



**LEBANON LIBRARY BOARD OF TRUSTEES
NOVEMBER 25, 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 October 28, 2025 minutes

4. New Business

A. Approve the Treasurer's Report

5. Committee Reports

A. Foundation fundraising update

6. Other Business

A. Review and approve the Library Security Camera Policy

B. Review and approve updates to the Confidentiality of Patron Records Policy

C. Library Director's Report

D. Deputy Library Director's Report

7. Future Agenda Items

8. Adjournment

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

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

DRAFT

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Kilton Library Community Room OR
Remote Via Virtual Platform
LebanonNH.gov/Live
October 28, 2025
7:00 PM**

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

MEMBERS ABSENT: Adam Ali (alternate); Leonee Derr (alternate)

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

1 **1. CALL TO ORDER – Chair Oscadal called the meeting to order at 7:01 PM**

2

3 **2. Open to the Public**

4

5 Amber Coughlin, Children’s Librarian, stated that she appreciates the concern regarding safety at
6 the Library but does not feel comfortable with the proposed security cameras. She believes
7 privacy is essential to being able to exercise free speech and free thought. It is possible that the
8 addition of security cameras could have a chilling effect on those who visit the Library. It is the
9 Library’s responsibility to protect the privacy of its users. The less information collected about
10 users, the better. Video surveillance could collect location data which could be used remotely to
11 create a security breach.

12

13 Kevin Purcell, Ward 1, stated that an increasing number of people have complained about feeling
14 unsafe at the Library. He supports the proposed cameras. His children have not felt safe at the
15 Kilton Library, and they now only attend the other two libraries. That is disappointing and sad.
16 This is a Gold LEED certified building, and he believes there cannot be any smoking within a
17 certain distance or that certification could be lost.

18

19 Celeste Pfeiffer, Outreach and Programming Librarian, expressed concern regarding installing
20 cameras. She believes that this could disenfranchise youth or new members of the community.

21

22 Beatrice Couser, Canaan resident and staff member of the Library, spoke against installing the
23 security cameras. She noted that surveillance of immigrant communities under the current
24 administration could be a concern, as camera footage would likely be monitored by the police.
25 All communities in NH currently have standing contracts with ICE and this is a recipe for
26 disaster. Fundamentally, she does not believe security cameras have an impact on public safety.
27 There are no independent studies showing that they prevent crime.

28

29 It was noted that there are many types of cameras all over the place. Public privacy does not
30 seem to be impaired by these. Safety has increased due to certain types of cameras in the

31 community. The intention is to enhance people's Library experience, and this could be
32 accomplished by monitoring some of the activities in order to alert the Police.

33

34 **3. External Security Cameras Discussion and Vote**

35 A. Physical Security Policy

36

37 Chair Oscadal noted that only external security cameras are being discussed at this time. The
38 Library should consider why it wants to install cameras. Director Fleming stated that it would be
39 up to the Trustees as to whether the Library or the City would install the cameras and who would
40 retain the video footage. Chair Oscadal stated that, per the City's policy, the Library would have
41 to retain the video footage for 30 days and review it periodically. If the Trustees agree to move
42 forward with the cameras, a legal opinion should be sought regarding if the video footage needs
43 to be included in the Library patron records or if the Library would be within its rights to
44 withhold the information outside of a subpoena.

45

46 Director Fleming noted that the estimated cost for the cameras and installation is approximately
47 \$10,000. There would then be an ongoing cost of approximately \$1,000/year. Chair Oscadal
48 stated that a clear policy would be needed.

49

50 Chair Oscadal noted that libraries have traditionally gone beyond other areas of society in
51 protecting patrons' confidentiality. There was discussion regarding those who trespass at the
52 Library and how the cameras could be used to try to alleviate some of this. Cameras and
53 adequate lighting, along with a police presence have been found to have positive impacts on
54 preventing similar concerns. Cameras alone will not likely prevent concerning behaviors.

55

56 There was discussion regarding if the cameras should be left on all the time, or just during
57 certain hours of the day.

58

59 ***Mr. Damren MOVED to consider pursuing the conceptual installation of external security***
60 ***cameras at the Kilton Library and that such installation does not occur without development***
61 ***of a policy, creation of a budget for the installation, and request for a legal opinion about the***
62 ***footage. Seconded by Ms. Dunn.***

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

64

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

66 A. Foundation investment report

67

68 Ms. Dunn explained that the Lebanon Public Library Foundation has an endowment which began
69 as \$100,000 invested in 2017. The purpose is to accumulate the endowment to provide for future
70 additional expenses in perpetuity Each year \$25,000 is placed into the fund. In 2025, the
71 Foundations Investment Committee reviewed the investment policy and asset allocation and
72 decided that the current allocation was too volatile. A transition was made over the course of six
73 months through several smaller trades in order to reduce the marketing risk. This did not require
74 updating the investment policy. There have been few updates to the investment policy over the
75 years. Overall, the portfolio is performing extremely well. The total balance is approximately
76 \$318,000. The entire portfolio could be liquidated in a matter of days into cash, if needed.

77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122

B. Update on the fundraising projects plans

A brief update on the fundraising projects was given.

C. Other business

None at this time.

5. Approval of Minutes

A. Approve the September 30, 2025, minutes

*Mr. Damren MOVED to accept the meeting minutes of September 30, 2025, as presented. Seconded by Ms. Sharfstein. *Vote on the MOTION passed (7-0-0).*

6. New Business

A. Approve the Treasurer's Report

Ms. Dunn presented the Treasurer's Report. She noted that, at $\frac{3}{4}$ of the way through the year, approximately 72% of the budget has been spent. This is right on track.

