



**LEBANON LIBRARY BOARD OF TRUSTEES
SEPTEMBER 30, 2025 - 7:00 PM
LEBANON LIBRARY DAMREN 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 July 22nd, 2025 minutes

4. New Business

- A. Approve the Treasurer's Report
- B. Investment Policy review
- C. Staff privacy and Trespass guidelines

5. Committee Reports

A. Foundation update on new members and projects to fund

6. Other Business

- A. NH legislation pertaining to libraries
- B. 2026 library budget update
- C. Proposal to increase non-resident fees
- D. 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
Lebanon Library Damren Room OR
Remote Via Virtual Platform
LebanonNH.gov/Live
July 22, 2025
7:00 PM**

MEMBERS PRESENT: Francis Oscadal (Chair); Ellen Hubbell; Kim Rheinlander; Ann Sharfstein; Emma Wunsch; Adam Ali (alternate) Leonee Derr (alternate)

MEMBERS ABSENT: Renee Dunn; Jeff Damren; Samantha Milnes (alternate)

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 **2. Open to the Public**

4

5 None at this time.

6

7 **3. Approval of Minutes**

8 A. Approve the June 24, 2025, minutes

9

10 *Ms. Sharfstein MOVED to accept the meeting minutes of June 24, 2025, as presented.*

11 *Seconded by Ms. Hubbell.*

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

13

14 **4. New Business**

15 A. Approve the Treasurer's Report

16

17 The Board tabled the Treasurer's Report, as Treasurer Renee Dunn was not present for the
18 meeting.

19

20 B. Approve the updated IT Librarian job description

21

22 Library Administration, having worked with the Library Management team to discuss how to
23 best proceed forward to fill a vacant position, merged the IT Librarian and Systems Librarian job
24 descriptions.

25

26 *Ms. Wunsch MOVED to approve the updated IT Librarian job description. Seconded by Ms.*

27 *Sharfstein.*

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

29

30 C. Approve the 2026 budget

31

32 Staff and the Board discussed filling another IT Librarian position to replace the vacant Systems
33 Librarian position. It was proposed to move temporary employees up through their wage range
34 tied to seniority and experience. Cutting evening hours Monday through Thursday after 6 pm at
35 the Lebanon Library was discussed, as it would save approximately \$25,000 in the budget. The
36 Youth Services Librarian position will soon be vacant as the incumbent has resigned, and
37 Library Administration advocated to keep it as a 25-hour position.

38
39 **Ms. Wunsch MOVED to approve the 2026 budget as presented. Seconded by Ms. Sharfstein.**
40 ***Vote on the MOTION passed (7-0-0).**

41
42 **D. Investment Policy Review**

43
44 The Board tabled the draft Investment Policy, as Treasurer Renee Dunn was not present for the
45 meeting.

46
47 **5. Committee Reports**

48 **A. Foundation Update**

49
50 The Board heard an update regarding the Foundation. There is a new Director candidate
51 interested in joining the Board. In recent months, the Foundation has had one Director choose to
52 not run again and go off the Board, and another who is unable to attend meetings at this time.

53
54 **6. Other Business**

55 **A. Library Director's Report**

56
57 Director Fleming presented his report. A new Staff Privacy policy and updated Trespass policy
58 will come to the Board in September, after the Library Management team has time to review
59 them. Four employees have been subpoenaed to testify in court about individuals who have been
60 arrested in connection with incidents at the Library. It was suggested that support be given to the
61 affected Staff members, as testifying can be a stressful situation. An update to the non-resident
62 fees will come before the Board in September. Ongoing damage to the plaster wall in the front
63 section of Lebanon Library was discussed, and the Board was informed of the closure of Kilton
64 Library on Friday of this week due to a water shut off. The Board decided to cancel their August
65 meeting and push their September Board meeting out by a week due to a holiday conflict on the
66 regularly scheduled date.

67
68 **B. Deputy Library Director's Report**

69
70 Deputy Director Lappin presenter her report. Summer reading numbers are much higher than
71 they have been in the past, due in part to the Youth Services team doing a lot of outreach at the
72 schools.

73
74 **7. Future Agenda Items**

75
76 As discussed during the meeting.

