



**LEBANON LIBRARY BOARD OF TRUSTEES
JULY 28, 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. Acceptance of gifts

- A. Accept \$5,000 from Lebanon Rotary for the Kilton hall door project

4. Approval of Minutes

- A. Approve the June 23rd, 2026 minutes

5. New Business

- A. Approve the Treasurer's Report
- B. Approve the library's proposed 2027 city budget
- C. Approve the new Adult Use of the Children's Room Policy
- D. Approve draft update to the Materials Selection Policy

6. Other Business

- A. Discuss plans for Kilton Library repurposing of the space
- B. Library Director's Report
- C. Deputy Library Director's Report
- D. Forming a hiring committee for vacant Children's Librarian position

7. Future Agenda Items

- A. Review the Investment Policy

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:

Lebanon Library Board of Trustees Agenda
July 28, 2026

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 Community Room OR
Remote Via Virtual Platform
LebanonNH.gov/Live
June 23, 2026
7:00 PM**

MEMBERS PRESENT: Francis Oscadal (Chair); Ann Sharfstein (Secretary); Jeff Damren; Renee Dunn (Treasurer); Kim Rheinlander; Leonee Derr (alternate); Emma Wunsch; Ellen Hubbell; Adam Ali (alternate, remote)

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 May 26, 2026, minutes

9
10 *Mr. Damren MOVED to accept the meeting minutes of May 26, 2026, as presented. Seconded*
11 *by Ms. Rheinlander.*

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

13
14 **4. New Business**

15 A. Approve the Treasurer's Report

16
17 Ms. Dunn presented the Treasurer's Report. In terms of the City budget, this is overbudgeted on
18 the repairs and maintenance line items. Some projects will need to be put on hold for the rest of
19 the year, with the exception of spending some funds on the Kilton HVAC system. The City
20 budget has also reached its limit in terms of book purchasing. This will begin to come out of
21 Trustee funds, which is typical for this time of year.

22
23 On the Trustee Fund side, a deposit was made for \$19,000 for the sensory wall and \$10,000 for
24 furniture improvements. Those are the major expenditures at this time.

25
26 The group discussed other upcoming projects and potential funding sources for them.

27
28 *Mr. Damren MOVED to accept the Treasurer's Report as presented. Seconded by Ms.*
29 *Hubbell.*

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

31
32 **5. Committee Reports**
33

34 None at this time.
35

36 **6. Other Business**

37 A. Library Director's Report
38

39 Director Fleming stated that the project for adding an awning and stage at the rear of Kilton was
40 supposed to have to go for a public hearing in front of the Planning Board, which would have
41 delayed the project for a bit, but the Planning Board decided to waive that requirement. The
42 project requires a permit, which he is working to obtain. Director Fleming noted that he has
43 joined the Advanced Transit Board. He would like to see the Advanced Transit Hub remain at
44 Kilton and feels that he can do other good on that board. There will be monthly meetings. He
45 noted that the second Revo partnership will occur from August 29th-September 7th.
46

47 B. Deputy Director's Report
48

49 Deputy Director Lappin explained that summer reading started on the 11th and over 700 people
50 have signed up so far. The management team is working on two policy updates that may be
51 brought to the Board's July meeting.
52

53 Ms. Derr asked about a collections/acquisition selection values criteria. Deputy Director Lappin
54 stated that these types of discussions occur, but she would like to consider this further.
55

