



**LEBANON LIBRARY BOARD OF TRUSTEES
MARCH 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. Public hearing to accept \$116,000 gift from the Lebanon Public Libraries Foundation

3. 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.

4. Approval of Minutes

A. Accept the February 24, 2026 minutes

5. New Business

A. Officer elections

B. Approve the Treasurer's Report

6. Committee Reports

7. Other Business

A. Library Director's Report

B. Deputy Library Director's Report

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 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
February 24, 2026
7:00 PM**

MEMBERS PRESENT: Francis Oscadal (Chair); Renee Dunn (remote); Ann Sharfstein;
Jeff Damren; Kim Rheinlander; Ellen Hubbell; Leonee Derr
(alternate); Samantha Milnes (alternate); Adam Ali (alternate)
MEMBERS ABSENT: Emma Wunsch
STAFF PRESENT: Sean Fleming (Library Director); Amy Lappin (Deputy Director)

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

2
3 *Samantha Milnes sat as a voting member.*

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

6
7 None at this time.

8
9 **3. Non-Public Session**

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

13
14 *Ms. Rheinlander MOVED to enter into Non-Public Session at 7:01pm per RSA 91-A:3,II(c).*
15 *Seconded by Ms. Hubbell.*

16 **Vote on the MOTION passed by Roll Call: Oscadal – aye; Dunn – aye; Sharfstein – aye;*
17 *Damren – aye; Milnes – aye; Rheinlander – aye; Hubbell – aye (7-0-0).*

18
19 *Mr. Darmen MOVED to seal the Non-Public meeting minutes of February 24, 2026.*

20 *Seconded by Ms. Sharfstein.*

21 **Vote on the MOTION passed by Roll Call: Oscadal – aye; Dunn – aye; Sharfstein – aye;*
22 *Damren – aye; Milnes – aye; Rheinlander – aye; Hubbell – aye (7-0-0).*

23
24 **4. Approval of Minutes**

25 A. Approve the January 27, 2026, minutes

26
27 *Mr. Damren MOVED to accept the meeting minutes of January 27, 2026, as presented.*

28 *Seconded by Ms. Sharfstein.*

29 **Vote on the MOTION passed by Roll Call: Oscadal – aye; Dunn – aye; Sharfstein – aye;*
30 *Damren – aye; Milnes – aye; Rheinlander – aye; Hubbell – abstain (6-0-1).*

31

32 **5. New Business**

33 A. Approve the Treasurer's Report

34
35 Ms. Dunn explained that it originally appeared that there would be a surplus in the City budget
36 side of approximately \$18,000 but that situation has changed. It now looks that the line will be
37 approximately \$2,000 over budget and the Library will need to cut a check from the Trustee
38 funds. The main driver for the overage was a change order for the heat pump system upgrade.
39 This included approximately \$16,000 for circulator pumps that were not part of the original
40 design. The 2026 budget is mostly front loaded and currently in line. The Library will not be
41 spending funds on the City budget side in the 20-24 hour part time employee labor line because
42 the employee that was budgeted for that line resigned and the replacement person works 25
43 hours weekly.

44
45 **Mr. Damren MOVED to accept the Treasurer’s Report as presented. Seconded by Ms.**
46 **Sharfstein.**

47 ***Vote on the MOTION passed by Roll Call: Oscadal – aye; Dunn – aye; Sharfstein – aye;**
48 **Damren – aye; Milnes – aye; Rheinlander – aye; Hubbell – aye (7-0-0).**

49
50 B. Approve the 2026 special funds projection

51
52 Director Fleming reviewed the 2026 special funds projections.

53
54 **Ms. Sharfstein MOVED to accept the Treasurer’s Report as presented. Seconded by Mr.**
55 **Damren.**

56 ***Vote on the MOTION passed by Roll Call: Oscadal – aye; Dunn – aye; Sharfstein – aye;**
57 **Damren – aye; Milnes – aye; Rheinlander – aye; Hubbell – aye (7-0-0).**

58
59 **6. Committee Reports**

60
61 None at this time.

62
63 **7. Other Business**

64 A. Library Director's Report

65
66 Director Fleming stated that the security camera installation is coming along. The Information
67 Technology Librarian position was posted yesterday, and staff would like for a Trustee to be part
68 of the search process. Mr. Damren stated that he would be happy to help, depending on timing.

69
70 B. Deputy Library Director's Report

71
72 Deputy Director Lappin explained that the all-staff training will be held Thursday, March 26th.
73 Both Libraries are scheduled to be closed that day until 1pm. She noted that one Clerk has
74 resigned. The Library presented at the Citizens Academy earlier this month.

