



**LEBANON LIBRARY BOARD OF TRUSTEES  
JULY 22, 2025 - 7:00 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 June 24, 2025 minutes

**4. New Business**

- A. Approve the Treasurer's Report
- B. Approve the updated IT Librarian job description
- C. Approve the 2026 budget
- D. Investment Policy Review

**5. Committee Reports**

A. Foundation update

**6. Other Business**

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

**7. Future Agenda Items**

**8. Adjournment**

Meetings are open for in-person and remote attendance. Members of the public 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  
Lebanon Library Damren Room OR  
Remote Via Virtual Platform  
LebanonNH.gov/Live  
June 24, 2025  
7:00 PM**

**MEMBERS PRESENT:** Francis Oscadal (Chair); Ellen Hubbell; Ann Sharfstein; Emma Wunsch; Renee Dunn; Jeff Damren; Samantha Milnes (alternate); Adam Ali (alternate)

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

**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 *Samantha Milnes sat as a voting member.*

4  
5 **2. Open to the Public**

6  
7 None at this time.

8  
9 **3. Approval of Minutes**

10 A. Approve the May 27, 2025, minutes

11  
12 *Ms. Sharfstein MOVED to accept the meeting minutes of May 27, 2025, as presented.*

13 *Seconded by Ms. Hubbell.*

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

15  
16 **4. New Business**

17 A. Approve the Treasurer's Report

18  
19 Ms. Dunn reviewed the Treasurer's Report. She noted that there have been large increases  
20 regarding repairs and maintenance in the last couple of months that she will continue to keep the  
21 Board informed of. The LED project at Kilton costs approximately \$8,000 and the City was  
22 expected to reimburse \$6,000 of that. However, Franklin Energy has stated that federal funding  
23 cuts from the current administration has led to less reimbursable funds for the project. The roof  
24 repair projects are projected to cost approximately \$100,000 and the Board previously discussed  
25 hiring a grant writer or having the Foundation fundraise for the project, but the City found  
26 \$79,000 in residual CIP money which will be used toward this project. Director Fleming noted  
27 that the intention is still to request \$100,000 through the Capital Improvement Project process  
28 while also seeking grant funding.

29  
30 Ms. Dunn noted that the Library was going to stop using City funds for purchasing books and  
31 that future expenditures for books will come from funding from the Foundation. The Trustees

32 currently have approximately \$200,000 between checking and savings accounts, but there will be  
33 an outflow of approximately \$40,000 for these book purchases. The savings account has  
34 approximately \$167,000 and is earning approximately \$7,000 a year in interest. The Foundation  
35 has approximately \$300,000 in its accounts. The Trustees may want to consider how much  
36 funding it wants to keep in reserve versus dedicate to certain projects or raises for employees.  
37

38 Chair Oscadal noted that the Library buildings are City property and asked why certain expenses  
39 are not being paid for by the City. Director Flemin stated that the Library could also consider  
40 seeking Historic Preservation funds for certain projects.  
41

42 *Adam Ali joined the meeting remotely at 7:15pm and sat as a voting member.*  
43

44 ***Ms. Wunsch MOVED to accept the Treasurer's Report, as presented. Seconded by Ms.***  
45 ***Sharfstein.***

46 ***\*Vote on the MOTION passed by roll call: Oscadal – aye; Hubbell – aye; Sharfstein – aye;***  
47 ***Wunsch – aye; Dunn – aye; Milnes – aye; Ali – aye; (7-0-0).***  
48

#### 49 **5. Other Business**

50 A. Review and adopt the law enforcement requests policy, review updates to the  
51 Programs Policy and Bulletin Board Policy  
52

53 The Board reviewed the policies. Director Fleming explained that the Law Enforcement  
54 Requests Policy deals with concerns that have come about regarding ICE. The updates to the  
55 Programs Policy allow the Outreach Librarian the ability to speak to outside groups about storing  
56 things at the Library. The attorney reviewed the Bulletin Board Policy and agreed that  
57 responsible management by Staff would be appropriate.  
58

59 ***Ms. Hubbell MOVED to approve the Law Enforcement Requests Policy as presented.***  
60 ***Seconded by Ms. Sharfstein.***

61 ***\*Vote on the MOTION passed by roll call: Oscadal – aye; Hubbell – aye; Sharfstein – aye;***  
62 ***Wunsch – aye; Dunn – aye; Milnes – aye; Ali – aye; (7-0-0).***  
63

64 ***Ms. Dunn MOVED to approve the revised Program Policy, as amended. Seconded by Ms.***  
65 ***Hubbell.***

66 ***\*Vote on the MOTION passed by roll call: Oscadal – aye; Hubbell – aye; Sharfstein – aye;***  
67 ***Wunsch – aye; Dunn – aye; Milnes – aye; Ali – aye; (7-0-0).***  
68

69 *Jeff Damren joined the meeting at 7:30pm.*  
70

71 ***Ms. Sharfstein MOVED to approve the revised Bulletin Board Policy, as amended. Seconded***  
72 ***by Ms. Hubbell.***

73 ***\*Vote on the MOTION passed by roll call: Oscadal – aye; Darman – aye; Hubbell – aye;***  
74 ***Sharfstein – aye; Wunsch – aye; Dunn – aye; Milnes – aye; Ali – aye; (8-0-0).***  
75

76 B. Update job descriptions  
77

78 The Board reviewed the updated job descriptions for the IT Librarian, Librarian Administrative  
79 Technical Assistant, Outreach & Programming Librarian, Deputy Library Director and Library  
80 Director positions.

81  
82 Director Fleming stated that the 2026 budget is looking better than originally expected. The  
83 Board may want to reconsider requesting the System Librarian position.

84  
85 Chair Oscadal asked for Staff to bring back revised IT and Systems job descriptions. If the  
86 Systems Librarian position is not reinstated, the combined job description can be used, but if the  
87 position is reinstated, the two separate descriptions will need to be considered.

88  
89 **Mr. Damren MOVED to accept the job descriptions, aside from the IT Librarian description,**  
90 **with revisions, as discussed. Seconded by Ms. Dunn.**

91 **\*Vote on the MOTION passed by roll call: Oscadal – aye; Darmen – aye; Hubbell – aye;**  
92 **Sharfstein – aye; Wunsch – aye; Dunn – aye; Milnes – aye; Ali – aye; (8-0-0).**

93  
94 C. Update to the 2025 Ideas for Fundraising Projects

95  
96 There was agreement to form an ad hoc committee with Board, Staff, and Foundation members  
97 to brainstorm further on this item.

98  
99 D. Library Director's Report

100  
101 Director Fleming discussed remote work options for Staff. He reviewed the proposed work that  
102 will be done in West Lebanon along Main Street and its potential impacts on the Library.  
103 Regarding incident reports, there were four trespass letters issued in the last month. Also, an  
104 anonymous complaint regarding things that may be occurring at the Library was sent to the  
105 Mayor. Staff is planning to change how the community gardens are made accessible to the  
106 public, as there is a huge wait list currently. A lottery system will be employed.

107  
108 E. Deputy Library Director's Report

109  
110 Deputy Director Lappin stated that 704 people have signed up for the Summer Reading program  
111 so far. The Library is partnering with the NH Food Bank again to distribute meals to people.  
112 There is a new scheduling module for Staff.

113  
114 **6. Future Agenda Items**

115  
116 As discussed during the meeting.

117  
118 **7. Non-Public Session**

119 **A. N.H. Rev. Stat. § 91-A:3, II (a) The dismissal, promotion, or compensation of any**  
120 **public employee or the disciplining of such employee, or the investigation of any charges**  
121 **against him or her, unless the employee affected (1) has a right to a meeting and (2)**  
122 **requests that the meeting be open, in which case the request shall be granted.**

123

124 **Mr. Damren MOVED to enter into Non-Public Session at 8:40PM. Seconded by Ms. Dunn.**  
125 **\*Vote on the MOTION passed by roll call: Oscadal – aye; Darmen – aye; Hubbell – aye;**  
126 **Sharfstein – aye; Wunsch – aye; Dunn – aye; Milnes – aye; Ali – aye; (8-0-0).**

127  
128 **Ms. Hubbell MOVED to exit Non-Public Session at 9:05PM. Seconded by Mr. Damren.**  
129 **\*Vote on the MOTION passed by roll call: Oscadal – aye; Darmen – aye; Hubbell – aye;**  
130 **Sharfstein – aye; Wunsch – aye; Dunn – aye; Milnes – aye; Ali – aye; (8-0-0).**

131  
132 **Ms. Hubbell MOVED to seal the Non-Public Session meeting minutes. Seconded by Mr.**  
133 **Damren.**

134 **\*Vote on the MOTION passed by roll call: Oscadal – aye; Darmen – aye; Hubbell – aye;**  
135 **Sharfstein – aye; Wunsch – aye; Dunn – aye; Milnes – aye; Ali – aye; (8-0-0).**

136  
137 **8. Adjourn**

138  
139 **Ms. Wunsch MOVED to adjourn at 9:10PM. Seconded by Ms. Sharfstein.**  
140 **\*Vote on the MOTION passed by roll call: Oscadal – aye; Darmen – aye; Hubbell – aye;**  
141 **Sharfstein – aye; Wunsch – aye; Dunn – aye; Milnes – aye; Ali – aye; (8-0-0).**

142  
143 Respectfully submitted,  
144 Kristan Patenaude  
145 Recording Secretary

