     |
| Current Liabilities                         |                     |
| Accounts Payable                            |                     |
| Accounts Payable                            | 0.00                |
| <b>Total Accounts Payable</b>               | <b>\$0.00</b>       |
| <b>Total Current Liabilities</b>            | <b>\$0.00</b>       |
| <b>Total Liabilities</b>                    | <b>\$0.00</b>       |
| Equity                                      |                     |
| Net Assets                                  | 121,174.61          |
| Opening Bal Equity                          | 0.00                |
| Unrealized Gain / Loss                      | 0.00                |
| Net Income                                  | 59,153.28           |
| <b>Total Equity</b>                         | <b>\$180,327.89</b> |
| <b>TOTAL LIABILITIES AND EQUITY</b>         | <b>\$180,327.89</b> |

### Impacts of reducing the library budget by \$145,000

**GL: 1100-4550-0000-1100-0000 Full Time Wages**

| 2024 Budget | 2025 Requested | 2025 Reduction |
|-------------|----------------|----------------|
| 782,510     | 836,950        | 96,770         |

**GL: 1100-4550-0000-2200-0000 Fica & Medicare Taxes**

| 2024 Budget | 2025 Requested | 2025 Reduction |
|-------------|----------------|----------------|
| 76,260      | 86,450         | 7,400          |

**GL: 1100-4550-0000-2301-0000 Retirement**

| 2024 Budget | 2025 Requested | 2025 Reduction |
|-------------|----------------|----------------|
| 105,950     | 109,680        | 13,090         |

**GL: 1100-4550-0000-2600-0000 Workers' Compensation**

| 2024 Budget | 2025 Requested | 2025 Reduction |
|-------------|----------------|----------------|
| 4,690       | 5,280          | 210            |

**GL: Health insurance**

| 2024 Budget | 2025 Requested | 2025 Reduction |
|-------------|----------------|----------------|
|             |                | 12,980         |

**GL: 1100-4550-0000-2450-0000 Training/licenses/dues**

| 2024 Budget | 2025 Requested | 2025 Reduction |
|-------------|----------------|----------------|
| 13,770      | 10,770         | 1,120          |

**GL: 1100-4550-0000-5800-0000 Travel**

| 2024 Budget | 2025 Requested | 2025 Reduction |
|-------------|----------------|----------------|
|-------------|----------------|----------------|

|        |        |       |
|--------|--------|-------|
| 19,380 | 25,580 | 3,780 |
|--------|--------|-------|

### **Service/Personnel Impacts:**

The above cuts would require us to eliminate the full-time Systems Librarian position. This position is responsible for updating and maintaining our staff Intranet and public-facing webpage. This position has made great improvements to core functions that the library provides, driving the selection process for software that the library uses on a daily basis, such as our meeting room app. The individual in this position provides technical support to members of the community who need assistance with their devices.

### **Short Term/Long Term Impacts**

Short term impacts include a reduction in staffing level, increased workload for remaining staff and decreased team morale. Tech assistance hours for the public will be reduced. Maintenance and improvements of the library webpage and other software will be on hold.

Long-term impacts include staffing turnover if they feel burnt out by additional workload and increased working hours. Future improvements to our website and changes to the online services we provide will be difficult to implement without someone in this position. We have done well in providing services to members of the community in recent years because we are early adopters of technology that people expect our library to be able to provide for them, such as text messaging for pickup of items that people have requested, and a simple to use meeting room reservation system.

### **Alternatives Considered**

We could contract out for web development in the future, but websites need ongoing maintenance in order to function properly. Additionally, incremental improvements to the website and apps we use are a better way to make them more functional, and are more realistic as far as implementation is concerned. There are ongoing needs that would not be met if we no longer had this position in place. This position is currently vacant, and it is our current practice to always reevaluate the needs of the library, so this position may change, but our needs will not.

**GL:** 1100-4550-0000-4300-0000 Repair/maintenance services

| 2024 Budget | 2025 Requested | 2025 Reduction |
|-------------|----------------|----------------|
| 79,660      | 88,420         | 10,000         |

## Impacts

Reducing the repair/maintenance services budget will eliminate the coffee bar door replacement project at Kilton. This door needs to be replaced, as it is heavy and is damaging the floor tiles. It is also difficult for staff to move. Building assessments by outside architects/engineers have indicated that it should be replaced.

