



**LEBANON LIBRARY BOARD OF TRUSTEES  
MAY 26, 2026 - 7:00 PM  
KILTON LIBRARY COMMUNITY ROOM OR  
REMOTE VIA VIRTUAL PLATFORM  
LEBANONNH.GOV/LIVE**

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**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 April 28, 2026 minutes

**4. New Business**

A. Approve the Treasurer's Report

**5. Committee Reports**

**6. Other Business**

A. Library Director's Report

B. Deputy Library Director's Report

**7. Future Agenda Items**

**8. Non-Public Session**

**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.

1  
2 **DRAFT**

3  
4 **LIBRARY BOARD OF TRUSTEES**  
5 **REGULAR MEETING MINUTES**  
6 **Kilton Library Conference Room OR**  
7 **Remote Via Virtual Platform**  
8 **LebanonNH.gov/Live**  
9 **April 28, 2026**  
10 **7:00 PM**

11  
12 **MEMBERS PRESENT:** Francis Oscadal (Chair); Ann Sharfstein (Secretary); Jeff  
13 **Damren; Renee Dunn (Treasurer); Ellen Hubbell; Leonee Derr**  
14 **(alternate); Emma Wunsch; Samantha Milnes (alternate)**  
15 **MEMBERS ABSENT:** Kim Rheinlander; Adam Ali (alternate)  
16 **STAFF PRESENT:** Sean Fleming (Library Director)

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17  
18  
19 **1. CALL TO ORDER – Chair Oscadal called the meeting to order at 7:00 PM**

20  
21 **2. Open to the Public**

22  
23 None at this time.

24  
25 **3. Approval of Minutes**

26 A. Approve the March 24, 2026, minutes

27  
28 ***Mr. Damren MOVED to accept the meeting minutes of March 24, 2026, as presented.***

29 ***Seconded by Ms. Wunsch.***

30 ***\*Vote on the MOTION passed (4-0-0).***

31  
32 ***Ellen Hubbell entered the meeting at 7:20pm.***

33  
34 **4. New Business**

35 A. Approve the Treasurer's Report

36  
37 Ms. Dunn presented the Treasurer's Report. Regarding full-time wages, the IT Librarian  
38 position was budgeted for a start date of April 1<sup>st</sup>. As this will not occur by that time, there will  
39 be a savings in that line item. The position was also budgeted for the top of the wage range.  
40 Depending upon experience and salary negotiations, the budget for the position may be below  
41 that. Short-term disability insurance is being used to cover the wages for another employee until  
42 they return, for a savings of approximately \$9,000 - \$12,000.

43  
44 In terms of the Trustee Funds, a \$19,501.76 check was received from the City for surplus year-  
45 end funds. This was originally believed to be needed to cover the rest of the heat pump project,  
46 but that funding was encumbered from the 2025 budget. The balance to finish the project is  
47 approximately \$21,296.55 less the retainage amount of \$13,043.05 equaling the \$8,253.50 left on  
48 the purchase order. It was recommended to use at least some of the surplus funds to fix the  
49 ceiling in Deputy Director Lappin's office, which was not designed to accommodate the roof

50 hatch. The largest expense from the Trustee account was \$1,550 for Emerson Gale who  
51 maintains the piano and installed a humidity control system in it.

52  
53 It was noted that Director Flemin hired an engineer with an area of specialization in heat pumps  
54 for \$5,500 to help get the heat pump situation at Kilton resolved. That project seemed like it was  
55 stalled but is now moving.

56  
57 ***Ms. Wunsch MOVED to accept the Treasurer's Report as presented. Seconded by Mr.***  
58 ***Damren.***

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

60  
61 B. Update to the Safety Policy

62  
63 The Board reviewed the draft Safety Policy. Mr. Damren asked how often the Library is staffed  
64 by only one person. Director Fleming stated that this is very rare. The last time he could  
65 remember it happening was a couple of years ago when a staff member passed unexpectedly.