56 **7. Future Agenda Items**
57

58 The Board noted that a new member may attend the July meeting.
59

60 **8. Adjourn**
61

62 *Mr. Damren MOVED to adjourn at 7:19PM. Seconded by Ms. Sharfstein.*

63 **Vote on the MOTION passed (7-0-0).*
64
65

66 Respectfully submitted,

67 Kristan Patenaude

68 Recording Secretary

MTD AND YTD REVENUE/EXPENSE FOR CITY OF LEBANON

Balance As of 06/30/2026

GL Number	Description	Bdgt Amendments From PO Carryover	2026 Amended Budget	Activity For 06/30/2026	YTD Balance 06/30/2026	Encumbrance 06/30/2026	Available Balance 06/30/2026	% 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	66,355.92	386,205.14	0.00	484,924.86	44.33
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	8,069.60	8,069.60	0.00	27,270.40	22.83
1100-4550-0000-1125-0000	PART TIME WAGES 25-29	0.00	135,030.00	4,067.23	73,999.43	0.00	61,030.57	54.80
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	0.00	133,700.00	11,077.94	76,978.13	0.00	56,721.87	57.58
1100-4550-0000-1300-0000	OVERTIME WAGES	0.00	1,000.00	10.37	24.13	0.00	975.87	2.41
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	1,534.94	4,674.98	0.00	6,705.02	41.08
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	0.00	90,000.00	6,608.90	41,191.08	0.00	48,808.92	45.77
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	0.00	111,140.00	8,461.72	50,527.54	0.00	60,612.46	45.46
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	0.00	9,360.00	0.00	3,564.67	0.00	5,795.33	38.08
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	0.00	7,920.00	724.55	4,717.70	0.00	3,202.30	59.57
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	1,921.56	10,802.24	0.00	4,677.76	69.78
1100-4550-0000-4110-0000	WATER	0.00	2,500.00	0.00	1,027.84	0.00	1,472.16	41.11
1100-4550-0000-4120-0000	SEWER	0.00	2,300.00	0.00	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	798.46	74,426.85	18,736.67	(4,633.52)	104.79
	2025			0.00	0.00	8,253.50		
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	0.00	3,250.00	271.74	1,802.58	0.00	1,447.42	55.46
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	0.00	24,020.00	862.90	6,144.90	0.00	17,875.10	25.58
1100-4550-0000-5300-0000	COMMUNICATIONS	0.00	3,590.00	289.41	1,772.88	0.00	1,817.12	49.38
1100-4550-0000-5335-0000	INFORMATION ACCESS	0.00	6,300.00	1,475.00	2,935.00	0.00	3,365.00	46.59
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	0.00	3,045.49	0.00	10,894.51	21.85
1100-4550-0000-5875-0000	MILEAGE	0.00	1,500.00	58.00	612.63	0.00	887.37	40.84
1100-4550-0000-6000-0000	OFFICE SUPPLIES	0.00	3,000.00	104.61	1,191.13	0.00	1,808.87	39.70
1100-4550-0000-6100-0000	GENERAL SUPPLIES	0.00	29,500.00	1,439.11	7,791.88	0.00	21,708.12	26.41
1100-4550-0000-6220-0000	ELECTRICITY	0.00	80,000.00	4,419.68	35,626.42	0.00	44,373.58	44.53
1100-4550-0000-6230-0000	BOTTLED GAS	0.00	1,440.00	0.00	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	4,806.46	58,253.25	0.00	6,746.75	89.62
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	0.00	28,000.00	1,362.99	5,281.76	0.00	22,718.24	18.86
Total Dept 4550-0000 - LIBRARY		9,753.50	1,788,443.50	124,721.09	874,452.54	26,990.17	887,000.79	50.40
Expenditures		9,753.50	1,788,443.50	124,721.09	874,452.54	26,990.17	887,000.79	50.40
Fund 1100 - GENERAL FUND:								
TOTAL EXPENDITURES		9,753.50	1,788,443.50	124,721.09	874,452.54	26,990.17	887,000.79	50.40
Current Year Exp.				124,721.09	874,452.54	18,736.67		
Prior Year Exp.				0.00	0.00	8,253.50		

Lebanon Public Libraries Trustee Accounts

Balance Sheet - This Year to Last Month

As of Jun 30, 2026

	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	15,129.55
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	\$15,279.55
Accounts Receivable	
Other Current Assets	
Amount Due Leb Libraries Found	0.00
Total for Other Current Assets	\$0.00
Total for Current Assets	\$15,279.55
Fixed Assets	
Other Assets	
Long Term Assets- Other	
MSB IntraFi Savings acct 114	259,301.15
Savings Account MSB 5568114	100.01
Total for Long Term Assets- Other	\$259,401.16
Total for Other Assets	\$259,401.16
Total for Assets	\$274,680.71
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 Jun 30, 2026

