



**LEBANON LIBRARY BOARD OF TRUSTEES
JUNE 23, 2026 - 7:00 PM
KILTON LIBRARY COMMUNITY 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 May 26, 2026 meeting 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. 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
May 26, 2026
7:00 PM**

MEMBERS PRESENT: Francis Oscadal (Chair); Ann Sharfstein (Secretary); Jeff Damren; Renee Dunn (Treasurer); Kim Rheinlander; Leonee Derr (alternate)

MEMBERS ABSENT: Emma Wunsch; Ellen Hubbell; Adam Ali (alternate)

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

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

2

3 **2. Open to the Public**

4

5 None at this time.

6

7 **3. Approval of Minutes**

8 A. Approve the April 28, 2026, minutes

9

10 *Mr. Damren MOVED to accept the meeting minutes of April 28, 2026, as amended. Seconded*

11 *by Ms. Sharfstein.*

12

13 **AMENDMENTS:**

14 **Line 35: Change to “Fleming.”**

15

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

17

18 **4. New Business**

19 A. Approve the Treasurer's Report

20

21 Ms. Dunn presented the Treasurer’s Report. The City budget is on target. The changes to the

22 Trustee Funds, outside of routine expenditures, include a \$3,200 downpayment for the awning.

23 She also saw some tree and garden work for \$2,300. As the Children’s Room project continues

24 to move forward, there will be additional charges seen.

25

26 Mr. Damren noted that the Lawn Mowing and Snow Plowing line is already 142% spent.

27 Director Fleming noted that there will not be any additional charges to that line item.

28

29 *Ms. Sharfstein MOVED to accept the Treasurer’s Report as presented. Seconded by Ms.*

30 *Rheinlander.*

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

32

33 **5. Committee Reports**

34

35 None at this time.

36

37 **6. Other Business**

38

A. Library Director's Report

39

40 Director Fleming stated the City Manager provided the financial outlook to the City Council at
41 last week's Council meeting. Councilors voted unanimously to recommend a tax increase not
42 higher than 3% associated with next year's budget. The Council would like a report from the City
43 Manager to indicate what may need to be cut to get down to that level. The Library will likely be
44 making some minor changes that will save some money from the draft budget, such as changes
45 to staff development and travel, as has been discussed over the years. He noted that Chair
46 Oscadal and Ms. Dunn will present the budget this year.

47

48 Ms. Dunn and Chair Oscadal stated that they would like to be involved in the meetings with
49 Finance and the City Manager to review the budget this year, if possible.

50

51 Director Fleming stated that Deputy Director Lappin gave Seneca from Revo Casino a tour of
52 the Library two Fridays ago. Seneca was very interested in the Children's Room, and also
53 expressed interest in the community gardens, as some of his work over the years has been around
54 food insecurity. Seneca then asked if the Library wants to partner again this year, which the
55 Library agreed to. He noted that the Rotary will also be donating \$5,000 to the Library.

56

57 Director Fleming noted that former President of the Library Foundation, Al Michalovic, passed
58 away. The Library received a \$1,000 donation in his memory.

59

60 Director Fleming explained that he spoke with someone involved with the heat pump project.
61 Rather than RFPs, it seems that a change order to the existing project will be proposed. An
62 independent engineer has been hired to confirm what is being stated about the wells being
63 inadequate for the geothermal system. There is \$50,000 in the capital reserve which could be
64 used for a supplemental boiler to take over for the geothermal, if required. Other options would
65 be very expensive to pursue. He will continue to give updates on this as they come in.

66

67 B. Deputy Director's Report

68

69 Deputy Director Lappin explained that Summer Reading starts June 11th. This year's theme is
70 Unearth the Story. The new IT Librarian will start on June 1st. She stated that there is a request to
71 close the Library on Saturday, December 26th this year. The Trustees agreed that the Library
72 could be closed on December 26th.

73

74 **7. Future Agenda Items**

75

76 Chair Oscadal stated that it is yet unclear when the negotiating sessions for the potential Library
77 staff union organization will begin. The City is seeking for the four new bargaining units to agree
78 to a contract for approximately 1.5 years. This would bring all eight bargaining units for the City
79 up for renegotiation in 2028. As the money for 2026 is already fixed, negotiation for 2028 would
80 likely begin sometime early in 2027.

81

82 Director Fleming explained that the security cameras are set up and ready to go.

83

84 **8. Non-Public Session**

85

86 None at this time.

87

88 **9. Adjourn**

89

90 *Mr. Damren MOVED to adjourn at 7:31PM. Seconded by Ms. Sharfstein.*

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

92

93

94 Respectfully submitted,

95 Kristan Patenaude

96 Recording Secretary

Lebanon Public Libraries Trustee Accounts

Balance Sheet - This Year to Last Month

As of May 31, 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	4,376.48
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	\$4,526.48
Accounts Receivable	
Other Current Assets	
Amount Due Leb Libraries Found	0.00
Total for Other Current Assets	\$0.00
Total for Current Assets	\$4,526.48
Fixed Assets	
Other Assets	
Long Term Assets- Other	
MSB IntraFi Savings acct 114	268,560.39
Savings Account MSB 5568114	100.01
Total for Long Term Assets- Other	\$268,660.40
Total for Other Assets	\$268,660.40
Total for Assets	\$273,186.88
<hr/>	
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total for Accounts Payable	\$0.00
Credit Cards	
Other Current Liabilities	
Total for Current Liabilities	\$0.00
Long-term Liabilities	
Total for Liabilities	\$0.00

