



**LEBANON LIBRARY BOARD OF TRUSTEES
MAY 27, 2025 - 7:30 PM
LEBANON LIBRARY DAMREN ROOM OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

1. Call to Order

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

2. Open to the Public

Any member of the public who desires to speak on any agenda item may do so during this public comment period, and will be allowed to speak for not more than three minutes. Speakers shall identify themselves clearly for the record, stating their full names and their town/city of residence. The public comment period will not exceed thirty minutes.

3. Approval of Minutes

A. Approve the April 22, 2025 minutes

4. New Business

A. Approve the Treasurer's Report

5. Foundation Report

6. Other Business

A. Bulletin board and ethics policy updates

B. Library Director's Report

C. Deputy Library Director's Report

7. Future Agenda Items

8. Adjournment

Meetings are open for in-person and remote attendance. Members of the public who 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 disrupt virtual or phone connection(s), the meeting will continue without remote access capabilities.

Any person with a disability who wishes to attend this public meeting and needs additional accommodation, please contact the ADA coordinator at City Hall by calling 603-448-4220 at least 72 hours in advance so that the City can make any necessary arrangements.

DRAFT

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Kilton Library Conference Room OR
Remote Via Virtual Platform
LebanonNH.gov/Live
April 22, 2025
7:00 PM**

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

MEMBERS ABSENT: Adam Ali (alternate); Samantha Milnes (alternate)

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

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

2
3 **2. Acceptance of Gifts**

4
5 *Ms. Sharfstein MOVED to accept the \$2,000 gift for the seed library. Seconded by Mr.*
6 *Damren.*

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

8
9 **3. Open to the Public**

10
11 None at this time.

12
13 **4. Approval of Minutes**

14 A. Approve the March 25, 2025, minutes

15
16 *Mr. Damren MOVED to accept the meeting minutes of March 25, 2025, as amended.*
17 *Seconded by Ms. Sharfstein.*

18
19 *Amendments:*

20 *Page 3, Line 88: Change to “erite-up” to “write-up”*

21 *Page 3, Line 98: Change “Mr. Swan” to “Mr. Damren”*

22
23 **Vote on the MOTION passed (7-0-0).*

24
25 **5. New Business**

26 A. Approve the Treasurer's Report

27
28 Ms. Dunn stated that there is no change in the balance from last month. An updated expense
29 report is likely needed. The City budget is on schedule. Director Fleming noted that the Special
30 Fund budget is over \$200,000.

31

32 **Ms. Sharfstein MOVED to accept the Treasurer's Report, as presented. Seconded by Mr.**
33 **Damren.**
34 ***Vote on the MOTION passed (7-0-0).**

35
36 B. City of Lebanon unionization drive
37

38 Director Fleming explained that City Manager Mulholland recently met with Department Heads
39 regarding unionization. There will likely be three unions formed within American Federation of
40 State and Municipal Employees (AFSME). This will affect the Board's ability to govern the
41 Library positions within the bargaining unit. If the Board has the ability and would like Library
42 employees to be excluded from the unions, the due dates are May 2nd and 6th for two of the
43 bargaining units.
44

45 Chair Oscadal stated that City Manager Mulholland explained that the City will continue to work
46 collaboratively with the Library Board of Trustees to ensure that provisions are added to
47 applicable collective bargaining agreements that are consistent with current benefits for Library
48 personnel. The proposed unionization could also impact Library policies.
49

50 The Board decided not to take any action on this item at this time.
51

52 C. Bulletin board policy update
53

54 The Board discussed a proposed Bulletin Board Policy update. Director Fleming explained that a
55 flyer advertising for an event at a local church was recently removed from one of the bulletin
56 boards, as a staff member believed that nothing of a religious nature should be posted. The
57 current policy language allows for any staff member to remove any posting for any reason,
58 which could lead to a lawsuit if challenged.
59

60 There was consensus on the Board to remove the community bulletin boards while retaining the
61 City municipal information board. In doing so, the policy will also be revised.
62

