



**LEBANON LIBRARY BOARD OF TRUSTEES
JANUARY 28, 2025 - 7:00 PM
KILTON LIBRARY CONFERENCE 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. Public hearing to accept \$50,000 gift from the Lebanon Public Libraries Foundation

A. Vote to accept funds for the Kilton Library Community Room AV Project

3. 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 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.

4. Approval of Minutes

A. Approve the November 26, 2024 minutes

5. New Business

A. Approve the Treasurer's Report

B. 2025 City and Special Funds Budget Discussion

C. Approve the updated holiday designations in the Library Appendix to the City Handbook

6. Committee Reports

7. Other Business

A. Library Director's Report

B. Deputy Library Director's Report

C. Strategic Planning Update

8. Future Agenda Items

9. Non-Public Session

10. Adjournment

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

DRAFT

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Lebanon Library Damren Room OR
Remote Via Virtual Platform
LebanonNH.gov/Live
November 26, 2024
7:00 PM**

MEMBERS PRESENT: Francis Oscadal (Chair), Renee Dunn; Jeff Damren; Ann Sharfstein; Morgan Swan; Kim Rheinlander; Leonee Derr (alternate); Emma Wunsch

MEMBERS ABSENT: Ellen Hubbell (alternate)

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

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

Chair Oscadal opened the meeting at 7:00PM.

2. Open to the Public

None at this time.

3. Approval of Minutes

A. Approve the October 29, 2024, minutes

Mr. Swan MOVED to accept the meeting minutes of October 29, 2024, as amended. Seconded by Ms. Rheinlander.

Amendments:

Page 1, Line 14: Change to “right of first refusal.”

Page 1, Line 19: Change “issues,” to “issue.”

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

4. New Business

A. Approve the Treasurer's Report

Ms. Dunn reviewed the Treasurer’s Report. She explained that she met with Mascoma Bank regarding updating the Library’s accounts in order to earn additional interest.

Mr. Swan joined the meeting at 7:05pm.

Ms. Sharfstein MOVED to accept the Treasurer’s Report. Seconded by Ms. Wunsch.

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

32
33 B. Approve change of purpose for \$2,500 of foundation funds
34

35 Director Fleming explained that the Foundation gave \$5,000 for the Parent's Nook at the
36 Lebanon Library. The Youth Services Librarian found that she does not need all the funds for
37 this purpose and the Foundation has agreed to allow \$2,500 of the donated funds to be
38 repurposed. The intention is to use the funds to make an existing room a recording studio for the
39 Library.

40
41 ***Mr. Swan MOVED to approve the repurposing of funds as presented. Seconded by Ms.***
42 ***Wunsch.***

43 ****Vote on the MOTION passed (7-0-0).***
44

45 C. Approve library closure for training
46

47 Deputy Director Lappin explained that the request is to close the Library for a half day on March
48 10, 2025, tentatively, in order to allow all staff to attend a training. Additionally, it would be nice
49 to be able to plan at least one half day training each year, if possible.

50
51 ***Mr. Damren MOVED to approve up to two days of half day staff trainings per year. Seconded***
52 ***by Ms. Rheinlander.***

53 ****Vote on the MOTION passed (7-0-0).***
54

55 D. Review Investment Policy
56

57 Ms. Dunn reviewed the Library's Investment Policy.
58

59 ***Ms. Dunn MOVED to approve the Investment Policy as written. Seconded by Mr. Damren.***

60 ****Vote on the MOTION passed (7-0-0).***
61

62 **5. Committee Reports**
63

64 None at this time.
65

66 **6. Other Business**

67 A. Attorney memo on trustee/city relationship
68

69 Director Fleming stated that he reached out to an attorney after receiving the permission of the
70 Board to help to determine the Library Trustees' relationship with the City in terms of the rights
71 and responsibilities of the Library facilities. The City Manager has asserted some rights in the
72 City Code that seem to be in conflict with statutes and other parts of the City Code. The attorney
73 issued an opinion on this item which was submitted to the Board for review.
74

75 B. Library Director's Report
76

Director Fleming explained that there was success in raising \$50,000 for the AV system in the Community Room. There were 40 or 50 individuals and organizations that contributed to obtain the match. He noted that on December 4th there will be a City Council meeting during which public comment on the budget will be accepted. He encouraged Trustee representation to speak on behalf of the Library's proposed budget. There was discussion regarding how to lay out the facts for the budget without crossing the line into advocacy.