77

78 **8. Adjourn**

79

80 *Ms. Wunsch MOVED to adjourn at 7:56PM. Seconded by Ms. Sharfstein.*

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

82

83

84 Respectfully submitted,

85 Kristan Patenaude

86 Recording Secretary

MTD AND YTD REVENUE/EXPENSE FOR CITY OF LEBANON

Balance As of 08/31/2025

GL Number	Description	Bdgt Amendments From PO Carryover	2025 Amended Budget	Activity For 08/31/2025	YTD Balance 08/31/2025	Encumbrance 08/31/2025	Available Balance 08/31/2025	% Bdgt Used
Fund: 1100 GENERAL FUND								
Account Category: Expenditures								
Department: 4550-0000 LIBRARY								
1100-4550-0000-1100-0000	FULL TIME WAGES	0.00	740,180.00	60,213.65	484,393.21	0.00	255,786.79	65.44
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	33,960.00	1,946.78	21,595.76	0.00	12,364.24	63.59
1100-4550-0000-1125-0000	PART TIME WAGES 25-29	0.00	131,220.00	10,202.04	86,028.13	0.00	45,191.87	65.56
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	0.00	127,200.00	9,631.64	91,548.79	0.00	35,651.21	71.97
1100-4550-0000-1300-0000	OVERTIME WAGES	0.00	500.00	10.07	481.07	0.00	18.93	96.21
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	9,350.00	0.00	5,267.70	0.00	4,082.30	56.34
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	0.00	79,050.00	6,123.87	51,056.99	0.00	27,993.01	64.59
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	0.00	96,970.00	7,558.92	64,568.79	0.00	32,401.21	66.59
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	0.00	9,650.00	450.00	5,235.49	0.00	4,414.51	54.25
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	0.00	5,070.00	432.41	3,636.84	0.00	1,433.16	71.73
1100-4550-0000-3000-0000	LEGAL SERVICES	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
1100-4550-0000-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUBSCRIPTI	0.00	12,940.00	2,224.39	13,304.38	0.00	(364.38)	102.82
1100-4550-0000-4110-0000	WATER	0.00	2,500.00	637.63	1,829.29	0.00	670.71	73.17
1100-4550-0000-4120-0000	SEWER	0.00	2,300.00	667.17	1,858.09	0.00	441.91	80.79
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING	0.00	26,000.00	3,007.50	19,823.98	0.00	6,176.02	76.25
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	122,836.00	211,256.00	70,993.11	121,212.44	21,063.08	13,194.48	93.75
	2024			0.00	0.00	55,786.00		
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	0.00	7,270.00	586.74	4,611.08	0.00	2,658.92	63.43
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	0.00	24,600.00	1,458.46	12,576.32	0.00	12,023.68	51.12
1100-4550-0000-5300-0000	COMMUNICATIONS	0.00	2,780.00	136.40	2,024.64	0.00	755.36	72.83
1100-4550-0000-5335-0000	INFORMATION ACCESS	0.00	6,300.00	875.00	6,378.00	0.00	(78.00)	101.24
1100-4550-0000-5400-0000	ADVERTISING	0.00	2,500.00	0.00	77.40	0.00	2,422.60	3.10
1100-4550-0000-5800-0000	TRAVEL	0.00	17,730.00	0.00	192.96	0.00	17,537.04	1.09
1100-4550-0000-5875-0000	MILEAGE	0.00	1,500.00	61.60	933.80	0.00	566.20	62.25
1100-4550-0000-6000-0000	OFFICE SUPPLIES	0.00	3,000.00	21.56	1,821.24	0.00	1,178.76	60.71
1100-4550-0000-6100-0000	GENERAL SUPPLIES	0.00	28,500.00	1,447.61	16,515.42	0.00	11,984.58	57.95
1100-4550-0000-6220-0000	ELECTRICITY	0.00	83,770.00	4,114.88	50,730.68	0.00	33,039.32	60.56
1100-4550-0000-6230-0000	BOTTLED GAS	0.00	1,620.00	0.00	5,440.40	0.00	(3,820.40)	335.83
1100-4550-0000-6240-0000	FUEL OIL	0.00	1,890.00	0.00	554.93	0.00	1,335.07	29.36
1100-4550-0000-6400-0010	BOOKS/PERIODICALS/AUDIO/VISUAL SUPPL	0.00	60,000.00	0.00	50,096.25	0.00	9,903.75	83.49
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	0.00	33,560.00	6,896.84	18,283.88	0.00	15,276.12	54.48
	Total Dept 4550-0000 - LIBRARY	122,836.00	1,765,166.00	189,698.27	1,142,077.95	76,849.08	546,238.97	64.70
	Expenditures	122,836.00	1,765,166.00	189,698.27	1,142,077.95	76,849.08	546,238.97	64.70
Fund 1100 - GENERAL FUND:								
TOTAL EXPENDITURES		122,836.00	1,765,166.00	189,698.27	1,142,077.95	76,849.08	546,238.97	64.70
Current Year Exp.				189,698.27	1,142,077.95	21,063.08		
Prior Year Exp.				0.00	0.00	55,786.00		