63 D. Asset management policy update
64

65 The Board reviewed the draft Asset Management Policy. There was agreement that the draft
66 would continue to be worked on and brought back to a future meeting.
67

68 **6. Committee Reports**

69 A. Focus of foundation fundraising
70

71 Director Fleming explained that there is a Memorandum of Understanding between the Trustees
72 and the Foundation which states that the Trustees set the goals for fundraising, though the Board
73 should listen in input from the Foundation Directors as well.
74

75 There was agreement that staff should be polled regarding the list of priorities in order to
76 determine if the ranking for the projects has changed.
77

78 **7. Other Business**

79 A Library Director's Report

80
81 Director Fleming stated that City Manager Mulholland is recommending that a City Councilor
82 liaison be established for the Library Board. He will request additional information.
83

84 Director Fleming asked about expanding the community garden beds. There are currently 20
85 people on the waiting list for these. The beds could likely be expanded by an additional five
86 fairly easily. The Board agreed with the proposal.
87

88 Director Fleming explained that the Board previously authorized a \$20,000 expenditure for
89 Library controls at Kilton. The company signed the contract in May and said the work was
90 completed in December, but it was not fully done. He has met a number of times with their
91 representative and they continue to work on it. The \$15,000 expense will come due eventually.
92

93 Director Fleming explained that there is a proposal to remove physical addresses from the ILS,
94 which is the system that tracks patrons. The management team has approved this proposal. One
95 reason for this proposal is due to a bill which is making its way through the House, on its way to
96 the Senate, which has to do with parents or guardians having access to their children's records.
97 The bill states that, if an adult is at the same address as the child, the parent can have access to
98 the child's records. If the Library does not store that information, it will not be able to provide it.
99

100 Director Fleming noted that the Board's existing Ethics Policy points back to the City Manager
101 and the Board may wish to review this and consider its own policy. The Board agreed to consider
102 this and take it up again at the next meeting.
103

104 Director Fleming suggested a new policy regarding how staff should respond to law enforcement
105 requests for Library records. He stated that he will draft a policy for the Board's review at the
106 next meeting.
107

108 Director Fleming stated that the Board should determine if it would like to propose to fill the
109 existing Systems Librarian position which was cut from the 2025 budget.
110

111 B. Deputy Library Director's Report

112
113 Deputy Director Lappin explained that the Library has hired two new Library clerks.
114

115 C. Casino funding update

116
117 It was noted that this subject was broached with the Foundation Board and the majority were
118 interested in moving ahead. Director Fleming received an application from the Casino. Certain
119 days will be dedicated to different charities and on those days a certain amount of the proceeds
120 would come to the Library. Part of the application is a request that the Library allow for use of its
121 email list in order for the Casino to advertise, which is against Library policy. The Library could
122 apply and not allow for access to its email list.

123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144

Ms. Sharfstein MOVED to fill out the application for the Casino, noting on the application that the Library has a policy that it does not give out donor information. Seconded by Ms. Rheinlander.

**Vote on the MOTION passed (5-2-0).*

8. Future Agenda Items

As discussed during the meeting.

9. Non-Public Session

A. Non-Public Session in accordance with the provisions of RSA 91- A:3, II(a) "The dismissal, promotion, or compensation of any public employee..."

Mr. Damren MOVED to enter Non-Public Session at 8:22PM in accordance with the provisions of RSA 91- A:3, II(a) "The dismissal, promotion, or compensation of any public employee..." and to not return to Open Session. Seconded by Ms. Wunsch.