		TOTAL
Equity		
Net Assets		154,460.51
Net Income		120,220.20
Opening Bal Equity		0.00
Unrealized Gain / Loss		0.00
Total for Equity		\$274,680.71
Total for Liabilities and Equity		\$274,680.71

Lebanon Public Libraries Trustee Accounts

Profit and Loss - This Year to Last Month

January-June, 2026

	TOTAL
Income	
City Surplus Income	19,501.76
Contributions Income	116,000.00
Interest Income -	27,476.75
Other Income	7,340.75
Total for Income	\$170,319.26
Cost of Goods Sold	
Gross Profit	\$170,319.26
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	1,320.88
Miscellaneous Exp	176.95
Office/Operating Supplies	3,254.92
Postage/Delivery	32.34
Professional Fees	
Advertising/Marketing	1,337.15
Total for Professional Fees	\$1,337.15
Programs	1,252.83
Repairs/Maintenance	19,138.83
Web Hosting/Domain Fees	95.00
Total for Expenses	\$50,099.06
Net Operating Income	\$120,220.20
Other Income	
Other Expenses	
Net Other Income	
Net Income	\$120,220.20

GL Number	Description	Original	2026 Budget Amended 2026 Budget	2026 Activity	2026 Projected	2027 Requested	2027 Recommended	2027 Approved	2027 Requested Amt Change	2027 Requested % Change
Fund: 1100 GENERAL FUND										
Account Category: Appropriations										
1100-4550-0000-1100-0000	FULL TIME WAGES	871,130	871,130	454,706	821,850	929,020	0	0	57,890	6.65
1100-4550-0000-1120-0000	PART TIME WAGES 20-24	35,340	35,340	10,806	25,570	0	0	0	(35,340)	(100.00)
1100-4550-0000-1125-0000	PART TIME WAGES 25-29	135,030	135,030	83,348	153,300	170,350	0	0	35,320	26.16
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	133,700	133,700	88,352	148,480	142,850	0	0	9,150	6.84
1100-4550-0000-1300-0000	OVERTIME WAGES	1,000	1,000	24	250	0	0	0	(1,000)	(100.00)
1100-4550-0000-2150-0000	LIFE & DISABILITY INSURANCE	11,380	11,380	4,675	10,040	11,740	0	0	360	3.16
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	90,000	90,000	48,023	84,080	95,080	0	0	5,080	5.64
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	111,140	111,140	59,261	104,000	112,730	0	0	1,590	1.43
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	9,360	9,360	3,815	7,870	5,190	0	0	(4,170)	(44.55)
LIBRARIANS OF THE UPPER VALLEY MEMBERSHIP					20	20	0	0		
NH OUTRIGHT					250	0	0	0		
PINDELL CONFERENCE REGISTRATION FEES AND PROFESSIONAL MEMBERSHIPS					440	340	0	0		
WOLFF PROFESSIONAL MEMBERSHIP DUES AND ONLINE CLASSES					0	120	0	0		
PROFESSIONAL DEVELOPMENT TRAININGS					0	1,500	0	0		
FUTURE YOUTH SERVICES DEPT EMPLOYEE					0	300	0	0		
VOKAL - GREEN MOUNTAIN LIBRARY CONSORTIUM					250	250	0	0		
COUSER CONFERENCE REGISTRATION FEES AND PROFESSIONAL MEMBERSHIP DUES					590	80	0	0		
LAPPIN CONFERENCE REGISTRATION FEES AND PROFESSIONAL MEMBERSHIP DUES					1,190	960	0	0		
PFEIFFER CONFERENCE REGISTRATION FEES AND PROFESSIONAL MEMBERSHIP DUES					2,850	170	0	0		
RHEAUME CONFERENCE REGISTRATION FEES AND PROFESSIONAL MEMBERSHIP DUES					1,430	680	0	0		
FLEMING CONFERENCE REGISTRATION FEES AND PROFESSIONAL MEMBERSHIP DUES					350	270	0	0		
HOUK PROFESSIONAL MEMBERSHIP DUES AND ONLINE CLASSES					500	500	0	0		
GL # FOOTNOTE TOTAL					7,870	5,190	0	0		
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	7,920	7,920	5,327	9,400	8,010	0	0	90	1.14
1100-4550-0000-3000-0000	LEGAL SERVICES	0	0	3,717	2,770	2,500	0	0	2,500	0.00
1100-4550-0000-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUBSCR	15,480	15,480	11,054	15,910	16,320	0	0	840	5.43
OCLC					810	830	0	0		
PROXMOX					860	900	0	0		
ANTHROPIC					200	200	0	0		
BASIN					150	160	0	0		
READ & WRITE					100	100	0	0		

