



**LEBANON LIBRARY BOARD OF TRUSTEES
FEBRUARY 24, 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. Non-Public Session

A. Non-Public Session in accordance with the provisions of RSA 91-A:3,II(c) "Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself..."

4. Approval of Minutes

A. Approve the January 27, 2026 minutes

5. New Business

- A. Approve the Treasurer's Report
- B. Approve the 2026 special funds projection

6. Committee Reports

7. Other Business

- A. Library Director's Report
- B. Deputy Library Director's Report
- C. Approve the AI Policy & the update to the Patron Confidentiality Policy

8. Future Agenda Items

9. 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

Lebanon Library Board of Trustees Agenda
February 24, 2026

contact the ADA coordinator at City Hall by calling 603-448-4220 at least 72 hours in advance so that the City can make any necessary arrangements.

DRAFT

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Kilton Library Conference Room OR
Remote Via Virtual Platform
LebanonNH.gov/Live
January 27, 2026
7:00 PM**

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

1 **MEMBERS ABSENT:** Kim Rheinlander; Ellen Hubbell

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

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

3

4 **2. Open to the Public**

5

6 Doug Whittlesey, Mayor, explained that the Library is a public entity under RSA and therefore
7 covered by New Hampshire law. A key point is that the Library is not a City department and the
8 City cannot direct the Library on programming, policy, or other operational decisions. Only the
9 Library and its Trustees have that authority. The City Manager's directive does not directly apply
10 to the Library and its Trustees. He apologized for any confusion that may have caused. The City
11 continues to want to cooperate and work collaboratively with the Library, and to make it aware
12 of any issues that may affect it. The City does not have the authority to direct the Library to
13 discontinue any programs, initiatives, or training. Further, an initial legal review by the City's
14 legal counsel determined that the Library's programming and circulation does not focus on
15 achieving a specific demographic outcome. The City has received a request from the New
16 Hampshire Department of Justice requiring it to attest that the City has conducted a review of its
17 contracts for language subject to the new RSA. The City has to certify that it is done the review.
18 The City has provided the Trustees Chair with copies of the letter and the associated memo. The
19 City Council will be taking up discussion of this RSA, the request, and its response on February
20 4th, along with a consideration of any action the City Council shall direct the City to take. As a
21 private citizen, he expressed his deep appreciation for the Lebanon Public Libraries and the role
22 they play in the community. The library is for everyone, and it is an important part of what
23 makes Lebanon special. He expressed appreciation for the Library staff and Trustees. He urged
24 the Library not to change anything they do in response to the law. It is overly broad, poorly
25 written, and potentially an unconstitutional infringement on people's rights. He advocated for the
26 Library to continue to provide the same broad range of programs and circulation materials.

27

28 Clyde Watson, children's author, stated that the current situation with DEI restrictions and
29 controversy is very troubling, especially when applied to libraries. Banning certain books and
30 banning certain people from presenting programs are restrictions that do not fit the mission of
31 public libraries. In 1962, a beloved children's book was published, which has recently been
32 banned in certain places. The book, *The Snowy Day* by Jack Ezra Keis, was the first children's

33 book to feature, very visibly, a black child as protagonist. The book has managed to stay in print
34 for over 60 years. It is troubling to think that there may be a time when books such as this, which
35 help people, cannot be found on the shelves of public libraries.

36

37 Miriam Osfsky, Hanover NH, stated that the preliminary injunction means that, with virtually
38 with no consequence, the Library can continue DEI programs. The most important values are at
39 stake.

40

41 Kathy Shepherd, Granite State Organizing Project, stated that the group is united in the belief
42 that the Upper Valley's diversity of people is what makes it a great place to live. Libraries that
43 are open to the diverse interests of a community are essential to democracy. When Lebanon
44 refuses to comply with an unjust law that was halted in last October's preliminary injunction, it
45 paved the way for bravery in other towns and cities. Libraries have a central function of serving
46 everyone. Lebanon libraries serve a much wider community than just Lebanon. She personally
47 would be harmed if this Library, for example, disallowed a film series from Upper Valley for
48 Palestine. She thanked the Trustees and asked how the public can continue to support them.