# Balance Sheet - This Year to Last Month

## Lebanon Public Libraries Trustee Accounts

As of June 30, 2025

| DISTRIBUTION ACCOUNT                            | TOTAL               |
|-------------------------------------------------|---------------------|
| <b>Assets</b>                                   |                     |
| Current Assets                                  |                     |
| Bank Accounts                                   |                     |
| Citizens Bank - Carter Trust                    |                     |
| Citizens Bank - Charter Trust                   |                     |
| Ckbk MSB #926522757                             |                     |
| Main MSB Checking Acct 773                      | 28,123.27           |
| 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                     |                     |
| <b>Total for Salomon Smith Barney (deleted)</b> | <b>0</b>            |
| <b>Total for Bank Accounts</b>                  | <b>\$28,273.27</b>  |
| Accounts Receivable                             |                     |
| Other Current Assets                            |                     |
| Amount Due Leb Libraries Found                  |                     |
| <b>Total for Other Current Assets</b>           | <b>0</b>            |
| <b>Total for Current Assets</b>                 | <b>\$28,273.27</b>  |
| Fixed Assets                                    |                     |
| Other Assets                                    |                     |
| Long Term Assets- Other                         | 0                   |
| MSB IntraFi Savings acct 114                    | 154,689.93          |
| Savings Account MSB 5568114                     | 100.00              |
| <b>Total for Long Term Assets- Other</b>        | <b>\$154,789.93</b> |
| <b>Total for Other Assets</b>                   | <b>\$154,789.93</b> |
| <b>Total for Assets</b>                         | <b>\$183,063.20</b> |
| <hr style="border-top: 3px double #000;"/>      |                     |
| <b>Liabilities and Equity</b>                   |                     |
| Liabilities                                     |                     |
| Current Liabilities                             |                     |
| Accounts Payable                                |                     |
| Accounts Payable                                |                     |
| <b>Total for Accounts Payable</b>               | <b>0</b>            |
| Credit Cards                                    |                     |
| Other Current Liabilities                       |                     |
| <b>Total for Current Liabilities</b>            | <b>0</b>            |
| Long-term Liabilities                           |                     |
| <b>Total for Liabilities</b>                    | <b>0</b>            |

# Balance Sheet - This Year to Last Month

## Lebanon Public Libraries Trustee Accounts

As of June 30, 2025

| DISTRIBUTION ACCOUNT                    | TOTAL               |
|-----------------------------------------|---------------------|
| Equity                                  |                     |
| Net Assets                              | 110,556.28          |
| Net Income                              | 72,506.92           |
| Opening Bal Equity                      |                     |
| Unrealized Gain / Loss                  |                     |
| <b>Total for Equity</b>                 | <b>\$183,063.20</b> |
| <b>Total for Liabilities and Equity</b> | <b>\$183,063.20</b> |

# Profit and Loss - This Year to Last Month

## Lebanon Public Libraries Trustee Accounts

January-June, 2025

| DISTRIBUTION ACCOUNT            | TOTAL               |
|---------------------------------|---------------------|
| Income                          |                     |
| Contributions Income            | 85,000.00           |
| Interest Income -               | 18,354.34           |
| Other Income                    | 8,547.96            |
| <b>Total for Income</b>         | <b>\$111,902.30</b> |
| Cost of Goods Sold              |                     |
| <b>Gross Profit</b>             | <b>\$111,902.30</b> |
| Expenses                        |                     |
| Accounting/Bookkeeping Services | 441.00              |
| Art/Framing                     | 559.52              |
| Books/Subscr/CD/DVD/Tapes       | 1,091.65            |
| Capital Improvements -          | 1,482.14            |
| Community Relations             | 190.00              |
| Education/Staff Development     | 413.00              |
| Entertainment                   | 552.34              |
| Miscellaneous Exp               | 825.28              |
| Office/Operating Supplies       | 3,886.01            |
| Postage/Delivery                | 49.85               |
| Professional Fees               | 600.00              |
| Programs                        | 3,706.31            |
| Repairs/Maintenance             | 25,504.28           |
| Web Hosting/Domain Fees         | 94.00               |
| <b>Total for Expenses</b>       | <b>\$39,395.38</b>  |
| <b>Net Operating Income</b>     | <b>\$72,506.92</b>  |
| Other Income                    |                     |
| Other Expenses                  |                     |
| <b>Net Other Income</b>         | <b>0</b>            |
| <b>Net Income</b>               | <b>\$72,506.92</b>  |

CY - MTD AND YTD REVENUE/EXPENSE FOR CITY OF LEBANON  
Balance As of 06/30/2025

| GL Number                             | Description                          | BUDGET         |             |              | Activity For |            |              | Available    | % Bdgt Used |
|---------------------------------------|--------------------------------------|----------------|-------------|--------------|--------------|------------|--------------|--------------|-------------|
|                                       |                                      | BUDGET         | ADJUSTMENTS | NET BUDGET   | 06/30/2025   | YTD EXP    | ENCUMBERED   | 06/30/2025   |             |
| <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                      | 740,180.00     | 0.00        | 740,180.00   | 56,945.73    | 367,121.54 | 0.00         | 373,058.46   | 49.60       |
| 1100-4550-0000-1120-0000              | PART TIME WAGES 20-24                | 33,960.00      | 0.00        | 33,960.00    | 2,728.32     | 17,112.49  | 0.00         | 16,847.51    | 50.39       |
| 1100-4550-0000-1125-0000              | PART TIME WAGES 25-29                | 131,220.00     | 0.00        | 131,220.00   | 10,035.16    | 65,687.72  | 0.00         | 65,532.28    | 50.06       |
| 1100-4550-0000-1200-0000              | TEMPORARY PT WAGES                   | 127,200.00     | 0.00        | 127,200.00   | 10,874.69    | 70,494.61  | 0.00         | 56,705.39    | 55.42       |
| 1100-4550-0000-1300-0000              | OVERTIME WAGES                       | 500.00         | 0.00        | 500.00       | 19.55        | 450.86     | 0.00         | 49.14        | 90.17       |
| 1100-4550-0000-2150-0000              | LIFE & DISABILITY INSURANCE          | 9,350.00       | 0.00        | 9,350.00     | 720.43       | 3,756.68   | 0.00         | 5,593.32     | 40.18       |
| 1100-4550-0000-2200-0000              | FICA & MEDICARE TAXES                | 79,050.00      | 0.00        | 79,050.00    | 6,016.73     | 38,872.58  | 0.00         | 40,177.42    | 49.17       |
| 1100-4550-0000-2301-0000              | RETIREMENT: MUNICIPAL                | 96,970.00      | 0.00        | 96,970.00    | 7,707.38     | 49,732.44  | 0.00         | 47,237.56    | 51.29       |
| 1100-4550-0000-2450-0000              | TRAINING/LICENSES/DUES               | 9,650.00       | 0.00        | 9,650.00     | 367.00       | 4,465.49   | 0.00         | 5,184.51     | 46.27       |
| 1100-4550-0000-2600-0000              | WORKERS' COMPENSATION                | 5,070.00       | 0.00        | 5,070.00     | 434.33       | 2,770.66   | 0.00         | 2,299.34     | 54.65       |
| 1100-4550-0000-3000-0000              | LEGAL SERVICES                       | 2,000.00       | 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 | 12,940.00      | 0.00        | 12,940.00    | 344.99       | 9,945.64   | 0.00         | 2,994.36     | 76.86       |
| 1100-4550-0000-4110-0000              | WATER                                | 2,500.00       | 0.00        | 2,500.00     | 0.00         | 1,191.66   | 0.00         | 1,308.34     | 47.67       |
| 1100-4550-0000-4120-0000              | SEWER                                | 2,300.00       | 0.00        | 2,300.00     | 0.00         | 1,190.92   | 0.00         | 1,109.08     | 51.78       |
| 1100-4550-0000-4225-0000              | LAWN CARE/SNOW PLOWING               | 26,000.00      | 0.00        | 26,000.00    | 3,774.38     | 16,216.48  | 0.00         | 9,783.52     | 62.37       |
| 1100-4550-0000-4300-0000              | REPAIR/MAINTENANCE SERVICES          | 88,420.00      | 0.00        | 88,420.00    | 9,058.28     | 41,559.63  | 10,738.48    | 36,121.89    | 82.90       |
|                                       | 2024                                 |                |             |              | 0.00         |            | 122,836.00   |              |             |
| 1100-4550-0000-4420-0000              | RENTAL OF EQUIPMENT & VEHICLES       | 7,270.00       | 0.00        | 7,270.00     | 621.74       | 3,437.60   | 0.00         | 3,832.40     | 47.28       |
| 1100-4550-0000-5000-0000              | OTHER PURCHASED SERVICES             | 24,600.00      | 0.00        | 24,600.00    | 2,384.20     | 9,262.86   | 0.00         | 15,337.14    | 37.65       |
| 1100-4550-0000-5300-0000              | COMMUNICATIONS                       | 2,780.00       | 0.00        | 2,780.00     | 166.59       | 1,290.78   | 0.00         | 1,489.22     | 46.43       |
| 1100-4550-0000-5335-0000              | INFORMATION ACCESS                   | 6,300.00       | 0.00        | 6,300.00     | 275.00       | 2,935.00   | 0.00         | 3,365.00     | 46.59       |
| 1100-4550-0000-5400-0000              | ADVERTISING                          | 2,500.00       | 0.00        | 2,500.00     | 0.00         | 77.40      | 0.00         | 2,422.60     | 3.10        |
| 1100-4550-0000-5800-0000              | TRAVEL                               | 17,730.00      | 0.00        | 17,730.00    | 0.00         | 192.96     | 0.00         | 17,537.04    | 1.09        |
| 1100-4550-0000-5875-0000              | MILEAGE                              | 1,500.00       | 0.00        | 1,500.00     | 47.60        | 528.50     | 0.00         | 971.50       | 35.23       |
| 1100-4550-0000-6000-0000              | OFFICE SUPPLIES                      | 3,000.00       | 0.00        | 3,000.00     | 3.79         | 1,349.12   | 0.00         | 1,650.88     | 44.97       |
| 1100-4550-0000-6100-0000              | GENERAL SUPPLIES                     | 28,500.00      | 0.00        | 28,500.00    | 5,901.96     | 13,724.91  | 0.00         | 14,775.09    | 48.16       |
| 1100-4550-0000-6220-0000              | ELECTRICITY                          | 83,770.00      | 0.00        | 83,770.00    | 4,393.36     | 42,052.95  | 0.00         | 41,717.05    | 50.20       |
| 1100-4550-0000-6230-0000              | BOTTLED GAS                          | 1,620.00       | 0.00        | 1,620.00     | 0.00         | 5,440.40   | 0.00         | (3,820.40)   | 335.83      |
| 1100-4550-0000-6240-0000              | FUEL OIL                             | 1,890.00       | 0.00        | 1,890.00     | 0.00         | 554.93     | 0.00         | 1,335.07     | 29.36       |
| 1100-4550-0000-6400-0010              | BOOKS/PERIODICALS/AUDIO/VISUAL SUPPL | 60,000.00      | 0.00        | 60,000.00    | 1,310.90     | 49,814.54  | 0.00         | 10,185.46    | 83.02       |
| 1100-4550-0000-7500-0000              | FURNISHINGS, SMALL TOOLS & EQUIPMENT | 33,560.00      | 0.00        | 33,560.00    | 102.20       | 5,621.57   | 0.00         | 27,938.43    | 16.75       |
| Total Dept 4550-0000 - LIBRARY        |                                      | 1,642,330.00   | 0.00        | 1,642,330.00 | 124,234.31   | 826,852.92 | 133,574.48   | 804,738.60   | 46.84       |
| Expenditures                          |                                      | 1,642,330.00   | 0.00        | 1,642,330.00 | 124,234.31   | 826,852.92 | 133,574.48   | 804,738.60   | 46.84       |
| <b>Fund 1100 - GENERAL FUND:</b>      |                                      |                |             |              |              |            |              |              |             |
| TOTAL REVENUES                        |                                      | 0.00           | 0.00        |              | 0.00         |            | 0.00         | 0.00         | 0.00        |
| TOTAL EXPENDITURES                    |                                      | 1,642,330.00   | 0.00        |              | 124,234.31   |            | 133,574.48   | 804,738.60   | 46.84       |
| NET OF REVENUES & EXPENDITURES:       |                                      | (1,642,330.00) | 0.00        |              | (124,234.31) |            | (133,574.48) | (804,738.60) |             |
| Current Year Exp.                     |                                      |                |             |              | 124,234.31   |            | 10,738.48    |              |             |
| Prior Year Exp.                       |                                      |                |             |              | 0.00         |            | 122,836.00   |              |             |