BUDGET REPORT FOR CITY OF LEBANON
Calculations As of 12/31/2026

GL Number	Description	Original	2026 Budget	2026 Amended Budget	2026 Activity	2026 Projected	2027 Requested	2027 Recommended	2027 Approved	2027 Requested Amt	2027 Requested Change	2027 Requested % Change
Fund: 1100 GENERAL FUND												
Account Category: Appropriations												
OTTER AI												
						120	120	0	0			
OPENAI						240	240	0	0			
SENSOURCE PATRON COUNTERS ANNUAL FEE						880	900	0	0			
BITWARDEN						500	520	0	0			
SPOTIFY						240	240	0	0			
CANVA						120	130	0	0			
BYWATER SOLUTIONS/KOHA						6,050	6,230	0	0			
ASPEN/LIBRARY CATALOG						1,690	1,720	0	0			
LIBCAL (MEETING ROOM CALENDAR)						920	950	0	0			
MAILCHIMP						2,760	2,800	0	0			
TECHSOUP						100	100	0	0			
FAXPLUS						170	180	0	0			
GL # FOOTNOTE TOTAL						15,910	16,320	0	0			
1100-4550-0000-4110-0000	WATER	2,500	2,500	1,028	2,400	2,400	0	0		(100)	(4.00)	
1100-4550-0000-4120-0000	SEWER	2,300	2,300	1,144	2,300	2,300	0	0		0	0.00	
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING	2,000	2,000	2,850	2,850	2,000	0	0		0	0.00	
LAWN MAINTENANCE, PLOWING, SHOVELING						2,850	0	0	0			
MULCHING, GARDENING, TREE PRUNING						0	2,000	0	0			
GL # FOOTNOTE TOTAL						2,850	2,000	0	0			
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	87,030	96,784	89,777	106,750	103,930	0	0		16,900	19.42	
PAINTING KILTON CHILDREN'S ROOM						9,980	0	0	0			
ALARMCO SECURITY CAMERA INSTALLATION						11,050	0	0	0			
REPLACEMENT OF KILTON COMMUNITY ROOM DOORS						8,180	0	0	0			
PAINTING KILTON COMMUNITY ROOM AND HALL						0	11,000	0	0			
KILTON HALL DOOR REPLACEMENT						0	15,000	0	0			
KILTON MEMBRANE ROOF PARTIAL REPLACEMENT						0	10,000	0	0			
LEBANON LIBRARY SLATE AND COPPER MAINTENANCE						0	7,500	0	0			
ALARM.COM CAMERA FEES FOR KILTON												