*Ms. Sharfstein MOVED to accept the Treasurer's Report as presented. Seconded by Ms. Rheinlander. *Vote on the MOTION passed (7-0-0).*

7. Other Business

A. Vote on the Recommended Time Guidelines for Library No Trespass Orders

The Board reviewed the Recommended Time Guidelines for Library No Trespass Orders.

*Ms. Hubbell MOVED to accept the Recommended Time Guidelines for Library No Trespass Orders, as discussed. Seconded by Mr. Damren. *Vote on the MOTION passed (7-0-0).*

B. Library Director's Report

Director Fleming stated that the job descriptions recently updated went before the Union and now will go before the City to be approved. He stated that the City Manager has determined that a City liaison to the Board of Trustees is likely not a good idea in order to preserve the Board's independence. The current City Manager has determined that the \$50,000 capital reserve set aside by the past City Manager to allow for the property next door to be developed for parking for the Library could be used for either Library facility but not for security cameras. There does not appear to be any appetite as part of the City to acquire the property next door for parking at this time. The Lebanon Library's neighbor has been kind enough to allow the Library space on her property during construction activities. He noted that Baker & Taylor, a major Library

123 material vendor, will be closing after 200 years. Staff is working on the access to minor records
124 policy.

125
126 C. Deputy Director's Report

127
128 None at this time.

129
130 **8. Future Agenda Items**

131
132 A future agenda should contain a continued Board discussion regarding security cameras.

133
134 **9. Adjourn**

135
136 *Mr. Damren MOVED to adjourn at 8:32PM. Seconded by Ms. Hubbell.*
137 **Vote on the MOTION passed (7-0-0).*

138
139
140 Respectfully submitted,
141 Kristan Patenaude
142 Recording Secretary

Profit and Loss - This Year to Last Month

Lebanon Public Libraries Trustee Accounts

January-October, 2025

| DISTRIBUTION ACCOUNT | TOTAL |
|---------------------------------|---------------------|
| Income | |
| Contributions Income | 85,000.00 |
| Interest Income - | 24,536.83 |
| Other Income | 13,940.72 |
| Total for Income | \$123,477.55 |
| Cost of Sales | |
| Gross Profit | \$123,477.55 |
| Expenses | |
| Accounting/Bookkeeping Services | 1,323.50 |
| Art/Framing | 712.37 |
| Books/Subscr/CD/DVD/Tapes | 22,653.18 |
| Capital Improvements - | 1,482.14 |
| Community Relations | 354.99 |
| Education/Staff Development | 1,419.47 |
| Entertainment | 1,029.60 |
| Miscellaneous Exp | 872.26 |
| Office/Operating Supplies | 6,775.68 |
| Postage/Delivery | 57.46 |
| Professional Fees | 600.00 |
| Programs | 5,986.05 |
| Repairs/Maintenance | 25,504.28 |
| Web Hosting/Domain Fees | 94.00 |
| Total for Expenses | \$68,864.98 |
| Net Operating Income | \$54,612.57 |
| Other Income | |
| Other Expenses | |
| Net Other Income | |
| Net Income | \$54,612.57 |

Balance Sheet - This Year to Last Month

Lebanon Public Libraries Trustee Accounts

As of October 31, 2025

| DISTRIBUTION ACCOUNT | TOTAL |
|---|---------------------|
| Assets | |
| Current Assets | |
| Bank Accounts | |
| Citizens Bank - Carter Trust | 0.00 |
| Citizens Bank - Charter Trust | 0.00 |
| Ckbk MSB #926522757 | 0.00 |
| Main MSB Checking Acct 773 | 9,134.97 |
| Petty Cash - Lebanon | 75.00 |
| Petty Cash - West Lebanon | 75.00 |
| Salomon Smith Barney (deleted) | |
| CD-Budget Carryovr 6.5% 2/23/01 | 0.00 |
| CD Lane Dwinell 6.5% 2/23/01 | 0.00 |
| SSB Money Funds Cash Port A | 0.00 |
| Total for Salomon Smith Barney (deleted) | \$0.00 |
| Total for Bank Accounts | \$9,284.97 |
| Accounts Receivable | |
| Other Current Assets | |
| Amount Due Leb Libraries Found | 0.00 |
| Total for Other Current Assets | \$0.00 |
| Total for Current Assets | \$9,284.97 |
| Fixed Assets | |
| Other Assets | |
| Long Term Assets- Other | |
| MSB IntraFi Savings acct 114 | 155,783.87 |
| Savings Account MSB 5568114 | 100.01 |
| Total for Long Term Assets- Other | \$155,883.88 |
| Total for Other Assets | \$155,883.88 |
| Total for Assets | \$165,168.85 |
| <hr/> | |
| Liabilities and Equity | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | 0.00 |
| Total for Accounts Payable | \$0.00 |
| Credit Cards | |
| Other Current Liabilities | |
| Total for Current Liabilities | \$0.00 |
| Long-term Liabilities | |
| Total for Liabilities | \$0.00 |

Balance Sheet - This Year to Last Month

Lebanon Public Libraries Trustee Accounts

As of October 31, 2025

| DISTRIBUTION ACCOUNT | TOTAL |
|---|---------------------|
| Equity | |
| Net Assets | 110,556.28 |
| Net Income | 54,612.57 |
| Opening Bal Equity | 0.00 |
| Unrealized Gain / Loss | 0.00 |
| Total for Equity | \$165,168.85 |
| Total for Liabilities and Equity | \$165,168.85 |