**POSITION TITLE: Information Technology Librarian**

**DEPARTMENT: Library System**

**REPORTS TO: Library Director**

**FLSA DESIGNATION: Non-Exempt**

**AFFILIATION: Non-Bargaining**

**SALARY GRADE: 11**

---

**Position Purpose:**

The Information Technology Librarian is an administrative position supporting the Library System. This role is responsible for managing the Library's technology infrastructure, networks, integrated library system, website, digital services, and internal tools. ~~The Information Technology Librarian is responsible for managing the Library System's computer software and infrastructure.~~ The Information Technology Librarian works collaboratively to plan for, coordinate, troubleshoot, and maintain these systems to ensure a reliable and accessible experience for both staff and patrons. ~~The Information Technology Librarian works as a key member of the Library management team 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.~~
- [7.] ~~Create and maintain software projects that assist with the normal workings of the library.~~
- [8.] ~~Troubleshoot information technology issues, including hardware and software problems. Perform or coordinate repairs as necessary.~~
- [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.~~
- [10.] ~~Research and recommend hardware and software, and write specifications for purchases.~~
- [11.] ~~Conduct training for Library staff and users as needed.~~
- [12.] ~~Write technical documentation for staff and users.~~
- [13.] ~~Document system and server setups.~~
- [14.] ~~Assist in planning and budgeting for Library technology needs.~~
- [15.] ~~Performs reference services as needed.~~
- [16.] ~~Provide collection development as needed.~~
- [17.] ~~Develop written policies, detailed procedures, workflows, and related documentation.~~
- [18.] ~~Work regular hours on the public service desks.~~

~~[19.] Perform maintenance on the library website as needed.~~

~~1.[20.] Performs similar or related work as required, directed or as situation dictates, or as may be assigned by the Library Director.~~

## **I. Systems Administration & Infrastructure**

- Install, manage, and maintain computer hardware, peripherals, and applications for staff and public use.
- Install, manage, and maintain server hardware and networking equipment.
- Maintain and upgrade desktop and server operating systems and applications.
- Research, plan, and implement computer hardware and software purchases or upgrades.
- Evaluate and make recommendations for the purchase of new infrastructure equipment or services.
- Maintain and upgrade desktop and server operating systems and installed applications.

## **II. Networking & Cloud Services**

- Design, implement, and maintain local and cloud-based network infrastructure.
- Configure and support routers, switches, firewalls, wireless access points, and DNS services.
- Maintain cloud-based virtual machines, storage systems, and backups.
- Ensure secure and efficient routing, switching, and remote access.

## **III. Integrated Library System (ILS) & Discovery Services**

- Administer and maintain the Integrated Library System, including modules for circulation, cataloging, acquisitions, and reporting.
- Coordinate updates, patches, and data integrity within the ILS.
- Maintain and improve discovery layers and patron-facing search interfaces.
- Provide usage reports and statistical analysis as needed.

## **IV. Web & Digital Services**

- Maintain the library website.
- Maintain staff intranet, internal and external databases, and online subscription services.
- Create and update HTML pages, CSS styles, and JavaScript enhancements.
- Perform regular updates to CMS components and ensure accessibility and ADA compliance.
- Manage domain records and DNS configurations.
- Serve as technical support for uptime, performance, and site deployment workflows.

## **V. Automation & Development**

- Design, implement, and maintain automation workflows to streamline library operations.
- Write and maintain scripts or tools to support system management, data processing, and reporting.
- Develop CI/CD pipelines and maintain containerized services (e.g., Docker).
- Use APIs and middleware to integrate services and data across platforms.

## **VI. Documentation & Procedures**

- Write technical documentation for staff and users.
- Document system and server setups.
- Document procedures utilized to correct problems.
- Develop written policies, detailed procedures, workflows, and related documentation.

## **VII. Cybersecurity**

- Maintain cybersecurity protocols for staff and public systems.
- Apply security patches, monitor systems, and manage firewall configurations.

- Define access controls and audit system usage.
- Monitor for vulnerabilities and resolve security issues proactively.

### **VIII. Technical Support & Troubleshooting**

- Diagnose and resolve hardware, software, and network issues for staff and public systems.
- Perform or coordinate repairs, including communicating with vendors as needed.
- Provide advanced support for complex or escalated help desk requests.
- Assist with setup, maintenance, and troubleshooting of patron-owned devices and public equipment.
- Support staff in resolving technical problems related to desktop systems, applications, and peripherals.

### **IX. Assistance and Training for Library Users and Staff**

- Serve as a primary point of contact for patron and staff technology assistance.
- Evaluate the needs of users and recommend appropriate tools or services.
- Develop user guides, training documentation, and instructional materials.
- Conduct training sessions or tech help programs for patrons and staff.
- Collaborate with staff to improve workflows and service delivery through technology.

### **X. Vendor & Project Management**

- Act as a liaison with technology vendors and service providers.
- Plan upgrades and manage vendor service issues.
- Track license information, contracts, and renewal timelines.
- Maintain project timelines and internal documentation for technology initiatives.

### **XI. Library Operations & Administration**

- Work regular hours on public service desks.
- Provide reference and collection development services as needed.
- Participate in technology planning and budgeting with the Library Director.
- Perform related duties as 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, 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 is preferred.~~

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

#### Education:

- Master's of Library and Information Science (MLIS) required.

Experience:

- 3–5 years of experience in IT system administration, networking, or cloud-based services.
- Experience with public library systems.
- Familiarity with CMS platforms, scripting, and infrastructure tools.

Technical Skills:

- Proficiency in HTML, CSS, JavaScript, and scripting languages (Bash, Python, SQL).
- Familiarity with Git, YAML, JSON, and command-line tools.
- Experience with computer networking, including VLANs, WLANs, firewalls, network subnets, CIDR, IPv4, IPv6, and DHCP.
- Experience with cloud platforms (e.g., AWS, Google Cloud) and APIs.
- Experience administering online content management systems (e.g., Drupal, WordPress) and static site generators (e.g., Hugo, Astro).
- Experience with automation tools such as Ansible, Terraform, or Make.
- Experience with containerization software (e.g., Docker, LXC).
- Familiarity with identity management systems like FreeIPA or Active Directory.

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 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.*