BUDGET REPORT FOR CITY OF LEBANON
Calculations As of 12/31/2026

GL Number	Description	Original	2026 Budget	2026 Amended Budget	2026 Activity	2026 Projected	2027 Requested	2027 Recommended	2027 Approved	2027 Requested Amt Change	2027 Requested % Change
Fund: 1100 GENERAL FUND											
Account Category: Appropriations											
						250	500	0	0		
	ROOF WORK ON ADDITION (ROOF SECTION 1) AT LEBANON LIBRARY										
	TASCO ANNUAL CAMERA FEES										
	STANLEY					1,620	1,620	0	0		
	CASELLA					3,960	4,100	0	0		
	ALLIANCE					50,000	45,000	0	0		
	VT LIFE SAFETY					600	600	0	0		
	STATE BOILER INSPECTION					50	50	0	0		
	PLUMBERS, ELECTRICIANS, LOCKSMITHS, ETC.					20,000	7,500	0	0		
	TASCO PANIC ALARM MONITORING					1,060	1,060	0	0		
	GL # FOOTNOTE TOTAL					106,750	103,930	0	0		
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	3,250	3,250	1,893		3,250	3,250	0	0	0	0.00
	DE LAGE LANDEN					3,250	3,250	0	0		
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	24,020	24,020	12,268		23,980	24,780	0	0	760	3.16
	HIRING PROCESS FEES					200	200	0	0		
	ANDREA BRASSARD COURIER SERVICES					9,000	9,300	0	0		
	MUSEUM PASSES					1,000	1,000	0	0		
	MOVIE LICENSES					280	280	0	0		
	PROGRAM PRESENTERS					13,500	14,000	0	0		
	GL # FOOTNOTE TOTAL					23,980	24,780	0	0		
1100-4550-0000-5300-0000	COMMUNICATIONS	3,590	3,590	1,773		3,560	3,800	0	0	210	5.85
	VERIZON CELL PHONES					460	480	0	0		
	OOMA					90	90	0	0		
	COMCAST PHONE					1,920	2,000	0	0		
	CONSOLIDATED COMMUNICATIONS - ELEVATOR EMERGENCY PHONE					1,090	1,230	0	0		
	GL # FOOTNOTE TOTAL					3,560	3,800	0	0		
1100-4550-0000-5335-0000	INFORMATION ACCESS	6,300	6,300	2,935		7,040	6,300	0	0	0	0.00
	MOBILE BEACON HOT SPOTS					3,740	3,000	0	0		
	VTEL INTERNET					3,300	3,300	0	0		
	GL # FOOTNOTE TOTAL					7,040	6,300	0	0		

BUDGET REPORT FOR CITY OF LEBANON
Calculations As of 12/31/2026

GL Number	Description	Original	2026 Budget	2026 Amended Budget	2026 Activity	2026 Projected	2027 Requested	2027 Recommended	2027 Approved	2027 Requested Amt Change	2027 Requested % Change
Fund: 1100 GENERAL FUND											
Account Category: Appropriations											
1100-4550-0000-5400-0000	ADVERTISING		2,500	2,500	64	2,000	2,000	0	0	(500)	(20.00)
1100-4550-0000-5800-0000	TRAVEL		13,940	13,940	5,043	8,200	2,710	0	0	(11,230)	(80.56)
PINDELL CONFERENCE TRAVEL						700	0	0	0		
FUTURE YOUTH SERVICES DEPT EMPLOYEE COUSER CONFERENCE TRAVEL						510	0	0	0		
LAPPIN CONFERENCE TRAVEL						2,390	2,010	0	0		
PFEIFFER CONFERENCE TRAVEL						2,550	0	0	0		
RHEAUME CONFERENCE TRAVEL						2,050	700	0	0		
FLEMING CONFERENCE TRAVEL											
GL # FOOTNOTE TOTAL						8,200	2,710	0	0		
1100-4550-0000-5875-0000	MILEAGE		1,500	1,500	779	1,870	1,880	0	0	380	25.33
STETSON MILEAGE						720	750	0	0		
FLEMING MILEAGE						500	500	0	0		
COUSER MILEAGE						100	200	0	0		
RHEAUME MILEAGE						350	240	0	0		
PINDELL MILEAGE						100	100	0	0		
LAPPIN MILEAGE						100	90	0	0		
GL # FOOTNOTE TOTAL						1,870	1,880	0	0		
1100-4550-0000-6000-0000	OFFICE SUPPLIES		3,000	3,000	1,304	2,500	2,600	0	0	(400)	(13.33)
1100-4550-0000-6100-0000	GENERAL SUPPLIES		29,500	29,500	9,189	16,000	17,500	0	0	(12,000)	(40.68)
1100-4550-0000-6220-0000	ELECTRICITY		80,000	80,000	37,994	70,000	55,000	0	0	(25,000)	(31.25)
NEW HEAT PUMPS AT KILTON SHOULD KEEP OUR ELECTRICITY BUDGET DOWN						70,000	55,000	0	0		
1100-4550-0000-6230-0000	BOTTLED GAS		1,440	1,440	4,511	9,000	11,720	0	0	10,280	713.89
7500 GALLONS X \$1.562						0	11,720	0	0		
950 GALLONS X \$1.512						9,000	0	0	0		
GL # FOOTNOTE TOTAL						9,000	11,720	0	0		
1100-4550-0000-6240-0000	FUEL OIL		1,340	1,340	2,444	3,200	2,240	0	0	900	67.16
550 GALLONS X \$4.068/GALLON = \$2,240						0	2,240	0	0		
550 GALLONS X \$2.428/GALLON = \$1,340						3,200	0	0	0		
GL # FOOTNOTE TOTAL						3,200	2,240	0	0		
1100-4550-0000-6400-0010	BOOKS/PERIODICALS/AUDIO/VISUAL S		65,000	65,000	62,546	65,000	70,000	0	0	5,000	7.69
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIP		28,000	28,000	5,282	31,500	36,280	0	0	8,280	29.57
COMPUTER BUDGET - REPAIR AND REPLACE											

