



**LEBANON LIBRARY BOARD OF TRUSTEES
JANUARY 27, 2026 - 7:00 PM
KILTON LIBRARY CONFERENCE ROOM OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

1. Call to Order

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

2. 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 November 25, 2025 minutes

4. New Business

A. Approve the Treasurer's Report

B. Approve the Display Policy, AI Policy, and update the Circulation Policy

C. Discussion on RSA 21-I:112–116 (“Prohibition on Diversity, Equity, and Inclusion”)

5. Committee Reports

6. Other Business

A. Approve the Confidentiality of Patron Records Policy update

B. Library Director's Report

C. Deputy Library Director's Report

7. Future Agenda Items

8. Adjournment

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

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

DRAFT

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Lebanon Library Damren Room OR
Remote Via Virtual Platform
LebanonNH.gov/Live
November 25, 2025
7:00 PM**

MEMBERS PRESENT: Francis Oscadal (Chair); Renee Dunn; Ann Sharfstein; Emma Wunsch; Adam Ali (alternate); Leonee Derr (alternate); Ellen Hubbell [7:35pm]

MEMBERS ABSENT: Jeff Damren; Kim Rheinlander; Samantha Milnes (alternate)

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

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

2
3 *Adam Ali and Leonee Derr sat as voting members.*

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

6
7 None at this time.

8
9 **3. Approval of Minutes**

10 A. Approve the October 28, 2025, minutes

11
12 *Ms. Sharfstein MOVED to accept the meeting minutes of October 28, 2025, as amended.*

13 *Seconded by Ms. Wunsch.*

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

15
16 **AMENDMENTS:**

17 *Starting on Line 68 – to read: “Ms. Dunn explained that the Lebanon Public Library*
18 *Foundation has an endowment which began as \$100,000 invested in 2017. The purpose is to*
19 *accumulate the endowment to provide for future additional expenses in perpetuity. Each year*
20 *\$25,000 is donated to the Trustees. In 2025, the Foundations Investment Committee reviewed*
21 *the investment policy and asset allocation and decided that the current allocation was too*
22 *volatile. A transition was made over the course of six months through several smaller trades in*
23 *order to reduce the market timing risk. This did not require updating the investment policy.*
24 *There have been few updates to the investment policy over the years. Overall, the portfolio is*
25 *performing extremely well. The total balance is approximately \$318,000. The entire portfolio*
26 *could be liquidated in a matter of days into cash, if needed.”*

27
28 **4. New Business**

29 A. Approve the Treasurer's Report

30

31 Ms. Dunn stated that the only notable expense on the Trustee's side for this month was \$5,000
32 for books. On the City side, approximately \$5,500 was spent from the IT budget approximately
33 \$4,500 was spent on a new floor scrubber under the furnishings/small tools line.

34
35 Director Fleming explained that the proposal to redo the roof at the Lebanon Library is estimated
36 to cost in the range of \$75,000. The City found funding left in the retainage from the renovation
37 3-4 years ago and so there is approximately \$8,000-\$9000 left in that fund to do additional
38 projects. There is also \$50,000 in capital reserves that should be used similarly to other funds for
39 repair and maintenance work.

40
41 ***Ms. Derr MOVED to accept the Treasurer's Report as presented. Seconded by Ms. Dunn.***

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

43

44 **5. Committee Reports**

45 A. Foundation fundraising update

46

47 Ms. Dunn stated that the Foundation surpassed its fundraising goal of \$45,000 for the year. The
48 amount may be approximately \$20,000-\$25,000 over the goal by the end of the holiday season.
49 In regard to the children's room project at Kilton, the Foundation will discuss if additional
50 monies could be used to get something a bit nicer. The Library has been chosen by the Casino as
51 one of their selected charities and will be partnering with them December 7th-16th.