**Total reduction: \$145,350**

### Impacts of reducing the library budget by \$290,000

**GL: 1100-4550-0000-1100-0000 Full Time Wages**

| 2024 Budget | 2025 Requested | 2025 Reduction |
|-------------|----------------|----------------|
| 782,510     | 836,950        | 178,220        |

**GL: 1100-4550-0000-2200-0000 Fica & Medicare Taxes**

| 2024 Budget | 2025 Requested | 2025 Reduction |
|-------------|----------------|----------------|
| 76,260      | 86,450         | 14,020         |

**GL: 1100-4550-0000-2301-0000 Retirement**

| 2024 Budget | 2025 Requested | 2025 Reduction |
|-------------|----------------|----------------|
| 105,950     | 109,680        | 24,790         |

**GL: 1100-4550-0000-2600-0000 Workers' Compensation**

| 2024 Budget | 2025 Requested | 2025 Reduction |
|-------------|----------------|----------------|
| 4,690       | 5,280          | 400            |

**GL: Health insurance**

| 2024 Budget | 2025 Requested | 2025 Reduction |
|-------------|----------------|----------------|
|             |                | 18,980         |

### **Service/Personnel Impacts:**

In addition to eliminating the Systems Librarian, this cut would require us to eliminate the full-time Children's Librarian position. The Children's Librarian position is responsible for providing public services to the children and families of the community and providing them with programming and resources. This includes children and family programming, collection development for the children's and parents' collection, early literacy, reader's advisory, and outreach to schools and other community centers. The Children's Librarian is expected to have specialized skills in early literacy and serve as a resource for parents to connect with other community organizations and schools, which many other librarians are not trained in. Having a dedicated librarian that focuses solely on the day-to-day tasks of children's services is an important role to have on staff. This position is an integral part of the youth services department, library, and the community at large. Without it there would be a significant reduction in the services and programs that are currently offered.

### **Short Term/Long Term Impacts**

Short term impacts include a reduction in staffing level, increased workload for remaining staff and decreased team morale. There would be a reduction in children's services in the community, including early childhood, after school and summer programming as well as outreach to schools and other family and child focused community centers. Additionally there would be a severe reduction in staffed hours during the day in the children's room and teen service desks.

Long-term impacts include staffing turnover if they feel burnt out by additional workload and increased working hours. Programming would be drastically reduced to what the community is used to. We have always been known for having excellent programs for youth and families, and without a dedicated children's librarian there would be considerably less of these types of programs offered at the library. Additionally removing this position would limit the resources that are available to children and families, as the Children's Librarian specializes in early literacy and reader's advisory from birth to adolescence, as well as a point of contact for parents to reach out to connect with other community resources.

With the loss of two full-time positions, we would need to reduce the number of hours we are open to the public. Evening hours at Lebanon Library and Saturday hours at either or both locations would be the most likely to be cut.

## Alternatives Considered

The alternative to the Children's Librarian position would be to divide the current workload between the Youth Services Librarian and the Library Assistant, including a majority of programming, collection development and school/community outreach. In order to maintain a level of service that the community is used to it would require using more library clerks to cover service desks so that programs can be offered, which comes at a cost and also reduce the hours that a youth services specialist would be able to staff the children's and YA desks when needed the most.

**GL:** 1100-4550-0000-4300-0000 Repair/maintenance services

| 2024 Budget | 2025 Requested | 2025 Reduction |
|-------------|----------------|----------------|
| 79,660      | 88,420         | 25,000         |

## Impacts

In addition to eliminating the coffee bar door replacement project at Kilton listed in the document above, we would cross off the list the Community Room door replacement project at Kilton as well. These doors have been repaired to reduce their weight, as they are so heavy they strain the system designed to allow them to slide open and closed. Even with the reduction in weight, they have sagged over time, and the momentum of the doors when they are opened and closed has damaged the center pillar and the surrounding walls.

**GL:** 1100-4550-0000-7500-0000 Furnishings, small tools and equipment

| 2024 Budget | 2025 Requested | 2025 Reduction |
|-------------|----------------|----------------|
| 42,500      | 41,060         | 5,000          |

## Impacts

We would eliminate \$5,000 from our furniture replacement fund, leaving \$2,500 for the year. We have had to cut money from this budget in past years, and it is leaving our furniture for members of the community looking worn.

**GL:** 1100-4550-0000-2450-0000 Training/licenses/dues

| 2024 Budget | 2025 Requested | 2025 Reduction |
|-------------|----------------|----------------|
|-------------|----------------|----------------|

|        |        |       |
|--------|--------|-------|
| 13,770 | 10,770 | 7,120 |
|--------|--------|-------|

**GL:** 1100-4550-0000-5800-0000 Travel

| 2024 Budget | 2025 Requested | 2025 Reduction |
|-------------|----------------|----------------|
| 19,380      | 25,580         | 16,470         |

### Impacts

In addition to the reductions in the training and travel budgets due to cutting two positions, we would eliminate more funding from these budgets, which would lead to stagnation in our professional development. We are an innovative public library system in large part due to what we learn in online courses and in attending conferences.