BUDGET REPORT FOR CITY OF LEBANON
Calculations As of 12/31/2026

GL Number	Description	Original	2026 Budget	2026 Amended Budget	2026 Activity	2026 Projected	2027 Requested	2027 Recommended	2027 Approved	2027 Requested Amt	2027 Requested % Change
Fund: 1100 GENERAL FUND											
Account Category: Appropriations											
						6,500	6,780	0	0		
	COMPUTER BUDGET - PLANNED UPGRADES					13,000	20,000	0	0		
	FURNITURE REPLACEMENT					10,000	7,500	0	0		
	TOOLS AND EQUIPMENT					2,000	2,000	0	0		
	GL # FOOTNOTE TOTAL					31,500	36,280	0	0		
	Appropriations	1,778,690	1,788,444	1,015,932		1,744,920	1,844,480	0	0	65,790	3.70
Fund 1100 - GENERAL FUND:											
TOTAL APPROPRIATIONS											
		1,778,690	1,788,444	1,015,932		1,744,920	1,844,480	0	0	65,790	3.70

BUDGET REPORT FOR CITY OF LEBANON
Calculations As of 12/31/2026

GL Number	Description	Original	2026 Budget	2026 Amended Budget	2026 Activity	2026 Projected	2027 Requested	2027 Recommended	2027 Approved	2027 Requested Amt Change	2027 Requested % Change
Fund: 1455 CAPITAL IMPROVEMENTS											
Account Category: Appropriations											
1455-4903-4550-2019-8213-1455	LEBANON LIBRARY RENOVATION		7,679	7,679	7,679	0	0	0	0	(7,679)	(100.00)
	Appropriations		7,679	7,679	7,679	0	0	0	0	(7,679)	(100.00)
Fund 1455 - CAPITAL IMPROVEMENTS:											
TOTAL APPROPRIATIONS			7,679	7,679	7,679	0	0	0	0	(7,679)	(100.00)
Report Totals:											
TOTAL APPROPRIATIONS - ALL FUNDS			1,786,369	1,796,123	1,023,611	1,744,920	1,844,480	0	0	58,111	3.25

Adult Use of Children's Room Policy Draft
Lebanon Public Libraries

Adults not accompanied by a child, who do not require materials from the Children's Room or help from Children's Room staff may be asked to relocate to other areas of the building.

The Children's room bathrooms (Kilton & Lebanon) and caregiver's room (Lebanon) are reserved for use by children, their families, and caregivers.

Teen spaces are intended for young people in middle and high school, and their families or caregivers. Adults and children not accompanied by a teen who do not require materials from the Teen section may be asked to relocate to other areas of the building.

People of all ages are welcome in all other areas of the library.

Adopted:

Materials Selection Policy

The purpose of this policy is to state the criteria the library uses to develop and maintain its collection.

The Lebanon Public Libraries (LPL) provide materials to support the [mission](#), vision, and values of the library. The LPL's Materials Selection Policy upholds the principles expressed in the [Library Bill of Rights](#) of the American Library Association, the [ALA's Freedom to Read Statement](#), the [ALA's Freedom to View Statement](#), and the protections of the [First Amendment of the Constitution of the United States](#).