Profit and Loss - This Year to Last Month

Lebanon Public Libraries Trustee Accounts

January-August, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
Contributions Income	85,000.00
Interest Income -	24,536.83
Other Income	10,894.04
Total for Income	\$120,430.87
Cost of Goods Sold	
Gross Profit	\$120,430.87
Expenses	
Accounting/Bookkeeping Services	977.00
Art/Framing	712.37
Books/Subscr/CD/DVD/Tapes	12,204.96
Capital Improvements -	1,482.14
Community Relations	274.99
Education/Staff Development	820.40
Entertainment	900.05
Miscellaneous Exp	843.28
Office/Operating Supplies	5,651.23
Postage/Delivery	57.46
Professional Fees	600.00
Programs	5,444.50
Repairs/Maintenance	25,504.28
Web Hosting/Domain Fees	94.00
Total for Expenses	\$55,566.66
Net Operating Income	\$64,864.21
Other Income	
Other Expenses	
Net Other Income	0
Net Income	\$64,864.21

Balance Sheet - This Year to Last Month

Lebanon Public Libraries Trustee Accounts

As of August 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
Citizens Bank - Carter Trust	
Citizens Bank - Charter Trust	
Ckbk MSB #926522757	
Main MSB Checking Acct 773	19,386.61
Petty Cash - Lebanon	75.00
Petty Cash - West Lebanon	75.00
Salomon Smith Barney (deleted)	0
CD-Budget Carryovr 6.5% 2/23/01	
CD Lane Dwinell 6.5% 2/23/01	
SSB Money Funds Cash Port A	
Total for Salomon Smith Barney (deleted)	0
Total for Bank Accounts	\$19,536.61
Accounts Receivable	
Other Current Assets	
Amount Due Leb Libraries Found	
Total for Other Current Assets	0
Total for Current Assets	\$19,536.61
Fixed Assets	
Other Assets	
Long Term Assets- Other	0
MSB IntraFi Savings acct 114	155,783.87
Savings Account MSB 5568114	100.01
Total for Long Term Assets- Other	\$155,883.88
Total for Other Assets	\$155,883.88
Total for Assets	\$175,420.49
<hr style="border-top: 3px double #000;"/>	
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	
Total for Accounts Payable	0
Credit Cards	
Other Current Liabilities	
Total for Current Liabilities	0
Long-term Liabilities	
Total for Liabilities	0

Balance Sheet - This Year to Last Month

Lebanon Public Libraries Trustee Accounts

As of August 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Equity	
Net Assets	110,556.28
Net Income	64,864.21
Opening Bal Equity	
Unrealized Gain / Loss	
Total for Equity	\$175,420.49
Total for Liabilities and Equity	\$175,420.49

Investment Policy Statement and Guidelines for the Lebanon Public Libraries

General

The overall portfolio should be managed in accordance with the Prudent Person rule. The definition of prudence is based on RSA 31:25-b as follows:

“a prudent investment is one which a prudent [person] would purchase for [their] own investment having primarily in view the preservation of the principal and the amount and regularity of the income to be derived therefrom.” Historically, the Trustees have adopted a low risk policy with fully insured accounts.

As required by New Hampshire law, this Investment Policy will be reviewed annually.

The Investment Objective

The investment objective for this account is “Income Only.” This objective is consistent with our emphasis on current income and our desire for modest growth of principal from Appreciation.

Performance Management

The Lebanon Library Board of Trustees will meet to review their portfolio at least twice a year. As part of the review the trustees will discuss the investment objective, asset allocation, performance, diversification, and general compliance with guidelines.