49

50 Natalie Golden, Ward 1, stated that, should things come to a place where the Library loses
51 funding for any reason, there is financial support in the community.

52

53 Lindsay Dearborn, Ward 1, stated that in December, she saw a film, *The Librarians*, which is a
54 documentary about librarians in Texas and Florida fighting against and opposing banning books.
55 This suggestion from the legislature is essentially a ban.

56

57 Adley Oscher, Norwich VT, spoke on behalf of the Jewish voice for Peace and Upper Valley
58 Democratic Socialists of America. He urged the Trustees not to accept the Town Manager's
59 suggestion to eliminate DEI initiatives. The Library is for everyone. The current injunction on
60 the law makes it moot legally and there is a moral imperative to say no to that sort of law. Also,
61 no other library in the State has decided to comply with this law.

62

63 Tracy Hill, Ward 1, thanked the Trustees and volunteers. The community has its back.

64

65 Lynn Hill, Grantham NH, stated that she loves New England, but it needs the most diversity it
66 can get. It needs color. It needs different sexualities. Nobody in the federal or state government
67 has defined DEI in a practical, applicable way. The Library should be a safe haven to discuss
68 issues.

69

70 Robert Greene, Ward 3, stated that today is Holocaust Remembrance Day and the idea of not
71 complying in advance was one of the biggest lessons that came out of the Holocaust. He stated
72 that he hopes the Library does not comply with the DEI regulation and that it is overturned. He
73 would like to preserve the freedom to be exposed to and to find information that people have a
74 right to look at, learn from, and grow from.

75

76 Sarah Chamberlin, Ward 3, stated that the Library system has provided methods of inclusion for
77 everyone. She works with retirees who appreciate the fact that there is a mail delivery service to
78 access books and materials. The thought that this could be ended because it could potentially fall

79 under the classification of a DEI compliant program worries her. She urged the Trustees not to
80 comply, and to continue to be inclusive and diverse.

81
82 Patrick L. stated that his and all of the kids who go to his son's school deserve the chance to be
83 able to walk into the Library and read about different kinds of people who they do not
84 necessarily see around them every day. It would be a great disservice to the children to comply
85 with this suggestion.

86
87 Mary Ann Haagen, 3 Green Street, stated that the librarians are essentially social workers serving
88 the community. They have compassion and know what people need. She asked that the Trustees
89 not comply.

90
91 A resident spoke to the importance of pushing back on DEI initiatives as a way to allow children
92 to continue growing their critical thinking skills.

93
94 Lizann Peyton, White River Junction, stated that this is the most welcoming library she has ever
95 experienced. The welcoming conversations she has had with staff make her feel part of a
96 community.

97
98 Ernst Oidtmann stated that each person is an immigrant either directly or indirectly. The DEI
99 issue is a slippery slope. The next step will be book burnings in the center of the City.

100
101 Joy Conley, Ward 1, stated that she has been running the Queer Book Club at the Library for
102 about two years. The law is a threat intended to sow in the community.

103
104 The Board agreed to extend the public comment period for an additional 15 minutes.

105
106 Laura Sokoloski stated that the Library is a supportive, safe space for many.

107
108 Alex Langsner asked for a clear explanation regarding the current proceedings. He asked why
109 the City Manager has ordered the City to follow a law when there is an injunction preventing the
110 enforcement of the law. Mayor Whittlesey stated that this will be a topic at the City Council's
111 February 4th meeting. Mr. Langsner stated that this issue is not about DEI, but the broader issue
112 of saying what people can read. It is unclear who would go through the books in the Library to
113 determine if they are DEI related.

114
115 Tony S. stated that the Library is a safe space where knowledge is integrated.

116
117 A resident stated that giving aid to fascism, gives into a fascist system which is designed to
118 create an authoritarian future. This is simply a way to take away rights.

119
120 Morgan Brophy, Claremont NH, asked that people attend the City Council meeting on the 4th and
121 repeat their comments.