66  
67 ***Ms. Wunsch MOVED to approve the Safety Policy, as presented. Seconded by Mr. Damren.***

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

69  
70 *Ann Sharfstein entered the meeting at 8pm.*

71  
72 C. Update to the Circulation Policy

73  
74 The Board reviewed the draft Circulation Policy. Ms. Derr noted a small grammatical error in the  
75 draft.

76  
77 ***Ms. Wunsch MOVED to approve the Circulation Policy, as amended. Seconded by Mr.***  
78 ***Damren.***

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

80  
81 D. Update the Library Clerk I and Clerk II job descriptions

82  
83 The Board reviewed the proposed job description updates which mainly address housekeeping  
84 issues.

85  
86 ***Ms. Wunsch MOVED to approve Library Clerk I and Clerk II job descriptions, as presented.***  
87 ***Seconded by Mr. Damren.***

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

89  
90 **5. Committee Reports**

91 A. Foundation-funded subcommittee

92  
93 The subcommittee showed the Trustees the work that will be completed with the \$75,000 given  
94 from the Foundation to the Trustees, mainly happening in the Kilton Children's Room.

95

96 **6. Other Business**

97 A. Library Director's Report

98  
99 Director Fleming stated that a fix is needed for the ceiling in Deputy Director Lappin's office.  
100 He recommended using last year's surplus for the work. The security cameras are close to being  
101 installed. Staff interviewed a candidate for the open IT Librarian position on Friday. He noted  
102 that it is likely that a bill, HB 1184, will pass which will lead to the Board having to revise its No  
103 Trespass Policy.

104  
105 B. Kilton Library Space Planning

106  
107 The Board discussed finding a way to include the public in the planning of how to use this space  
108 in the future. It will also be important to track the current space usage in order to inform the  
109 Board as to how things might be changed in the future.

110  
111 **7. Future Agenda Items**

112  
113 As discussed during the meeting .

114  
115 **8. Non-Public Session**

116  
117 *Ms. Wunsch MOVED to enter into Non-Public Session at 7:48pm. Seconded by Mr. Damren.*  
118 *\*Vote on the MOTION passed by roll call: Oscadal – aye; Sharfstein – aye; Damren - aye;*  
119 *Dunn – aye; Hubbell - aye; Wunsch – aye (6-0-0).*

120  
121 **9. Adjourn**

122  
123 *Ms. Sharfstein MOVED to adjourn at 8:42PM. Seconded by Mr. Damren.*  
124 *\*Vote on the MOTION passed (6-0-0).*

125  
126  
127 Respectfully submitted,  
128 Kristan Patenaude  
129 Recording Secretary