Adopted by the Board of Trustees: February 25, 2003

Revised: August 28, 2007

Readopted: June 22, 2010, July 26, 2011

Revised: July 23, 2013

Readopted October 28, 2014

Revised November 24, 2015

Readopted September 27, 2016

Revised September 26, 2017, July 31, 2018

Readopted October 22, 2019; October 27, 2020, September 28, 2021, September 27, 2022, September 26, 2023, November 26, 2024

DRAFT Recommended time guidelines for Library No Trespass Orders

One week:

Disruptive behavior (first time violation) including:

- Hostile or aggressive language
- Unreasonably loud or boisterous behavior
- Smoking or vaping tobacco on library property
- Yelling or screaming
- Banging on library equipment
- Moving library furniture
- Lying on the floor of the library
- Bringing pets or animals, other than service animals necessary for assisting individuals with disabilities, into the Library, except as authorized by the Director of Library Services or their delegate
- Inappropriate use of Library property in Library facilities or on Library grounds, including computer hardware and software, printers (see Library Board Policy, Public Use of the Internet), copiers, phones, and other equipment
- Bringing in garbage, articles with a foul odor, or articles which, alone or in their aggregate, impede the use of the Library by other users
- Leaving packages, backpacks, luggage, or any other personal items unattended

One month:

- Disruptive behavior (see above) after repeated violations
- Unreasonably interfering with the free passage of staff or patrons
- Being visibly intoxicated in the library

Six months:

- Dangerous behavior creating imminent and unreasonable risk of injury or harm to people or property (not covered elsewhere in this document)
- Vandalism or graffiti
- Stealing library property
- Intentionally urinating or defecating in places other than bathroom facilities
- Trespassing in non-public library areas without permission of staff
- Verbally or physically harassing other patrons, volunteers, or staff, including, but not limited to staring or lurking

One year:

- Selling or using drugs or alcohol

- Assault (attempting to or actually causing bodily injury) against another person (staff or patron)
- Starting a fire on library property
- Sexual misconduct (indecent exposure, offensive touching, sexual acts)
- Unreasonably disruptive and repeated behavior that prevents others from using the property for its intended use
- Carrying, exhibiting, displaying, or drawing any firearm in a manner that demonstrates intent to intimidate another or that warrants alarm for the safety of other people.
- Stalking; threatening or harassing behavior verbally, physically, or in writing, including all forms of social media
- Engaging in any other activity that would be considered a felony or misdemeanor under NH or federal law.

Staff Privacy Safety Guidelines DRAFT

Working in a public library means being available to help the community while also maintaining personal privacy. These guidelines are designed to support staff in balancing those responsibilities by outlining how to assist patrons professionally without sharing personal information.

General Guidelines:

- All staff at the public desk are expected to answer a wide range of questions and requests with a focus on customer service. If you need additional training to feel confident in handling certain situations, or tasks, please ask a supervisor.
- Staff should never share *any* personal contact information, schedules, or whereabouts with patrons.
- If a situation requires immediate attention and the desk staff cannot resolve it, notify [the person in charge](#). The Director and Deputy Director positions are expected to be available to the public as needed and should be called upon by staff without hesitation.

Handling Patron Requests:

- When a patron asks for a specific staff member by name:
 1. First, offer to assist the patron yourself. Take a moment to do a brief reference interview — ask clarifying questions to understand what they need. In most cases, you will be able to resolve the issue. There are also colleagues at the opposite library who may know an answer - give them a call!
 2. If the request requires a specific person, contact that staff member by Slack or by [phone](#) to see if they are available. Even if the staff member is in the building, use Slack or a quick phone call to make sure they are available.
 3. If they are not available, take the patron's name, contact info, and message/issue. Assure the patron that the staff member will follow up as soon as possible. Ask if there is anything else you can help them with.

4. If the request involves tech help beyond the desk staff's ability use the [form on the library website](#) to make an appointment.

Safety and Privacy:

While most library interactions are routine and safe, staff may occasionally encounter patrons who are hostile, threatening, or discriminatory, including individuals who engage in harassment or hate-based behavior. But, not all risks are obvious—some interactions that seem innocuous may still be dangerous to staff.

- Never share personal contact information, schedules, or real-time location, even if a patron insists.
- Do not engage directly with threatening or harassing behavior alone. Notify the person in charge immediately.
- The library leadership is responsible for ensuring staff are supported and safe in these situations, including those involving hate speech or harassment.
- Staff do not need to know or track which patrons may be dangerous to other colleagues - protecting the privacy of all staff is part of maintaining a safe workplace.

Exceptions:

The person in charge is expected to respond promptly and guide staff on next steps.