MTD AND YTD REVENUE/EXPENSE FOR CITY OF LEBANON

Balance As of 10/31/2025

| GL Number | Description | Bdgt Amendments From PO Carryover | 2025 Amended Budget | Activity For 10/31/2025 | YTD Balance 10/31/2025 | Encumbrance 10/31/2025 | Available Balance 10/31/2025 | % Bdgt Used |
|---------------------------------------|---------------------------------------|--|---------------------------|----------------------------|---------------------------|---------------------------|------------------------------------|----------------|
| Fund: 1100 GENERAL FUND | | | | | | | | |
| Account Category: Expenditures | | | | | | | | |
| Department: 4550-0000 LIBRARY | | | | | | | | |
| 1100-4550-0000-1100-0000 | FULL TIME WAGES | 0.00 | 740,180.00 | 87,482.30 | 630,197.03 | 0.00 | 109,982.97 | 85.14 |
| 1100-4550-0000-1115-0000 | PART TIME WAGES 0-19 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1100-4550-0000-1120-0000 | PART TIME WAGES 20-24 | 0.00 | 33,960.00 | 0.00 | 21,595.76 | 0.00 | 12,364.24 | 63.59 |
| 1100-4550-0000-1125-0000 | PART TIME WAGES 25-29 | 0.00 | 131,220.00 | 17,002.56 | 113,178.10 | 0.00 | 18,041.90 | 86.25 |
| 1100-4550-0000-1200-0000 | TEMPORARY PT WAGES | 0.00 | 127,200.00 | 18,917.04 | 120,987.64 | 0.00 | 6,212.36 | 95.12 |
| 1100-4550-0000-1300-0000 | OVERTIME WAGES | 0.00 | 500.00 | 50.34 | 564.91 | 0.00 | (64.91) | 112.98 |
| 1100-4550-0000-2100-0000 | HEALTH/DENTAL INSURANCE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1100-4550-0000-2150-0000 | LIFE & DISABILITY INSURANCE | 0.00 | 9,350.00 | 0.00 | 6,778.72 | 0.00 | 2,571.28 | 72.50 |
| 1100-4550-0000-2200-0000 | FICA & MEDICARE TAXES | 0.00 | 79,050.00 | 9,219.95 | 66,172.89 | 0.00 | 12,877.11 | 83.71 |
| 1100-4550-0000-2301-0000 | RETIREMENT: MUNICIPAL | 0.00 | 96,970.00 | 11,160.39 | 83,169.42 | 0.00 | 13,800.58 | 85.77 |
| 1100-4550-0000-2450-0000 | TRAINING/LICENSES/DUES | 0.00 | 9,650.00 | 1,679.40 | 7,819.89 | 0.00 | 1,830.11 | 81.04 |
| 1100-4550-0000-2600-0000 | WORKERS' COMPENSATION | 0.00 | 5,070.00 | 658.94 | 4,724.89 | 0.00 | 345.11 | 93.19 |
| 1100-4550-0000-3000-0000 | LEGAL SERVICES | 0.00 | 2,000.00 | 0.00 | 746.95 | 0.00 | 1,253.05 | 37.35 |
| 1100-4550-0000-3410-0000 | SOFTWARE: SUPPORT/SERVICE/SUBSCRIPTI | 0.00 | 12,940.00 | 457.99 | 15,004.36 | 0.00 | (2,064.36) | 115.95 |
| 1100-4550-0000-4110-0000 | WATER | 0.00 | 2,500.00 | 635.15 | 2,464.44 | 0.00 | 35.56 | 98.58 |
| 1100-4550-0000-4120-0000 | SEWER | 0.00 | 2,300.00 | 662.50 | 2,520.59 | 0.00 | (220.59) | 109.59 |
| 1100-4550-0000-4225-0000 | LAWN CARE/SNOW PLOWING | 0.00 | 26,000.00 | 1,435.00 | 21,258.98 | 0.00 | 4,741.02 | 81.77 |
| 1100-4550-0000-4300-0000 | REPAIR/MAINTENANCE SERVICES | 122,836.00 | 211,256.00 | 5,811.52 | 141,173.93 | 4,179.48 | 18,878.59 | 91.06 |
| | 2024 | | | 0.00 | 0.00 | 47,024.00 | | |
| 1100-4550-0000-4420-0000 | RENTAL OF EQUIPMENT & VEHICLES | 0.00 | 7,270.00 | 586.74 | 5,819.56 | 0.00 | 1,450.44 | 80.05 |
| 1100-4550-0000-5000-0000 | OTHER PURCHASED SERVICES | 0.00 | 24,600.00 | 1,762.00 | 15,538.32 | 0.00 | 9,061.68 | 63.16 |
| 1100-4550-0000-5300-0000 | COMMUNICATIONS | 0.00 | 2,780.00 | 38.45 | 2,518.59 | 0.00 | 261.41 | 90.60 |
| 1100-4550-0000-5335-0000 | INFORMATION ACCESS | 0.00 | 6,300.00 | 275.00 | 7,048.00 | 0.00 | (748.00) | 111.87 |
| 1100-4550-0000-5400-0000 | ADVERTISING | 0.00 | 2,500.00 | 0.00 | 77.40 | 0.00 | 2,422.60 | 3.10 |
| 1100-4550-0000-5800-0000 | TRAVEL | 0.00 | 17,730.00 | 0.00 | 905.33 | 0.00 | 16,824.67 | 5.11 |
| 1100-4550-0000-5875-0000 | MILEAGE | 0.00 | 1,500.00 | 138.60 | 1,131.20 | 0.00 | 368.80 | 75.41 |
| 1100-4550-0000-6000-0000 | OFFICE SUPPLIES | 0.00 | 3,000.00 | 161.56 | 2,049.64 | 0.00 | 950.36 | 68.32 |
| 1100-4550-0000-6100-0000 | GENERAL SUPPLIES | 0.00 | 28,500.00 | 1,236.36 | 18,324.68 | 0.00 | 10,175.32 | 64.30 |
| 1100-4550-0000-6220-0000 | ELECTRICITY | 0.00 | 83,770.00 | 3,967.71 | 57,534.66 | 0.00 | 26,235.34 | 68.68 |
| 1100-4550-0000-6230-0000 | BOTTLED GAS | 0.00 | 1,620.00 | 126.52 | 5,566.92 | 0.00 | (3,946.92) | 343.64 |
| 1100-4550-0000-6240-0000 | FUEL OIL | 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 | 0.00 | 60,000.00 | 371.81 | 50,468.06 | 0.00 | 9,531.94 | 84.11 |
| 1100-4550-0000-7500-0000 | FURNISHINGS, SMALL TOOLS & EQUIPMENT | 0.00 | 33,560.00 | 12,210.61 | 32,633.37 | 0.00 | 926.63 | 97.24 |
| | Total Dept 4550-0000 - LIBRARY | 122,836.00 | 1,765,166.00 | 176,048.44 | 1,438,529.16 | 51,203.48 | 275,433.36 | 81.50 |
| | Expenditures | 122,836.00 | 1,765,166.00 | 176,048.44 | 1,438,529.16 | 51,203.48 | 275,433.36 | 81.50 |
| Fund 1100 - GENERAL FUND: | | | | | | | | |
| TOTAL EXPENDITURES | | 122,836.00 | 1,765,166.00 | 176,048.44 | 1,438,529.16 | 51,203.48 | 275,433.36 | 81.50 |
| Current Year Exp. | | | | 176,048.44 | 1,438,529.16 | 4,179.48 | | |
| Prior Year Exp. | | | | 0.00 | 0.00 | 47,024.00 | | |