**Total reduction: \$290,000**

**POSITION TITLE:** Youth Services Library Assistant

**DEPARTMENT:** Library System

**REPORTS TO:** ~~Deputy Library Director/Children's~~ Youth Services Librarian

**FLSA DESIGNATION:** Non-Exempt

**AFFILIATION:** Non-Bargaining

**SALARY GRADE:** ?

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**Position Purpose:**

~~The Library Assistant provides a wide range of administrative and clerical support for the Library System, its staff and Library users. Specific employees in this position may be assigned to perform job duties under the supervision of a specific librarian or the Library Director, but will generally be expected to assist or fill in for other Library Assistants as needed in both Library locations.~~

The Youth Services Library Assistant is responsible for providing children's programs, services, and information to children, their caregivers, and other library patrons; providing instruction and access to materials; purchasing print and non-print materials for the children's collection; general reference and circulation services.

**Essential Functions:**

*(The essential functions, or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Answer telephones; greet patrons and answer patron inquiries.
- Receive and distribute mail and materials as required.
- Perform general circulation program functions, such as registering new patrons; filling out patron requests and searching the database for requested materials; reserving and holding materials for patrons; receiving materials; and notifying patrons that requested materials are being held on reserve.
- Assist patrons with computer questions or make referrals for complex requests.
- Assist patrons in the use of Library machines and personal devices.
- ~~● Assist patrons with services such as applying for landfill permits.~~
- ~~● Process overdue notices.~~
- ~~● Order replacements and/or substitutions for Library materials. Under the direction of the Youth Services Librarian, selects, evaluates, and maintains materials in the children's and~~

~~teen collections:~~

- Under the direction of the Youth Services Librarian, selects, evaluates, and maintains materials in the children's and teen collections.
- Shelf books and other materials; prepare new materials for shelving; file materials as necessary.
- ~~Serve as a resource for volunteers.~~ Provide mentorship and guidance to library volunteers and interns assisting with youth programs and services.
- ~~Assist in delivering programming to patrons as assigned by librarians; assist with publicizing programs as required.~~
- Collaborate with other library staff members to develop and implement cross-departmental programs and initiatives.
- Develop, publicize, present, and evaluate engaging library programs and services for teens, children and their caregivers both independently and collaboratively, taking into consideration principles of youth development; community assets; and the diverse educational, recreational, and personal needs of local youth.
- ~~Assist in posting information to the Library website as required.~~
- ~~Assist in processing Interlibrary loans.~~
- ~~Assist in research, preparing reports and presentations as requested by librarians.~~
- ~~Assist in staff meetings, taking notes and posting to staff Intranet.~~
- Inventory Library supplies and place orders as necessary.
- Assist with cataloging as required.
- ~~Perform data entry and generate thank you letters for gifts.~~
- ~~Work on reference desks as needed.~~ Work regular shifts at public desks and assist with coverage as necessary.
- ~~Research patron inquiries pertaining to the historical collection.~~
- ~~Represent Library System at City functions or at City businesses/organizations as required.~~
- Attend meetings and trainings as required.
- Stay abreast of current trends and best practices in library services and programming, continuously seeking opportunities for professional development and growth.
- Performs similar or related work as required, directed or as situation dictates or as may be assigned by the Library Director and/or librarians.
- ~~Assist in processing invoices.~~
- Serve as a resource and advocate for youth literacy, providing guidance and support to parents, caregivers, and educators on fostering literacy skills in children and teens.
- Develop, publicize, present, and evaluate engaging library programs and services for teens, children and their caregivers both independently and collaboratively, taking into consideration principles of youth development; community assets; and the diverse educational, recreational, and personal needs of local youth.
- Selects, evaluates, and maintains materials in the library's collection.
- ~~Provide mentorship and guidance to library volunteers and interns.~~

- Collaborate with librarians in developing and delivering programming to children, teens, and adults; assist with publicizing programs as required.
  - Assists with outreach efforts to schools, daycare centers, and community organizations to promote library services and programs for youth.
  - Serve as a resource and advocate for youth literacy, providing guidance and support to parents, caregivers, and educators on fostering literacy skills in children and teens.
  - Conduct comprehensive reference work at the public desk, including researching diverse topics, assisting with database navigation, and addressing patron inquiries.
- ~~Assist patrons with complex research needs, process interlibrary loan requests, provide computer assistance, and locate materials from the library's collection.~~

### **Recommended Minimum Qualifications:**

#### **Education, Training and Experience:**

- High school diploma required; Associate's degree or relevant experience preferred.
- One to three years of experience in a public library setting is preferred.