Director Fleming explained that he reached out to Mascoma Bank regarding Library Staff using the parking lot across the street. It has at least 50 spaces and there could be some availability for staff parking. He is waiting to hear back.

Director Fleming stated that Staff has been dealing with certain difficult patrons and situations lately. He asked how the Trustees would like to be told about these issues. The Board discussed how best and often to hear about concerns. There was also discussion regarding updating job descriptions to more accurately reflect what may occur during an employee's day.

The Board agreed not to meet in December.

C. Deputy Library Director's Report

Deputy Director Lappin stated that a legal database has been given to the Library by the New Hampshire State Law Library which is ready to be rolled out to the public.

There was discussion regarding hybrid meetings and making sure someone watches the chat room to see if there are parties interested in speaking.

Deputy Director Lappin stated that the Library Technical Assistant, Beatrice Couser, was recognized at the NH Library Association Small Business meeting. She has been named an emerging leader and will receive special professional development opportunities.

6. Future Agenda Items

As discussed during the meeting.

It was noted that the Trustees are working on the City Manager's evaluation form.

7. ADJOURNMENT:

Ms. Wunsch MOVED to adjourn the meeting. Seconded by Ms. Sharfstein.

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

The meeting was adjourned at 8:34 PM.

Respectfully submitted,

Kristan Patenaude

Recording Secretary

CY - MTD AND YTD REVENUE/EXPENSE FOR CITY OF LEBANON
Balance As of 12/31/2024

GL Number	Description						Available	% Bdg Used
		BUDGET	BUDGET ADJUSTMENTS	NET BUDGET	YTD EXP	ENCUMBERED	Balance 12/31/2024	
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	736,891.94	0.00	45,618.06	94.17
1100-4550-0000-1115-0000	PART TIME WAGES 0-19	0.00	0.00	0.00	3,990.00	0.00	(3,990.00)	100.00
1100-4550-0000-1120-0000	PART TIME WAGES 20-24	32,030.00	0.00	32,030.00	31,163.50	0.00	866.50	97.29
1100-4550-0000-1125-0000	PART TIME WAGES 25-29	124,390.00	0.00	124,390.00	124,544.20	0.00	(154.20)	100.12
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	114,770.00	0.00	114,770.00	127,679.01	0.00	(12,909.01)	111.25
1100-4550-0000-1300-0000	OVERTIME WAGES	500.00	0.00	500.00	467.88	0.00	32.12	93.58
1100-4550-0000-2150-0000	LIFE & DISABILITY INSURANCE	9,730.00	0.00	9,730.00	8,596.08	0.00	1,133.92	88.35
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	76,260.00	0.00	76,260.00	76,885.05	0.00	(625.05)	100.82
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	105,950.00	0.00	105,950.00	99,701.96	0.00	6,248.04	94.10
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	13,770.00	0.00	13,770.00	5,954.66	0.00	7,815.34	43.24
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	4,690.00	0.00	4,690.00	4,850.56	0.00	(160.56)	103.42
1100-4550-0000-3000-0000	LEGAL SERVICES	2,000.00	0.00	2,000.00	50.96	0.00	1,949.04	2.55
1100-4550-0000-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUBSCRIPTI	11,490.00	0.00	11,490.00	15,536.70	0.00	(4,046.70)	135.22
1100-4550-0000-4110-0000	WATER	2,300.00	0.00	2,300.00	2,306.54	0.00	(6.54)	100.28
1100-4550-0000-4120-0000	SEWER	1,800.00	0.00	1,800.00	2,280.79	0.00	(480.79)	126.71