---

**APPROVAL DATE:** December 18, 2024

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

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

| GL Number                                                                | Description                   | 2025<br>Original Budget | 2025<br>Amended Budget | 2025<br>Activity | 2025<br>Projected | 2026<br>REQUESTED | 2026<br>RECOMMENDED | 2026<br>APPROVED | 2026<br>REQUESTED<br>Amt Change | 2026<br>REQUESTED<br>% Change |
|--------------------------------------------------------------------------|-------------------------------|-------------------------|------------------------|------------------|-------------------|-------------------|---------------------|------------------|---------------------------------|-------------------------------|
| <b>Fund: 1100 GENERAL FUND</b>                                           |                               |                         |                        |                  |                   |                   |                     |                  |                                 |                               |
| <b>Account Category: Appropriations</b>                                  |                               |                         |                        |                  |                   |                   |                     |                  |                                 |                               |
| 1100-4550-0000-1100-0000                                                 | FULL TIME WAGES               | 740,180                 | 740,180                | 395,651          | 746,000           | 871,130           | 0                   | 0                | 130,950                         | 18                            |
| 1100-4550-0000-1120-0000                                                 | PART TIME WAGES 20-24         | 33,960                  | 33,960                 | 18,377           | 34,250            | 36,020            | 0                   | 0                | 2,060                           | 6                             |
| 1100-4550-0000-1125-0000                                                 | PART TIME WAGES 25-29         | 131,220                 | 131,220                | 70,745           | 131,500           | 135,030           | 0                   | 0                | 3,810                           | 3                             |
| 1100-4550-0000-1200-0000                                                 | TEMPORARY PT WAGES            | 127,200                 | 127,200                | 76,250           | 140,000           | 133,700           | 0                   | 0                | 6,500                           | 5                             |
| 1100-4550-0000-1300-0000                                                 | OVERTIME WAGES                | 500                     | 500                    | 461              | 900               | 1,000             | 0                   | 0                | 500                             | 100                           |
| 1100-4550-0000-2150-0000                                                 | LIFE & DISABILITY INSURANCE   | 9,350                   | 9,350                  | 3,757            | 9,020             | 11,380            | 0                   | 0                | 2,030                           | 22                            |
| 1100-4550-0000-2200-0000                                                 | FICA & MEDICARE TAXES         | 79,050                  | 79,050                 | 41,905           | 77,500            | 90,000            | 0                   | 0                | 10,950                          | 14                            |
| 1100-4550-0000-2301-0000                                                 | RETIREMENT: MUNICIPAL         | 96,970                  | 96,970                 | 53,371           | 95,990            | 111,140           | 0                   | 0                | 14,170                          | 15                            |
| 1100-4550-0000-2450-0000                                                 | TRAINING/LICENSES/DUES        | 9,650                   | 9,650                  | 4,465            | 7,320             | 9,360             | 0                   | 0                | (290)                           | (3)                           |
| COUSER CONFERENCE REGISTRATION FEES AND PROFESSIONAL MEMBERSHIP DUES     |                               |                         |                        |                  | 200               | 550               | 0                   | 0                |                                 |                               |
| COUTURE ONLINE GENEALOGY WORKSHOPS                                       |                               |                         |                        |                  | 200               | 200               | 0                   | 0                |                                 |                               |
| LAPPIN CONFERENCE REGISTRATION FEES AND PROFESSIONAL MEMBERSHIP DUES     |                               |                         |                        |                  | 750               | 1,330             | 0                   | 0                |                                 |                               |
| COUGHLIN CONFERENCE REGISTRATION FEES AND PROFESSIONAL MEMBERSHIP DUES   |                               |                         |                        |                  | 770               | 870               | 0                   | 0                |                                 |                               |
| PFEIFFER CONFERENCE REGISTRATION FEES AND PROFESSIONAL MEMBERSHIP DUES   |                               |                         |                        |                  | 770               | 860               | 0                   | 0                |                                 |                               |
| WHITTLESEY CONFERENCE REGISTRATION FEES AND PROFESSIONAL MEMBERSHIP DUES |                               |                         |                        |                  | 620               | 630               | 0                   | 0                |                                 |                               |
| RHEAUME CONFERENCE REGISTRATION FEES AND PROFESSIONAL MEMBERSHIP DUES    |                               |                         |                        |                  | 950               | 1,020             | 0                   | 0                |                                 |                               |
| FLEMING CONFERENCE REGISTRATION FEES AND PROFESSIONAL MEMBERSHIP DUES    |                               |                         |                        |                  | 560               | 800               | 0                   | 0                |                                 |                               |
| HOUK PROFESSIONAL MEMBERSHIP DUES AND ONLINE CLASSES                     |                               |                         |                        |                  | 0                 | 600               | 0                   | 0                |                                 |                               |
| SAFETY TRAININGS                                                         |                               |                         |                        |                  | 1,500             | 1,500             | 0                   | 0                |                                 |                               |
| HOMELESS TRAINING INSTITUTE                                              |                               |                         |                        |                  | 1,000             | 1,000             | 0                   | 0                |                                 |                               |
| GL # FOOTNOTE TOTAL                                                      |                               |                         |                        |                  | 7,320             | 9,360             | 0                   | 0                |                                 |                               |
| 1100-4550-0000-2600-0000                                                 | WORKERS' COMPENSATION         | 5,070                   | 5,070                  | 2,988            | 5,570             | 5,750             | 0                   | 0                | 680                             | 13                            |
| 1100-4550-0000-3000-0000                                                 | LEGAL SERVICES                | 2,000                   | 2,000                  | 0                | 2,000             | 2,000             | 0                   | 0                | 0                               | 0                             |
| 1100-4550-0000-3410-0000                                                 | SOFTWARE: SUPPORT/SERVICE/SUB | 12,940                  | 12,940                 | 9,946            | 14,267            | 15,475            | 0                   | 0                | 2,535                           | 20                            |
| OPENAI                                                                   |                               |                         |                        |                  | 300               | 480               | 0                   | 0                |                                 |                               |
| SENSOURCE PATRON COUNTERS ANNUAL FEE                                     |                               |                         |                        |                  | 0                 | 880               | 0                   | 0                |                                 |                               |
| BITWARDEN                                                                |                               |                         |                        |                  | 495               | 520               | 0                   | 0                |                                 |                               |
| SPOTIFY                                                                  |                               |                         |                        |                  | 240               | 250               | 0                   | 0                |                                 |                               |
| CANVA                                                                    |                               |                         |                        |                  | 120               | 120               | 0                   | 0                |                                 |                               |
| AMAZON PRIME ANNUAL FEE                                                  |                               |                         |                        |                  | 349               | 375               | 0                   | 0                |                                 |                               |
| BYWATER SOLUTIONS/KOHA                                                   |                               |                         |                        |                  | 6,050             | 6,050             | 0                   | 0                |                                 |                               |
| ASPEN/LIBRARY CATALOG                                                    |                               |                         |                        |                  |                   |                   |                     |                  |                                 |                               |

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

| GL Number                               | Description                                               | 2025<br>Original Budget | 2025<br>Amended Budget | 2025<br>Activity | 2025<br>Projected | 2026<br>REQUESTED | 2026<br>RECOMMENDED | 2026<br>APPROVED | 2026<br>REQUESTED<br>Amt Change | 2026<br>REQUESTED<br>% Change |
|-----------------------------------------|-----------------------------------------------------------|-------------------------|------------------------|------------------|-------------------|-------------------|---------------------|------------------|---------------------------------|-------------------------------|
| <b>Fund: 1100 GENERAL FUND</b>          |                                                           |                         |                        |                  |                   |                   |                     |                  |                                 |                               |
| <b>Account Category: Appropriations</b> |                                                           |                         |                        |                  |                   |                   |                     |                  |                                 |                               |
|                                         | LIBCAL (MEETING ROOM CALENDAR)                            |                         |                        |                  | 1,720             | 1,750             | 0                   | 0                |                                 |                               |
|                                         | MAILCHIMP                                                 |                         |                        |                  | 900               | 950               | 0                   | 0                |                                 |                               |
|                                         | VOKAL (VT ORG OF KOHA AUTOMATED LIBRARIES)                |                         |                        |                  | 3,420             | 3,420             | 0                   | 0                |                                 |                               |
|                                         | TECHSOUP                                                  |                         |                        |                  | 250               | 250               | 0                   | 0                |                                 |                               |
|                                         | FAXPLUS                                                   |                         |                        |                  | 250               | 250               | 0                   | 0                |                                 |                               |
|                                         |                                                           |                         |                        |                  | 173               | 180               | 0                   | 0                |                                 |                               |
|                                         | GL # FOOTNOTE TOTAL                                       |                         |                        |                  | 14,267            | 15,475            | 0                   | 0                |                                 |                               |
| 1100-4550-0000-4110-0000                | WATER                                                     | 2,500                   | 2,500                  | 1,192            | 2,500             | 2,500             | 0                   | 0                | 0                               | 0                             |
| 1100-4550-0000-4120-0000                | SEWER                                                     | 2,300                   | 2,300                  | 1,191            | 2,500             | 2,300             | 0                   | 0                | 0                               | 0                             |
| 1100-4550-0000-4225-0000                | LAWN CARE/SNOW PLOWING                                    | 26,000                  | 26,000                 | 16,216           | 26,000            | 27,000            | 0                   | 0                | 1,000                           | 4                             |
|                                         | LAWN MAINTENANCE, PLOWING, SHOVELING                      |                         |                        |                  | 16,000            | 17,000            | 0                   | 0                |                                 |                               |
|                                         | MULCHING, GARDENING, TREE PRUNING                         |                         |                        |                  | 10,000            | 10,000            | 0                   | 0                |                                 |                               |
|                                         | GL # FOOTNOTE TOTAL                                       |                         |                        |                  | 26,000            | 27,000            | 0                   | 0                |                                 |                               |
| 1100-4550-0000-4300-0000                | REPAIR/MAINTENANCE SERVICES                               | 88,420                  | 211,256                | 47,127           | 84,780            | 86,130            | 0                   | 0                | (2,290)                         | (3)                           |
|                                         | ROOF WORK ON ADDITION (ROOF SECTION 1) AT LEBANON LIBRARY |                         |                        |                  | 0                 | 40,000            | 0                   | 0                |                                 |                               |
|                                         | STANLEY                                                   |                         |                        |                  | 1,800             | 1,680             | 0                   | 0                |                                 |                               |
|                                         | REPLACE DOOR TO KILTON COMMUNITY ROOM                     |                         |                        |                  | 8,800             | 0                 | 0                   | 0                |                                 |                               |
|                                         | ADDRESS DRAINAGE AT LEB LIBRARY AND REPAIR PLASTER        |                         |                        |                  | 5,000             | 0                 | 0                   | 0                |                                 |                               |
|                                         | REPLACE COFFEE BAR DOOR AT KILTON                         |                         |                        |                  | 25,000            | 0                 | 0                   | 0                |                                 |                               |
|                                         | CASELLA                                                   |                         |                        |                  | 3,770             | 4,000             | 0                   | 0                |                                 |                               |
|                                         | CARPET CLEANING AND WAXING FLOORS                         |                         |                        |                  | 2,000             | 2,000             | 0                   | 0                |                                 |                               |
|                                         | ALLIANCE                                                  |                         |                        |                  | 30,000            | 30,000            | 0                   | 0                |                                 |                               |
|                                         | VT LIFE SAFETY                                            |                         |                        |                  | 1,200             | 1,200             | 0                   | 0                |                                 |                               |
|                                         | STATE BOILER INSPECTION                                   |                         |                        |                  | 100               | 100               | 0                   | 0                |                                 |                               |
|                                         | STATE ELEVATOR INSPECTION                                 |                         |                        |                  | 50                | 50                | 0                   | 0                |                                 |                               |
|                                         | INTERDEPARTMENTAL CHARGES (DPW, FIRE)                     |                         |                        |                  | 1,000             | 1,000             | 0                   | 0                |                                 |                               |
|                                         | PLUMBERS, ELECTRICIANS, LOCKSMITHS, ETC.                  |                         |                        |                  | 5,000             | 5,000             | 0                   | 0                |                                 |                               |
|                                         | TASCO PANIC ALARM MONITORING                              |                         |                        |                  | 1,060             | 1,100             | 0                   | 0                |                                 |                               |
|                                         | GL # FOOTNOTE TOTAL                                       |                         |                        |                  | 84,780            | 86,130            | 0                   | 0                |                                 |                               |