*Other combinations of education and experience that qualify an individual to perform the requisite job duties and responsibilities may be considered.*

#### **Knowledge, Ability and Skill:**

- Knowledge of standard library practices; computer and Internet skills required.
- Excellent verbal, written and customer service skills.
- Excellent organizational skills; accuracy; and attention to detail.
- Ability to work with minimal supervision in a fast-paced work environment; to prioritize and balance competing needs; and to apply sound judgment, sensitivity and diplomacy in addressing patron needs.
- Ability to deal with challenging individuals and situations with professionalism and sensitivity.
- Excellent technology skills, including the use of word processing, spreadsheet and database programs.
- Knowledge of library and online resources and knowledge of Library holdings.
- ~~Ability to be flexible and willing to learn new tasks.~~ Ability to stay current on evolving technology, collection development, programming and educational trends in the library profession.
- ~~The ideal candidate will act as an advocate for children and their educational and social needs within the library, and have a genuine passion for engaging, nurturing and mentoring children.~~

#### **Licenses/Certifications:**

- None.

### **Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Regularly required to walk, stand, sit, talk, and hear; operate office equipment; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. Must occasionally move or lift objects weighing up to 30 pounds. Must be able to communicate effectively in writing and orally. Vision and hearing at or correctable to normal ranges.

### **Job Environment:**

- Work is performed under typical office conditions; the noise level is moderate. This position involves work during regular Library hours, including nights and weekends. • Operates computer, facsimile machine, copier, library and other standard office equipment.
- Makes frequent contacts with the public and other libraries. Contacts are in person, in writing, by email, and telephone and involve an information exchange dialogue. • Has access to department-related confidential information.
- Errors could result in delay of service.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

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**APPROVAL DATE:** \*May 20, 2018

\*Date of Council Action to Amend Ordinance #18 to incorporate findings of MRI's January 2018 Wage & Classification Study (fully updated Wage and Classification Scale adopted)

*NOTE: Job descriptions may be revised as needed to meet the City's business and operational needs.*

**Revision Dates:**

DRAFT

4

**POSITION TITLE:** [Technical Services](#) Library Assistant

**DEPARTMENT:** Library System

**REPORTS TO:** Deputy Library Director/~~Children's~~

**FLSA DESIGNATION:** Non-Exempt

**AFFILIATION:** Non-Bargaining

**SALARY GRADE:** ???

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**Position Purpose:**

The [Technical Services](#) Library Assistant provides a wide range of administrative and clerical support for the Library System, its staff and Library users. ~~Specific employees in this position may be assigned to perform job duties under the supervision of a specific librarian or the Library Director, but will generally be expected to assist or fill in for other Library Assistants as needed in both Library locations.~~ [They are responsible for cataloging library materials and maintaining accurate bibliographic and holdings records, as well as processing new materials and mending damaged items. Provides public service duties including reference, circulation and readers' advisory services.](#)

**Essential Functions:**

*(The essential functions, or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Answer telephones; greet patrons and answer patron inquiries.
- Receive and distribute mail and materials as required.
- Perform general circulation program functions, such as registering new patrons; filling out patron requests and searching the database for requested materials; reserving and holding materials for patrons; ~~receiving materials;~~ and notifying patrons that requested materials are being held on reserve.
- ~~Process cash drawer transactions for library services such as resident fees, copying fees, and book sales.~~
- Assist patrons with computer questions or make referrals for complex requests.
- Assist patrons in the use of Library machines and personal devices.
- Order office, custodial and other supplies.
- ~~Assist patrons with services such as applying for landfill permits.~~
- ~~Process overdue notices.~~
- Under the direction of the Library Deputy Director selects, evaluates, and maintains