Lebanon Public Libraries Security Camera Policy DRAFT

Purpose

The Lebanon Public Libraries strive to offer a welcoming atmosphere for all, and at the same time recognize both the need to maintain a safe environment and the fundamental right to privacy of individuals using library services. Toward that purpose this policy establishes guidelines for the use of external security cameras at library facilities for the purpose of enhancing the security of the Library and its patrons, serving as a deterrent to crime and vandalism and assisting in investigating following security incidents.

Camera Placement Guidelines

- Cameras will be placed on building exteriors, in parking lots and parking areas, and outdoor public spaces on library property. Cameras will not be placed inside library buildings.
- Camera placement and use will balance security purposes and patron privacy consistent with New Hampshire library confidentiality statutes. Security cameras are not intended for monitoring regular patron behavior, activities or library use patterns. Cameras will not knowingly be positioned to view interior spaces, including lobbies and vestibules visible through doorways; areas where library materials or computer screens might be visible, i.e., not positioned to identify a person's reading, viewing or listening activities in the library; or residential or public properties adjacent to library grounds.
- Signs will be posted at library entrances and on library property informing the public that video surveillance is taking place.

Recording, Monitoring, and Retention

- Cameras will record continuously during all hours (24/7). Cameras will record video and not audio. Recordings will contain date and time stamps.
- Video feeds are not monitored in real time. Patrons should take appropriate precautions for their safety and the security of their personal items.
- Only designated library staff will monitor security cameras.
- Security camera video footage will be stored and may be retained for up to thirty (30) days or until storage capacity has been reached, whichever period is shorter.
- Recordings are automatically overwritten after the retention period unless preserved for investigative purposes.

- Extended retention may occur for the following reasons:
 - Law enforcement requests preservation for an ongoing investigation
 - The Library documents an incident requiring video evidence
 - Civil or criminal legal proceedings require preservation

Access, Use, and Disclosure

- Access to camera footage is strictly limited to: the Library Director, the Deputy Director, law enforcement officials with proper legal authority, and IT staff for technical maintenance only (no viewing of footage except as necessary for system function). Images may be shared with appropriate library staff to identify person(s) suspended from library property or for suspected criminal activity.
- Recorded footage is considered confidential in accordance with New Hampshire RSA 201-D:11 (Library User Records Confidentiality) and constitutional privacy protections.
- Permissible uses of video footage include investigating specific security incidents or crimes, responding to valid law enforcement requests, addressing liability claims or legal proceedings, or facility safety assessments.
- Prohibited uses include monitoring employee performance, tracking patron library use patterns, general surveillance of patron activities, or any purpose inconsistent with security and safety.
- Video clips or images may voluntarily be shared with appropriate library staff and/or law enforcement to identify people trespassed from library property or for suspected criminal behavior.
- Video images may be shared with law enforcement upon their request when presented with a valid search warrant, court order or subpoena.
- The Library Director (or designee) shall review all requests for disclosure of video footage. Legal counsel may be consulted for complex requests. Documentation will be required for all releases to law enforcement. Notification will be given to affected individuals where legally permissible.
- If footage necessary for investigation contains information inconsistent with NH RSA 201-D:11 the library shall work with law enforcement and legal counsel to redact or limit disclosure to protect patron privacy.
- Security camera footage will not be shared with the public. If a member of the public wishes to view footage, they are advised to file a police report.

Oversight

- The library will maintain logs documenting: all access to recorded footage (who, when, what footage, purpose), all releases of footage to third parties, all security

incidents involving the camera system, and annual system reviews and maintenance by the installer or library IT staff.

- The Board of Trustees in conjunction with the Library Director will review this policy annually to ascertain security camera effectiveness and to remain abreast of advances in surveillance technology and the legal environment.
- Complaints regarding privacy concerns may be directed to the Library Director (preferred primary contact) or the Library Board of Trustees.
- Amendments to this policy require Library Board of Trustees approval.

Approved by: Lebanon Public Libraries Board of Trustees

Adopted: [Date]

This policy aims to align with New Hampshire RSA 201-D:11 protecting library user confidentiality and constitutional privacy rights while maintaining reasonable security measures.