Final Note:

These guidelines are meant to support, not replace, staff judgment. If a situation feels unusual, uncomfortable, or unsafe, escalate to the person in charge immediately. **Staff privacy and safety are non-negotiable**—no part of your job requires you to disclose personal details or put yourself at risk.

Porta potty Concerns

The Kilton Library porta potty met a necessary need for people in our community during the pandemic and assisted in keeping people from defecating on the library lawn. For some time after the pandemic, it continued to meet the needs of community members who don't have access to bathroom facilities when the library is closed.

However, the porta potty has recently been subject to some large messes necessitating more frequent and expensive cleaning. There has also been evidence of drug use including not only drug paraphernalia, but actual overdoses in the porta potty.

In my opinion, it has reached a tipping point where the convenience for people is outweighed by the dangers.

I worry for people who are using the space for drug use. I also worry for people who may be using the facility while using our play space and gardens. When the porta potty cannot confidently be kept in a sanitary condition and when use of the site may make people subject to needles, etc. we have a potentially dangerous and high risk situation.

The library public bathrooms may have the potential for some of the same behaviors, but it is closely monitored and cleaned. We cannot guarantee the same for the outdoor bathroom.



Sean Fleming <sean.fleming@lelibrary.com>

Kilton Porta Potty

8 messages

Alan Lowe <Alan.Lowe@lebanonnh.gov>

Tue, Jul 29, 2025 at 3:07 PM

To: Sean Fleming <sean.fleming@lebanonnh.gov>

Cc: Phillip Roberts <Phillip.Roberts@lebanonnh.gov>, Brady Harwood <Brady.Harwood@lebanonnh.gov>, Adam Leland <Adam.Leland@lebanonnh.gov>

Good afternoon Sean,

I am emailing to discuss the porta potty by the library. Is this something that the city is renting and paying and if so, how much longer will it be there? We have had multiple calls for service recently with people hanging out in there for long periods of time, going in there to use drugs and other suspicious incidents. For some reason, the porta potty has drawn some negative attention and has become a hang out spot and a place to get out of the line of sight to use drugs. More recently, on 7/23 we had a non-fatal overdose in there. The City of Nashua recently had a fatal overdose in a porta potty. I'd hate to have something like this happen here on City property, it's bad optics in my opinion.

A lot of the calls concerning the porta potty occur after business hours. I'd like to make a recommendation to 1) have it removed from the location or 2) put a lock on it so after business hours, its not being used.

I am happy to discuss these calls with you. I am not sure of how many of them you are aware of being the majority of them happen after the library closes.

Thank you



Alan Lowe

Deputy Chief

Lebanon Police Department

36 Poverty Lane

Lebanon, NH 03766

Phone: 603-448-1212

Fax: 603-684-2671

Email: alan.lowe@lebanonnh.gov

<http://lebanonnh.gov/police>



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Sean Fleming <sean.fleming@leblibrary.com>

Tue, Jul 29, 2025 at 4:41 PM

To: Alan Lowe <Alan.Lowe@lebanonnh.gov>

Cc: Sean Fleming <sean.fleming@lebanonnh.gov>, Phillip Roberts <Phillip.Roberts@lebanonnh.gov>, Brady Harwood <Brady.Harwood@lebanonnh.gov>, Adam Leland <Adam.Leland@lebanonnh.gov>

Hi Alan,

We've had the porta potty in place since September 2020. During covid, we were having a number of incidents when people were using the library grounds as a toilet, and our custodians were picking up human feces. Obviously buildings are open again, so people have other options that they didn't have back then.

We discussed removing the porta potty during a recent library management team meeting, when the focus was the budget process. The consensus was among those staff members that it did more good than harm. But seeing the recent overdose report about Jesse Campbell puts this decision in a new light. How many incidents that the police have reported to involve the porta potty, and over what period of time? If this isn't too much work to look at the history, having the numbers would be helpful.

I will put this on the agenda for our next library board of trustees meeting, and keep the conversation going. That is scheduled for 9/30, so there won't be any news on this on our end in the next few weeks. Thanks for the work the individuals in your department do.

Sean

Sean Fleming
 Director/Lebanon Public Libraries
 w 603-442-6163/c 603-359-3604

[Quoted text hidden]

Alan Lowe <Alan.Lowe@lebanonnh.gov>

Wed, Jul 30, 2025 at 8:49 AM

To: "Sean Fleming (g)" <sean.fleming@leblibrary.com>

Cc: Sean Fleming <sean.fleming@lebanonnh.gov>, Phillip Roberts <Phillip.Roberts@lebanonnh.gov>, Brady Harwood <Brady.Harwood@lebanonnh.gov>, Adam Leland <Adam.Leland@lebanonnh.gov>

Thank you for getting back to me Sean. Below is the breakdown of calls directly related to the porta potty from January 1st to today. I can go back further if you need me to.