The LPL collects materials of interest to all segments of the community. In determining suitability for the collection, selectors' considerations include:

- Professional reviews
- Recommendations
- Style & presentation
- Accuracy of content
- Availability from other libraries & resources
- Available formats
- Genre
- General appeal
- Reading level
- Community interest or demand
- Varying viewpoints

Decisions are also based on available budget and physical space. LPL does not generally duplicate resources already provided at local academic and special libraries including textbooks, scholarly materials, and highly specialized items. The Library Director and designated staff are responsible for selection of all library materials.

Selection criteria may vary depending on content or format. Selection of materials does not imply agreement with or approval of the viewpoints expressed in the material.

Materials are evaluated as a whole work and not by selected passages or scenes. Items

which may be considered controversial or offensive by some may be selected if they are determined to contribute to the overall variety and balance of the collection.

Additionally, all library cardholders may check out materials in accordance with [circulation policies](#) and procedures. LPL maintains several collections that are specialized, rare, not readily available elsewhere, and/or of special interest to our community.

Including:

- Genealogical resources
- Government documents
- Local newspapers
- New Hampshire and local history

As with the general collection, special collections are established and maintained by the library based on space, funding, local interest, and other criteria. Many items in these collections require special handling, due to their age and/or uniqueness. The library strives to provide access to these items while also preserving them for continued use.

LPL staff maintain the quality of the collection by regularly removing worn, dated, damaged, or under-circulating items. This process is not intended to sanction removal of controversial items.

LPL recognizes the right of individuals to recommend materials for the collection and to question both materials selected by the library and those that are not. Individuals who would like to request that an item be added to the collection may fill out [Request a Purchase or Interlibrary Loan](#) form which will be reviewed by library selectors. Lebanon residents or taxpayers who wish an item to be removed from the collection may review the libraries [Policy on Controversial Materials](#) and fill out a [Request for Reconsideration of Library Materials and Programs](#) form which will be reviewed by library administration. Material under review will remain in the circulating collection until a determination is made

LPL accepts gifts to enhance library services. Monetary donations are the responsibility of the Library Director. Donations of materials are evaluated by the appropriate library staff and are subject to the selection and removal criteria outlined in this document.

The library welcomes monetary donations for the purpose of adding materials to the collection. The selection of materials resides solely with the Library Director and Librarians tasked with collection development using the guidelines laid out in this policy. The donor may recommend that the donation be used to enhance a particular subject area and the Library will consider that request based on the current needs of the collection.

Items not added to the collection will be disposed of at the discretion of the Library. Gift collections will be accepted with the understanding that they may not be kept intact.

Adopted by the Board of Trustees 9/27/2022

Kilton teen room count					
	11:00 AM	1:00 PM	3:00 PM	5:00 PM (4:30 on Fridays)	Traffic count for the day for the bldg
Wed, June 3	0	2	0	0	251
Fri, June 5	0	0	0	0	153
Tues, June 9	0	0	1	0	276
Wed, June 10	1	0	0	0	261
Fri, June 12	0	1	1	1	119
Wed, June 17	0	0	0	0	202
Thurs, June 18	0	0	0	0	206
Sat, June 20	0	1	0	0	181
Tues, June 23	0	0	0	0	344
Wed, June 24	0	0	0	0	250
Thurs, June 25	0	0	0	0	206
Fri, June 26	0	0	0	0	255

Library Building and Grounds Update July 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
Task	Install propane in the 1984 addition	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
Task	Replace the controller in the storage area off the Community Room	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 - has the roof repair addressed this issue?	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