Confidentiality of Patron Records Policy DRAFT

Pursuant to [RSA 201-D:11](#), patron records are confidential and shall not be disclosed except upon request by or consent of the user or pursuant to subpoena, court order, or where otherwise required by state, and federal statute.

~~Patron records are used solely for library operational or fundraising purposes. by the Lebanon Public Libraries Foundation. When non-resident patrons register for cards, library staff will ask for consent to allow their addresses to be used by the Lebanon Public Libraries Foundation for fundraising purposes.~~

Information listed in patron records (titles checked out, contact information, etc.) will not be released to any individual outside the organization beyond the cardholder and anyone authorized by said patron to use the card.

Effective January 1, 2026, in compliance with RSA 201-D:11 II-a, all library records related to a minor's current borrowing of library material shall be made available to either parent or to the legal guardian of the minor when requested by either parent or the legal guardian of the minor.

A parent or legal guardian requesting library records of a minor will be required to show identification and demonstrate that they are the parent or a legal guardian of that minor child. This may include: 1) identification that lists an address matching that of the minor 2) and/or that they are listed on the minor's library account by name. If their name is not listed on the minor's account, proof may include the minor's birth certificate naming the parent, or a court order appointing the legal guardian.

3) Other information or documentation to verify to the satisfaction of the library that the requestor is a parent or legal guardian.

If it is difficult to verify the relationship, it is recommended that the request be referred to the library director.

Only current borrowing records of printed library materials and audiovisual materials should be provided to the requestor. Library records such as address, phone number and age of the minor will not be supplied. In addition, any records that contain information about any other library users should be edited to remove such information.

The library does not retain records of patron use of library computers or on the Internet. We make every effort to ensure that patron privacy is protected.

~~The statute that protects confidentiality of patron records does not extend to the presence of patrons or staff in our public facilities.~~

New Hampshire's library records privacy law (RSA 201 D:11) protects the privacy of all borrowers, including children, regardless of their age. The records of children ages 8 and over who have their own library cards are subject to the same privacy restrictions as the records of adult borrowers, and the library will not share those records with others, including parents and legal guardians. Patrons do have control over the privacy of their own records, however, and families may make their own decisions about the amount of privacy they wish to maintain within their families. For instance, children may make the decision to add their parents to their library account. The distinction lies in the difference between what the library staff can legally do and the choices that families are free to make for themselves.

Approved by the Board of Trustees: 02/24/2009; revised 04/26/2016

**Lebanon Public Libraries
Request of Minor Records**

Note: Please complete a separate form for each child for whom you are requesting records.

I swear and affirm that I, the undersigned, am a parent or legal guardian of the child listed below: _____ (name of child) and that I am entitled to receive all library records related to this minor's current borrowing of printed or audio visual library material pursuant to RSA 201-D:11 II-a.

By completing this Request for Minor Records Form I, the undersigned, am requesting a list of library materials _____ (name of child) currently has checked out on their library card with the Lebanon Public Libraries.

I authorize and request that the Lebanon Public Libraries produce printed or audio-visual library records currently checked out by _____ in accordance with RSA 201-D:11 II-a.

I hereby release and waive any and all claims I have or may have in the future against the Lebanon Public Libraries, its Board of Trustees, employees, agents and volunteers from any claims, damages or liabilities arising from its production of the providing the information requested above and agree to defend and indemnify the library and its Board of Trustees, employees, volunteers and agents from all suits and claims arising from and in any way related to production of these records to me.

PLEASE BE AWARE: Only the Library Director or Deputy Library Director may review and fulfill requests for the borrowing records of a minor. The library will produce a printed list of currently checked out materials for the minor listed above within five business days. The requesting parent or guardian listed above may either pick up the list in person at the library, or may request to have this list mailed/emailed to them at the addresses provided below. To protect the privacy and confidentiality of all library users, the library will not provide such a list over the phone or to a third party.

Child's Name: _____

Parent/Guardian's Name: _____

Address: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Library Staff Use Only:

Approved by: _____ Date: _____

Verification of identification for person making the request (please check one)

- Government issued I.D.
- Same address as the child
- Approved borrower on card
- Court Order
- Birth Certificate with parent named
- Signed for minor's library card

**SUBJECT TO ATTORNEY-
CLIENT PRIVILEGE**

**Wadleigh, Starr &
Peters, P.L.L.C.**

Memorandum

To: Sean Fleming, Director of Lebanon Libraries
From: Stephen M. Bennett
Date: September 26, 2024
Re: Lebanon Libraries – Lebanon City Charter Section 100

The purpose for the enactment of Section 100 of the Lebanon City Charter was “to establish, in a public document, the independent legal status of the Board of Trustees of the Lebanon Library under RSA Chapter 202-A.” Section 100-1. The section goes on to state that the Trustees “shall have all of the powers and duties set forth in RSA Chapter 202-A.” Section 100-3. RSA 202-A provides that the “library trustees shall have the entire custody and management of the public library and all of the property of the town relating thereto.” RSA 202-A:6; *Town of Littleton v. Taylor*, 138 N.H. 419, 422 (1994).

When interpreting state statute and local ordinances which deal with the same subject matter, courts will, “when reasonably possible” construe them “so they do not contradict each other, and so they will lead to reasonable results and effectuate the legislative purposes of the statute.” See *EnergyNorth Natural Gas v. City of Concord*, 164 N.H. 14, 16 (2012).” On their faces, RSA Chapter 202-A and Charter Section 100 appear consistent, each authorizing the trustees to exercise complete control over the management of the City’s library staff and real and personal properties. Charter Section 100 provides for the maintenance and support of the library. Section 100-4, 100-5. The Trustees request for

capital improvements are included in the City's CIP, to be paid for by the City. Section 100-5. The actual planning and execution of public improvements remains under the supervision of the Trustees.