52

53 **6. Other Business**

54 A. Review and approve the Library Security Camera Policy

55

56 *Ms. Hubbell joined the meeting.*

57

58 Director Fleming explained that the policy in the packet was reviewed by Chair Oscadal, Deputy
59 Director Lappin, and an attorney with Library experience. This policy only covers external
60 cameras. It does not cover cameras with live video streams shared with the Police. Reasons for
61 installing security cameras were previously shared but one items that was not included is that
62 staff often has a difficult time identifying people who get trespassed at the Library. It would be
63 very helpful for staff to be able to identify individuals who get trespassed. The Burlington
64 Library Director has stated that one of the main reasons they have cameras is to identify people
65 who have been banned from the building because otherwise staff do not know. The
66 consequences for coming back into the building after being trespassed include potentially being
67 arrested. There are safety concerns at Kilton in particular. If the Police had a video image of the
68 person trespassing, hat could be used in lieu of a witness statement, meaning that staff would not
69 need to reveal their names. Speaking with the owner of Tesco Security, one of the companies
70 that was quoted for the project, there are three other Upper Valley libraries that have recently
71 asked about installing new systems or adding to their systems Regarding the privacy concerns
72 expressed by some staff members about having cameras installed, he understands and respects
73 this, but it has not stopped other libraries from installing these systems, often inside and outside,
74 and often with the constant feed going to the police. He has not spoken to a single library
75 director who stated that privacy concerns led them to not install cameras. He expressed concern
76 that not installing cameras could risk relegating the Library to safety concerns. Safety needs to be

77 considered. The lowest quote received for installation of security cameras was \$11,000 with an
78 ongoing cost of \$480. That upfront cost is approximately \$4,000 more than what was paid for the
79 people counters. Ongoing costs for the security cameras would be only half of what the people
80 counters cost. The Strategic Plan adopted in 2023 by the Trustees states in part that the Kilton
81 Library may face threats to the safety of its patrons and staff, which could impact its ability to
82 provide a welcoming, learning environment. It also states that it will be important for the Library
83 to assess and address these risks and ensure the well-being of all those who visit. Cameras would
84 help to ensure the well-being of staff and library patrons.

85
86 Chair Oscadal asked if the Police can do anything if something happens inside the Library, but
87 the external cameras only pick up the person outside the building. Director Fleming stated that he
88 believes so.

89
90 Deputy Director Lappin stated that there is a cost to the cameras, and she has not seen evidence
91 that installing them would solve the issues at hand. Chair Oscadal stated that cameras themselves
92 do not prevent crime but do aid in investigation of crimes that occur. The policy as presented
93 seems to cover the ALA concerns and privacy issues that have been raised. The cameras would
94 show the public that the Library is aware of the issues and trying to work through them.

95
96 There was discussion regarding following up a year after installation to see what impacts there
97 have been.

98
99 ***Ms. Dunn MOVED to install security cameras outside the Kilton Library. Seconded by Ms.
100 Derr.***

101 ****Vote on the MOTION passed (5-1-1, with Ms. Sharfstein abstaining and Mr. Ali against).***
102

103 Ms. Hubbell stated that she would like to see the policy include that the cameras will be
104 reviewed in six months. Deputy Director Lappin noted that the Board can decide to shut off the
105 cameras at any time, even if not specifically listed in the policy. There was agreement that the
106 policy would be updated to reflect that it would be reviewed annually.

107
108 ***Ms. Wunsch MOVED to approve the Library Security Camera Policy, pending the change to
109 the language as discussed. Seconded by Ms. Dunn.***

110 ****Vote on the MOTION passed (5-0-2, with Mr. Ali and Ms. Sharfstein abstaining).***

111
112 B. Review and approve updates to the Confidentiality of Patron Records Policy

113
114 The Board reviewed the proposed updates to the Confidentiality of Patron Records Policy. This
115 is to meet a new law going into effect on January 1st. There was discussion regarding allowing
116 for no-check out shelves based on the new statute. Director Fleming requested that the second
117 paragraph of the policy be stricken.

118
119 ***Ms. Sharfstein MOVED to table the Confidentiality of Patron Records Policy until the next
120 meeting. Seconded by Ms. Hubbell.***

121 ****Vote on the MOTION passed (5-1-1, with and Ms. Hubbell abstaining and Chair Oscadal
122 against).***

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C. Library Director's Report

Director Fleming stated that the Library budget presentation went well. It is yet unclear if the defunded position will be funded again. The City Council did not seem inclined to add \$25,000 back into the budget in order to keep the Lebanon Library evening hours. Thus, the Lebanon Library will likely be closing at 6pm Monday-Thursday come January.

In terms of the casino money, the Library will not be doing any advertising for them. The Library will do a big check picture with them and install a plaque for them as well, similar to any other donor organization.

Ms. Wunsch MOVED to that the Board cancel its December 2025, meeting. Seconded by Ms. Hubbell.