75
76 C. Approve the AI Policy & the update to the Patron Confidentiality Policy

77

78 The Board reviewed the updated AI Policy.

79

80 ***Ms. Hubbell MOVED to accept the AI Policy, as presented. Seconded by Mr. Damren.***

81 ****Vote on the MOTION passed by Roll Call: Oscadal – aye; Dunn – aye; Sharfstein – aye;***

82 ***Damren – aye; Milnes – aye; Rheinlander – aye; Hubbell – aye (7-0-0).***

83

84 The Board reviewed the update to the Patron Confidentiality Policy and made small edits.

85

86 ***Ms. Sharfstein MOVED to accept the updated Patron Confidentiality Policy, as amended.***

87 ***Seconded by Mr. Damren.***

88 ****Vote on the MOTION passed by Roll Call: Oscadal – aye; Dunn – aye; Sharfstein – aye;***

89 ***Damren – aye; Milnes – aye; Rheinlander – aye; Hubbell – aye (7-0-0).***

90

91 **8. Future Agenda Items**

92

93 Chair Oscadal noted that the Board previously discussed HB1214, which would have allowed
94 towns or cities to take back authority of library trustees. That bill was ruled Inexpedient to
95 Legislate and is off the table at this time. Also, there will be a future meeting with City officials
96 regarding Library employees possibly creating a separate bargaining unit. There was agreement
97 to tentatively schedule this on March 3rd.

98

99 **9. Adjourn**

100

101 ***Ms. Sharfstein MOVED to adjourn at 7:57PM. Seconded by Ms. Hubbell.***

102 ****Vote on the MOTION passed by Roll Call: Oscadal – aye; Dunn – aye; Sharfstein – aye;***

103 ***Damren – aye; Milnes – aye; Rheinlander – aye; Hubbell – aye (7-0-0).***

104

105

106 Respectfully submitted,

107 Kristan Patenaude

108 Recording Secretary

Balance Sheet - This Year to Last Month

Lebanon Public Libraries Trustee Accounts

As of February 28, 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	17,422.02
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	\$17,572.02
Accounts Receivable	
Other Current Assets	
Amount Due Leb Libraries Found	0.00
Total for Other Current Assets	\$0.00
Total for Current Assets	\$17,572.02
Fixed Assets	
Other Assets	
Long Term Assets- Other	
MSB IntraFi Savings acct 114	148,216.26
Savings Account MSB 5568114	100.00
Total for Long Term Assets- Other	\$148,316.26
Total for Other Assets	\$148,316.26
Total for Assets	\$165,888.28
<hr style="border: 1px solid black;"/>	
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 February 28, 2026

DISTRIBUTION ACCOUNT	TOTAL
Equity	
Net Assets	154,460.51
Net Income	11,427.77
Opening Bal Equity	0.00
Unrealized Gain / Loss	0.00
Total for Equity	\$165,888.28
Total for Liabilities and Equity	\$165,888.28

Profit and Loss - This Year to Last Month

Lebanon Public Libraries Trustee Accounts

January-February, 2026

DISTRIBUTION ACCOUNT	TOTAL
Income	
Interest Income -	11,893.61
Other Income	1,935.98
Total for Income	\$13,829.59
Cost of Goods Sold	
Gross Profit	\$13,829.59
Expenses	
Accounting/Bookkeeping Services	126.00
Books/Subscr/CD/DVD/Tapes	9.99
Community Relations	119.06
Entertainment	323.04
Miscellaneous Exp	6.95
Office/Operating Supplies	251.59
Professional Fees	
Advertising/Marketing	1,037.91
Total for Professional Fees	\$1,037.91
Programs	362.28
Repairs/Maintenance	150.00
Web Hosting/Domain Fees	15.00
Total for Expenses	\$2,401.82
Net Operating Income	\$11,427.77
Other Income	
Other Expenses	
Net Other Income	
Net Income	\$11,427.77