There is little caselaw directly addressing RSA Chapter 202-A. In fact, only one case cites to this chapter and addresses the authority of the library trustees and status of the library. The case involved a taxpayers' challenge to a court decision finding that an individual could hold, simultaneously, the positions of town select person and town librarian. For purposes of this discussion, the court recognized that the public library is a separate entity from the town and the librarian is not a town employee. *Town of Littleton*, supra at 422-23. The court, citing to RSA Chapter 202-A, stated that the library's board of trustees is the library's governing board (not the City Council) and is "vested with the entire custody and management of the library" and those properties dedicated to library uses. *Id.*

After the enactment of City Charter Section 100, the authority and powers of the board of trustees were not diminished. City Charter Section 100 still requires the city to maintain and support the public libraries. The trustees are still responsible for the planning and execution of capital projects for the libraries. The day-to-day maintenance of the buildings and grounds may be performed by City employees pursuant to collective bargaining agreements, but the trustees still have ultimate control over the management of the library's properties. The trustees, through the director and staff, still establish the policies for the maintenance and upkeep of the libraries' properties.

Section 100 also states that it hinges on the “agreement of the Lebanon Library Board of Trustees.” Section 100-1. Should issues arise in the future about the control and custody of the libraries’ properties between the trustees and the city, it is our opinion that a court would rule that Charter Section 100 did not amend or modify the power and authority of the library trustees conferred by RSA Chapter 202-A.

| 2025 | January | February | March | April | May | June | July | August | September | October | November | December | TOTAL: |
|--|---------|----------|-------|-------|------|-------|-------|--------|-----------|---------|----------|----------|--------|
| Reference Questions Leb Adult | 605 | 666 | 643 | 754 | 588 | 512 | 565 | 619 | 512 | 498 | | | 5962 |
| Reference Questions Leb YA | | | | | | | | | | | | | 0 |
| Reference Questions Leb Children | | | | | | | | | | | | | 0 |
| Total Reference Questions Leb | 605 | 666 | 643 | 754 | 588 | 512 | 565 | 619 | 512 | 498 | 0 | 0 | 5962 |
| Reference Questions Kilton Adult | 687 | 702 | 651 | 723 | 613 | 547 | 666 | 662 | 548 | 496 | | | 6295 |
| Reference Question Kilton Children | | | | | | | | | | | | | 0 |
| Total Reference Questions Kilton | 0 | 702 | 651 | 723 | 613 | 547 | 666 | 662 | 548 | 496 | 0 | 0 | 5608 |
| Total Reference Questions Leb & Kilton | 1292 | 1368 | 1294 | 1477 | 1201 | 1059 | 1231 | 1281 | 1060 | 994 | 0 | 0 | 12257 |
| Card Holders Registered | 114 | 82 | 102 | 114 | 105 | 133 | 132 | 152 | 126 | 96 | | | 1156 |
| Traffic Leb | | | | | 1676 | 4647 | 5140 | 4726 | 4818 | 5023 | | | 26030 |
| Traffic Kilton | | | | | 2612 | 6308 | 5773 | 5547 | 5054 | 5189 | 0 | | 30483 |
| Total Traffic | 0 | 0 | 0 | 0 | 4288 | 10955 | 10913 | 10273 | 9872 | 10212 | 0 | 0 | 56513 |
| Number Programs Adult - passive | 0 | 0 | 0 | 1 | 1 | 0 | 1 | 2 | 0 | 2 | | | 7 |
| Adult - active | 11 | 19 | 29 | 24 | 15 | 17 | 16 | 16 | 1 | 23 | | | 171 |
| Number Programs YA - passive | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | | | 4 |
| YA - Active | 2 | 2 | 5 | 3 | 7 | 5 | 2 | 3 | 1 | 1 | | | 31 |
| Number Programs Children - passive | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | | | 2 |
| ages 0-5 (above is 6-11) | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | | | |
| Number Programs Children - active | 4 | 5 | 2 | 6 | 3 | 7 | 5 | 0 | 0 | 5 | | | 37 |
| ages 0-5 (above is 6-11) | 28 | 22 | 32 | 33 | 31 | 20 | 23 | 20 | 20 | 23 | | | 252 |
| Total Number of Children's Programs | 32 | 27 | 35 | 39 | 34 | 28 | 28 | 20 | 20 | 30 | 0 | 0 | 293 |
| Total Number of Programs | 45 | 48 | 69 | 67 | 57 | 20 | 47 | 41 | 22 | 60 | 0 | 0 | 476 |
| Attendance Programs Adults -passive | 0 | 0 | 0 | 47 | 60 | 0 | 67 | 24 | 0 | 48 | | | 246 |
| Attendance Programs Adults - active | 140 | 226 | 258 | 190 | 332 | 1319 | 284 | 341 | 8 | 374 | | | 3472 |