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

D. Deputy Library Director's Report

Deputy Director Lappin explained that staff would like the Board's support for the rationale for the proposed wage increase for the Clerks as it is presented to the City Council. This is proposed to be a one-time bump in pay between \$1-\$4/hour to award and acknowledge the longevity and experience of some of the Clerks. This was previously discussed with the Board in July and within the approved budget.

Deputy Director Lappin noted that the American Heart Association has given eight blood pressure monitors to the Library.

7. Future Agenda Items

As discussed during the meeting

8. Adjourn

Ms. Wunsch MOVED to adjourn at 8:47PM. Seconded by Ms. Hubbell.

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

Respectfully submitted,
Kristan Patenaude
Recording Secretary

Balance Sheet

Lebanon Public Libraries Trustee Accounts

As of December 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	13,479.37
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	\$13,629.37
Other Current Assets	
Amount Due Leb Libraries Found	0.00
Total for Other Current Assets	\$0.00
Total for Current Assets	\$13,629.37
Other Assets	
Long Term Assets- Other	
MSB IntraFi Savings acct 114	147,311.87
Savings Account MSB 5568114	100.01
Total for Long Term Assets- Other	\$147,411.88
Total for Other Assets	\$147,411.88
Total for Assets	\$161,041.25
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total for Accounts Payable	\$0.00
Other Current Liabilities	
Total for Current Liabilities	\$0.00
Total for Liabilities	\$0.00
Equity	
Opening Bal Equity	0.00
Unrealized Gain / Loss	0.00
Net Assets	110,556.28
Net Income	50,484.97
Total for Equity	\$161,041.25
Total for Liabilities and Equity	\$161,041.25

Profit and Loss

Lebanon Public Libraries Trustee Accounts

January-December, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
Contributions Income	85,000.00
Interest Income -	26,064.83
Other Income	16,404.93
Total for Income	\$127,469.76
Gross Profit	\$127,469.76
Expenses	
Accounting/Bookkeeping Services	1,575.50
Art/Framing	712.37
Books/Subscr/CD/DVD/Tapes	27,748.28
Capital Improvements -	1,482.14
Community Relations	354.99
Education/Staff Development	1,419.47
Entertainment	1,165.66
Miscellaneous Exp	1,122.26
Office/Operating Supplies	8,372.57
Postage/Delivery	137.63
Professional Fees	600.00
Programs	6,665.64
Repairs/Maintenance	25,504.28
Web Hosting/Domain Fees	124.00
Total for Expenses	\$76,984.79
Net Operating Income	\$50,484.97
Net Other Income	
Net Income	\$50,484.97