MTD AND YTD REVENUE/EXPENSE FOR CITY OF LEBANON

Balance As of 02/28/2026

GL Number	Description	Bdgt Amendments From PO Carryover	2026 Amended Budget	Activity For 02/28/2026	YTD Balance 02/28/2026	Encumbrance 02/28/2026	Available Balance 02/28/2026	% 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	60,072.09	120,144.20	0.00	750,985.80	13.79
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	13,128.56	26,201.44	0.00	108,828.56	19.40
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	0.00	133,700.00	11,019.31	21,398.03	0.00	112,301.97	16.00
1100-4550-0000-1300-0000	OVERTIME WAGES	0.00	1,000.00	13.76	13.76	0.00	986.24	1.38
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	755.51	755.51	0.00	10,624.49	6.64
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	0.00	90,000.00	6,253.25	12,452.20	0.00	77,547.80	13.84
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	0.00	111,140.00	7,660.97	15,320.19	0.00	95,819.81	13.78
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	0.00	9,360.00	1,513.00	2,368.00	0.00	6,992.00	25.30
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	0.00	7,920.00	734.86	1,442.52	0.00	6,477.48	18.21
1100-4550-0000-3000-0000	LEGAL SERVICES	0.00	0.00	2,484.37	2,484.37	0.00	(2,484.37)	100.00
1100-4550-0000-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUBSCRIPTI	0.00	15,480.00	354.72	6,654.71	0.00	8,825.29	42.99
1100-4550-0000-4110-0000	WATER	0.00	2,500.00	577.53	577.53	0.00	1,922.47	23.10
1100-4550-0000-4120-0000	SEWER	0.00	2,300.00	553.61	553.61	0.00	1,746.39	24.07
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING	0.00	2,000.00	2,850.00	2,850.00	0.00	(850.00)	142.50
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	9,753.50	96,783.50	22,352.05	24,749.12	23,248.67	40,532.21	58.12
	2025			0.00	0.00	8,253.50		
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	0.00	3,250.00	348.27	715.62	0.00	2,534.38	22.02
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	0.00	24,020.00	950.00	1,231.00	0.00	22,789.00	5.12
1100-4550-0000-5300-0000	COMMUNICATIONS	0.00	3,590.00	7.12	296.82	0.00	3,293.18	8.27
1100-4550-0000-5335-0000	INFORMATION ACCESS	0.00	6,300.00	395.00	395.00	0.00	5,905.00	6.27
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	1,017.60	1,017.60	0.00	12,922.40	7.30
1100-4550-0000-5875-0000	MILEAGE	0.00	1,500.00	55.10	55.10	0.00	1,444.90	3.67
1100-4550-0000-6000-0000	OFFICE SUPPLIES	0.00	3,000.00	299.26	385.20	0.00	2,614.80	12.84
1100-4550-0000-6100-0000	GENERAL SUPPLIES	0.00	29,500.00	1,185.05	1,787.14	0.00	27,712.86	6.06
1100-4550-0000-6220-0000	ELECTRICITY	0.00	80,000.00	6,328.75	13,641.37	0.00	66,358.63	17.05
1100-4550-0000-6230-0000	BOTTLED GAS	0.00	1,440.00	1,293.09	3,090.26	0.00	(1,650.26)	214.60
1100-4550-0000-6240-0000	FUEL OIL	0.00	1,340.00	1,293.65	1,834.74	0.00	(494.74)	136.92
1100-4550-0000-6400-0010	BOOKS/PERIODICALS/AUDIO/VISUAL SUPPL	0.00	65,000.00	11,524.17	32,281.90	0.00	32,718.10	49.66
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	0.00	28,000.00	114.72	359.12	0.00	27,640.88	1.28
	Total Dept 4550-0000 - LIBRARY	9,753.50	1,788,443.50	155,135.37	295,056.06	31,502.17	1,461,885.27	18.26
	Expenditures	9,753.50	1,788,443.50	155,135.37	295,056.06	31,502.17	1,461,885.27	18.26
Fund 1100 - GENERAL FUND:								
	TOTAL EXPENDITURES	9,753.50	1,788,443.50	155,135.37	295,056.06	31,502.17	1,461,885.27	18.26
	Current Year Exp.			155,135.37	295,056.06	23,248.67		
	Prior Year Exp.			0.00	0.00	8,253.50		