122
123 **3. Approval of Minutes**

124 A. Approve the November 25, 2025, minutes

125
126 **Ms. Sharfstein MOVED to accept the meeting minutes of November 25, 2025, as amended.**
127 **Seconded by Mr. Damren.**
128 ***Vote on the MOTION passed (5-0-0).**

129
130 **AMENDMENTS:**

131 **Line 121: Add Ms. Derr to those abstaining.**

132
133 **4. New Business**

134 **A. Approve the Treasurer's Report**

135
136 Ms. Dunn explained that the heat pump project is wrapping up on the City side of the budget.
137 The Library is currently under budget, having spent less than 100% of the budget so far. There
138 will be a surplus for the end of the year, approximately \$18,000. In terms of the Trustee assets,
139 the interest bearing account has earned approximately \$5,700 in interest this year.

140
141 **Mr. Damren MOVED to accept the Treasurer's Report as presented. Seconded by Ms.**
142 **Sharfstein.**

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

144
145 **B. Approve the Display Policy, AI Policy, and update the Circulation Policy**

146
147 The Board reviewed the Display Policy. Director Fleming explained that this is being proposed
148 to get ahead of any complaints that may come to the Board. There have been some verbal
149 complaints regarding some items previously displayed.

150
151 **Ms. Sharfstein MOVED to approve the Display Policy as presented. Seconded by Ms. Wunsch.**
152 ***Vote on the MOTION passed (5-0-0).**

153
154 The Board discussed the AI Policy. Director Fleming explained that this came from certain
155 restrictions that the City has in their own AI Policy, which was implemented approximately a
156 year ago. This limits the number of AI platforms that can be utilized. A less restrictive policy for
157 the Library may be preferred.

158
159 There was some discussion regarding definitions and details in the Policy. There was agreement
160 to work through some of these items and bring the policy back at a future date for review.

161
162 The Board reviewed the Circulation Policy. Deputy Director Lappin explained that, currently,
163 patrons can renew items up to three times on their own. Past that time, renewals are at staff's
164 discretion, and this may be a bit too subjective. At some point, an item needs to become overdue.
165 The proposal is to allow for patrons to renew items up to five times on their own, and for the
166 items to then become overdue.

167
168 **Mr. Damren MOVED to approve the Circulation Policy as presented. Seconded by Ms.**
169 **Sharfstein.**

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

171
172 C. Discussion on RSA 21-I:112–116 (“Prohibition on Diversity, Equity, and Inclusion”)
173

174 Director Fleming reviewed that the Trustees would make the decision on this item and does not
175 need to report to the City Manager for it. The injunction only covers public schools and some
176 universities, so the Library is still subject to the law, along with other City departments. The
177 judge who issued the injunction was strident in her language, saying that the law is a mess. The
178 Trustees need to determine how they will respond to the AG’s memo.

179
180 Chair Oscadal reviewed a document that the New Hampshire Municipal Association issued
181 which links to the preliminary injunction and also states that, because of the injunction,
182 municipalities do not need to take any action relative to compliance with the new provisions of
183 RSA 21-I. The New Hampshire Municipal Association states that the injunction does apply to
184 municipalities and their departments. He does not want the Library to self-censor books or
185 programs. The Library should be able to describe its actions and purposes in ways that satisfy
186 any concerns.

187
188 Ms. Dunn noted that the Department of Justice has requested a response by February 28th, at the
189 end of the AG's letter. Chair Oscadal stated that the City Council discussion will help with this
190 item.

191
192 The Board agreed to wait to hear an update from the City Council and any pending legal updates
193 before having further discussion at its next meeting.

194
195 **5. Committee Reports**

196
197 Ms. Dunn stated that the Revo Casino was able to raise approximately \$55,000 for the
198 Foundation. A big check picture will be taken on February 17th at 5:20pm.

199
200 **6. Other Business**

201 A. Approve the Confidentiality of Patron Records Policy update

202
203 The Board discussed this policy update. There were suggestions regarding making some of the
204 language around the process more robust, along with additional stipulations. There was
205 agreement that this item would be tabled for additional discussion at the next meeting.