1/14- male using porta potty to stay warm while he waits for a ride

3/19- male and female in there at the same time suspected drug use

4/18- male using porta potty making "strange noises", claims he was in there to stay warm

4/19- male and female entered the porta potty late a night. They claimed to have to use the restroom

5/23- suspicious person call- male entered late at night, was in there for a while

6/7- called in by staff- suspicious male using the porta potty and was found to have drugs on his person

6/17- suspicious person call around 2 am of a male using the porta potty

6/17- a female was found and arrested for using drugs in the porta potty

6/27- 3:30 am shirtless male walking around the building found in the porta potty

7/1- male and female entered the porta potty together suspected drug use

7/5- 1:45am male located inside the porta potty (note: because of the influx of calls, officers have been checking the porta potty at night due to drug use and suspicious activity)

7/23- drug overdose



Alan Lowe

Deputy Chief

Lebanon Police Department

36 Poverty Lane

Lebanon, NH 03766

Phone: 603-448-1212

Fax: 603-684-2671

Email: alan.lowe@lebanonnh.gov

<http://lebanonnh.gov/police>



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From: Sean Fleming <sean.fleming@leblibrary.com>

Sent: Tuesday, July 29, 2025 4:41 PM

To: Alan Lowe <Alan.Lowe@lebanonnh.gov>

Cc: Sean Fleming <sean.fleming@lebanonnh.gov>; Phillip Roberts <Phillip.Roberts@lebanonnh.gov>; Brady Harwood <Brady.Harwood@lebanonnh.gov>; Adam Leland <Adam.Leland@lebanonnh.gov>

Subject: [EXTERNAL] Re: Kilton Porta Potty

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

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Sean Fleming <sean.fleming@leblibrary.com>

Wed, Jul 30, 2025 at 10:30 AM

To: Alan Lowe <Alan.Lowe@lebanonnh.gov>

Cc: Sean Fleming <sean.fleming@lebanonnh.gov>, Phillip Roberts <Phillip.Roberts@lebanonnh.gov>, Brady Harwood <Brady.Harwood@lebanonnh.gov>, Adam Leland <Adam.Leland@lebanonnh.gov>

That's plenty of history, thanks Alan.

Sean

Sean Fleming
Director/Lebanon Public Libraries
w 603-442-6163/c 603-359-3604

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Phillip Roberts <Phillip.Roberts@lebanonnh.gov>

Tue, Aug 5, 2025 at 3:40 PM

To: "Sean Fleming (g)" <sean.fleming@leblibrary.com>, Alan Lowe <Alan.Lowe@lebanonnh.gov>

Cc: Sean Fleming <sean.fleming@lebanonnh.gov>, Brady Harwood <Brady.Harwood@lebanonnh.gov>, Adam Leland <Adam.Leland@lebanonnh.gov>

Sean,

Is there a time we can meet to discuss the amount of activity occurring at the library? Call volume has been increasing significantly recently.



Phillip Roberts

Chief of Police

Lebanon Police Department

36 Poverty Lane

Lebanon, NH 03766

Phone: 603-448-8800

Phone (24 hours): 603-448-1212

Fax: 603-684-2671

Email: Phillip.Roberts@lebanonnh.gov

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Sean Fleming <sean.fleming@leblibrary.com>

Mon, Aug 18, 2025 at 2:21 PM

To: Phillip Roberts <Phillip.Roberts@lebanonnh.gov>

Cc: Alan Lowe <Alan.Lowe@lebanonnh.gov>, Sean Fleming <sean.fleming@lebanonnh.gov>, Brady Harwood <Brady.Harwood@lebanonnh.gov>, Adam Leland <Adam.Leland@lebanonnh.gov>, Amy Lappin <amy.lappin@leblibrary.com>

Hi,

It was good to talk to you about this on the day you emailed Phil, and we at the library are aware of the uptick in activity. I've copied Deputy Director Amy Lappin on this email so she can join us. She's on vacation until next week, so let's schedule something for when she is back. Here are some dates/times that look good:

- Tuesday, 8/26 after 2 pm
- Thursday, 8/28 after 1 pm
- Friday, 8/29 all day

If next week doesn't look good on your end, we can look at the following week. Would you want to meet at Kilton so we can look at the building and grounds as part of the conversation?