- materials in the library collection as needed.
- Processes and prepares books for circulation.
- Shelf books and other materials; prepare new materials for shelving; file materials.
- ~~Serve as a resource for volunteers.~~
- ~~Assist in delivering as assigned by librarians~~
- [Collaborate with other library staff members to develop and implement cross-departmental programs and initiatives.](#)
- ~~Assist in posting information to the Library website as required.~~
- ~~Assist in processing Interlibrary loans.~~
- Assist in research, preparing ~~Prepare~~ reports and presentations. requested by librarians.
- ~~Assist in staff meetings, taking notes and posting to staff Intranet.~~
- ~~Inventory Library supplies and place orders as necessary.~~
- ~~Assist with cataloging as required.~~ [Copy catalogs materials in accordance with RDA \(Resource Description and Analysis\) and MARC21 guidelines. Original cataloging is occasionally necessary.](#)
- ~~Perform data entry and generate thank you letters for gifts.~~
- ~~Work on reference desks as needed.~~ [Work regular shifts at public desks and assist with coverage as needed.](#)
- ~~Research patron inquiries pertaining to the historical collection.~~
- ~~Represent Library System at City functions or at City businesses/organizations as required.~~
- Attend meetings and trainings as required.
- [Stay abreast of current trends and best practices in library services, continuously seeking opportunities for professional development and growth.](#)
- Performs similar or related work as required, directed or as situation dictates or as may be assigned by the Library Director and/or librarians.
- ~~Assist in processing invoices.~~

### **Recommended Minimum Qualifications:**

#### **Education, Training and Experience:**

- High school diploma required; Associate's degree or relevant experience preferred.
- One to three years of experience in a public library setting is preferred.

*Other combinations of education and experience that qualify an individual to perform the requisite job duties and responsibilities may be considered.*

#### **Knowledge, Ability and Skill:**

- Knowledge of standard library practices; computer and Internet skills required.
- Excellent verbal, written and customer service skills.

- Excellent organizational skills; accuracy; and attention to detail.
- Ability to work with minimal supervision in a fast-paced work environment; to prioritize and balance competing needs; and to apply sound judgment, sensitivity and diplomacy in addressing patron needs.
- Ability to deal with challenging individuals and situations with professionalism and sensitivity.
- Excellent technology skills, including the use of word processing, spreadsheet and database programs.
- Knowledge of library and online resources and knowledge of Library holdings.
- ~~Ability to be flexible and willing to learn new tasks.~~ Ability to stay current on evolving technology, collection development, programming and educational trends in the library profession.

**Licenses/Certifications:**

- None.

**Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Regularly required to walk, stand, sit, talk, and hear; operate office equipment; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. Must occasionally move or lift objects weighing up to 30 pounds. Must be able to communicate effectively in writing and orally. Vision and hearing at or correctable to normal ranges.

**Job Environment:**

- Work is performed under typical office conditions; the noise level is moderate. This position involves work during regular Library hours, including nights and weekends.
- Operates computer, facsimile machine, copier, library and other standard office equipment.
- Makes frequent contacts with the public and other libraries. Contacts are in person, in writing, by email, and telephone and involve an information exchange dialogue.
- Has access to department-related confidential information.
- Errors could result in delay of service.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

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**APPROVAL DATE:** \*May 20, 2018

\*Date of Council Action to Amend Ordinance #18 to incorporate findings of MRI's January 2018 Wage & Classification Study (fully updated Wage and Classification Scale adopted)

*NOTE: Job descriptions may be revised as needed to meet the City's business and operational needs.*

**Revision Dates:**

**POSITION TITLE: Information Technology Librarian**

**DEPARTMENT: Library System**

**REPORTS TO: Library Director**

**FLSA DESIGNATION: Non-Exempt**

**AFFILIATION: Non-Bargaining**

**SALARY GRADE: 119**

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**Position Purpose:**

The Information Technology Librarian is an administrative position supporting the Library System. The Information Technology Librarian is responsible for managing the Library System's computer software and infrastructure. The Information Technology Librarian works as a key member of the Library management team with Library management to plan for, coordinate, troubleshoot and maintain computer technology in the libraries. The Information Technology Librarian also works regularly scheduled public service desk hours. This position has substantial contact with other City departments, vendors and the public.

**Essential Functions:**

*(The essential functions, or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

1. Install, manage and maintain computer hardware, peripherals and applications for staff and public use.
2. Install, manage, and maintain server hardware, networking equipment.
3. Design, implement, and maintain complex computer networks.
4. Create, manage, and maintain cloud-based virtual machines.
5. Assist the public with use and maintenance of their equipment and hardware.
6. Design, implement, modify, and maintain library networking infrastructure, both cloud-based and on-site.
- 1-7. Create and maintain software projects that assist with the normal workings of the library.
- 2-8. Troubleshoot information technology issues, including hardware and software problems. Perform or coordinate repairs as necessary.
- 3-9. Evaluate the needs of users and staff; recommend, obtain, install and customize hardware and specialty software to meet the needs of the Library System.
- 4-10. Research and recommend hardware and software, and write specifications for purchases.
- 5-11. Conduct training for Library staff and users as needed.
- 6-12. Write technical documentation for staff and users.
- 7-13. Document system and server setups.
- 8-14. Assist in planning and budgeting for Library technology needs.
15. Performs reference services as needed. Perform in-house and/or online searches for users requesting information in any subject area, utilizing knowledge of library and online resources. Assist users in

~~defining their requests for a successful search.~~

16. Provide collection development as needed.

9-17. Develop written policies, detailed procedures, workflows, and related documentation.