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING	24,500.00	0.00	24,500.00	18,380.00	0.00	6,120.00	75.02
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	79,660.00	0.00	79,660.00	144,472.51	122,836.00	(187,648.51)	335.56
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	3,120.00	0.00	3,120.00	8,545.27	0.00	(5,425.27)	273.89
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	24,480.00	0.00	24,480.00	14,006.37	0.00	10,473.63	57.22
1100-4550-0000-5300-0000	COMMUNICATIONS	2,510.00	0.00	2,510.00	2,427.52	0.00	82.48	96.71
1100-4550-0000-5335-0000	INFORMATION ACCESS	7,100.00	0.00	7,100.00	6,918.00	0.00	182.00	97.44
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	15,113.31	0.00	4,266.69	77.98
1100-4550-0000-5875-0000	MILEAGE	2,000.00	0.00	2,000.00	1,353.40	0.00	646.60	67.67
1100-4550-0000-6000-0000	OFFICE SUPPLIES	2,750.00	0.00	2,750.00	2,158.85	0.00	591.15	78.50
1100-4550-0000-6100-0000	GENERAL SUPPLIES	25,000.00	0.00	25,000.00	27,380.16	0.00	(2,380.16)	109.52
1100-4550-0000-6220-0000	ELECTRICITY	92,050.00	0.00	92,050.00	65,823.09	0.00	26,226.91	71.51
1100-4550-0000-6230-0000	BOTTLED GAS	3,500.00	0.00	3,500.00	1,329.42	0.00	2,170.58	37.98
1100-4550-0000-6240-0000	FUEL OIL	3,000.00	0.00	3,000.00	657.24	0.00	2,342.76	21.91
1100-4550-0000-6400-0010	BOOKS/PERIODICALS/AUDIO/VISUAL SUPPL	55,000.00	0.00	55,000.00	58,751.43	0.00	(3,751.43)	106.82
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	42,500.00	0.00	42,500.00	26,026.42	0.00	16,473.58	61.24
Total Dept 4550-0000 - LIBRARY		1,669,740.00	0.00	1,669,740.00	1,634,361.62	122,836.00	(87,457.62)	97.88
Expenditures		1,669,740.00	0.00	1,669,740.00	1,634,361.62	122,836.00	(87,457.62)	97.88
Fund 1100 - GENERAL FUND:								
TOTAL REVENUES		0.00	0.00			0.00	0.00	
TOTAL EXPENDITURES		1,669,740.00	0.00			122,836.00	(87,457.62)	
NET OF REVENUES & EXPENDITURES:		(1,669,740.00)	0.00			(122,836.00)	87,457.62	
Current Year Exp.						122,836.00		
Prior Year Exp.						0.00		

Lebanon Public Libraries Trustee Accounts

Profit and Loss

January - December 2024

	TOTAL
Income	
City Surplus Income	24,773.68
Contributions Income	30,000.00
Interest Income -	17,426.37
Other Income	13,901.64
Total Income	\$86,101.69
GROSS PROFIT	\$86,101.69
Expenses	
Accounting/Bookkeeping Services	1,299.00
Attorney Fees	1,875.00
Books/Subscr/CD/DVD/Tapes	31,754.31
Capital Improvements -	35,842.23
Community Relations	1,017.47
Entertainment	920.39
Miscellaneous Exp	595.47
Office/Operating Supplies	1,063.72
Postage/Delivery	25.25
Professional Fees	1,230.00
Programs	3,146.41
Repairs/Maintenance	5,000.00
Web Hosting/Domain Fees	103.00
Total Expenses	\$83,872.25
NET OPERATING INCOME	\$2,229.44
NET INCOME	\$2,229.44

Lebanon Public Libraries Trustee Accounts

Balance Sheet

As of December 31, 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	36,634.05
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	\$36,784.05
Other Current Assets	
Amount Due Leb Libraries Found	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$36,784.05
Other Assets	
Long Term Assets- Other	
Savings Account MSB 5568114	86,620.00
Total Long Term Assets- Other	86,620.00
Total Other Assets	\$86,620.00
TOTAL ASSETS	\$123,404.05
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	2,229.44
Total Equity	\$123,404.05
TOTAL LIABILITIES AND EQUITY	\$123,404.05