206
207 B. Library Director's Report

208
209 Director Fleming stated that funding was approved for the proposed second IT Library position.
210 This gets the Library back to its staffing in 2024. The position is part of the Union, and the pay
211 range is not yet known. He noted that the hours at the Lebanon Library now match the Kilton
212 Library. Public Works also took over the mowing and plowing at Kilton and clear the walks of
213 both libraries. He explained that there were some questions from City Councilors during budget
214 discussions on the funds that the Trustees hold, which currently sit at significantly over
215 \$100,000. There were questions as to whether most of those funds were from the Library
216 surpluses. The perception seemed to be that the Library is over budgeting and then squirreling

217 away any surplus. He explained to the City Council that the Trustees have interests from savings,
218 fees and fines, and are also beneficiaries for some trusts, which were significant last year. It may
219 make sense for the Trustees to consider how to spend down some of the money.

220

221 Ms. Dunn noted that the Trustees have approximately \$160,000 between checking and savings.

222 The outside trusts brought in approximately \$20,000 this year.

223

224 Director Fleming noted that there are some problems with the newly installed heat pumps in the
225 Kilton Library, and it has been difficult to heat the building. This is being looked into. He also
226 brought to the Trustees attention House Bill 1214 in which the legislature is considering giving
227 municipalities the right to takeover governance of a library.

228

229 C. Deputy Library Director's Report

230

231 Deputy Director Lappin noted that there was one resignation due to availability. A new substitute
232 custodian has joined the roster. She noted that Lebanon is conducting its Citizens Academy
233 again. She and Director Fleming will be presenting on February 3rd. She passed along a thank
234 you from the Clerks regarding the approved one-time raise to their position.

235

236 7. Future Agenda Items

237

238 As discussed during the meeting

239

240 8. Adjourn

241

242 *Ms. Wunsch MOVED to adjourn at 9:15PM. Seconded by Mr. Damren.*

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

244

245

246 Respectfully submitted,

247 Kristan Patenaude

248 Recording Secretary

Balance Sheet - This Year to Last Month

Lebanon Public Libraries Trustee Accounts

As of January 31, 2026

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	7,371.50
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	\$7,521.50
Accounts Receivable	
Other Current Assets	
Amount Due Leb Libraries Found	0.00
Total for Other Current Assets	\$0.00
Total for Current Assets	\$7,521.50
Fixed Assets	
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	\$154,933.38
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 January 31, 2026

DISTRIBUTION ACCOUNT	TOTAL
Equity	
Net Assets	154,460.51
Net Income	472.87
Opening Bal Equity	0.00
Unrealized Gain / Loss	0.00
Total for Equity	\$154,933.38
Total for Liabilities and Equity	\$154,933.38

Profit and Loss - This Year to Last Month

Lebanon Public Libraries Trustee Accounts

January 2026

DISTRIBUTION ACCOUNT	TOTAL
Income	
Other Income	1,111.54
Total for Income	\$1,111.54
Cost of Goods Sold	
Gross Profit	\$1,111.54
Expenses	
Accounting/Bookkeeping Services	126.00
Entertainment	152.51
Miscellaneous Exp	6.95
Office/Operating Supplies	140.64
Programs	47.57
Repairs/Maintenance	150.00
Web Hosting/Domain Fees	15.00
Total for Expenses	\$638.67
Net Operating Income	\$472.87
Other Income	
Other Expenses	
Net Other Income	
Net Income	\$472.87