Lebanon Public Libraries Trustee Accounts

Balance Sheet - This Year to Last Month

As of May 31, 2026

	TOTAL
Equity	
Net Assets	154,460.51
Net Income	118,726.37
Opening Bal Equity	0.00
Unrealized Gain / Loss	0.00
Total for Equity	\$273,186.88
Total for Liabilities and Equity	\$273,186.88

Lebanon Public Libraries Trustee Accounts

Profit and Loss - This Year to Last Month

January-May, 2026

	TOTAL
Income	
City Surplus Income	19,501.76
Contributions Income	116,000.00
Interest Income -	26,735.99
Other Income	5,835.46
Total for Income	\$168,073.21
Cost of Goods Sold	
Gross Profit	\$168,073.21
Expenses	
Accounting/Bookkeeping Services	483.00
Art/Framing	217.02
Books/Subscr/CD/DVD/Tapes	9.99
Capital Improvements -	\$3,200.00
Building Improvements	19,257.71
Total for Capital Improvements -	\$22,457.71
Community Relations	119.06
Education/Staff Development	203.38
Entertainment	1,208.56
Miscellaneous Exp	176.95
Office/Operating Supplies	3,032.77
Professional Fees	
Advertising/Marketing	1,337.15
Total for Professional Fees	\$1,337.15
Programs	867.42
Repairs/Maintenance	19,138.83
Web Hosting/Domain Fees	95.00
Total for Expenses	\$49,346.84
Net Operating Income	\$118,726.37
Other Income	
Other Expenses	
Net Other Income	
Net Income	\$118,726.37

MTD AND YTD REVENUE/EXPENSE FOR CITY OF LEBANON

Balance As of 05/31/2026

GL Number	Description	Bdgt Amendments From PO Carryover	2026 Amended Budget	Activity For 05/31/2026	YTD Balance 05/31/2026	Encumbrance 05/31/2026	Available Balance 05/31/2026	% 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	87,191.72	319,849.22	0.00	551,280.78	36.72
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	18,090.34	69,932.20	0.00	65,097.80	51.79
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	0.00	133,700.00	18,339.95	65,900.19	0.00	67,799.81	49.29
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	0.00	3,140.04	0.00	8,239.96	27.59
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	0.00	90,000.00	9,352.97	34,582.18	0.00	55,417.82	38.42
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	0.00	111,140.00	11,419.95	42,065.82	0.00	69,074.18	37.85
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	0.00	9,360.00	0.00	3,444.67	0.00	5,915.33	36.80
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	0.00	7,920.00	1,054.93	3,993.15	0.00	3,926.85	50.42
1100-4550-0000-3000-0000	LEGAL SERVICES	0.00	0.00	0.00	2,771.75	0.00	(2,771.75)	100.00
1100-4550-0000-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUBSCRIPTI	0.00	15,480.00	251.99	8,880.68	0.00	6,599.32	57.37
1100-4550-0000-4110-0000	WATER	0.00	2,500.00	450.31	1,027.84	0.00	1,472.16	41.11
1100-4550-0000-4120-0000	SEWER	0.00	2,300.00	590.84	1,144.45	0.00	1,155.55	49.76
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	25,889.23	73,628.39	19,034.17	(4,132.56)	104.27
	2025			0.00	0.00	8,253.50		
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	0.00	3,250.00	271.74	1,530.84	0.00	1,719.16	47.10
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	0.00	24,020.00	2,386.00	5,282.00	0.00	18,738.00	21.99
1100-4550-0000-5300-0000	COMMUNICATIONS	0.00	3,590.00	289.39	1,476.35	0.00	2,113.65	41.12
1100-4550-0000-5335-0000	INFORMATION ACCESS	0.00	6,300.00	275.00	1,460.00	0.00	4,840.00	23.17
1100-4550-0000-5400-0000	ADVERTISING	0.00	2,500.00	0.00	64.00	0.00	2,436.00	2.56
1100-4550-0000-5800-0000	TRAVEL	0.00	13,940.00	1,681.09	3,045.49	0.00	10,894.51	21.85
1100-4550-0000-5875-0000	MILEAGE	0.00	1,500.00	142.83	554.63	0.00	945.37	36.98
1100-4550-0000-6000-0000	OFFICE SUPPLIES	0.00	3,000.00	261.99	1,044.71	0.00	1,955.29	34.82
1100-4550-0000-6100-0000	GENERAL SUPPLIES	0.00	29,500.00	1,313.43	6,087.98	0.00	23,412.02	20.64
1100-4550-0000-6220-0000	ELECTRICITY	0.00	80,000.00	5,011.11	31,206.74	0.00	48,793.26	39.01
1100-4550-0000-6230-0000	BOTTLED GAS	0.00	1,440.00	789.14	4,510.91	0.00	(3,070.91)	313.26
1100-4550-0000-6240-0000	FUEL OIL	0.00	1,340.00	0.00	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	7,715.29	53,380.73	0.00	11,619.27	82.12
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	0.00	28,000.00	325.12	3,918.77	0.00	24,081.23	14.00
	Total Dept 4550-0000 - LIBRARY	9,753.50	1,788,443.50	193,094.36	749,231.67	27,287.67	1,011,924.16	43.42
	Expenditures	9,753.50	1,788,443.50	193,094.36	749,231.67	27,287.67	1,011,924.16	43.42
Fund 1100 - GENERAL FUND:								
	TOTAL EXPENDITURES	9,753.50	1,788,443.50	193,094.36	749,231.67	27,287.67	1,011,924.16	43.42
	Current Year Exp.			193,094.36	749,231.67	19,034.17		
	Prior Year Exp.			0.00	0.00	8,253.50		