MTD AND YTD REVENUE/EXPENSE FOR CITY OF LEBANON

Balance As of 12/31/2025

GL Number	Description	Bdgt Amendments From PO Carryover	2025 Amended Budget	Activity For 12/31/2025	YTD Balance 12/31/2025	Encumbrance 12/31/2025	Available Balance 12/31/2025	% 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	58,321.53	746,840.11	0.00	(6,660.11)	100.90
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	12,731.45	138,689.90	0.00	(7,469.90)	105.69
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	0.00	127,200.00	10,401.99	142,480.31	0.00	(15,280.31)	112.01
1100-4550-0000-1300-0000	OVERTIME WAGES	0.00	500.00	0.00	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	1,511.02	9,010.17	0.00	339.83	96.37
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	0.00	79,050.00	6,070.31	78,369.87	0.00	680.13	99.14
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	0.00	96,970.00	7,435.97	98,041.38	0.00	(1,071.38)	101.10
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	0.00	9,650.00	0.00	7,859.89	0.00	1,790.11	81.45
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	0.00	5,070.00	419.70	5,578.90	0.00	(508.90)	110.04
1100-4550-0000-3000-0000	LEGAL SERVICES	0.00	2,000.00	2,685.00	3,806.95	0.00	(1,806.95)	190.35
1100-4550-0000-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUBSCRIPTI	0.00	12,940.00	249.99	15,698.54	0.00	(2,758.54)	121.32
1100-4550-0000-4110-0000	WATER	0.00	2,500.00	0.00	2,464.44	0.00	35.56	98.58
1100-4550-0000-4120-0000	SEWER	0.00	2,300.00	0.00	2,520.59	0.00	(220.59)	109.59
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING	0.00	26,000.00	5,060.00	26,318.98	0.00	(318.98)	101.23
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	122,836.00	211,256.00	18,482.96	198,845.00	12,532.25	(121.25)	100.06
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	0.00	7,270.00	783.76	7,013.48	0.00	256.52	96.47
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	0.00	24,600.00	2,250.00	18,738.32	0.00	5,861.68	76.17
1100-4550-0000-5300-0000	COMMUNICATIONS	0.00	2,780.00	91.29	3,077.24	0.00	(297.24)	110.69
1100-4550-0000-5335-0000	INFORMATION ACCESS	0.00	6,300.00	275.00	7,598.00	0.00	(1,298.00)	120.60
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	2,988.45	0.00	14,741.55	16.86
1100-4550-0000-5875-0000	MILEAGE	0.00	1,500.00	404.60	2,296.70	0.00	(796.70)	153.11
1100-4550-0000-6000-0000	OFFICE SUPPLIES	0.00	3,000.00	46.98	2,319.34	0.00	680.66	77.31
1100-4550-0000-6100-0000	GENERAL SUPPLIES	0.00	28,500.00	1,988.02	22,100.54	0.00	6,399.46	77.55
1100-4550-0000-6220-0000	ELECTRICITY	0.00	83,770.00	6,165.34	68,354.01	0.00	15,415.99	81.60
1100-4550-0000-6230-0000	BOTTLED GAS	0.00	1,620.00	1,093.60	6,745.93	0.00	(5,125.93)	416.42
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	4,361.63	58,585.84	0.00	1,414.16	97.64
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	0.00	33,560.00	59.37	35,230.61	0.00	(1,670.61)	104.98
Total Dept 4550-0000 - LIBRARY		122,836.00	1,765,166.00	140,889.51	1,734,366.49	12,532.25	18,267.26	98.97
Expenditures		122,836.00	1,765,166.00	140,889.51	1,734,366.49	12,532.25	18,267.26	98.97
Fund 1100 - GENERAL FUND:								
TOTAL EXPENDITURES		122,836.00	1,765,166.00	140,889.51	1,734,366.49	12,532.25	18,267.26	98.97
Current Year Exp.				140,889.51	1,734,366.49	12,532.25		
Prior Year Exp.				0.00	0.00	0.00		

Acceptable Staff Use of Artificial Intelligence Policy DRAFT

Lebanon Public Libraries

The Lebanon Libraries want staff to have access to the tools they need to get their jobs done as efficiently and effectively as possible.

For the purpose of this policy, AI Tools are software or platforms that leverage artificial intelligence to assist with tasks such as writing, editing, data analysis, customer interactions, and creative development. .These tools complement staff work and are not a substitute for the expertise, judgment, and personal service provided by library staff.

AI Tools are dynamic and their availability is constantly changing as technology evolves. Recognizing that the role of library staff is to work in a professional, responsible, and ethical manner, staff will be given discretion in determining the tools they need to complete their work.

In determining their use of AI, staff should consider the library's mission, values, ethics, and staff and patron confidentiality. Use of AI must comply with all applicable privacy laws, including the NH 201-D:11 pertaining to the confidentiality of library user records. 149.432), and any Lebanon Libraries' internal confidentiality policies.

In using AI tools, staff should never provide confidential or sensitive information. AI tools can sometimes be incorrect, reflect bias, or misinterpret the user's request. Staff are expected to review and verify any information they gather through the use of AI.

The library administration will be responsible for oversight. The Director, the Deputy Director, or the IT Librarians are authorized and expected to restrict or prohibit the use of AI tools that put the organization's technology at risk or are deemed inappropriate, insecure, or misaligned with the organization's mission, vision, or values.

Adopted by the Board of Trustees:

Lebanon Public Libraries Circulation Policy

Purpose

The purpose of this document is to explain the circulation of items from the Lebanon Public Libraries.

All library cardholders will be treated equally regarding access to library materials. No restrictions will be imposed based on the type of card held by the patron (teacher, staff, non-resident, etc.).

Eligibility for a Free Library Card

- Any resident of the City of Lebanon may make a statement of residency attesting that they live in Lebanon and obtain a free library card. They can provide a physical description of their residence if not the address.
- Ownership of property in the City of Lebanon will qualify a person to receive a free library card.
- Any City of Lebanon employee will be issued a free card regardless of place of residency.
- Any staff member or student in the Lebanon schools or enrolled in a college located in Lebanon will be issued a free card regardless of place of residency.
- Any Lebanon business or non-profit agency will be issued a card in the name of the owner or CEO. The business must provide an official business letter stating that the owner is responsible for all items borrowed and any charges incurred. The card must be presented when borrowing.
- Individuals may obtain a free library card at the Library Director's discretion in special circumstances.