10-18. Work regular hours on the public service desks.

11-19. Perform maintenance on the library website as needed. ~~Maintain library website.~~

12-20. Performs similar or related work as required, directed or as situation dictates, or as may be assigned by the Library Director.

## **Recommended Minimum Qualifications:**

### **Education, Training and Experience:**

- Masters of Library and Information Science (MLIS) required
- One to three years of experience supporting computer hardware and software systems, experience administrating Linux systems, and experience administrating online content management system such as Drupal, Hugo, or Wordpress. Knowledge of SQL and HTML/CSS.
- Knowledge of SQL and HTML/CSS, Javascript, JQuery, Python, Bash, Git, Golang, YAML, JSON.
- Knowledge of APIs preferred.
- Knowledge of Ansible, Terraform, or other automation software to set up and maintain computers.
- One to three years of experience with computer networking with understanding of VLANs, WLANs, firewalls, network subnets, CIDR, IPV4, IPV6, DHCP.
- One to three years experience working with cloud providers such as AWS, Google Cloud, or Azure.
- One to three years experience with Identity management software such as FreeIPA or Active Directory.
- One to three years experience working with containerization software such as Docker or LXC.
- Experience in a public library preferred.

*Other combinations of education and experience that qualify an individual to perform the requisite job duties and responsibilities may be considered.*

### **Knowledge, Ability and Skill:**

- Excellent verbal, written and customer service skills.
- Ability to work effectively with the public; City departments and technology vendors.
- Ability to work independently and with minimal supervision, with an understanding of when consultation with and/or approval by the Library Director is needed.
- Ability to work in a fast-paced environment, take initiative and effectively prioritize tasks.
- Ability to deal with challenging individuals and situations with professionalism and sensitivity.
- Excellent technology skills, including the use of word processing, spreadsheet and database programs, the use of City and State computer programs, and library-specific applications. Ability to ~~administer~~ administrate an online content-management system.
- Ability to analyze data; perform research; and effectively assess changing technology needs.
- Ability to stay current on evolving technology.
- Excellent organizational skills; accuracy; attention to detail and ability to meet deadlines.

### **Licenses/Certifications:**

- Valid driver's license.

## **Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential*

*functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Regularly required to walk, stand, sit, talk, and hear; operate office equipment; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. Must occasionally move or lift objects weighing up to 30 pounds. Must be able to communicate effectively in writing and orally. Vision and hearing at or correctable to normal ranges.

**Job Environment:**

- Office work is performed under typical office conditions; work environment is moderately quiet. This position involves work during regular Library hours, including nights and weekends, as well as the potential for emergency call-ins when there is a technology problem.
- Operates computer, calculator, copier, facsimile machine, and other standard office and library equipment.
- Makes frequent contacts with the public and other libraries. Contacts are in person, in writing, by email, and telephone and involve an information exchange dialogue.
- Has access to department-related confidential information.
- Errors could result in delay of service.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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**APPROVAL DATE:** \*May 20, 2018

\*Date of Council Action to Amend Ordinance #18 to incorporate findings of MRI's January 2018 Wage & Classification Study (fully updated Wage and Classification Scale adopted)

*NOTE: Job descriptions may be revised as needed to meet the City's business and operational needs. **Revision Dates:***