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

| GL Number                               | Description                                            | 2025<br>Original Budget | 2025<br>Amended Budget | 2025<br>Activity | 2025<br>Projected | 2026<br>REQUESTED | 2026<br>RECOMMENDED | 2026<br>APPROVED | 2026<br>REQUESTED<br>Amt Change | 2026<br>REQUESTED<br>% Change |
|-----------------------------------------|--------------------------------------------------------|-------------------------|------------------------|------------------|-------------------|-------------------|---------------------|------------------|---------------------------------|-------------------------------|
| <b>Fund: 1100 GENERAL FUND</b>          |                                                        |                         |                        |                  |                   |                   |                     |                  |                                 |                               |
| <b>Account Category: Appropriations</b> |                                                        |                         |                        |                  |                   |                   |                     |                  |                                 |                               |
| 1100-4550-0000-4420-0000                | RENTAL OF EQUIPMENT & VEHICLE                          | 7,270                   | 7,270                  | 3,528            | 7,150             | 7,250             | 0                   | 0                | (20)                            | 0                             |
|                                         | DE LAGE LANDEN                                         |                         |                        |                  | 3,250             | 3,250             | 0                   | 0                |                                 |                               |
|                                         | K&R PORTABLE RESTROOM SERVICES                         |                         |                        |                  | 3,900             | 4,000             | 0                   | 0                |                                 |                               |
|                                         | GL # FOOTNOTE TOTAL                                    |                         |                        |                  | 7,150             | 7,250             | 0                   | 0                |                                 |                               |
| 1100-4550-0000-5000-0000                | OTHER PURCHASED SERVICES                               | 24,600                  | 24,600                 | 10,463           | 23,155            | 24,020            | 0                   | 0                | (580)                           | (2)                           |
|                                         | HIRING PROCESS FEES                                    |                         |                        |                  | 240               | 240               | 0                   | 0                |                                 |                               |
|                                         | FOOD FOR PROGRAMS AND MEETINGS                         |                         |                        |                  | 140               | 0                 | 0                   | 0                |                                 |                               |
|                                         | ANDREA BRASSARD COURIER SERVICES                       |                         |                        |                  | 9,000             | 9,000             | 0                   | 0                |                                 |                               |
|                                         | MUSEUM PASSES                                          |                         |                        |                  | 1,000             | 1,000             | 0                   | 0                |                                 |                               |
|                                         | MOVIE LICENSES                                         |                         |                        |                  | 275               | 275               | 0                   | 0                |                                 |                               |
|                                         | PROGRAM PRESENTERS                                     |                         |                        |                  | 12,500            | 13,500            | 0                   | 0                |                                 |                               |
|                                         | GL # FOOTNOTE TOTAL                                    |                         |                        |                  | 23,155            | 24,015            | 0                   | 0                |                                 |                               |
| 1100-4550-0000-5300-0000                | COMMUNICATIONS                                         | 2,780                   | 2,780                  | 1,291            | 3,150             | 3,590             | 0                   | 0                | 810                             | 29                            |
|                                         | VERIZON CELL PHONES                                    |                         |                        |                  | 310               | 480               | 0                   | 0                |                                 |                               |
|                                         | OOMA                                                   |                         |                        |                  | 80                | 80                | 0                   | 0                |                                 |                               |
|                                         | COMCAST PHONE                                          |                         |                        |                  | 1,930             | 1,950             | 0                   | 0                |                                 |                               |
|                                         | CONSOLIDATED COMMUNICATIONS - ELEVATOR EMERGENCY PHONE |                         |                        |                  | 830               | 1,080             | 0                   | 0                |                                 |                               |
|                                         | GL # FOOTNOTE TOTAL                                    |                         |                        |                  | 3,150             | 3,590             | 0                   | 0                |                                 |                               |
| 1100-4550-0000-5335-0000                | INFORMATION ACCESS                                     | 6,300                   | 6,300                  | 2,935            | 6,300             | 6,300             | 0                   | 0                | 0                               | 0                             |
|                                         | MOBILE BEACON HOT SPOTS                                |                         |                        |                  | 3,000             | 3,000             | 0                   | 0                |                                 |                               |
|                                         | VTTEL INTERNET                                         |                         |                        |                  | 3,300             | 3,300             | 0                   | 0                |                                 |                               |
|                                         | GL # FOOTNOTE TOTAL                                    |                         |                        |                  | 6,300             | 6,300             | 0                   | 0                |                                 |                               |
| 1100-4550-0000-5400-0000                | ADVERTISING                                            | 2,500                   | 2,500                  | 77               | 1,000             | 2,500             | 0                   | 0                | 0                               | 0                             |
| 1100-4550-0000-5800-0000                | TRAVEL                                                 | 17,730                  | 17,730                 | 193              | 4,680             | 13,940            | 0                   | 0                | (3,790)                         | (21)                          |
|                                         | COUSER CONFERENCE TRAVEL                               |                         |                        |                  | 600               | 1,050             | 0                   | 0                |                                 |                               |
|                                         | COUGHLIN CONFERENCE TRAVEL                             |                         |                        |                  | 680               | 1,520             | 0                   | 0                |                                 |                               |
|                                         | LAPPIN CONFERENCE TRAVEL                               |                         |                        |                  | 600               | 3,160             | 0                   | 0                |                                 |                               |
|                                         | PFEIFFER CONFERENCE TRAVEL                             |                         |                        |                  | 550               | 2,050             | 0                   | 0                |                                 |                               |
|                                         | RHEAUME CONFERENCE TRAVEL                              |                         |                        |                  | 1,250             | 2,750             | 0                   | 0                |                                 |                               |
|                                         | WHITTLESEY CONFERENCE TRAVEL                           |                         |                        |                  | 1,000             | 1,110             | 0                   | 0                |                                 |                               |

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

| GL Number                                                        | Description                            | 2025<br>Original Budget | 2025<br>Amended Budget | 2025<br>Activity | 2025<br>Projected | 2026<br>REQUESTED | 2026<br>RECOMMENDED | 2026<br>APPROVED | 2026<br>REQUESTED<br>Amt Change | 2026<br>REQUESTED<br>% Change |
|------------------------------------------------------------------|----------------------------------------|-------------------------|------------------------|------------------|-------------------|-------------------|---------------------|------------------|---------------------------------|-------------------------------|
| <b>Fund: 1100 GENERAL FUND</b>                                   |                                        |                         |                        |                  |                   |                   |                     |                  |                                 |                               |
| <b>Account Category: Appropriations</b>                          |                                        |                         |                        |                  |                   |                   |                     |                  |                                 |                               |
| FLEMING CONFERENCE TRAVEL                                        |                                        |                         |                        |                  |                   |                   |                     |                  |                                 |                               |
|                                                                  | GL # FOOTNOTE TOTAL                    |                         |                        |                  | 0                 | 2,300             | 0                   | 0                |                                 |                               |
|                                                                  |                                        |                         |                        |                  | 4,680             | 13,940            | 0                   | 0                |                                 |                               |
| 1100-4550-0000-5875-0000                                         | MILEAGE                                | 1,500                   | 1,500                  | 872              | 1,300             | 1,500             | 0                   | 0                | 0                               | 0                             |
| 1100-4550-0000-6000-0000                                         | OFFICE SUPPLIES                        | 3,000                   | 3,000                  | 1,539            | 3,000             | 3,000             | 0                   | 0                | 0                               | 0                             |
| 1100-4550-0000-6100-0000                                         | GENERAL SUPPLIES                       | 28,500                  | 28,500                 | 14,054           | 28,000            | 29,500            | 0                   | 0                | 1,000                           | 4                             |
| 1100-4550-0000-6220-0000                                         | ELECTRICITY                            | 83,770                  | 83,770                 | 43,400           | 85,000            | 90,000            | 0                   | 0                | 6,230                           | 7                             |
| NEW HEAT PUMPS AT KILTON SHOULD KEEP OUR ELECTRICITY BUDGET DOWN |                                        |                         |                        |                  |                   |                   |                     |                  |                                 |                               |
|                                                                  |                                        |                         |                        |                  | 85,000            | 90,000            | 0                   | 0                |                                 |                               |
| 1100-4550-0000-6230-0000                                         | BOTTLED GAS                            | 1,620                   | 1,620                  | 5,440            | 6,000             | 1,440             | 0                   | 0                | (180)                           | (11)                          |
|                                                                  | 950 GALLONS X \$1.512                  |                         |                        |                  |                   |                   |                     |                  |                                 |                               |
|                                                                  | 934 GALLONS X \$1.73/GALLON = \$1620   |                         |                        |                  |                   |                   |                     |                  |                                 |                               |
|                                                                  | GL # FOOTNOTE TOTAL                    |                         |                        |                  | 6,000             | 0                 | 0                   | 0                |                                 |                               |
|                                                                  |                                        |                         |                        |                  | 6,000             | 1,440             | 0                   | 0                |                                 |                               |
| 1100-4550-0000-6240-0000                                         | FUEL OIL                               | 1,890                   | 1,890                  | 555              | 1,000             | 1,340             | 0                   | 0                | (550)                           | (29)                          |
|                                                                  | 550 GALLONS X \$2.428/GALLON = \$1,340 |                         |                        |                  |                   |                   |                     |                  |                                 |                               |
|                                                                  | 550 GALLONS X \$3.438/GALLON = \$1,890 |                         |                        |                  |                   |                   |                     |                  |                                 |                               |
|                                                                  | GL # FOOTNOTE TOTAL                    |                         |                        |                  | 1,000             | 0                 | 0                   | 0                |                                 |                               |
|                                                                  |                                        |                         |                        |                  | 1,000             | 1,340             | 0                   | 0                |                                 |                               |
| 1100-4550-0000-6400-0010                                         | BOOKS/PERIODICALS/AUDIO/VISUA          | 60,000                  | 60,000                 | 49,872           | 60,000            | 65,000            | 0                   | 0                | 5,000                           | 8                             |
| 1100-4550-0000-7500-0000                                         | FURNISHINGS, SMALL TOOLS & EQ          | 33,560                  | 33,560                 | 5,622            | 30,000            | 28,000            | 0                   | 0                | (5,560)                         | (17)                          |
| COMPUTER BUDGET - REPAIR AND REPLACE                             |                                        |                         |                        |                  |                   |                   |                     |                  |                                 |                               |
|                                                                  |                                        |                         |                        |                  | 7,500             | 6,500             | 0                   | 0                |                                 |                               |
| COMPUTER BUDGET - PLANNED UPGRADES                               |                                        |                         |                        |                  |                   |                   |                     |                  |                                 |                               |
|                                                                  |                                        |                         |                        |                  | 15,000            | 14,000            | 0                   | 0                |                                 |                               |
| FURNITURE REPLACEMENT                                            |                                        |                         |                        |                  |                   |                   |                     |                  |                                 |                               |
|                                                                  |                                        |                         |                        |                  | 0                 | 5,000             | 0                   | 0                |                                 |                               |
| TOOLS AND EQUIPMENT                                              |                                        |                         |                        |                  |                   |                   |                     |                  |                                 |                               |
|                                                                  |                                        |                         |                        |                  | 7,500             | 2,500             | 0                   | 0                |                                 |                               |
|                                                                  | GL # FOOTNOTE TOTAL                    |                         |                        |                  | 30,000            | 28,000            | 0                   | 0                |                                 |                               |
| Appropriations                                                   |                                        | 1,642,330               | 1,765,166              | 883,483          | 1,639,832         | 1,817,295         | 0                   | 0                | 174,965                         | 10.65                         |
| Fund 1100 - GENERAL FUND:                                        |                                        |                         |                        |                  |                   |                   |                     |                  |                                 |                               |
| TOTAL APPROPRIATIONS                                             |                                        | 1,642,330               | 1,765,166              | 883,483          | 1,639,832         | 1,817,295         | 0                   | 0                | 174,965                         | 10.65                         |
| Report Totals:                                                   |                                        |                         |                        |                  |                   |                   |                     |                  |                                 |                               |
| TOTAL APPROPRIATIONS - ALL FUNDS                                 |                                        | 1,642,330               | 1,765,166              | 883,483          | 1,639,832         | 1,817,295         | 0                   | 0                | 174,965                         | 10.65                         |