Non-Residents

Any person **not** meeting the above conditions may obtain a library card at the following rates:.

Patron Type	Yearly Membership	6-month Membership
Non-resident family	\$150	\$75
Senior citizens	\$100	\$50
Senior residents of Hartford, VT (age 60 and over)	\$50	-
Residents of Hartford, VT with a child in school through High School		

Lost or Damaged Items

When a patron loses an item or returns library material that cannot be easily repaired or cleaned, they must pay the replacement charge listed in the borrowed item's record or purchase a replacement copy. The replacement copy must be a new copy of the title and be the exact edition that was damaged or lost. In extenuating circumstances, the library director may authorize the acceptance of another edition. For damaged items, once paid for or replaced, the library patron may keep the damaged item. If a patron finds an item within 30 days of paying for it, the library will refund the payment.

Patrons may not return an item that has been removed from the system. They will need to pay for the item as they would if it was lost. The patron is welcome to keep the item.

For items with no price in the record, the retail cost of the item will be charged.

Overdue Materials

Patrons will not be charged an overdue fine for returning items after their due date.

Patrons will be restricted from checking out materials if they have materials which are overdue by more than 14 days. Patrons are encouraged to renew items they wish to keep longer than the original check out period.

Missing Items

When patrons state they have returned items that are still on their record, the items should be checked in and marked missing.

Loan Period

Items may be borrowed for the following time periods:

Item Type	Circulation Period
Books and audiobooks	3 weeks
DVDs, magazines, and CDs	2 weeks
Games, puzzles, and Cool Stuff Collection	1 week
Museum passes	3 days
Interlibrary Loan items	Determined by loaning library

All items except museum passes and interlibrary loans may be renewed up to ~~three (3)~~ five (5) times by library patrons unless there is a hold placed on the item. ~~Library staff may renew items for patrons beyond the three renewal limit as they see fit.~~ Interlibrary loan renewals are determined by the library that owns the materials.

Some items must be used only at the library. Reference, local history, and any library equipment typically should be used in-house. Library staff may allow exceptions to this rule.

Adopted by the Board of Trustees: 6/17/03 Revised: 1/24/06; 4/24/07; 1/26/10, 6/22/10; 9/28/12; 11/26/13; 5/6/14; 1/1/2015; 5/26/15; 11/24/15; 5/24/16; 10/25/16; 3/28/2017; 3/26/2019; 11/23/2021; 1/25/22, 11/22/22; 11/28/24; 9/30/25 (in effect 1/1/26);

Display Policy Draft Lebanon Public Libraries

Purpose: The Lebanon Libraries' Display Policy provides a rationale for the display of any visual materials by library staff, informs the public about the principles and criteria upon which these decisions are made, and promotes the purposes of the library's mission: The Lebanon Public Libraries is a gathering place for the community and provides materials selected for educational and leisure enrichment. We are committed to open access to information and resources. We are dedicated to quality service grounded in care and respect for all.

For the purpose of this policy, a display is any visual exhibit, whether physical or digital. This includes books, posters, artworks, flyers, and online content, designed to engage the community and promote library resources

The Library Director holds final authority over all display decisions and may delegate day-to-day responsibility for displays to library staff. Decisions about display topics, materials, and accompanying resources are made using the following considerations:

- Community interest and relevance.
- Connection to library collections, programs, or services.
- Educational, historical, cultural, or artistic value.
- Opportunities to celebrate diversity, inclusion, and community events.
- Physical and digital accessibility for multiple audiences.
- Condition, availability, and appropriateness of materials.
- Space, scheduling, and programming requirements.

Selection does not imply endorsement of any viewpoint, belief, or opinion presented in a display.

In addition, the Library draws upon other community resources in developing displays and exhibits, and may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays and exhibits.

No displays will be considered to be a permanent aspect of the library.

Any Lebanon resident or taxpayer may request the reconsideration of a library display through the Request for Reconsideration of Library Programs, Materials, or Displays form. The request will be reviewed by the Library Director. Material under review will remain on display until a determination is made.