MTD AND YTD REVENUE/EXPENSE FOR CITY OF LEBANON

Balance As of 04/30/2026

GL Number	Description	Bdgt Amendments From PO Carryover	2026 Amended Budget	Activity For 04/30/2026	YTD Balance 04/30/2026	Encumbrance 04/30/2026	Available Balance 04/30/2026	% Bdgt Used
<b>Fund: 1100 GENERAL FUND</b>								
<b>Account Category: Expenditures</b>								
<b>Department: 4550-0000 LIBRARY</b>								
1100-4550-0000-1100-0000	FULL TIME WAGES	0.00	871,130.00	55,211.31	232,657.50	0.00	638,472.50	26.71
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	12,517.95	51,841.86	0.00	83,188.14	38.39
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	0.00	133,700.00	13,483.19	47,560.24	0.00	86,139.76	35.57
1100-4550-0000-1300-0000	OVERTIME WAGES	0.00	1,000.00	0.00	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	1,629.02	3,140.04	0.00	8,239.96	27.59
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	0.00	90,000.00	6,396.37	25,229.21	0.00	64,770.79	28.03
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	0.00	111,140.00	7,663.22	30,645.87	0.00	80,494.13	27.57
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	0.00	9,360.00	130.00	2,929.00	0.00	6,431.00	31.29
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	0.00	7,920.00	735.33	2,938.22	0.00	4,981.78	37.10
1100-4550-0000-3000-0000	LEGAL SERVICES	0.00	0.00	287.38	2,771.75	0.00	(2,771.75)	100.00
1100-4550-0000-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUBSCRIPTI	0.00	15,480.00	1,131.99	8,628.69	0.00	6,851.31	55.74
1100-4550-0000-4110-0000	WATER	0.00	2,500.00	0.00	577.53	0.00	1,922.47	23.10
1100-4550-0000-4120-0000	SEWER	0.00	2,300.00	0.00	553.61	0.00	1,746.39	24.07
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING	0.00	2,000.00	0.00	2,850.00	0.00	(850.00)	142.50
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	9,753.50	96,783.50	4,672.73	47,739.16	28,843.17	11,947.67	87.66
	2025			0.00	0.00	8,253.50		
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	0.00	3,250.00	271.74	1,259.10	0.00	1,990.90	38.74
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	0.00	24,020.00	750.00	2,846.00	0.00	21,174.00	11.85
1100-4550-0000-5300-0000	COMMUNICATIONS	0.00	3,590.00	0.00	890.46	0.00	2,699.54	24.80
1100-4550-0000-5335-0000	INFORMATION ACCESS	0.00	6,300.00	275.00	945.00	0.00	5,355.00	15.00
1100-4550-0000-5400-0000	ADVERTISING	0.00	2,500.00	64.00	64.00	0.00	2,436.00	2.56
1100-4550-0000-5800-0000	TRAVEL	0.00	13,940.00	0.00	1,017.60	0.00	12,922.40	7.30
1100-4550-0000-5875-0000	MILEAGE	0.00	1,500.00	200.10	411.80	0.00	1,088.20	27.45
1100-4550-0000-6000-0000	OFFICE SUPPLIES	0.00	3,000.00	0.00	782.72	0.00	2,217.28	26.09
1100-4550-0000-6100-0000	GENERAL SUPPLIES	0.00	29,500.00	339.49	3,992.10	0.00	25,507.90	13.53
1100-4550-0000-6220-0000	ELECTRICITY	0.00	80,000.00	6,706.65	26,195.63	0.00	53,804.37	32.74
1100-4550-0000-6230-0000	BOTTLED GAS	0.00	1,440.00	33.98	3,721.77	0.00	(2,281.77)	258.46
1100-4550-0000-6240-0000	FUEL OIL	0.00	1,340.00	194.28	2,444.18	0.00	(1,104.18)	182.40
1100-4550-0000-6400-0010	BOOKS/PERIODICALS/AUDIO/VISUAL SUPPL	0.00	65,000.00	5,795.26	45,629.82	0.00	19,370.18	70.20
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	0.00	28,000.00	184.75	865.72	0.00	27,134.28	3.09
Total Dept 4550-0000 - LIBRARY		9,753.50	1,788,443.50	118,673.74	551,142.34	37,096.67	1,200,204.49	32.89
Expenditures		9,753.50	1,788,443.50	118,673.74	551,142.34	37,096.67	1,200,204.49	32.89
Fund 1100 - GENERAL FUND:								
TOTAL EXPENDITURES		9,753.50	1,788,443.50	118,673.74	551,142.34	37,096.67	1,200,204.49	32.89
Current Year Exp.				118,673.74	551,142.34	28,843.17		
Prior Year Exp.				0.00	0.00	8,253.50		