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

Respectfully submitted,
Kristan Patenaude
Recording Secretary

CY - MTD AND YTD REVENUE/EXPENSE FOR CITY OF LEBANON
Balance As of 04/30/2024

GL Number	Description				YTD EXP	ENCUMBERED	Available	% Bdg Used
		BUDGET	BUDGET ADJUSTMENTS	NET BUDGET			Balance 04/30/2024	
Fund: 1100 GENERAL FUND								
Account Category: Expenditures								
Department: 4550-0000 LIBRARY								
1100-4550-0000-1100-0000	FULL TIME WAGES	782,510.00	0.00	782,510.00	258,672.99	0.00	523,837.01	33.06
1100-4550-0000-1115-0000	PART TIME WAGES 0-19	0.00	0.00	0.00	2,230.00	0.00	(2,230.00)	100.00
1100-4550-0000-1120-0000	PART TIME WAGES 20-24	32,030.00	0.00	32,030.00	10,421.28	0.00	21,608.72	32.54
1100-4550-0000-1125-0000	PART TIME WAGES 25-29	124,390.00	0.00	124,390.00	40,717.50	0.00	83,672.50	32.73
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	114,770.00	0.00	114,770.00	34,002.20	0.00	80,767.80	29.63
1100-4550-0000-1300-0000	OVERTIME WAGES	500.00	0.00	500.00	9.21	0.00	490.79	1.84
1100-4550-0000-2150-0000	LIFE & DISABILITY INSURANCE	9,730.00	0.00	9,730.00	2,323.06	0.00	7,406.94	23.88
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	76,260.00	0.00	76,260.00	25,783.63	0.00	50,476.37	33.81
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	105,950.00	0.00	105,950.00	34,999.68	0.00	70,950.32	33.03
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	13,770.00	0.00	13,770.00	4,327.00	0.00	9,443.00	31.42
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	4,690.00	0.00	4,690.00	1,563.10	0.00	3,126.90	33.33
1100-4550-0000-3000-0000	LEGAL SERVICES	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	0.00
1100-4550-0000-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUBSCRIPTI	11,490.00	0.00	11,490.00	9,123.91	0.00	2,366.09	79.41
1100-4550-0000-4110-0000	WATER	2,300.00	0.00	2,300.00	522.30	0.00	1,777.70	22.71
1100-4550-0000-4120-0000	SEWER	1,800.00	0.00	1,800.00	475.48	0.00	1,324.52	26.42
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING	24,500.00	0.00	24,500.00	6,120.00	0.00	18,380.00	24.98
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	79,660.00	0.00	79,660.00	37,426.67	16,881.31	25,352.02	68.17
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	3,120.00	0.00	3,120.00	1,991.96	0.00	1,128.04	63.84
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	24,480.00	0.00	24,480.00	3,888.75	0.00	20,591.25	15.89
1100-4550-0000-5300-0000	COMMUNICATIONS	2,510.00	0.00	2,510.00	881.10	0.00	1,628.90	35.10
1100-4550-0000-5335-0000	INFORMATION ACCESS	7,100.00	0.00	7,100.00	1,838.00	0.00	5,262.00	25.89
1100-4550-0000-5400-0000	ADVERTISING	1,000.00	0.00	1,000.00	61.20	0.00	938.80	6.12
1100-4550-0000-5800-0000	TRAVEL	19,380.00	0.00	19,380.00	9,690.84	0.00	9,689.16	50.00
1100-4550-0000-5875-0000	MILEAGE	2,000.00	0.00	2,000.00	120.60	0.00	1,879.40	6.03
1100-4550-0000-6000-0000	OFFICE SUPPLIES	2,750.00	0.00	2,750.00	442.07	0.00	2,307.93	16.08
1100-4550-0000-6100-0000	GENERAL SUPPLIES	25,000.00	0.00	25,000.00	6,406.33	0.00	18,593.67	25.63
1100-4550-0000-6220-0000	ELECTRICITY	92,050.00	0.00	92,050.00	37,553.93	0.00	54,496.07	40.80
1100-4550-0000-6230-0000	BOTTLED GAS	3,500.00	0.00	3,500.00	681.58	0.00	2,818.42	19.47
1100-4550-0000-6240-0000	FUEL OIL	3,000.00	0.00	3,000.00	494.81	0.00	2,505.19	16.49
1100-4550-0000-6400-0010	BOOKS/PERIODICALS/AUDIO/VISUAL SUPPL	55,000.00	0.00	55,000.00	32,409.50	0.00	22,590.50	58.93
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	42,500.00	0.00	42,500.00	1,569.63	0.00	40,930.37	3.69
Total Dept 4550-0000 - LIBRARY		1,669,740.00	0.00	1,669,740.00	566,748.31	16,881.31	1,086,110.38	33.94
Expenditures		1,669,740.00	0.00	1,669,740.00	566,748.31	16,881.31	1,086,110.38	33.94
Fund 1100 - GENERAL FUND:								
TOTAL REVENUES		0.00	0.00			0.00	0.00	0.00
TOTAL EXPENDITURES		1,669,740.00	0.00			16,881.31	1,086,110.38	33.94
NET OF REVENUES & EXPENDITURES:		(1,669,740.00)	0.00			(16,881.31)	(1,086,110.38)	
Current Year Exp.						16,881.31		
Prior Year Exp.						0.00		