Adopted by the Board of Trustees:



Sean Fleming <sean.fleming@leblibrary.com>

Important DEI Update - Please Review and Confirm by February 13, 2026

Andrew Hosmer <Andrew.Hosmer@lebanonnh.gov>

Thu, Jan 15, 2026 at 5:17 PM

To: Alesia Williams <Alesia.Williams@lebanonnh.gov>, Andrew Hosmer <Andrew.Hosmer@lebanonnh.gov>, Beth Beraldi <beth.beraldi@lebanonnh.gov>, Carl Gross <carl.gross@lebanonnh.gov>, David Brooks <David.Brooks@lebanonnh.gov>, Jaseya Ewing <Jaseya.Ewing@lebanonnh.gov>, Jay Cairelli <Jay.Cairelli@lebanonnh.gov>, Jim Wheatley <Jim.Wheatley@lebanonnh.gov>, Lynne Goodwin <Lynne.Goodwin@lebanonnh.gov>, Melanie McDonough <melanie.mcdonough@lebanonnh.gov>, Nathan Reichert <Nathan.Reichert@lebanonnh.gov>, Paul Coats <paul.coats@lebanonnh.gov>, Paula Maville <Paula.Maville@lebanonnh.gov>, Perry Eaton <perry.eaton@lebanonnh.gov>, Phillip Roberts <Phillip.Roberts@lebanonnh.gov>, Samantha Lauzon <Samantha.Lauzon@lebanonnh.gov>, Sean Fleming <sean.fleming@lebanonnh.gov>

Department Heads,

New Hampshire has enacted RSA 21-I:112–116 (“Prohibition on Diversity, Equity, and Inclusion”). The New Hampshire Department of Justice (DOJ) has directed political subdivisions, including the City of Lebanon, to review existing contracts for prohibited DEI-related provisions and certify completion of that review by **February 28, 2026**.

To ensure the City remains compliant—and to document our good-faith efforts—each department must conduct a reasonable review of: **(1) departmental practices** (programs, training, policies) and **(2) contracts** within your department’s control.

Prohibited (high level)

- DEI-related initiatives/programs/training/policies that classify individuals based on characteristics identified in RSA 354-A:1 for the primary purpose of achieving demographic outcomes.
- The law/DOJ guidance specifically reference: **implicit bias training, DEI assessments, critical race theory, and race-based hiring/promotion/contracting preferences**.
- Contracts may not be entered into or renewed if they include prohibited DEI-related provisions (including contractor DEI requirements, DEI training, or DEI reporting obligations).

Not the focus

- Standard anti-discrimination policies and practices that treat individuals equally under the law.
- Required reasonable accommodations (e.g., ADA and religious accommodations).

Required actions

1. **Practices review:** Identify and discontinue any practices/training/policies that fall within the prohibited categories (including “implicit bias” training or comparable content).
2. **Contract review:** Review contracts/MOUs/grants/professional services/vendor scopes under your control for potentially prohibited provisions. If you identify any potentially covered language, **do not amend/renew/extend** without notifying the City Manager’s Office.
3. **Attestation (reply required):** Please reply **no later than February 13, 2026** with the following statement:

“After reasonable review and to the best of my knowledge, [DEPARTMENT] is compliant with RSA 21-I:112–116. Specifically: (1) our department is not implementing, promoting, or otherwise engaging in prohibited DEI-related initiatives/programs/training/policies; and (2) we have reviewed department-controlled contracts for DEI-related provisions as described in RSA 21-I:114 and RSA 21-I:116 and have either found none, or have identified and reported any potentially covered provisions to the City Manager’s Office for review.”

If you are uncertain whether a practice, training, or contract clause is covered, flag it promptly and we will route it for review.

Thank you and let me know if you have any questions,

AJH

Andrew J. Hosmer

Lebanon City Manager

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LEBANON
NEW HAMPSHIRE

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**ATTORNEY GENERAL
DEPARTMENT OF JUSTICE**

1 Granite Place South
Concord, NH 03301

JOHN M. FORMELLA
ATTORNEY GENERAL



JAMES T. BOFFETTI
DEPUTY ATTORNEY GENERAL

MEMORANDUM

TO: New Hampshire Political Subdivisions
FROM: New Hampshire Department of Justice (DEIContractReview@doj.nh.gov)
RE: Review of Contracts for Prohibited DEI Related Provisions
DATE: January 8, 2026

As part of House Bill 2 during the 2025 session, the legislature created a new subdivision of RSA Chapter 21-I titled “Prohibition on Diversity, Equity, and Inclusion.” This new subdivision is codified from RSA 21-I:112 to RSA 21-I:116. It prohibits all public entities, including political subdivisions, from implementing, promoting, or otherwise engaging in any “DEI-related initiatives, programs, training, or policies.” Such policies include programs that “classif[y] individuals” based on age, sex, gender identity, race, creed, color, marital status, familial status, physical or mental disability or national origin “for the purpose of achieving demographic outcomes,” “implicit bias training,” “DEI assessments,” “critical race theory,” or “race-based hiring, promotion, or contracting preferences.”