| 2025 | January | February | March | April | May | June | July | August | September | October | November | December | TOTAL: |
|--|---------|----------|-------|-------|-------|---------|--------|--------|-----------|---------|----------|----------|--------|
| Attendance Programs YA - passive | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | | | 4 |
| Attendance YA - active | 16 | 18 | 36 | 18 | 424 | 26 | 6 | 13 | 2 | 12 | | | 571 |
| Attendance Programs Children Active | 40 | 40 | 16 | 108 | 315 | 373 | 120 | 0 | 0 | 47 | | | 1059 |
| ages 0-5 (above is 6-11) | 503 | 466 | 679 | 553 | 873 | 617 | 831 | 363 | 512 | 512 | | | 5909 |
| Attendance Programs Children Passive | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 38 | | | 38 |
| ages 0-5 (above is 6-11) | 0 | 0 | 40 | 0 | 0 | 60 | 0 | 0 | 0 | 0 | | | 100 |
| Attendance Programs Children Total | 543 | 506 | 735 | 661 | 1188 | 1050 | 951 | 363 | 512 | 597 | | | 7106 |
| Attendance ALL Programs TOTAL | 699 | 750 | 1029 | 916 | 2004 | 2395 | 1308 | 741 | 561 | 1035 | | | 11438 |
| summer reading | 0 | 0 | 0 | 1/12 | 2/700 | 17/1696 | 27/891 | 7/182 | 0 | | | | |
| Hygiene Cart | | | | | | | | | 0 | | | | |
| Internet Use - Both Libraries | 1135 | 1481 | 1553 | 1434 | 2266 | 3266 | 2277 | 2497 | 3504 | 2739 | | | 22152 |
| Meeting Room Use - Library Functions | | | | | | | | | | | | | 0 |
| Meeting Room Use - Non-Library | 268 | 244 | 288 | 239 | 244 | 249 | 282 | 276 | 285 | 304 | | | 2679 |
| Total Meeting Room Use | 268 | 244 | 288 | 239 | 244 | 249 | 282 | 276 | 285 | 304 | 0 | 0 | 2679 |
| ILL from other Libraries | 207 | 207 | 228 | 202 | 198 | 169 | 176 | 198 | 231 | 169 | | | 1985 |
| ILL to other Libraries | 156 | 144 | 153 | 108 | 113 | 125 | 131 | 120 | 146 | 134 | | | 1330 |
| NYT Online - off site | 393 | 375 | 414 | 415 | 418 | 415 | 393 | 402 | 449 | 367 | | | 4041 |
| NYT Cooking | 51 | 73 | 56 | 42 | 52 | 34 | 54 | 65 | 50 | 66 | | | |
| NYT Games | 198 | 254 | 210 | 180 | 222 | 252 | 266 | 354 | 433 | 366 | | | |
| Comics Plus | 0 | 0 | 39 | 45 | 178 | 2 | 65 | 3 | 12 | 16 | | | |
| Total circulation - physical items | 7016 | 6704 | 7667 | 7588 | 6998 | 7863 | 7927 | 7475 | 6654 | 7413 | | | 73305 |
| Total circulation - downloadable items | 4094 | 3799 | 4155 | 4075 | 4216 | 3955 | 4067 | 4339 | 3164 | 4063 | | | 39927 |
| Total Circulation | 11110 | 10503 | 11822 | 11663 | 11214 | 11818 | 11994 | 11814 | 9818 | 11476 | 0 | 0 | 113232 |
| | | | | | | | | | | | | | |
| Circ - Lebanon Adult | 1682 | 1564 | 1737 | 1721 | 1706 | 1772 | 1965 | 1916 | 1834 | 1747 | | | |
| Circ - Lebanon Childrens | 1556 | 1766 | 2085 | 1967 | 1689 | 1979 | 2224 | 1975 | 1504 | 2048 | | | |
| Circ - Lebanon YA | 130 | 178 | 189 | 188 | 160 | 196 | 221 | 151 | 100 | 78 | | | |

| 2025 | January | February | March | April | May | June | July | August | September | October | November | December | TOTAL: |
|---|---------|----------|-------|-------|------|------|------|--------|-----------|---------|----------|----------|--------|
| Other items (cool stuff, etc) | 430 | 410 | 454 | 410 | 376 | 356 | 401 | 454 | 568 | 498 | | | |
| Circ - Kilton Adult | 1606 | 1366 | 1468 | 1521 | 1527 | 1584 | 1447 | 1320 | 1297 | 1321 | | | |
| Circ - Kilton Childrens | 1203 | 1102 | 1359 | 1410 | 1225 | 1590 | 1315 | 1260 | 1052 | 1092 | | | |
| Circ- Kilton YA | 133 | 124 | 121 | 113 | 93 | 163 | 110 | 122 | 39 | 131 | | | |
| Other items (cool stuff, etc) | 276 | 194 | 254 | 258 | 222 | 223 | 244 | 277 | 260 | 498 | | | |
| | | | | | | | | | | | | | |
| STATS below are included in the above. Amy is also tracking these separately as they are new and she wants them for comparison | | | | | | | | | | | | | |
| NHDownloadabl e Audio | 2074 | 1886 | 2034 | 1973 | 1997 | 1988 | 1985 | 2073 | 1469 | 1869 | | | |
| NHDownloadabl e eBooks | 1537 | 1392 | 1597 | 1524 | 1585 | 1472 | 1518 | 1722 | 1294 | 1635 | | | |
| Kanopy tickets used | 483 | 521 | 485 | 533 | 456 | 495 | 499 | 541 | 389 | 543 | | | |
| Comics Plus | | | 39 | 45 | 178 | 2 | 65 | 3 | 12 | 16 | | | |
| | | | | | | | | | | | | | |
| EBSCO Database Usage | | | | | | | | | | | | | |
| Sessions | 106 | 166 | 165 | 22 | 195 | 105 | 99 | 147 | | | | | |
| Total searches | 194 | 529 | 900 | 137 | 781 | 245 | 991 | 1472 | | | | | |

Staff highlights

New England Library Association conference reports

Nikki Rheame

Hello!

I had the amazing opportunity to attend the NELA conference this week, and wanted to share some of my takeaways with you.