Profit and Loss - This Year to Last Month

Lebanon Public Libraries Trustee Accounts

January-April, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
Contributions Income	85,000.00
Interest Income -	16,019.81
Other Income	7,108.20
Total for Income	\$108,128.01
Cost of Goods Sold	
Gross Profit	\$108,128.01
Expenses	
Accounting/Bookkeeping Services	441.00
Art/Framing	559.52
Books/Subscr/CD/DVD/Tapes	593.66
Capital Improvements -	1,482.14
Community Relations	95.00
Education/Staff Development	275.00
Entertainment	533.68
Miscellaneous Exp	725.28
Office/Operating Supplies	2,469.96
Postage/Delivery	45.00
Programs	1,859.76
Repairs/Maintenance	9,158.50
Web Hosting/Domain Fees	94.00
Total for Expenses	\$18,332.50
Net Operating Income	\$89,795.51
Other Income	
Other Expenses	
Net Other Income	0
Net Income	\$89,795.51

Balance Sheet - This Year to Last Month

Lebanon Public Libraries Trustee Accounts

As of April 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
Citizens Bank - Carter Trust	
Citizens Bank - Charter Trust	
Ckbk MSB #926522757	
Main MSB Checking Acct 773	32,746.39
Petty Cash - Lebanon	75.00
Petty Cash - West Lebanon	75.00
Salomon Smith Barney (deleted)	0
CD-Budget Carryovr 6.5% 2/23/01	
CD Lane Dwinell 6.5% 2/23/01	
SSB Money Funds Cash Port A	
Total for Salomon Smith Barney (deleted)	0
Total for Bank Accounts	\$32,896.39
Accounts Receivable	
Other Current Assets	
Amount Due Leb Libraries Found	
Total for Other Current Assets	0
Total for Current Assets	\$32,896.39
Fixed Assets	
Other Assets	
Long Term Assets- Other	0
MSB IntraFi Savings acct 114	167,355.39
Savings Account MSB 5568114	100.01
Total for Long Term Assets- Other	\$167,455.40
Total for Other Assets	\$167,455.40
Total for Assets	\$200,351.79
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	
Total for Accounts Payable	0
Credit Cards	
Other Current Liabilities	
Total for Current Liabilities	0
Long-term Liabilities	
Total for Liabilities	0

Balance Sheet - This Year to Last Month

Lebanon Public Libraries Trustee Accounts

As of April 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Equity	
Net Assets	110,556.28
Net Income	89,795.51
Opening Bal Equity	
Unrealized Gain / Loss	
Total for Equity	\$200,351.79
Total for Liabilities and Equity	\$200,351.79



Finance Department
51 North Park Street
Lebanon, NH 03766
603-448-0682

MEMO FROM THE FINANCE DEPARTMENT

TO: All City Departments

FROM: Alesia Williams, Finance Director

DATE: May 20, 2025

RE: Preparation of 2026 Budget

Proposed department budgets must be finished in BS&A no later than Friday, July 18, 2025.