MTD AND YTD REVENUE/EXPENSE FOR CITY OF LEBANON

Balance As of 01/31/2026

GL Number	Description	Bdgt Amendments From PO Carryover	2026 Amended Budget	Activity For 01/31/2026	YTD Balance 01/31/2026	Encumbrance 01/31/2026	Available Balance 01/31/2026	% Bdgt Used
Fund: 1100 GENERAL FUND								
Account Category: Expenditures								
Department: 4550-0000 LIBRARY								
1100-4550-0000-1100-0000	FULL TIME WAGES	0.00	871,130.00	60,072.11	60,072.11	0.00	811,057.89	6.90
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	35,340.00	0.00	0.00	0.00	35,340.00	0.00
1100-4550-0000-1125-0000	PART TIME WAGES 25-29	0.00	135,030.00	13,072.88	13,072.88	0.00	121,957.12	9.68
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	0.00	133,700.00	10,378.72	10,378.72	0.00	123,321.28	7.76
1100-4550-0000-1300-0000	OVERTIME WAGES	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
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	11,380.00	0.00	0.00	0.00	11,380.00	0.00
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	0.00	90,000.00	6,198.95	6,198.95	0.00	83,801.05	6.89
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	0.00	111,140.00	7,659.22	7,659.22	0.00	103,480.78	6.89
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	0.00	9,360.00	855.00	855.00	0.00	8,505.00	9.13
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	0.00	7,920.00	707.66	707.66	0.00	7,212.34	8.94
1100-4550-0000-3000-0000	LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1100-4550-0000-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUBSCRIPTI	0.00	15,480.00	6,299.99	6,299.99	0.00	9,180.01	40.70
1100-4550-0000-4110-0000	WATER	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00
1100-4550-0000-4120-0000	SEWER	0.00	2,300.00	0.00	0.00	0.00	2,300.00	0.00
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	0.00	87,030.00	2,397.07	2,397.07	0.00	74,879.43	13.96
	2025			0.00	0.00	9,753.50		
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	0.00	3,250.00	367.35	367.35	0.00	2,882.65	11.30
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	0.00	24,020.00	281.00	281.00	0.00	23,739.00	1.17
1100-4550-0000-5300-0000	COMMUNICATIONS	0.00	3,590.00	38.45	38.45	0.00	3,551.55	1.07
1100-4550-0000-5335-0000	INFORMATION ACCESS	0.00	6,300.00	0.00	0.00	0.00	6,300.00	0.00
1100-4550-0000-5400-0000	ADVERTISING	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00
1100-4550-0000-5800-0000	TRAVEL	0.00	13,940.00	0.00	0.00	0.00	13,940.00	0.00
1100-4550-0000-5875-0000	MILEAGE	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00
1100-4550-0000-6000-0000	OFFICE SUPPLIES	0.00	3,000.00	85.94	85.94	0.00	2,914.06	2.86
1100-4550-0000-6100-0000	GENERAL SUPPLIES	0.00	29,500.00	602.09	602.09	0.00	28,897.91	2.04
1100-4550-0000-6220-0000	ELECTRICITY	0.00	80,000.00	7,312.62	7,312.62	0.00	72,687.38	9.14
1100-4550-0000-6230-0000	BOTTLED GAS	0.00	1,440.00	1,797.17	1,797.17	0.00	(357.17)	124.80
1100-4550-0000-6240-0000	FUEL OIL	0.00	1,340.00	541.09	541.09	0.00	798.91	40.38
1100-4550-0000-6400-0010	BOOKS/PERIODICALS/AUDIO/VISUAL SUPPL	0.00	65,000.00	20,757.73	20,757.73	0.00	44,242.27	31.93
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	0.00	28,000.00	244.40	244.40	0.00	27,755.60	0.87
Total Dept 4550-0000 - LIBRARY		0.00	1,778,690.00	139,669.44	139,669.44	9,753.50	1,629,267.06	8.40
Expenditures		0.00	1,778,690.00	139,669.44	139,669.44	9,753.50	1,629,267.06	8.40
Fund 1100 - GENERAL FUND:								
TOTAL EXPENDITURES		0.00	1,778,690.00	139,669.44	139,669.44	9,753.50	1,629,267.06	8.40
Current Year Exp.				139,669.44	139,669.44	0.00		
Prior Year Exp.				0.00	0.00	9,753.50		