2026	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL:
Reference Questions Leb Adult	533	533	524	605	621								2816
Total Reference Questions Leb	533	533	524	605	621	0	0	0	0	0	0	0	2816
Reference Questions Kilton Adult	560	528	595	729	658								3070
Total Reference Questions Kilton	560	528	595	729	658	0	0	0	0	0	0	0	3070
Total Reference Questions Leb & Kilton	1093	1061	1119	1334	1279	0	0	0	0	0	0	0	5886
Card Holders Registered	106	74	88	88	79								435
Traffic Leb	3617	3216	4325	4141	4037								19336
Traffic Kilton	5342	5423	6398	6477	5998								29638
Total Traffic	8959	8639	10723	10618	10035	0	0	0	0	0	0	0	48974
Number Programs Adult - passive	1	0	0	0	0	0	0	0	0	0	0	0	1
Adult - active	21	17	12	18	13	1	0	0	0	0	0	0	82
Number Programs YA - passive	21	2	1	1	1	0	0	0	0	0	0	0	26
YA - Active	6	1	8	20	7	3	0	0	0	0	0	0	45
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	8	6	0	0	0	0	0	0	20
ages 0-5 (above is 6-11)	28	43	50	42	32	8	0	0	0	0	0	0	203
Total Number of Children's Programs	28	43	52	46	40	14	0	0	0	0	0	0	223
Total Number of Programs	77	63	73	85	61	18	0	0	0	0	0	0	377
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	315	326	0	0	0	0	0	0	1280
Attendance Programs YA - passive	126	236	168	158	218	0	0	0	0	0	0	0	906
Attendance Programs YA - active	60	8	57	200	76	513	0	0	0	0	0	0	914
Attendance Programs Children Active	0	0	21	44	99	634	0	0	0	0	0	0	798

2026	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL:
ages 0-5 (above is 6-11)	784	803	1042	680	866	307	0	0	0	0	0	0	4482
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	724	965	941	0	0	0	0	0	0	5280
Attendance ALL Programs TOTAL	1262	1199	1383	1232	1574	1780	0	0	0	0	0	0	8430
Internet Use - Both Libraries	2473	2150	4075	4009	5204								17911
Meeting Room Use	240	235	255	237	212								1179
Total Meeting Room Use	240	235	255	237	212	0	0	0	0	0	0	0	1179
ILL from other Libraries	231	160	240	176	141								948
ILL to other Libraries	119	140	136	114	120								629
NYT Online - off site	448	436	394	402	431								2111
NYT Cooking	96	93	80	72	74								
NYT Games	356	412	305	263	228								
Total circulation - physical items	6927	6084	7122	7180	7146	0	0	0	0	0	0	0	34459
Total circulation - downloadable items	4490	4000	4599	4402	4472	0	0	0	0	0	0	0	21963
Total Circulation	11417	10084	11721	11582	11618	0	0	0	0	0	0	0	56422
Circ - Lebanon Adult	1582	1404	1544	1437	1452								
Circ - Lebanon Childrens	2134	1637	2130	2273	2111								
Circ - Lebanon YA	136	102	114	167	142								
Other items (cool stuff, etc)	342	360	468	377	340								
Circ - Kilton Adult	1236	1214	1278	1381	1315								
Circ - Kilton Childrens	1178	1073	1295	1188	1416								
Circ- Kilton YA	87	57	56	80	78								
Other items (cool stuff, etc)	232	237	237	277	292								

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	2170								
NHDownloadable eBooks	1807	1715	1950	1793	1819								
Kanopy tickets used	354	266	518	413	459								
Comics Plus	101	123	33	74	24								
EBSCO Database Usage													
Sessions	70	140	90	70									
Total searches	162	575	152	147									

Library Building and Grounds Report June 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
Task	Make three extra LAN room keys	In Progress
Task	ADA restroom in Kilton public restroom on right hinge is binding	To Do
Task	Piece fell off the Lebanon Library front door by the kick plate	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
Task	Put a plan together with Jason from SMP	In Progress
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