As we begin the process of formulating the City's FY 2026 budget, we need to look not only at FY2026 but future years. Our long-term financial plan is to reduce or eliminate the use of fund balance to offset the tax rate and use the "pay as you go" method for some projects/equipment.

While it is the City Manager's responsibility to present his/her budget to the City Council, we all play an important role in formulating the request. An open dialogue regarding your department's needs is critical to creating a well-thought-out budget document that will adequately, and cost effectively, meet the needs of our citizens.

As we learned from the May 14, 2025, Financial Outlook meeting with City Council, we need to develop a total of 3 scenarios for this budget process. The data entered in BS&A for the 2026 Requested column should reflect your needs for the upcoming year and align with the recently adopted Strategic Plan. This is what you will present during your initial budget meetings with Finance and the City Manager.

Finance needs to receive all department budgets before we can calculate a dollar amount that would need to cut to reach the objectives set forth by Council. Due to this, there will be a follow up meeting with Departments and you will need to articulate what the impact to service would be based on an amount you are directed to cut.

FY 2026 Wage and Benefit Rate Information

- All collective bargaining agreements require a general wage increase (GWI) based on the Consumer Price Index-Northeast Region Urban Customers table (CPI-U) for the 12 months ended June 30. The CBA’s cap the GWI at a maximum of 3%. This current year CPI has been:

2025 CPI			
Jan	Feb	Mar	Apr
3.7%	3.9%	3.2%	3.1%

- Health insurance premiums are likely to increase in FY 2026, we are estimating approximately 18%; however, the amount of any change will not be known definitively until October.
- Human Resources will be obtaining rates for Short-Term Disability, Long-Term Disability, and Life Insurance. (Alesia will update these in the wage spreadsheets once they are provided)
- Worker’s Comp rates are not finalized until October, calculations in the wage sheets are based on current rates. (Alesia will update rates in wage spreadsheets once they are available)
- NHRS, we only have a confirmed rate for half of the year. (We will use current rate for estimate and Alesia will update wages spreadsheets once we have an updated rate.) Current rates are as follows:

Employee Group	Year	Rate
Employees	2026	12.75%
Police	2026	30.95%
Fire	2026	29.15%

FY 2026 Budgetary Guidance

While it is still our intention to be able to provide the same level of services going forward, it is critical that we examine how we provide those services and do everything we can to consider alternatives that will provide cost efficiency in every City function. Please consider your recent budget history and, with the exception of required salary and benefit costs, ask

the question, “can I provide the same level of service for the same cost that I will incur in 2025?” Difficult decisions will likely have to be made once all department requests have been received, so the more proactive you can be in formulating your FY 2026 request, the more efficiently we will be able to make those decisions.

If you are requesting additional staffing for your department, please submit a **detailed** explanation with **costs** to the City Manager by June 28th. **DO NOT** include this in your budget until you get the OK from the City Manager to do so.