Lebanon Public Libraries Trustee Special Funds 2025 Projections

	2025 budget	2025 actual	2026 budget	descriptions & notes
Income				
Grant revenue	\$ 0	\$ 0	\$ 0	
Other income	\$ 14,000	\$ 16,405	\$ 15,000	fees
City Surplus Income	\$ 10,000	\$ 0	\$ 0	Check this as 2026 rolls
Contributions Income	\$ 80,000	\$ 85,000	\$ 115,000	
Interest Income	\$ 15,250	\$ 26,065	\$ 25,000	trusts (not library fdn
Total Income	\$ 119,250	\$ 127,470	\$ 155,000	
Expenses				
	0	0	0	
Attorney fees				
Books/Subscr/CD/DVD/Tapes	40,000	27,748	45,000	\$30,000 from foundation, \$15,000 from trustees
Budget deficit	0	0	2,000	
Capital improvements	11,947	1,482	85,000	
Education/Staff Development	0	1,420	0	
Entertainment	3,000	1,165	2,500	Budgeting for food at meetings and for the Teen Room
Miscellaneous Exp	1,000	1,122	1,000	
Office/Operating Supplies	5,500	8,372	8,000	Increase is for the outreach budget and for hygiene kits
Postage/Delivery	1,000	138	1,000	Increase is for the outreach budget, done in 2025, needed in 2026?
Professional Fees	0	600	0	

Professional Fees:Advertising/Marketing	1,000	0	1,000
Professional Fees:Accounting/Bookkeeping Services	1,400	1,575	1,750
Professional Fees:Community Relations	1,200	355	800
Professional Fees:Art/Framing	2,000	712	2,000
Programs	3,500	6,666	6,000
Repairs/Maintenance	14,819	25,504	7,500
Web Hosting/Domain Fees	750	124	500
Total Expenses	\$ 87,116	\$ 76,983	\$ 164,050
Net Income	\$ 32,134	\$ 50,487	-\$ 9,050

gardens, funding requested due to city budget cut

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. All requests will be sent to the Library Director. 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. **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.**

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.

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~~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 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 thirty business days. The requesting parent or guardian listed above will pick up the list in person at the library. 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:

Director signature: _____ Date: _____

Verification of identification

- Government issued I.D.
- Same address as the child
- Approved borrower on card
- Court Order
- Birth Certificate with parent named

Acceptable Staff Use of Artificial Intelligence Policy Draft

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

For decades, workplace tasks and processes have been bolstered by the benefits of artificial intelligence embedded in commonly used software. From how Google first launched search results based on natural language queries in 2013 to how the suite of Microsoft products have offered, and continues to offer, spellcheck or grammar suggestions, AI supports our everyday tasks.

Specific to this policy, the term *AI Tools* refers to the new generation of AI software or platforms (since 2022) that leverage generativeAI, or large language model and agentic technologies, to assist with tasks such as writing, editing, data analysis, customer interactions, and creative content production. These AI Tools complement staff work and are not a substitute for the expertise, judgment, and personal service provided by library staff. As AI Tools can return incorrect or inaccurate results (aka *hallucinations*), reflect bias, or misinterpret the user's request, staff will review and verify any information they gather through the use of these AI Tools.

AI Tools are dynamic, and their efficacy and availability constantly grows as this new generation of AI technology evolves. Recognizing that the role of library staff is to work in a professional, responsible, and ethical manner, staff have discretion to determine the tools they need to complete their work, including AI Tools.

When using AI Tools, staff will never provide confidential or sensitive information, and will consider the library's mission, values, ethics, and staff and patron confidentiality. Use of AI Tools must comply with all applicable privacy laws, including the NH 201-D:11 pertaining to the confidentiality of library user records, and any Lebanon Libraries' internal confidentiality policies.

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: Expected Feb.

Library Building and Grounds Issues February 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	Get three estimates	In Progress
Task	Find a co. to replace the high bays, eliminate the blinking light phenomenon in the Teen Room	Done
Task	Find grants to fund work	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	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
Epic	Touch up paint front foyer Lebanon Lib	To Do
Epic	Need a new primary heat source at Kilton, likely propane	To Do