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

GL Number	Description	2024	2024	2024	2024	2025	2025	2025	2025	2025
		Original Budget	Amended Budget	Activity	Projected	REQUESTED	RECOMMENDED	APPROVED	REQUESTED Amt Change	REQUESTED % Change
Fund: 1100 GENERAL FUND										
Account Category: Appropriations										
1100-4550-0000-1100-0000	FULL TIME WAGES	782,510	782,510	736,892	745,560	836,950	836,950	740,180	54,440	7
1100-4550-0000-1115-0000	PART TIME WAGES 0-19	0	0	3,990	4,000	0	0	0	0	0
1100-4550-0000-1120-0000	PART TIME WAGES 20-24	32,030	32,030	31,164	26,000	33,960	33,960	33,960	1,930	6
1100-4550-0000-1125-0000	PART TIME WAGES 25-29	124,390	124,390	124,544	125,000	131,220	131,220	131,220	6,830	5
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	114,770	114,770	127,679	125,570	127,200	127,200	127,200	12,430	11
1100-4550-0000-1300-0000	OVERTIME WAGES	500	500	468	1,200	500	500	500	0	0
1100-4550-0000-2150-0000	LIFE & DISABILITY INSURANCE	9,730	9,730	8,596	9,690	10,410	10,410	9,350	680	7
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	76,260	76,260	76,885	77,150	86,450	86,450	79,050	10,190	13
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	105,950	105,950	99,702	102,650	109,680	109,680	96,970	3,730	4
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	13,770	13,770	5,955	6,780	10,770	10,770	9,650	(3,000)	(22)
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	4,690	4,690	4,851	4,600	5,280	5,280	5,070	590	13
1100-4550-0000-3000-0000	LEGAL SERVICES	2,000	2,000	51	1,000	2,000	2,000	2,000	0	0
1100-4550-0000-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUB	11,490	11,490	15,537	12,560	12,940	12,940	12,940	1,450	13
1100-4550-0000-4110-0000	WATER	2,300	2,300	2,307	2,400	2,500	2,500	2,500	200	9
1100-4550-0000-4120-0000	SEWER	1,800	1,800	2,281	2,200	2,300	2,300	2,300	500	28
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING	24,500	24,500	18,380	24,000	26,000	26,000	26,000	1,500	6
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	79,660	79,660	144,473	125,000	88,420	88,420	88,420	8,760	11
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLE	3,120	3,120	8,545	6,990	7,270	7,270	7,270	4,150	133
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	24,480	24,480	14,006	21,500	24,600	24,600	24,600	120	0
1100-4550-0000-5300-0000	COMMUNICATIONS	2,510	2,510	2,428	2,650	2,780	2,780	2,780	270	11
1100-4550-0000-5335-0000	INFORMATION ACCESS	7,100	7,100	6,918	7,100	7,300	7,300	6,300	200	3
1100-4550-0000-5400-0000	ADVERTISING	1,000	1,000	119	1,000	2,500	2,500	2,500	1,500	150
1100-4550-0000-5800-0000	TRAVEL	19,380	19,380	15,113	19,250	25,580	25,580	17,730	6,200	32
1100-4550-0000-5875-0000	MILEAGE	2,000	2,000	1,353	1,000	1,500	1,500	1,500	(500)	(25)
1100-4550-0000-6000-0000	OFFICE SUPPLIES	2,750	2,750	2,159	2,250	3,000	3,000	3,000	250	9
1100-4550-0000-6100-0000	GENERAL SUPPLIES	25,000	25,000	27,380	26,500	28,500	28,500	28,500	3,500	14
1100-4550-0000-6220-0000	ELECTRICITY	92,050	92,050	65,823	75,000	88,770	88,770	83,770	(3,280)	(4)
1100-4550-0000-6230-0000	BOTTLED GAS	3,500	3,500	1,329	1,500	1,620	1,620	1,620	(1,880)	(54)
1100-4550-0000-6240-0000	FUEL OIL	3,000	3,000	657	2,000	1,890	1,890	1,890	(1,110)	(37)
1100-4550-0000-6400-0010	BOOKS/PERIODICALS/AUDIO/VISUA	55,000	55,000	58,751	55,000	60,000	60,000	60,000	5,000	9
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQ	42,500	42,500	26,026	15,000	41,060	41,060	33,560	(1,440)	(3)
Appropriations		1,669,740	1,669,740	1,634,362	1,632,100	1,782,950	1,782,950	1,642,330	113,210	6.78
Fund 1100 - GENERAL FUND:										
TOTAL APPROPRIATIONS		1,669,740	1,669,740	1,634,362	1,632,100	1,782,950	1,782,950	1,642,330	113,210	6.78