# Lebanon Public Libraries Trustee Accounts

## Balance Sheet - This Year to Last Month

As of Apr 30, 2026

	TOTAL
<hr/>	
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	-678.06
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
<b>Total for Salomon Smith Barney (deleted)</b>	<b>\$0.00</b>
<b>Total for Bank Accounts</b>	<b>-\$528.06</b>
Accounts Receivable	
Other Current Assets	
Amount Due Leb Libraries Found	0.00
<b>Total for Other Current Assets</b>	<b>\$0.00</b>
<b>Total for Current Assets</b>	<b>-\$528.06</b>
Fixed Assets	
Other Assets	
Long Term Assets- Other	
MSB IntraFi Savings acct 114	307,739.31
Savings Account MSB 5568114	100.00
<b>Total for Long Term Assets- Other</b>	<b>\$307,839.31</b>
<b>Total for Other Assets</b>	<b>\$307,839.31</b>
<b>Total for Assets</b>	<b>\$307,311.25</b>
<hr/>	
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
<b>Total for Accounts Payable</b>	<b>\$0.00</b>
Credit Cards	
Other Current Liabilities	
<b>Total for Current Liabilities</b>	<b>\$0.00</b>
Long-term Liabilities	
<b>Total for Liabilities</b>	<b>\$0.00</b>

# Lebanon Public Libraries Trustee Accounts

## Balance Sheet - This Year to Last Month

As of Apr 30, 2026

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	TOTAL
Equity	
Net Assets	154,460.51
Net Income	152,850.74
Opening Bal Equity	0.00
Unrealized Gain / Loss	0.00
<b>Total for Equity</b>	<b>\$307,311.25</b>
<b>Total for Liabilities and Equity</b>	<b>\$307,311.25</b>

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# Lebanon Public Libraries Trustee Accounts

## Profit and Loss - This Year to Last Month

January-April, 2026

	TOTAL
Income	
City Surplus Income	19,501.76
Contributions Income	116,000.00
Interest Income -	25,914.90
Other Income	4,533.05
<b>Total for Income</b>	<b>\$165,949.71</b>
Cost of Goods Sold	
<b>Gross Profit</b>	<b>\$165,949.71</b>
Expenses	
Accounting/Bookkeeping Services	483.00
Art/Framing	217.02
Books/Subscr/CD/DVD/Tapes	9.99
Capital Improvements -	3,200.00
Community Relations	119.06
Education/Staff Development	203.38
Entertainment	1,174.57
Miscellaneous Exp	176.95
Office/Operating Supplies	2,986.83
Professional Fees	
Advertising/Marketing	1,337.15
<b>Total for Professional Fees</b>	<b>\$1,337.15</b>
Programs	646.02
Repairs/Maintenance	2,450.00
Web Hosting/Domain Fees	95.00
<b>Total for Expenses</b>	<b>\$13,098.97</b>
<b>Net Operating Income</b>	<b>\$152,850.74</b>
Other Income	
Other Expenses	
<b>Net Other Income</b>	
<b>Net Income</b>	<b>\$152,850.74</b>

2026	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL:
Reference Questions Leb Adult	533	533	524	605									2195
Total Reference Questions Leb	533	533	524	605	0	0	0	0	0	0	0	0	2195
Reference Questions Kilton Adult	560	528	595	729									2412
Total Reference Questions Kilton	560	528	595	729	0	0	0	0	0	0	0	0	2412
Total Reference Questions Leb & Kilton	1093	1061	1119	1334	0	0	0	0	0	0	0	0	4607
Card Holders Registered	106	74	88	88									356
Traffic Leb	3617	3216	4325	4141									15299
Traffic Kilton	5342	5423	6398	6477									23640
Total Traffic	8959	8639	10723	10618	0	0	0	0	0	0	0	0	38939
Number Programs Adult - passive	1	0	0	0	0	0	0	0	0	0	0	0	1
Adult - active	21	17	12	18	0	0	0	0	0	0	0	0	68
Number Programs YA - passive	21	1	0	0	0	0	0	0	0	0	0	0	22
YA - Active	6	1	8	20	4	0	0	0	0	0	0	0	39
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	4	3	0	0	0	0	0	0	0	9
ages 0-5 (above is 6-11)	28	43	50	31	12	0	0	0	0	0	0	0	164
Total Number of Children's Programs	28	43	52	35	15	0	0	0	0	0	0	0	173
Total Number of Programs	77	62	72	73	19	0	0	0	0	0	0	0	303
Attendance Programs Adults -passive	50	0	0	0	0	0	0	0	0	0	0	0	50
Attendance Programs Adults - active	242	152	95	150	0	0	0	0	0	0	0	0	639
Attendance Programs YA - passive	126	68	0	0	0	0	0	0	0	0	0	0	194
Attendance YA - active	60	8	57	200	41	0	0	0	0	0	0	0	366
Attendance Programs Children Active	0	0	21	44	44	0	0	0	0	0	0	0	109