| Book Sale Survey Responses |                                                                |                                                               |                                                     |                                                                                                |
|----------------------------|----------------------------------------------------------------|---------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------------------------------------------------|
| Timestamp                  | Should we continue accepting book donations for our book sale? | Should we keep the donation boxes in their current locations? | Should we maintain the "free carts" for patrons?    | Any comments or questions?                                                                     |
| 7/30/2024                  | Yes                                                            | Yes                                                           | Yes                                                 |                                                                                                |
| 7/30/2024                  | No                                                             | Yes but just for weeding                                      | Yes                                                 |                                                                                                |
| 7/30/2024                  | Maybe                                                          | we have donation boxes? where are they?                       | the problem is when trash is left that nobody wants | the donations of trash are not infrequent                                                      |
| 7/30/2024                  | No                                                             | Yes                                                           | Yes                                                 | The free carts help us get rid of weeded items from our collection, a good reason to keep them |
| 7/31/2024                  | Yes                                                            | Yes                                                           | Yes                                                 |                                                                                                |
| 7/31/2024                  | Yes                                                            | Yes                                                           | Yes                                                 | Bring back the cart for Lebanon instead of the cabinet                                         |
| 7/31/2024                  | Yes                                                            | Yes                                                           | Yes                                                 |                                                                                                |
| 7/31/2024                  | Yes                                                            | Maybe                                                         | Yes                                                 |                                                                                                |
| 8/8/2024                   | Yes                                                            | Yes                                                           | Yes                                                 |                                                                                                |
| 9/3/2024                   | Maybe                                                          | Yes                                                           | Yes                                                 |                                                                                                |

CHAPTER 182  
HB 1014 - FINAL VERSION

28Mar2024... 1159h  
05/22/2024 2050s

2024 SESSION

24-2031  
08/05

HOUSE BILL **1014**

AN ACT relative to instruction in government and civics, including information on election laws and voting and requiring certain educational institutions and local governments to use a holiday's statutorily designated title in official communications, publications, and documents.

SPONSORS: Rep. M. Paige, Rock. 11; Rep. Turer, Rock. 6; Rep. Damon, Sull. 8; Rep. M. Smith, Straf. 10; Rep. Shurtleff, Merr. 15; Rep. Wolf, Merr. 7; Rep. Guthrie, Rock. 15; Rep. Ellison, Merr. 28; Rep. Knab, Rock. 12

COMMITTEE: Education

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AMENDED ANALYSIS

This bill includes instruction on information on the laws governing elections and voting in the required instruction in national and state history and government and civics.

This bill also requires that certain educational institutions and all local governments use a holiday's statutorily designated title in official communications, publications, and documents.

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Explanation: Matter added to current law appears in ***bold italics***.  
Matter removed from current law appears [~~in brackets and struck through.~~]  
Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

CHAPTER 182  
HB 1014 - FINAL VERSION

28Mar2024... 1159h  
05/22/2024 2050s

24-2031  
08/05

STATE OF NEW HAMPSHIRE

*In the Year of Our Lord Two Thousand Twenty Four*

AN ACT                    relative to instruction in government and civics, including information on election laws and voting and requiring certain educational institutions and local governments to use a holiday's statutorily designated title in official communications, publications, and documents.

*Be it Enacted by the Senate and House of Representatives in General Court convened:*

1            182:1 Instruction in National and State History and Government and Civics. Amend RSA 189:11, I-  
2 c(f) to read as follows:

3                    (f) The role, opportunities, and responsibilities of a citizen to engage in civic activity. ***This***  
4 ***shall include information on the laws governing election and voting pursuant to RSA 189:23.***

5            182:2 New Paragraph. School Holidays; Required Designations. Amend RSA 288:4 by inserting  
6 after paragraph II the following new paragraph:

7                    III. Any school, college or university described in paragraph I, that adopts a holiday described in  
8 RSA 288:1 shall use the name for such holiday as designated in RSA 288:1 with respect to any official  
9 communication, publication, document, or calendars.

10           182:3 New Section; Holiday Designations. Amend RSA 31 by inserting after section 6 the following  
11 new section:

12           31:6-a Holiday Designations.

13           Any municipality, town, village, or unincorporated place that adopts a holiday on a date indicated in  
14 RSA 288:1 shall use the appellation for such holiday designated in RSA 288:1 with respect to any official  
15 communication, publication, document, or calendars.

182:4 Effective Date. This act shall take effect 60 days after its passage.