One session I went to was about a librarian's effort to provide a food pantry to their patrons, how they did it and best practices. They then opened up the floor for other libraries to talk about their experiences with food pantries at the library, or ask questions about the process, logistics, etc. It was very informative and really made me think about food insecurity and how the library can help provide for our community. We already offer free meals for kids during the summer, but wouldn't it be great to try some other programs as well? I was particularly inspired by one library to start afterschool snacks for kids and teens that come into the library needing food. The library that did this emphasised healthy and protein filled snacks for kids to take. Based on this I'm starting to offer some free snacks (one per teen) in the teen room when someone is at the desk to gather statistics and see how well it would work in our community, and how much we would need to budget for the school year. Besides teen snacks though, what could be our next steps?

Another fun session I went to was about running a library scavenger hunt in the children's room, which sounds like a no brainer actually--why would we need a session on this? It was a fun and inspiring session. Not only can we do small monthly scavenger hunts in the children's room, but she told us to think bigger--A library wide OR city wide scavenger hunt for all ages! I absolutely loved it and came back and created a children's room one for this month. That's a win!

There was a fabulous keynote speaker--Dr Hannah Miller--that spoke about their experiences and mission to visit every library in the state of Vermont. They spoke about what they saw libraries and librarians actually doing and how they can contribute to society, all from the eyes of a non-librarian. It was a great keynote!

The last session that really spoke to me is how to incorporate social emotional learning (SEL) into our programs, specifically story times. The take away I really got though was best said by the presenter "If your story time isn't evolving with you as you evolve as a

librarian, what can you do to change that?" I got some good information from this presentation on how to use SEL in the most simplest ways for small children to connect with. It was lovely.

Other than that, I made some good connections with other New England librarians, and hope to keep in touch with them. It's always great to go to conferences!

Amy Lappin

I spent 2 days at the New England Library Conference in late October. Two of the programs that I attended focused on AI. While I have been skeptical of AI, it is with us and I know that as a librarian I need to step up my knowledge of artificial intelligence regarding its uses and pitfalls. This is important for my use as a library professional, but also in my ability to provide patrons with help in using AI. The first program on using AI for library advocacy was thought provoking, but the second program that I attended, AI Leadership for Library Decision-Makers was even better. I've since followed up by reading *Co-intelligence: Living and Working with AI* by Ethan Mollick which was recommended by the presenters.

Other programs of note were the Chapter Leadership Forum, the State of the States (reports from the New England State Librarians), and being on hand to hear from both the incoming ALA President, Maria McCauley and seeing our former NH Colleague, Lori Stockman get the Emerson Greenway award.

Sean Fleming

I attended the New England Library Association conference in October. The highlights included a program titled *Seeing Your Library Through Your Patrons' Eyes*. The presenters have been visiting many libraries in New England and beyond to determine what characteristics make for a great library from a patrons perspective. It was also illuminating to go to the State of the States, in which the State Librarian or the equivalent in each state gives a report on what is happening, mainly these days in state government. States in New England have diverged in recent years, with states in southern New England passing freedom to read bills, which New Hampshire could not pass in the current political climate. A Springshare demo (the co. that created our meeting room app) was also illuminating in the additional digital services we could provide our users. *Empowering Change: Leadership Strategies from Worcester Public Library's Transformation* was relevant in discussing how to approach change in a way that is respectful, thoughtful, and achieves the goals of the organization. *Taming the Chaos: Strategies for Streamlining Library Work in an Interruption-Driven World* helped

the audience by providing helpful hints in dealing with the daily stresses of the workplace.

HR for the Non HR Professional

Amy Lappin

On Thursday, November 13, 2025, I attended an all day workshop at Primex in Concord, NH focused on HR topics for municipal employees and leaders. The presenter, Carol Kilmister has led presentations for City of Lebanon employees in the past and is always knowledgeable and engaging. While we are fortunate to have an excellent HR department in the City of Lebanon, as a person who hires, supervises and evaluates employees, it was good to get my own training on federal and NH laws and best practices relating to HR. I found the information about FLMA particularly interesting, but truly, all of the information presented was valuable and I would encourage any library staff in a supervisory role to attend this workshop in the future.

Library Building and Grounds Issues November 2025

| Issue Type | Summary | Status |
|------------|---|-------------|
| 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 | Done |
| Task | Contact the state to find out if the paint has lead in it | Done |
| Task | Find painter who can preserve the historic look of the paint job | To Do |
| Task | Find contractor to repair the plaster | Done |
| Task | Dehumidify the crawl space | Done |
| Epic | Fix the compost situation at Kilton | To Do |
| Task | Make new bins | In Progress |
| Epic | Knoxbox issues | To Do |
| Task | Get one for Leb Library | To Do |
| Epic | Kilton parking lot striping needs to be done | In Progress |
| 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 | Done |
| Task | Make sure the heat pumps are fully operational | In Progress |
| 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 | 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 | Done |
| Task | Order filters for the air handling unit in the boiler room, replace every three months | Done |
| Task | Heat in Damren room not keeping up with set point | Done |
| Task | Condensate drains sometimes plug up and leak | Done |
| Task | Install a damper on the pipe in the boiler room | Done |
| Task | Seal the front of the boiler to prevent further corrosion | Done |
| Task | Fix the leaking wall unit by the 1st floor bathroom | To Do |
| 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 | Done |
| 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 | Kilton carpet needs to be cleaned | To Do |
| Task | Ken will find a co. and contact | 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 | Done |
| Epic | Access panel in Leb downstairs bathroom needs to be fixed | To Do |

| | | |
|------|---|-------------|
| Epic | Check on storm windows at Leb | To Do |
| Epic | Replace wire screen on doors in conference room with plexiglass | In Progress |
| 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 | Paint ramp needed for entrances on north side of building to address wheelchair accessibility | In Progress |
| Epic | Leak in ceiling in corner by bus stop at Kilton | To Do |
| Epic | Add solar to supplement the heat pumps at Kilton? | To Do |