RSA 21-I:116 requires the Department of Justice to establish a process for all political subdivisions, including counties, cities, towns, village districts, and unincorporated places¹ to review their existing contracts for the “presence of DEI-related provisions.” In order to comply with the law, each political subdivision should carefully review this memorandum and the enclosed form.

¹ Although the definition of “political subdivision” includes school districts, new provisions of RSA Chapter 186 specifically require school districts to make similar reports to the Department of Education.

To guide the statutorily-required review, the Department of Justice construes prohibited DEI-related provisions to include the following: (1) implicit bias training; (2) DEI assessments; (3) critical race theory; or (4) any other provision that classifies individuals based upon age, sex, gender identity, race, creed, color, marital status, familial status, physical or mental disability or national origin **and** has a primary purpose of achieving demographic outcomes. Achieving demographic outcomes means that the contracting provision or program promote one characteristic over another and is not designed to treat individuals equally under the law. If the provision or program treats individuals equally under the law, for example anti-discrimination provisions and programs or provisions that ensure a program is available to all, do not constitute DEI for the purposes of this law. Provisions or programs that require accommodating people with disabilities or of differing religious backgrounds also do not constitute DEI for the purposes of this law because state and federal law require providing reasonable accommodations to people with disabilities or of differing religious backgrounds to facilitate their equal treatment under the law.

To facilitate this review, the Department of Justice has included with this memorandum a form that all political subdivisions are requested to fill out and return to the Department of Justice. The form asks that the political subdivision certify that the political subdivision reviewed its existing contracts for the presence of DEI-related provisions. All political subdivisions must certify that they have reviewed their existing contracts for the presence of DEI-related provisions no later than February 28, 2026.

Please certify compliance by either returning certification forms or otherwise attesting the review has been completed to: DEIContractReview@doj.nh.gov. You may also email this address with questions regarding these requirements or the certification process.

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

Library Building and Grounds report January 2026

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	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	Schedule the work	Done
Task	Make sure the heat pumps are fully operational	In Progress
Task	Beam needs to be removed and check for any marks left	Done
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
Task	Install a wall mounted unit by the CR desk	To Do
Task	Replace the existing wall mounted heaters in the children's room and foyer entrance	In Progress
Task	Connect the boiler to the controls system	To Do
Epic	HVAC issues at Kilton	To Do
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	Replace the coffee bar door	In Progress
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	Access panel in Leb downstairs bathroom needs to be fixed	To Do
Epic	Check on storm windows at Leb	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	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