# 2026 CITY BUDGET: FINANCE DEPARTMENT

| Position (Job Class/Title)                                                                                                   | Labor or Position Grade | Min 2025/2026 Max 2025/2026 |             | Events (Specifics) | Name of Incumbent (Indicate if Vacant) | Hire Date / Position Date | Wage Rate/Increases | Hours       | Pay Periods | Weekly Wage | Annualized Wage |               |
|------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------------|-------------|--------------------|----------------------------------------|---------------------------|---------------------|-------------|-------------|-------------|-----------------|---------------|
|                                                                                                                              |                         |                             |             |                    |                                        |                           |                     |             |             |             |                 |               |
| <b>NOTE: FULL- AND PART-TIME REGULAR POSITIONS MUST AGREE WITH WHAT IS REPRESENTED IN THE ACCOMPANYING POSITION CONTROL.</b> |                         |                             |             |                    |                                        |                           |                     |             |             |             |                 |               |
| LIBRARY DIRECTOR                                                                                                             | 14S                     | \$ 1,893.86                 | \$ 2,556.51 | 1/1/2025           | <b>FLEMING, SEAN</b>                   | 9/23/2002                 | \$ 2,482.05         |             | 52          | \$ 2,482.05 | \$ 129,066.60   |               |
|                                                                                                                              |                         | \$ 1,950.68                 | \$ 2,633.21 | 1/1/2026           | GW1                                    | 1/1/2012                  | \$ 151.16           |             | 52          | \$ 151.16   | \$ 7,860.08     |               |
|                                                                                                                              |                         |                             |             | 1/1/2026           | 3% Performance                         |                           |                     | \$ -        |             | 51          | \$ -            | \$ -          |
|                                                                                                                              |                         |                             |             |                    |                                        |                           |                     | \$ 2,633.21 |             |             | \$ 2,633.21     | \$ 136,926.68 |
| DEPUTY LIBRARY DIRECTOR                                                                                                      | 12S                     | \$ 1,685.43                 | \$ 2,275.29 | 1/1/2025           | <b>LAPPIN, AMY</b>                     | 8/8/2005                  | \$ 2,275.29         |             | 52          | \$ 2,275.29 | \$ 118,315.08   |               |
|                                                                                                                              |                         | \$ 1,735.99                 | \$ 2,343.55 | 1/1/2026           | GW1                                    | 1/1/2012                  | \$ 68.26            |             | 52          | \$ 68.26    | \$ 3,549.52     |               |
|                                                                                                                              |                         |                             |             | 1/1/2026           | 3% Performance                         |                           |                     | \$ -        |             | 51          | \$ -            | \$ -          |
|                                                                                                                              |                         |                             |             |                    |                                        |                           |                     | \$ 2,343.55 |             |             | \$ 2,343.55     | \$ 121,864.60 |
| CHILDREN'S LIBRARIAN                                                                                                         | 8S                      | \$ 1,238.72                 | \$ 1,672.21 | 2/20/2025          | <b>COUGHLIN, AMBER</b>                 | 8/17/2010                 | \$ 1,661.66         |             | 52          | \$ 1,661.66 | \$ 86,406.32    |               |
|                                                                                                                              |                         | \$ 1,275.88                 | \$ 1,722.38 | 1/1/2026           | GW1                                    | 2/20/2012                 | \$ 49.85            |             | 52          | \$ 49.85    | \$ 2,592.20     |               |
|                                                                                                                              |                         |                             |             | 2/20/2026          | 3% Performance                         |                           |                     | \$ 10.87    |             | 44          | \$ 10.87        | \$ 478.12     |
|                                                                                                                              |                         |                             |             |                    |                                        |                           |                     | \$ 1,722.38 |             |             | \$ 1,722.38     | \$ 89,476.64  |
| OUTREACH LIBRARIAN                                                                                                           | 8S                      | \$ 1,238.72                 | \$ 1,672.21 | 11/4/2025          | <b>PFEIFFER, CELESTE</b>               | 7/20/2017                 | \$ 1,672.21         |             | 52          | \$ 1,672.21 | \$ 86,954.92    |               |
|                                                                                                                              |                         | \$ 1,275.88                 | \$ 1,722.38 | 1/1/2026           | GW1                                    | 11/4/2019                 | \$ 50.17            |             | 52          | \$ 50.17    | \$ 2,608.84     |               |
|                                                                                                                              |                         |                             |             | 11/4/2026          | 3% Performance                         |                           |                     | \$ (0.00)   |             | 7           | \$ (0.00)       | \$ -          |
|                                                                                                                              |                         |                             |             |                    |                                        |                           |                     | \$ 1,722.38 |             |             | \$ 1,722.38     | \$ 89,563.76  |
| INFORMATION TECHNOLOGY LIBRARIAN                                                                                             | 11S                     | \$ 1,590.36                 | \$ 2,146.43 | 5/17/2025          | <b>HOUK, RONALD</b>                    | 5/17/2021                 | \$ 2,146.43         |             | 52          | \$ 2,146.43 | \$ 111,614.36   |               |
|                                                                                                                              |                         | \$ 1,638.07                 | \$ 2,210.82 | 1/1/2026           | GW1                                    |                           | \$ 64.39            |             | 52          | \$ 64.39    | \$ 3,348.28     |               |
|                                                                                                                              |                         |                             |             | 5/17/2026          | 3% Performance                         |                           |                     | \$ 0.00     |             | 32          | \$ 0.00         | \$ 0.09       |
|                                                                                                                              |                         |                             |             |                    |                                        |                           |                     | \$ 2,210.82 |             |             | \$ 2,210.82     | \$ 114,962.73 |
| INFORMATION TECHNOLOGY LIBRARIAN                                                                                             | 11S                     | \$ 1,590.36                 | \$ 2,146.43 | 4/1/2026           | <b>VACANT</b>                          | 4/1/2026                  | \$ 2,146.43         |             | 39          | \$ 2,146.43 | \$ 83,710.77    |               |
|                                                                                                                              |                         | \$ 1,638.07                 | \$ 2,210.82 | 4/1/2026           | GW1                                    |                           | \$ 64.39            |             | 39          | \$ 64.39    | \$ 2,511.21     |               |
|                                                                                                                              |                         |                             |             | 10/1/2026          | End of Probation                       |                           |                     | \$ 0.00     |             | 12          | \$ 0.00         | \$ 0.03       |
|                                                                                                                              |                         |                             |             |                    |                                        |                           |                     | \$ 2,210.82 |             |             | \$ 2,210.82     | \$ 86,222.01  |
| YOUTH SERVICES LIBRARIAN                                                                                                     | 10S                     | \$ 1,500.59                 | \$ 2,025.37 | 8/4/2025           | <b>NICOLE, RHEAUME</b>                 | 4/13/2020                 | \$ 1,769.47         |             | 52          | \$ 1,769.47 | \$ 92,012.44    |               |
|                                                                                                                              |                         | \$ 1,545.61                 | \$ 2,086.13 | 1/1/2026           | GW1                                    | 8/4/2022                  | \$ 53.08            |             | 52          | \$ 53.08    | \$ 2,760.16     |               |
|                                                                                                                              |                         |                             |             | 8/4/2026           | 3% Performance                         |                           |                     | \$ 54.68    |             | 20          | \$ 54.68        | \$ 1,093.60   |
|                                                                                                                              |                         |                             |             |                    |                                        |                           |                     | \$ 1,877.23 |             |             | \$ 1,877.23     | \$ 95,866.20  |
| LIBRARY TECHNICAL ASSISTANT                                                                                                  | 7                       | \$ 28.16                    | \$ 39.83    | 5/3/2025           | <b>COUSER, BEATRICE</b>                | 5/3/2021                  | \$ 35.62            | 40          | 52          | \$ 1,424.80 | \$ 74,089.60    |               |
|                                                                                                                              |                         | \$ 29.00                    | \$ 41.02    | 1/1/2026           | GW1                                    |                           | \$ 1.07             | 40          | 52          | \$ 42.80    | \$ 2,225.60     |               |
|                                                                                                                              |                         |                             |             | 5/3/2026           | 3% Performance                         |                           |                     | \$ 1.10     | 40          | 34          | \$ 44.00        | \$ 1,496.00   |
|                                                                                                                              |                         |                             |             |                    |                                        |                           |                     | \$ 37.79    |             |             | \$ 1,511.60     | \$ 77,811.20  |