2026	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL:
ages 0-5 (above is 6-11)	784	803	1042	589	524	0	0	0	0	0	0	0	3742
Attendance 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
Attendance Programs Children Total	784	803	1063	633	568	0	0	0	0	0	0	0	3851
Attendance ALL Programs TOTAL	1262	1031	1215	983	609	0	0	0	0	0	0	0	5100
Internet Use - Both Libraries	2473	2150	4075	4009									12707
Meeting Room Use	240	235	255	237									967
Total Meeting Room Use	240	235	255	237	0	0	0	0	0	0	0	0	967
ILL from other Libraries	231	160	240	176									807
ILL to other Libraries	119	140	136	114									509
NYT Online - off site	448	436	394	402									1680
NYT Cooking	96	93	80	72									
NYT Games	356	412	305	263									
Total circulation - physical items	6927	6084	7122	7180	0	0	0	0	0	0	0	0	27313
Total circulation - downloadable items	4490	4000	4599	4402	0	0	0	0	0	0	0	0	17491
Total Circulation	11417	10084	11721	11582	0	0	0	0	0	0	0	0	44804
Circ - Lebanon Adult	1582	1404	1544	1437									
Circ - Lebanon Childrens	2134	1637	2130	2273									
Circ - Lebanon YA	136	102	114	167									
Other items (cool stuff, etc)	342	360	468	377									
Circ - Kilton Adult	1236	1214	1278	1381									
Circ - Kilton Childrens	1178	1073	1295	1188									
Circ- Kilton YA	87	57	56	80									
Other items (cool stuff, etc)	232	237	237	277									

2026	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL:
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	2098	2122									
NHDownloadable eBooks	1807	1715	1950	1793									
Kanopy tickets used	354	266	518	413									
Comics Plus	101	123	33	74									
EBSCO Database Usage													
Sessions	70	140	90	70									
Total searches	162	575	152	147									

## Library Building and Grounds Report May 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	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	Make sure the heat pumps are fully operational	In Progress
Epic	Problems with lighting at Kilton	In Progress
Task	Fix the controls	In Progress
Task	Get three estimates for LED work	In Progress
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	In Progress
Task	Get the building on a more centralized control system	To Do
Epic	HVAC issues at Kilton	To Do
Task	Reduce the amount of outside air coming into the building once the new controls are working	To Do
Task	Need a new main source of heat in place of the ground source heat pumps	To Do
Epic	Door issues	To Do
Task	Replace the coffee bar door	In Progress
Task	The door to the staff area at Kilton slams shut or doesn't shut at all	Done
Task	Follow up with Raynor door on the alarms	To Do
Task	Refinish the front door at Leb Library	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	Extend life of 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?	Done
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	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	Paint	To Do
Task	Redo the CR at Kilton	Done
Task	Repaint the Lebanon Library foyer	To Do
Epic	Build outdoor stage and install awning at Kilton	To Do
Epic	Fix ceiling and hatch access in Amy's office	To Do
Epic	Sprinkler and fire alarm issues	To Do
Task	Fix trim near one obstructed fire pull at Kilton	In Progress
Task	Replace glitching fire panel at Kilton	Done
Task	Five year inspection of sprinkler system at Kilton due	In Progress
Task	Could not activate duct smokes 9&10 via remote magnet test fire alarm system Kilton	Done