Library Building and Grounds Issues March 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	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 exp	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	In Progress
Task	The lights sometimes will not come on/stay on in the patrol	In Progress
Task	Get three estimates	In Progress
Task	Find a co. to replace the high bays, eliminate the blinking	Done
Task	Find grants to fund work	To Do
Epic	HVAC issues at Leb	To Do
Task	Seal the front of the boiler to prevent further corrosion	To Do
Task	Fix the leaking wall unit by the 1st floor bathroom	To Do
Task	Connect the boiler to the controls system	To Do
Task	Fix the damper in the boiler room	To Do
Epic	HVAC issues at Kilton	To Do
Task	Reduce the amount of outside air coming into the building	To Do
Task	Need a new main source of heat in place of the ground sc	To Do
Epic	Door issues	To Do
Task	Replace the community room doors	Done
Task	Replace the coffee bar door	In Progress
Task	Emergency exit door by bump out at Kilton is rusting	Done
Task	Two doors are not closing correctly, the Kilton CR bathroom	In Progress
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	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	To Do
Task	Contact an engineering firm	To Do
Epic	Investigate possible structural issues or settling of Kilton L	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	In Progress
Epic	Leak in ceiling in corner by bus stop at Kilton	To Do
Epic	Paint	To Do
Task	Redo the CR at Kilton	To Do
Task	Touch up the spots at Lebanon Library in the foyer	To Do
Epic	Build outdoor stage and install awning at Kilton	To Do

2026	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL:
Reference Questions Leb Adult	533	533											1066
Total Reference Questions Leb	533	533	0	0	0	0	0	0	0	0	0	0	1066
Reference Questions Kilton Adult	560	528											1088
Total Reference Questions Kilton	560	528	0	0	0	0	0	0	0	0	0	0	1088
Total Reference Questions Leb & Kilton	1093	1061	0	0	0	0	0	0	0	0	0	0	2154
Card Holders Registered	106	74											180
Traffic Leb	3617	3216											6833
Traffic Kilton	5342	5423											10765
Total Traffic	8959	8639	0	0	0	0	0	0	0	0	0	0	17598
Number Programs Adult - passive	1	0	0	0	0	0	0	0	0	0	0	0	1
Adult - active	21	17	0	0	0	0	0	0	0	0	0	0	38
Number Programs YA - passive	21	1	0	0	0	0	0	0	0	0	0	0	22
YA - Active	6	1	3	0	0	0	0	0	0	0	0	0	10
Number Programs Children - passive	0	0	0	0	0	0	0	0	0	0	0	0	0
ages 0-5 (above is 6-11)	0	0	0	0	0	0	0	0	0	0	0	0	0
Number Programs Children - active	0	0	2	0	0	0	0	0	0	0	0	0	2
ages 0-5 (above is 6-11)	21	37	10	0	0	0	0	0	0	0	0	0	68
Total Number of Children's Programs	21	37	12	0	0	0	0	0	0	0	0	0	70
Total Number of Programs	70	56	15	0	0	0	0	0	0	0	0	0	141
Attendance Programs Adults -passive	50	0	0	0	0	0	0	0	0	0	0	0	50
Attendance Programs Adults - active	242	152	0	0	0	0	0	0	0	0	0	0	394
Attendance Programs YA - passive	126	68	0	0	0	0	0	0	0	0	0	0	194
Attendance YA - active	60	8	21	0	0	0	0	0	0	0	0	0	89
Attendance Programs Children Active	0	0	21	0	0	0	0	0	0	0	0	0	21

ages 0-5 (above is 6-11)	717	747	207	0	0	0	0	0	0	0	0	0	0	1671
Attendance Programs Children Passive	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ages 0-5 (above is 6-11)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Attendance Programs Children Total	717	747	228	0	0	0	0	0	0	0	0	0	0	1692
Attendance ALL Programs TOTAL	1195	975	249	0	0	0	0	0	0	0	0	0	0	2419
Internet Use - Both Libraries	2473	2150												4623
Meeting Room Use	240	235												475
Total Meeting Room Use	240	235	0	0	0	0	0	0	0	0	0	0	0	475
ILL from other Libraries	231	160												391
ILL to other Libraries	119	140												259
NYT Online - off site	448	436												884
NYT Cooking	96	93												
NYT Games	356	412												
Total circulation - physical items	6927	6084	0	0	0	0	0	0	0	0	0	0	0	13011
Total circulation - downloadable items	4490	4000	0	0	0	0	0	0	0	0	0	0	0	8490
Total Circulation	11417	10084	0	0	0	0	0	0	0	0	0	0	0	21501
Circ - Lebanon Adult	1582	1404												
Circ - Lebanon Childrens	2134	1637												
Circ - Lebanon YA	136	102												
Other items (cool stuff, etc)	342	360												
Circ - Kilton Adult	1236	1214												
Circ - Kilton Childrens	1178	1073												
Circ- Kilton YA	87	57												
Other items (cool stuff, etc)	232	237												

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	2228	1896											
NHDownloadable eBooks	1807	1715											
Kanopy tickets used	354	266											
Comics Plus	101	123											
EBSCO Database Usage													
Sessions	70												
Total searches	162												