# 2026 CITY BUDGET: FINANCE DEPARTMENT

| Position (Job Class/Title)                                                                                                   | Labor or Position Grade | Min 2025/2026 |       | Max 2025/2026 |       | Events (Specifics) | Name of Incumbent (Indicate if Vacant) | Hire Date / Position Date | Wage Rate/Increases | Hours | Pay Periods | Weekly Wage          | Annualized Wage |
|------------------------------------------------------------------------------------------------------------------------------|-------------------------|---------------|-------|---------------|-------|--------------------|----------------------------------------|---------------------------|---------------------|-------|-------------|----------------------|-----------------|
|                                                                                                                              |                         |               |       |               |       |                    |                                        |                           |                     |       |             |                      |                 |
| <b>NOTE: FULL- AND PART-TIME REGULAR POSITIONS MUST AGREE WITH WHAT IS REPRESENTED IN THE ACCOMPANYING POSITION CONTROL.</b> |                         |               |       |               |       |                    |                                        |                           |                     |       |             |                      |                 |
| CUSTODIAN                                                                                                                    | 2                       | \$            | 21.04 | \$            | 28.41 | 6/19/2025          | STETSON, JAMES                         | 1/3/2023                  | \$ 26.85            | 40    | 52          | \$ 1,074.00          | \$ 55,848.00    |
|                                                                                                                              |                         | \$            | 21.67 | \$            | 29.26 | 1/1/2026           | GWJ                                    | 6/19/2022                 | \$ 0.81             | 40    | 52          | \$ 32.40             | \$ 1,684.80     |
|                                                                                                                              |                         |               |       |               |       | 6/19/2026          | 3% Performance                         |                           | \$ 0.83             | 40    | 27          | \$ 33.20             | \$ 896.40       |
|                                                                                                                              |                         |               |       |               |       |                    |                                        |                           | \$ 28.49            |       |             | \$ 1,139.60          | \$ 58,429.20    |
|                                                                                                                              |                         |               |       |               |       |                    |                                        |                           |                     |       |             | <b>\$ 871,123.02</b> |                 |

| Position (Job Class/Title)                                                                                                   | Labor or Position |               | Events (Specifics) |          | Name of Incumbent (Indicate if Vacant)      | Hire Date / Position Date | Wage Rate/Increases | Hours | Pay Periods | Weekly Wage         | Annualized Wage |
|------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------|--------------------|----------|---------------------------------------------|---------------------------|---------------------|-------|-------------|---------------------|-----------------|
|                                                                                                                              | Grade             | Min 2025/2026 | Max 2025/2026      |          |                                             |                           |                     |       |             |                     |                 |
| <b>NOTE: FULL- AND PART-TIME REGULAR POSITIONS MUST AGREE WITH WHAT IS REPRESENTED IN THE ACCOMPANYING POSITION CONTROL.</b> |                   |               |                    |          |                                             |                           |                     |       |             |                     |                 |
| LIBRARY ASSISTANT                                                                                                            | 4                 | \$ 23.64      | \$ 31.91           | 1/6/2025 | WHITTLESEY, LAUREN<br>GWI<br>3% Performance | 1/6/2020                  | \$ 28.42            | 23    | 52          | \$ 653.66           | \$ 33,990.32    |
|                                                                                                                              |                   | \$ 24.35      | \$ 32.87           | 1/1/2026 |                                             | 1/24/2022                 | \$ 0.85             | 23    | 52          | \$ 19.55            | \$ 1,016.60     |
|                                                                                                                              |                   |               |                    | 1/6/2026 |                                             | \$ 0.88                   | 23                  | 50    | \$ 20.24    | \$ 1,012.00         |                 |
|                                                                                                                              |                   |               |                    |          |                                             | \$ 30.15                  |                     |       | \$ 693.45   | \$ 36,018.92        |                 |
|                                                                                                                              |                   |               |                    |          |                                             |                           |                     |       |             | <b>\$ 36,020.00</b> |                 |

# 2026 CITY BUDGET: FINANCE DEPARTMENT

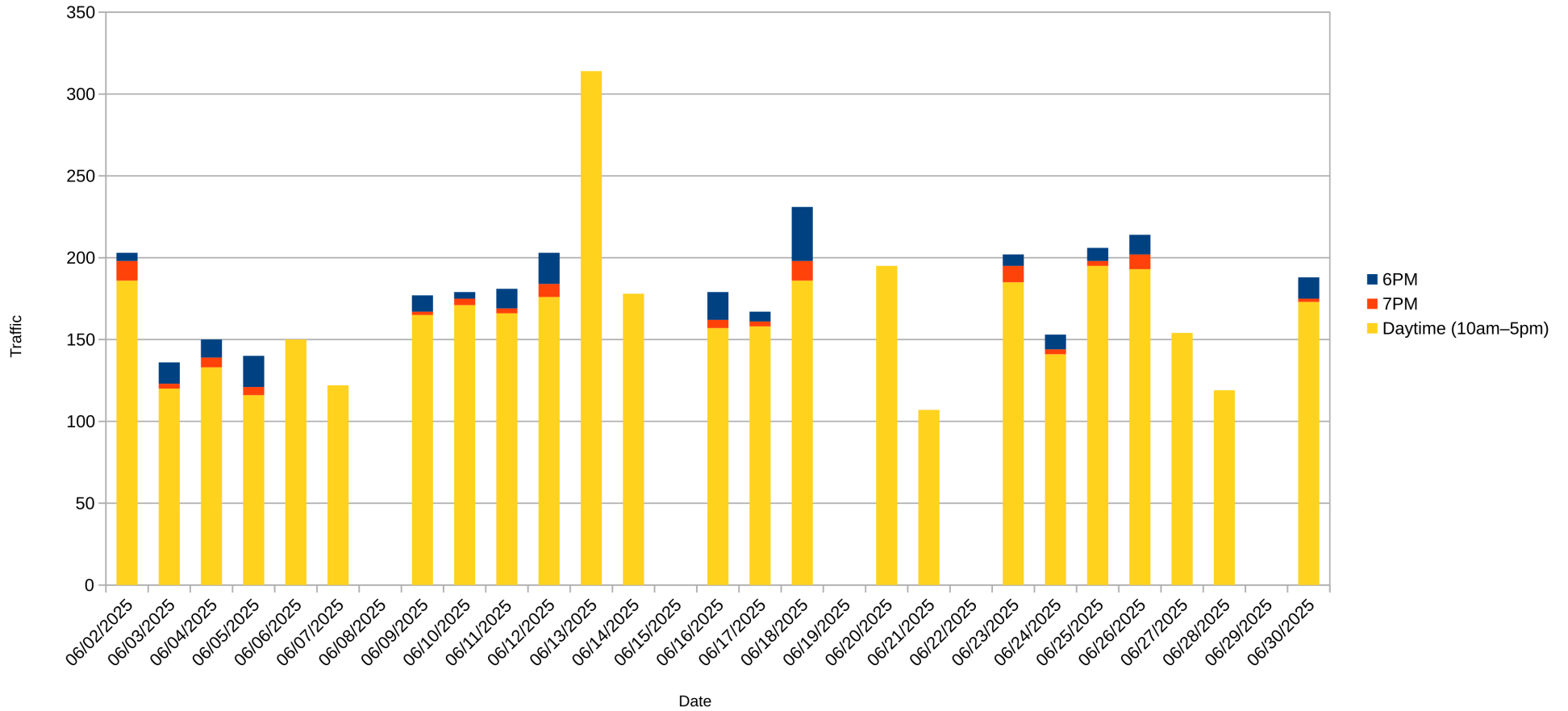
| Position (Job Class/Title)                                                                                                   | Labor or Position Grade | Min 2025/2026 Max 2025/2026 |          | Events (Specifics) | Name of Incumbent (Indicate if Vacant) | Hire Date / Position Date | Wage Rate/Increases | Hours     | Pay Periods | Weekly Wage | Annualized Wage      |
|------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------------|----------|--------------------|----------------------------------------|---------------------------|---------------------|-----------|-------------|-------------|----------------------|
|                                                                                                                              |                         |                             |          |                    |                                        |                           |                     |           |             |             |                      |
| <b>NOTE: FULL- AND PART-TIME REGULAR POSITIONS MUST AGREE WITH WHAT IS REPRESENTED IN THE ACCOMPANYING POSITION CONTROL.</b> |                         |                             |          |                    |                                        |                           |                     |           |             |             |                      |
| CUSTODIAL SUPERVISOR                                                                                                         | 4                       | \$ 23.64                    | \$ 31.91 | 8/4/2025           | <b>LOUZIER, KENNETH</b>                | 5/22/2013                 | \$ 31.91            | 29        | 52          | \$ 925.39   | \$ 48,120.28         |
|                                                                                                                              |                         | \$ 24.35                    | \$ 32.87 | 1/1/2026           | GW                                     | 8/4/2022                  | \$ 0.96             | 29        | 52          | \$ 27.84    | \$ 1,447.68          |
|                                                                                                                              |                         |                             |          | 8/4/2026           | 3% Performance                         |                           |                     | \$ (0.00) | 29          | 20          | \$ -                 |
|                                                                                                                              |                         |                             |          |                    |                                        |                           | \$ 32.87            |           |             | \$ 953.23   | \$ 49,567.96         |
| LIBRARY ASSISTANT                                                                                                            | 4                       | \$ 23.64                    | \$ 31.91 | 9/1/2025           | <b>COUTURE, JULIE</b>                  | 9/1/1987                  | \$ 31.91            | 25        | 52          | \$ 797.75   | \$ 41,483.00         |
|                                                                                                                              |                         | \$ 24.35                    | \$ 32.87 | 1/1/2026           | GW                                     |                           | \$ 0.96             | 25        | 52          | \$ 23.93    | \$ 1,244.49          |
|                                                                                                                              |                         |                             |          | 9/1/2026           | 3% Performance                         |                           |                     | \$ -      | 25          | 16          | \$ -                 |
|                                                                                                                              |                         |                             |          |                    |                                        |                           | \$ 32.87            |           |             | \$ 821.68   | \$ 42,727.49         |
| LIBRARY ASSISTANT                                                                                                            | 4                       | \$ 23.64                    | \$ 31.91 | 10/29/2025         | <b>ORTIZ, MARIA</b>                    | 1/13/2003                 | \$ 31.91            | 25        | 52          | \$ 797.75   | \$ 41,483.00         |
|                                                                                                                              |                         | \$ 24.35                    | \$ 32.87 | 1/1/2026           | GW                                     | 10/29/2007                | \$ 0.96             | 25        | 52          | \$ 23.93    | \$ 1,244.49          |
|                                                                                                                              |                         |                             |          | 10/29/2026         | 3% Performance                         |                           |                     | \$ -      | 25          | 8           | \$ -                 |
|                                                                                                                              |                         |                             |          |                    |                                        |                           | \$ 32.87            |           |             | \$ 821.68   | \$ 42,727.49         |
|                                                                                                                              |                         |                             |          |                    |                                        |                           |                     |           |             |             | <b>\$ 135,022.94</b> |