Approved: July 12, 2024  
Effective Date: September 10, 2024

| Issue Type | Summary                                                          | Status      |
|------------|------------------------------------------------------------------|-------------|
| Epic       | One community garden bed needs to get fixed                      | To Do       |
| Task       | clamp and reinforce corners                                      | To Do       |
| Epic       | Fix interior woodwork at Kilton                                  | To Do       |
| Task       | panel is popping off of woodwork by bus stop                     | To Do       |
| Task       | ugly end of self-check desk needs to be fixed at Kilton          | To Do       |
| Epic       | Radiator and boiler system issues at Leb                         | In Progress |
| Task       | Replace valve on radiator in reading room                        | Done        |
| Task       | Contact Alliance to drain excess water from system               | To Do       |
| Task       | Condensate drain neutralizer needed                              | To Do       |
| Epic       | Window is leaking by the sidewalk out front at Kilton            | To Do       |
| Task       | figure out where the water is coming through and mark the spots  | To Do       |
| Epic       | Plaster at bottom of stairwell is showing water damage           | To Do       |
| Task       | Prevent more water infiltration                                  | To Do       |
| Task       | Contact the state to find out if the paint has lead in it        | To Do       |
| Task       | Find painter who can preserve the historic look of the paint job | To Do       |
| Task       | Find contractor to repair the plaster                            | To Do       |
| Epic       | Plumbing issues                                                  | To Do       |
| Task       | Replace the toilet tanks at Leb                                  | Done        |
| Task       | Fix the sink in the Kilton patron restroom                       | Done        |
| Task       | Pipes under sink at Leb leaking                                  | Done        |
| Task       | Make adjustments to the kiddie toilet in the Kilton CR           | To Do       |
| Task       | Repair faucet that was torn apart in Leb basement bathroom       | Done        |
| Task       | sensor in the Leb children's bathroom is not working properly    | Done        |
| Epic       | Fix the compost situation at Kilton                              | To Do       |
| Task       | Make new bins                                                    | In Progress |
| Epic       | Two ladders needed at Leb Library                                | To Do       |
| Epic       | Knoxbox issues                                                   | To Do       |
| Task       | Get one for Leb Library                                          | To Do       |
| Task       | Contact FD to put new exterior door key in knoxbox at Kilton     | To Do       |

|      |                                                                                                                                   |             |
|------|-----------------------------------------------------------------------------------------------------------------------------------|-------------|
| Epic | Growth on the membrane roof at Kilton                                                                                             | To Do       |
| Task | Contact Rodd Roofing about a maintenance program                                                                                  | To Do       |
| Epic | Paint the exterior of Kilton                                                                                                      | To Do       |
| Task | Schedule the work                                                                                                                 | To Do       |
| Epic | Kilton parking lot work needs to be done                                                                                          | To Do       |
| Task | Restripe                                                                                                                          | To Do       |
| Task | Determine if we need to seal the cracks                                                                                           | To Do       |
| Epic | Kilton geothermal pumps are reaching the end of their expected lives                                                              | To Do       |
| Task | Update the quote for 2025 budget year                                                                                             | To Do       |
| Task | Work with a consultant on an RFP                                                                                                  | In Progress |
| Epic | Problems with lighting controls at Kilton                                                                                         | In Progress |
| Task | Eliminate the delay that occurs between flipping the switch on all overhead lights in patron areas and when they finally come on. | In Progress |
| Task | The lights sometimes will not come on/stay on in the patron areas                                                                 | In Progress |
| Task | determine cost for upgrading lighting to LED, improving the entire lighting controls system                                       | 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 doors don't drop                                          | To Do       |
| Task | Kilton FACP LCD readout screen is glitching                                                                                       | To Do       |
| Task | Kilton Could not activate duct smokes #9 & #10 via remote magnet test.                                                            | To Do       |
| Task | Kilton System due for 5yr internal inspection                                                                                     | To Do       |
| Epic | Conduit outside the Tech Services entrance at Kilton is inadequately sealed                                                       | To Do       |
| Epic | Replace the floor machines                                                                                                        | To Do       |
| Task | Sell the old one                                                                                                                  | In Progress |
| Task | Purchase a new one                                                                                                                | To Do       |
| Epic | Fix the AV system in the Kilton Community Room                                                                                    | In Progress |

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

|      |                                                                                                       |             |
|------|-------------------------------------------------------------------------------------------------------|-------------|
| Task | Foyer lights at Leb tripping breaker                                                                  | In Progress |
| Task | Remove electrical from the coffee bar dor                                                             | In Progress |
| Epic | Hot water heater at Kilton is freezing up                                                             | To Do       |
| Epic | Kilton carpet needs to be cleaned                                                                     | To Do       |
| Task | Ken will find a co. and contact                                                                       | To Do       |
| Epic | Entrance door locks are hard to unlock at Kilton                                                      | To Do       |
| Epic | Replace bulbs in Amy's office with warmer bulbs                                                       | To Do       |
| Epic | Move the lockers out of the shed at Kilton                                                            | To Do       |
| Epic | Explore hiring another company to mow/plow                                                            | To Do       |
| Task | Contact companies                                                                                     | To Do       |
| Epic | Issues with the fire doors at Leb                                                                     | To Do       |
| Task | Cap the sharp ends of wires on the key releases above the ceiling panels                              | To Do       |
| Task | Can we replace the system that is so hard to reset? Why can't these doors go back up like the others? | To Do       |