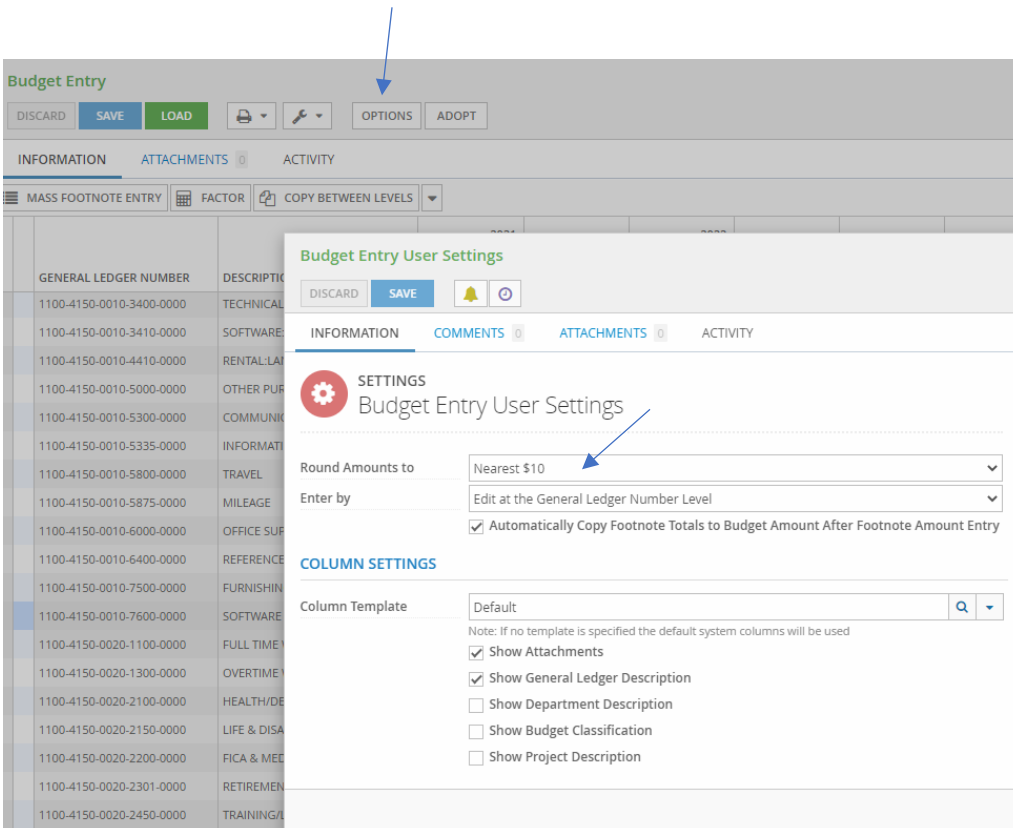
Budget Request Documents

What needs to be completed:

- **Infographic** – Due 09/12/2025
- **PowerPoint Presentation:** Due 10/03/2025 Please work with Jack to determine what information is critical for your department.
- **2026 Employee Wage/Benefits Details: Alesia has updated these already to be prepared for the Financial Outlook meeting. Please CONFIRM the information in the sheet and work with her to address any issues or changes that might be needed.**
(These are linked with other Finance spreadsheets that cannot be shared city wide, so some of the formulas and data may not calculate or populate correctly if you make the changes)
 - While individual department requests do not contain provisions for terminations and retirement payouts, we continue to include provisions for such with each fund’s operating budget. **Please let Alesia know with respect to any employee turnover that you may be anticipating.** We recognize this can be a sensitive subject and you should expect that the appropriate level of confidentiality will be exercised around these discussions.
- The following is constructed by the Finance Department will be shared with you to include in your budget:
 - Accrued Benefits (Landfill, Water, Sewer, Airport)
 - Employee Benefits (Landfill, Water, Sewer, Airport)
 - Property Liability (Landfill, Water, Sewer, Airport)
 - Debt Service appropriations (Landfill, Water, Sewer, Airport)
 - Administrative Overhead/Transfers (Landfill, Water, Sewer, Airport)

- **Outside Agency Requests: Will be managed by David Brooks and Due 07/18/2025.**
David will correspond with all agencies that submitted a request last year and then work with Lynne and Paul to schedule meetings once the requests are returned to us. If you have been solicited by a new agency, please work with David to get information sent to them.
- **Costs for utilities, fuel, oil, gasoline, and diesel:** As the City no longer has an Energy & Facility Manager, this task will be handled by **Chris Kilmer**, Assistant Director of Public Works. Rates should be consistent throughout the budgets for these calculations and notes on the budget lines should indicate the formula of “rate x usage”
- **2026 Budget into BS&A**

Please round all requests to the **nearest \$10** as we believe everyone understands that budgets are our best estimates whether they end in zero or any other number. To do this, once you are in the budget module, click on options and make sure the round amounts to says Nearest \$10 (all instructions are also in the video listed above).



- **Footnotes in BS&A**

When entering your budget in BS&A, footnotes should be as detailed as possible. Any increases in lines, requested dollar amount for next year when no activity is reported for current year, and overtime spending should be explained. For departments like Police and Public Works, you should have an additional document demonstrating the need and detailed calculation of overtime. (Fire has provided an example of what this should look like.)