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	573	554	7089
Reference Questions Leb YA													0
Reference Questions Leb Children													0
Total Reference Questions Leb	605	666	643	754	588	512	565	619	512	498	573	554	7089
Reference Questions Kilton Adult	687	702	651	723	613	547	666	662	548	496	547	578	7420
Reference Question Kilton Children													0
Total Reference Questions Kilton	687	702	651	723	613	547	666	662	548	496	547	578	7420
Total Reference Questions Leb & Kilton	1292	1368	1294	1477	1201	1059	1231	1281	1060	994	1120	1132	14509
Card Holders Registered	114	82	102	114	105	133	132	152	126	96	104	80	1340
Traffic Leb					1676	4647	5140	4726	4818	5023	4186	3482	33698
Traffic Kilton					2612	6308	5773	5547	5054	5189	4472	8452	43407
Total Traffic	0	0	0	0	4288	10955	10913	10273	9872	10212	8658	11934	77105
Number Programs Adult - passive	0	0	0	1	1	1	1	2	0	2	1	3	12
Adult - active	11	19	29	24	15	19	23	16	6	23	2	10	197
Number Programs YA - passive	0	0	0	0	0	0	0	0	0	4	1	0	5
YA - Active	2	2	5	3	7	5	2	3	1	1	3	2	36
Number Programs Children - passive	0	0	0	0	0	0	0	0	0	2	0	1	3
ages 0-5 (above is 6-11)	0	0	1	0	0	1	0	0	0	0	0	0	2
Number Programs Children - active	4	5	2	6	3	7	5	0	0	5	6	4	47
ages 0-5 (above is 6-11)	28	22	32	33	31	20	23	20	20	23	9	14	275
Total Number of Children's Programs	32	27	35	39	34	28	28	20	20	30	15	19	327
Total Number of Programs	45	48	69	67	57	53	54	41	27	60	22	34	577
Attendance Programs Adults -passive	0	0	0	47	60	0	67	24	0	48	50	122	418
Attendance Adults - active	140	226	258	190	332	1319	284	341	8	374	22	97	3591
Attendance Programs YA - passive	0	0	0	0	0	0	0	0	0	4	20	0	24
Attendance YA - active	16	18	36	18	424	26	6	13	2	12	26	21	618
Attendance Programs Children Active	40	40	16	108	315	373	120	0	0	47	66	48	1173
ages 0-5 (above is 6-11)	503	466	679	553	873	617	831	363	512	512	337	231	6477
Attendance Programs Children Passive	0	0	0	0	0	0	0	0	0	38	0	6	44
ages 0-5 (above is 6-11)	0	0	40	0	0	60	0	0	0	0	0	35	135
Attendance Programs Children Total	543	506	735	661	1188	1050	951	363	512	597	403	320	7829
Attendance ALL Programs TOTAL	699	750	1029	916	2004	2395	1308	741	522	1035	521	560	12480
summer reading	0	0	0	1/12	2/700	17/1696	27/891	7/182	0	0			
Hygiene Cart									0	0			0
Internet Use - Both Libraries	1135	1481	1553	1434	2266	3266	2277	2497	3504	2739	3056	2503	27711
Meeting Room Use - Library Functions													0
Meeting Room Use - Non-Library	268	244	288	239	244	249	282	276	285	304	243	248	3170
Total Meeting Room Use	268	244	288	239	244	249	282	276	285	304	243	248	3170
ILL from other Libraries	207	207	228	202	198	169	176	198	231	169	159	208	2352
ILL to other Libraries	156	144	153	108	113	125	131	120	146	134	113	141	1584
NYT Online - off site	393	375	414	415	418	415	393	402	449	367	377	373	4791
NYT Cooking	51	73	56	42	52	34	54	65	50	66	87	52	
NYT Games	198	254	210	180	222	252	266	354	433	366	338	316	
Comics Plus	0	0	39	45	178	2	65	3	12	16	62	66	
Total circulation - physical items	7016	6704	7667	7588	6998	7863	7927	7475	6654	7413	6408	6179	85892
Total circulation - downloadable items	4094	3799	4155	4075	4216	3957	4067	4339	3164	4063	4259	4162	48350
Total Circulation	11110	10503	11822	11663	11214	11820	11994	11814	9818	11476	10667	10341	134242

2025	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL:
Circ - Lebanon Adult	1682	1564	1737	1721	1706	1772	1965	1916	1834	1747	1500	1678	
Circ - Lebanon Childrens	1556	1766	2085	1967	1689	1979	2224	1975	1504	2048	1753	1552	
Circ - Lebanon YA	130	178	189	188	160	196	221	151	100	78	150	118	
Other items (cool stuff, etc)	430	410	454	410	376	356	401	454	568	498	439	334	
Circ - Kilton Adult	1606	1366	1468	1521	1527	1584	1447	1320	1297	1321	1166	1197	
Circ - Kilton Childrens	1203	1102	1359	1410	1225	1590	1315	1260	1052	1092	1144	1035	
Circ- Kilton YA	133	124	121	113	93	163	110	122	39	131	47	66	
Other items (cool stuff, etc)	276	194	254	258	222	223	244	277	260	498	209	199	
STATS below are included in the above. Amy is also tracking these separately as they are new and she wants them for comparison													
NHDownloadable Audio	2074	1886	2034	1973	1997	1988	1985	2073	1469	1869	2066	2093	23507
NHDownloadable eBooks	1537	1392	1597	1524	1585	1472	1518	1722	1294	1635	1577	1530	18383
Kanopy tickets used	483	521	485	533	456	495	499	541	389	543	554	473	
Comics Plus			39	45	178	2	65	3	12	16	62	66	
EBSCO Database Usage													
Sessions	106	166	165	22	195	105	99	147	387	132			
Total searches	194	529	900	137	781	245	991	1472	1871	650			