2026	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL:
Reference Questions Leb Adult	533	533	524	605	621	595							3411
Total Reference Questions Leb	533	533	524	605	621	595	0	0	0	0	0	0	3411
Reference Questions Kilton Adult	560	528	595	729	658	682							3752
Total Reference Questions Kilton	560	528	595	729	658	682	0	0	0	0	0	0	3752
Total Reference Questions Leb & Kilton	1093	1061	1119	1334	1279	1277	0	0	0	0	0	0	7163
Card Holders Registered	106	74	88	88	79	144							579
Traffic Leb	3617	3216	4325	4141	4037	4621							23957
Traffic Kilton	5342	5423	6398	6477	5998	6392							36030
Total Traffic	8959	8639	10723	10618	10035	11013	0	0	0	0	0	0	59987
Number Programs Adult - passive	1	0	0	0	0	0	0	0	0	0	0	0	1
Adult - active	21	17	12	18	13	14	0	0	0	0	0	0	95
Number Programs YA - passive	21	2	1	1	1	0	0	0	0	0	0	0	26
YA - Active	6	1	8	20	7	5	0	0	0	0	0	0	47
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	1	0	0	0	0	0	0	1
Number Programs Children - active	0	0	2	4	8	9	2	0	0	0	0	0	25
ages 0-5 (above is 6-11)	28	43	50	42	32	37	6	0	0	0	0	0	238
Total Number of Children's Programs	28	43	52	46	40	47	8	0	0	0	0	0	264
Total Number of Programs	77	63	73	85	61	66	8	0	0	0	0	0	433
Attendance Programs Adults -passive	50	0	0	0	0	0	0	0	0	0	0	0	50
Attendance Adults - active	242	152	95	150	315	852	0	0	0	0	0	0	1806
Attendance Programs YA - passive	126	236	168	158	218	0	0	0	0	0	0	0	906
Attendance YA - active	60	8	57	200	76	529	0	0	0	0	0	0	930
Attendance Programs Children Active	0	0	21	44	99	677	239	0	0	0	0	0	1080
ages 0-5 (above is 6-11)	784	803	1042	680	866	941	149	0	0	0	0	0	5265
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	16	0	0	0	0	0	0	16
Attendance Programs Children Total	784	803	1063	724	965	1634	388	0	0	0	0	0	6361
Attendance ALL Programs TOTAL	1262	1199	1383	1232	1574	3015	388	0	0	0	0	0	10053
Internet Use - Both Libraries	2473	2150	4075	4009	5204	3265							21176
Meeting Room Use	240	235	255	237	212	226							1405

2026	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL:
Total Meeting Room Use	240	235	255	237	212	226	0	0	0	0	0	0	1405
ILL from other Libraries	231	160	240	176	141	204							1152
ILL to other Libraries	119	140	136	114	120	93							722
NYT Online - off site	448	436	394	402	431	454							2565
NYT Cooking	96	93	80	72	74	59							
NYT Games	356	412	305	263	228	260							
Total circulation - physical items	6927	6084	7122	7180	7146	8136	0	0	0	0	0	0	42595
Total circulation - downloadable items	4490	4000	4599	4402	4472	4428	0	0	0	0	0	0	26391
Total Circulation	11417	10084	11721	11582	11618	12564	0	0	0	0	0	0	68986
Circ - Lebanon Adult	1582	1404	1544	1437	1452	1518							
Circ - Lebanon Childrens	2134	1637	2130	2273	2111	2724							
Circ - Lebanon YA	136	102	114	167	142	162							
Other items (cool stuff, etc)	342	360	468	377	340	417							
Circ - Kilton Adult	1236	1214	1278	1381	1315	1292							
Circ - Kilton Childrens	1178	1073	1295	1188	1416	1518							
Circ- Kilton YA	87	57	56	80	78	151							
Other items (cool stuff, etc)	232	237	237	277	292	354							
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	2045							
NHDownloadable eBooks	1807	1715	1950	1793	1819	1906							
Kanopy tickets used	354	266	518	413	459	355							
Comics Plus	101	123	33	74	24	122							
EBSCO Database Usage													
Sessions	70	140	90	70	94	212							
Total searches	162	575	152	147	318	600							
Library traffic stat year to year comparision (notes: we started recording in mid-May 2025. In Jan. 2026 Lebanon hours were reduced)													
2026													
Lebanon	3617	3216	4325	4141	4037	4621							

	2026	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL:
Kilton		5342	5423	6398	6477	5998	6392							
	2025					1676	4647	5140	4726	4818	5023	4186	3482	
Lebanon						2612	6308	5773	5547	5054	5189	4472	8452	
Kilton														