Lebanon Public Libraries Trustee Special Funds 2025 Projections DRAFT

	2024 budget	2024 actual	2025 budget	descriptions & 2025 notes
Income				
Grant revenue	\$ 0	\$ 0	\$ 0	
Other income	\$ 13,000	\$ 13,902	\$ 14,000	fees
City Surplus Income	\$ 26,790	\$ 24,774	\$ 10,000	
Contributions Income	\$ 25,000	\$ 30,000	\$ 80,000	\$50,000 Kilton AV, \$30,000 books etc.
Interest Income	\$ 13,500	\$ 17,426	\$ 15,250	trusts (not library fdn controlled)
Total Income	\$ 78,290	\$ 86,102	\$ 119,250	
Expenses				
	0	1,875	0	
Attorney fees				
	35,000	31,754	40,000	\$30,000 from foundation, \$10,000 from trustees
Books/Subscr/CD/DVD/Tapes				
Budget deficit	0	0	0	
Capital improvements	0	35,842	11,947	Kilton AV
Education/Staff Development	0	0	0	
Entertainment	2,500	920	3,000	
Miscellaneous Exp	1,000	595	1,000	
	3,000	1,064	5,500	\$1,500 Increase is for the outreach budget, \$1,000 for hygiene kits funded by the foundation
Office/Operating Supplies				
	250	25	1,000	Increase is for the outreach budget
Postage/Delivery				
Professional Fees	0	1,230	0	

Lebanon Public Libraries Trustee Special Funds 2025 Projections DRAFT

	2024 budget	2024 actual	2025 budget	descriptions & 2025 notes
Professional Fees:	1,000	0	1,000	
Professional Fees:	1,200	1,299	1,400	
Professional Fees:Community	1,200	1,017	1,200	
Professional Fees:Art/Framing	1,000	0	2,000	recommend spending the 2024 budget in 2025
Programs	3,500	3,146	3,500	
Repairs/Maintenance	500	5,000	14,819	payment for Kilton hvac
Web Hosting/Domain Fees	750	103	750	
Total Expenses	\$ 50,900	\$ 83,870	\$ 87,116	
Net Income	\$ 27,390	\$ 2,232	\$ 32,134	



CITY MANAGER
City of Lebanon, NH
51 North Park Street
Lebanon, NH 03766
(603) 448-4220

TO: Department Heads
FROM: City Manager Shaun Mulholland
DATE: 12/31/2024
RE: **Directive-Budget Austerity Measures**

The City Council approved the 2025 Budget on December 18th, 2024. The Council made reductions to several areas in the budget to include supply, training and legal budget lines. Department heads are expected to manage their budgets and stay within the appropriated budget for their respective departments. As you know I did not recommend reductions in these budget lines. The following austerity measures are now required in the areas specified below.

Supply and Food Budget Lines

ADM-147 Food Purchasing Policy details the circumstances for which food may be purchased related to City activities. The following sections are hereby suspended until further notice as a cost savings measure. Public funds may not be utilized for these purposes;

1. Section 4.3, A Board and Committee Meetings is hereby suspended until further notice.
2. Section 4.3, C Holiday and Retirement Events. The provision related to retirement events is hereby suspended until further notice.