Please use the meeting sign-up sheet in the 2026 Budget Folder on the Department Collaboration page to select your meeting time(s).

Lastly, let me reiterate my comments around the need for a collaborative process in formulating the City's budget request. What eventually becomes the City Manager's budget proposal is critically dependent on your diligence in considering the cost of your department's services and the Finance Department is here to assist you in formulating your requests. We look forward to working with each of you to deliver a budget that efficiently, and cost effectively, meets the needs of our citizens. Thank you for all the work that you have done, and continue to do, to make this goal attainable. If you have any questions regarding these instructions or any other financial matter, please don't hesitate to contact us.

Building and Grounds Issues for May Meeting Packet

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	In Progress
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	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	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 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	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	Done

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	Done
Task	Condensate drains sometimes plug up and leak	In Progress
Task	Install a damper on the pipe in the boiler room	Done
Task	Seal the front of the boiler to prevent further corrosion	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	Done
Task	Rebates available for the heat pump hot water heater?	Done
Task	Replace mini split system in the Kilton lan room	In Progress
Task	Reduce the amount of outside air coming into the building once the new controls are working	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	In Progress
Task	One of the swinging door by the front foyer at Leb is sticking open	Done
Task	Replace the coffee bar door	In Progress
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	Fix the outlet issue by the screen in the YA room at Kilton	Done
Task	Install new floor outlet hardware in the Community Room	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	Done
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
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	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	Done
Task	Patch membrane roof on addition at Leb if possible	Done
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
Task	Do IR scan of repaired roofs?	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
Epic	Access panel in Leb downstairs bathroom needs to be fixed	To Do
Epic	Check on storm windows at Leb	To Do
Epic	Replace chicken wire in conference room with plexiglass	To Do
Epic	Bat and rodent proof Leb Library	To Do
Epic	Drywall on south end of Kilton in CR is splitting apart	To Do
Epic	Investigate possible structural issues or settling of Kilton Library	To Do
Epic	Hire a co. to clean the windows at Kilton	To Do

April Staff Highlights

Hello!

This past week I was able to attend the NHLA conference. It was a wonderful conference and I was able to take back a lot of new ideas, and make great connections with other librarians throughout the state.

My main reason for attending this conference was to be part of the YALS (Young Adult Library Services) meet and greet session, as Secretary on the board. It was a really great session and the board as a whole was able to give youth services and teen librarians a little insight as to what YALS does within the state and community, and how YALS is supporting and can support librarians that are working directly with teens in NH. It was great to meet new librarians as well as connect with my fellow present and past board members.

I also attended the CLNH (Children's Librarians of NH) meet and greet session, which was a first for me. Since changing my role from Teen Librarian to Youth Services Librarian I had always intended to attend and become a member of CLNH to know more about what is going on in the children's world, not just the teen world. This meet and greet was my first step into this organization and I also met a lot of great people and learned how to get more involved.

Some other sessions that I attended were about safety for staff and patrons, having difficult conversations, teen spaces, pop culture in the library, getting the "tea" on the Great Stone Face Award winners and 2026 nominees, and a session on Yoto Boxes, which we have just recently begun to add to our circulating collection. All of these sessions gave me things to think about and bring back to my work.

The keynote speaker, Rachel Hass, was my favorite session though. In this talk she brought up ways that we could find and bring joy in and to our libraries. We were asked to think about people and things that bring us joy in our day to day work, and what ways we are able to bring that joy to others. One of my favorite takeaways from this was to always start staff meetings with #smallwins. We could even have a Slack channel that celebrates our smallest of wins that we want to share with others, no matter how trivial. I think it's a great way to find those little shreds of joy, especially in uncertain times, every day.

I think I have gone on too much, but I just wanted to say that this conference was amazing, and I am so happy I got the opportunity to attend.

--

Nikki Rheume (they/them)