# 2026 CITY BUDGET: FINANCE DEPARTMENT

| Position (Job Class/Title)                                                                                                   | Labor or Position Grade | Min 2025/2026 | Max 2025/2026 | Events (Specifics) | Name of Incumbent (Indicate if Vacant) | Hire Date / Position Date | Wage Rate/Increases | Hours | Pay Periods | Weekly Wage | Annualized Wage   |
|------------------------------------------------------------------------------------------------------------------------------|-------------------------|---------------|---------------|--------------------|----------------------------------------|---------------------------|---------------------|-------|-------------|-------------|-------------------|
| <b>NOTE: FULL- AND PART-TIME REGULAR POSITIONS MUST AGREE WITH WHAT IS REPRESENTED IN THE ACCOMPANYING POSITION CONTROL.</b> |                         |               |               |                    |                                        |                           |                     |       |             |             |                   |
| Library Clerk I                                                                                                              | LIBRARY CLERK I         | \$ 18.73      | \$ 27.37      | 1/1/2023           | Varies                                 |                           | \$ 23.00            | 62    | 52          | \$ 1,426.00 | \$ 74,152.00      |
|                                                                                                                              |                         | \$ 19.29      | \$ 28.19      | 1/1/2024           |                                        |                           | \$ -                | 62    | 52          | \$ -        | \$ -              |
|                                                                                                                              |                         |               |               |                    |                                        |                           | \$ -                | 62    | 26          | \$ -        | \$ -              |
|                                                                                                                              |                         |               |               |                    |                                        |                           | \$ 23.00            |       |             | \$ 1,426.00 | \$ 74,152.00      |
| Library Clerk II                                                                                                             | Library Clerk II        | \$ 22.32      | \$ 30.12      | 1/1/2023           | Varies                                 |                           | \$ 29.75            | 28    | 52          | \$ 833.00   | \$ 43,316.00      |
|                                                                                                                              |                         | \$ 22.99      | \$ 31.02      | 1/1/2024           |                                        |                           | \$ -                | 28    | 52          | \$ -        | \$ -              |
|                                                                                                                              |                         |               |               |                    |                                        |                           | \$ -                | 28    | 26          | \$ -        | \$ -              |
|                                                                                                                              |                         |               |               |                    |                                        |                           | \$ 29.75            |       |             | \$ 833.00   | \$ 43,316.00      |
| CUSTODIAL SUBS                                                                                                               | Custodian Substitutes   | \$ 21.04      | \$ 28.41      | 1/1/2023           | Varies                                 |                           | \$ 24.00            | 13    | 52          | \$ 312.00   | \$ 16,224.00      |
|                                                                                                                              |                         | \$ 21.67      | \$ 29.26      | 1/1/2024           |                                        |                           | \$ -                | 13    | 52          | \$ -        | \$ -              |
|                                                                                                                              |                         |               |               |                    |                                        |                           | \$ -                | 13    | 26          | \$ -        | \$ -              |
|                                                                                                                              |                         |               |               |                    |                                        |                           | \$ 24.00            |       |             | \$ 312.00   | \$ 16,224.00      |
| <b>1100-4550-0000-1200-0000</b>                                                                                              |                         |               |               |                    |                                        |                           |                     |       |             | <b>\$</b>   | <b>133,692.00</b> |

### Traffic June 2025

Lebanon Branch



## Estimated savings for 2026, if Leb closes at 6 M-Th

The 6-8 PM hours in Lebanon are currently staffed by perm staff for 10 hours/week and clerks 6 hours/week.

- If we were to close the Lebanon Library at 6:00 p.m. M-Th, the perm staff would shift their evening desk hours to the day, eliminating the need for 10 daytime clerk hours weekly. If the current pay rate increase proposal is implemented, the average Clerk I pay rate will be \$22.84 for a potential weekly savings of \$228.40/week.
- We would no longer need to cover for permanent staff on leave with Library Clerk I staff, which we'll estimate at 4 hours per week at a rate of pay of \$22.84/hr, for a weekly savings of \$91.36/week.
- Additionally, all three of the current evening clerks are slated to make \$22.53/hour in 2026. Eliminating the 6 evening clerk hours would eliminate \$135.18/week.

The total savings is \$454.94/week or **\$23,656** for the year.

While we have only had the door patron count software in place for less than 2 months, the data is already showing what we have long suspected, there is very little use of the Lebanon Library after 6:00 p.m.

The main users in the evenings are in for our meeting rooms and there is a noticeable difference in the number of people entering the Lebanon Library after 6 on nights when the Damren or Rotary rooms are booked. The Community Room at Kilton will remain an option, so residents will still have options. Even when meeting room use is taken into consideration, the average number of people entering Lebanon after 6 over the last 2 months is 11.5 and the average number of people entering after 7 is 6.

Comparatively, the average number of people who entered the library daily in June was 194.

Average number of checkouts/patrons by hour in June:

### Average Monthly Checkouts By Branch by Hour ( Sundays Filtered)

Total number of results: 10

| Year | Month | Hour | Avg_Checkouts | Avg_Patrons |
|------|-------|------|---------------|-------------|
| 2025 | 6     | 10   | 15.04         | 6.50        |
| 2025 | 6     | 11   | 17.50         | 5.63        |
| 2025 | 6     | 12   | 12.63         | 4.21        |
| 2025 | 6     | 13   | 16.29         | 6.71        |
| 2025 | 6     | 14   | 20.29         | 8.63        |
| 2025 | 6     | 15   | 16.71         | 7.38        |
| 2025 | 6     | 16   | 13.46         | 5.46        |
| 2025 | 6     | 17   | 8.33          | 2.50        |
| 2025 | 6     | 18   | 7.29          | 2.58        |
| 2025 | 6     | 19   | 3.75          | 1.54        |

## Investment Policy Statement and Guidelines for the Lebanon Public Libraries

### General

The overall portfolio should be managed in accordance with the Prudent Person rule. The definition of prudence is based on RSA 31:25-b as follows:

“a prudent investment is one which a prudent [person] would purchase for [their] own investment having primarily in view the preservation of the principal and the amount and regularity of the income to be derived therefrom.” Historically, the Trustees have adopted a low risk policy with fully insured accounts.

As required by New Hampshire law, this Investment Policy will be reviewed annually.

### The Investment Objective

The investment objective for this account is “Income Only.” This objective is consistent with our emphasis on current income and our desire for modest growth of principal from Appreciation.

### Performance Management

The Lebanon Library Board of Trustees will meet to review their portfolio at least twice a year. As part of the review the trustees will discuss the investment objective, asset allocation, performance, diversification, and general compliance with guidelines.

Adopted by the Board of Trustees: February 25, 2003

Revised: August 28, 2007

Readopted: June 22, 2010, July 26, 2011

Revised: July 23, 2013

Readopted October 28, 2014

Revised November 24, 2015

Readopted September 27, 2016

Revised September 26, 2017, July 31, 2018

Readopted October 22, 2019; October 27, 2020, September 28, 2021, September 27, 2022, September 26, 2023, November 26, 2024

## June staff highlights and monthly stats

|                                                      | Month | YTD   |
|------------------------------------------------------|-------|-------|
| Circulation of library held items                    | 7863  | 43836 |
| Circulation of ebooks and downloadable audiobooks    | 3955  | 24294 |
| Internet Use                                         | 2622  | 10491 |
| Meeting room bookings (no. of groups, not attendees) | 249   | 1532  |
| Number of library-led programs                       | 15    | 301   |
| Attendance at library-led programs                   | 809   | 6207  |
| Card holders registered                              | 133   | 650   |
| Traffic                                              | 10955 | na    |

Bea attended a live webinar by NETSL called Decolonizing the Library Catalog.

This was a webinar about the colonization of knowledge and how library catalogs may impose a colonizer's viewpoint. Describing a book, as a library catalog record does, is describing the knowledge contained within the book. Systems used at Lebanon Libraries, like the Dewey Decimal System, Library of Congress Subject Headings (terms used to group book topics ex. "Horses, fiction" or "Murder mysteries"), etc., are almost solely informed by Western culture, while there are other, additional ways to convey knowledge.

The presenter, Karl Pettitt, recommended:

- using specific terms to name ethnic groups (ie, "Arapaho" vs "Indians of North America")
- replacing terms that are controversial or outdated with less offensive terms
- reevaluating classification numbers used (like in the Dewey Decimal System) to make sure that works by people of color, especially Black and Indigenous people, are not being grouped together solely because of race or perception of a group. For example, Indigenous materials are almost always filed under pre-European history.
- being more descriptive in book summaries
- considering that some information is culturally sensitive and should not be accessible to all
- being willing to critique our own culture
- taking the lead from other cultures and how they access and describe resources

Bea found this webinar to be interesting, thought-provoking, and well worth their time as a cataloger. They're interested in starting some specific projects as a result, particularly replacing offensive terms and reevaluating classification numbers.

Bea attended the third meeting of Emerging Leaders in June. This year she has also attended an introductory meeting in January, but was unable to attend a virtual meeting in March. This meeting was about the use of AI in libraries and was presented by Mark Glisson from Hooksett Library. Mark presented an overview of publicly-available AIs and considerations for how they could be used in libraries (i.e., chatbot on website, social media posts, analyzing budget spreadsheets, digitizing old documents), as well as shortfalls of AI in its current form. The consensus was that the biggest value of using AI as a librarian is to familiarize oneself with it because patrons are using it.

Regards,  
Beatrice Couser  
Administrative and Technical Assistant  
Lebanon Public Libraries  
Pronouns: any

| July library buildings and grounds report |                                                                                                                                   |             |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-------------|
| 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                                      | Make adjustments to the kiddie toilet in the Kilton CR                                                                            | To Do       |
| Task                                      | sensor in the Leb children's bathroom is not working properly                                                                     | Done        |
| Task                                      | Outdoor faucet at Kilton will not stop running                                                                                    | In Progress |
| 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       |
| Epic                                      | Kilton parking lot work needs to be done                                                                                          | To Do       |
| Task                                      | Restripe                                                                                                                          | 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 | 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 | Heat pump #2 reversing valve needs to be replaced                                             | 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 | 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 | 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 and at top of pillar by bus stop is splitting apart | To Do |
| Task | Contact an engineering firm                                                              | 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 |
| Epic | ADA issues                                                                               | To Do |
| Task | Ramp needed for entrances on north side of building to address wheelchair accessibility  | To Do |
| Epic | Bulletin board pulling away from wall at Lebanon Library                                 | To Do |
| Epic | Solar issues                                                                             | To Do |
| Task | One solar panel is sagging                                                               | To Do |
| Task | Fastener has fallen off                                                                  | To Do |
| Epic | Leak in ceiling in corner by bus stop at Kilton                                          | To Do |

|      |                                       |       |
|------|---------------------------------------|-------|
| Epic | Deep clean of Kilton patron restrooms | To Do |
|------|---------------------------------------|-------|