Training Budget Lines

Department heads should limit the number of personnel attending training events. Instead of sending two or more people, one person should be sent where possible and that person should relay what they have learned to the remainder of the staff in a department or beyond the department. Training is critical to develop our workforce to be more efficient and effective in their respective jobs. We need to maximize the limited dollars we have to continue to develop our workforce.

Legal Budget Lines

The legal budget that I proposed for 2025 was already lean and would have been difficult to achieve within the allotted amount. The Council made a reduction of \$50,000 to this line. Departments needing legal counsel will follow the process detailed below.

1. Departments will utilize legal resources that do not add cost to the City where applicable. An example would be utilizing the Secretary of State's Office or the NH Dept. of Justice regarding election law issues.
2. Requests for legal counsel beyond this must go through the City Manager's Office with approval by the City Manager or one of the two Deputy City Managers. Department Heads or any other City staff are not authorized to contact the City's contracted legal counsel without authorization. Requests may be made via email to the City Manager's Office. The City Manager's Office will triage the requests and utilize the two options below.
 - a. Utilization of the NHMA Legal Inquiries service where applicable. This option is limited to legal advice relative to interpretation of state statutes. Staff will submit request for the NHMA Legal Inquires service through the City Manager's Office.
 - b. Contact the City's legal counsel where required or when necessary.

The austerity measures detailed above go into effect immediately. Although the Council approves a budget on an annual basis it is unlikely that these restrictions will be removed at the end of the 2025 Budget. These measures are likely to persist for multiple years.

If there are any questions, concerns or requests for waivers please contact the City Manager's Office for further guidance.

Shaun Mulholland

Shaun Mulholland
City Manager

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
- [Washington's Birthday \(popularly known as Presidents' Day\)](#)
- Memorial Day
- [Juneteenth National Independence Day](#)
- Independence Day
- Labor Day
- [Indigenous Peoples' Day](#)
- [Columbus Day](#)
- Veterans' Day
- [Thanksgiving Day](#)
- 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 Day, 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 [prior to each holiday](#). 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, July 23, 2024

Building and grounds issues

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	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	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	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	Done
Task	Work with a consultant on an RFP	Done
Task	Schedule the work	To Do
Epic	Problems with lighting at Kilton	In Progress
Task	Eliminate the delay that occurs between flipping the switch on all overhead lights in patron areas	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	Done
Task	Work with KT&T on an estimate	Done
Task	Find a co. to replace the high bays, eliminate the blinking light phenomenon in the Teen Room	To Do
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	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
Task	Heat in Damren room not keeping up with set point	In Progress
Task	Condensate drains sometimes plug up and leak	In Progress
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	Done
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

Task	Get a thermostat for the ERU in the supply closet off the staff room - is this necessary?	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	Done
Task	Replace the coffee bar door	To Do
Task	Put a door back on the right hand side restroom at Kilton which can lock	Done
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	Done
Task	Remove electrical from the coffee bar dor	Done
Task	Redo wiring for the lights on the front steps at Lebanon Library	To Do
Task	Lights under the dome at Leb Library won't stay on	Done
Task	Install a four plug outlet by the Leb front desk where there are currently only two	To Do
Task	Fix the outlet issue by the screen in the YA room at Kilton	To Do
Epic	Kilton carpet needs to be cleaned	To Do
Task	Ken will find a co. and contact	To Do
Epic	Find out if the fixtures in Amy's office are adjustable in the color of the light	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 oi	To Do
Task	Make sure the fire shutters are unobstructed	To Do
Task	Check with Jeff Libbey to see if we need these fire doors	To Do
Epic	Replace the gas powered blower at Kilton	To Do
Epic	Fix issues with the membrane roofs both libraries	To Do
Epic	Roof work needs to be done at both libraries	To Do
Task	Patch membrane roof at Kilton	To Do
Task	Patch membrane roof on addition at Leb if possible	To Do
Task	Replace membrane roof on original part of building at Leb	To Do

Task	Replace membrane roof on addition at Leb	To Do
Task	Repair slate on original part of building at Leb	To Do
Epic	HVAC controls issues	To Do
Task	Alarms not being received	To Do
Task	Kilton controls did not meet the metrics we contracted for	To Do