Thanks.

Sean

Sean Fleming
Director/Lebanon Public Libraries
w 603-442-6163/c 603-359-3604

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Phillip Roberts <Phillip.Roberts@lebanonnh.gov>

Mon, Aug 18, 2025 at 3:38 PM

To: "Sean Fleming (g)" <sean.fleming@leblibrary.com>

Cc: Alan Lowe <Alan.Lowe@lebanonnh.gov>, Sean Fleming <sean.fleming@lebanonnh.gov>, Brady Harwood <Brady.Harwood@lebanonnh.gov>, Adam Leland <Adam.Leland@lebanonnh.gov>, Amy Lappin <amy.lappin@leblibrary.com>

Sean,

The 26th or 28th work for us. We can certainly come down to the Kilton for this.

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Sean Fleming <sean.fleming@leblibrary.com>

Mon, Aug 18, 2025 at 3:51 PM

To: Phillip Roberts <Phillip.Roberts@lebanonnh.gov>

Cc: Alan Lowe <Alan.Lowe@lebanonnh.gov>, Sean Fleming <sean.fleming@lebanonnh.gov>, Brady Harwood <Brady.Harwood@lebanonnh.gov>, Adam Leland <Adam.Leland@lebanonnh.gov>, Amy Lappin <amy.lappin@leblibrary.com>

Great, let's do 3 pm on Tuesday the 26th at Kilton. Thanks.

Sean Fleming
Director/Lebanon Public Libraries
w 603-442-6163/c 603-359-3604

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Considerations for use of external cameras on library buildings

As incidents of people committing crimes within a close proximity to library buildings increase, there are good reasons for considering installing cameras on the outside of library buildings. When making these decisions, we must also balance library patrons' rights to privacy.

1. Cameras should only be placed in external public common areas where a person would have little expectation of privacy (for example, the library's green space, parking lot, walkways, trash collection areas, sidewalks).
2. The purpose of the cameras should be limited to enhancing the physical security of the library, library property, library staff and users.
3. Members of the public will not be granted access to recorded data in this case; this access must be requested by law enforcement.
4. Cameras in an outdoor space won't violate patron privacy as they won't show circulation desks and user check-outs. For this reason, cameras should not aim toward the doors or holds cabinets.
5. Clear signage should let people know that there are cameras in use on the property.

Concerns:

Cost, but I think past concerns about cost may no longer be a concern.

Is there an actual correlation between security cameras and public safety? Would cameras help the LPD prosecute cases?

When would we share the camera feed with the LPD?

How long would the recordings be kept?

Clear policy would need to be in place.

In 2025, Lebanon residents pay \$150 per household for library services.

Recommendations for non-resident fees (with current fees in parentheses):

Fees

Residents

Library cards are free for residents of Lebanon and West Lebanon.

Nonresidents

Nonresidents must pay a membership fee:

Patron Type	Yearly Membership	6-month Membership
Non-resident family	\$150 (100)	\$75 (50)
Senior citizens	\$100 (75)	\$50 (40)
Senior residents of Hartford, VT (age 60 and over)	\$50 (30)	-
Residents of Hartford, VT with a child in school (12th grade and under)	\$50 (30)	-

Exceptions

You can receive a free library card if you are:

- a City of Lebanon employee
- a staff member at a Lebanon public school, Ledyard Charter School, or a college located in Lebanon
- a student at a Lebanon public school, Ledyard Charter School, or a college located in Lebanon

AUGUST LIBRARY STATS

	Month	YTD
Circulation of library held items	7475	59238
Circulation of ebooks and downloadable audiobooks	4339	32700
Internet Use	2497	15909
Meeting room bookings (no. of groups, not attendees)	276	2090
Number of library-led programs	41	394
Attendance at library-led programs	741	9842
Card holders registered	152	934
Traffic	10273	36429

Library Building and Grounds Issues

Issue Type	Summary	Status
Epic	One community garden bed needs to get fixed	To Do
Task	clamp and reinforce corners	To Do
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	Plaster at bottom of stairwell is showing water damage	To Do
Task	Prevent more water infiltration	Done
Task	Contact the state to find out if the paint has lead in it	To Do
Task	Find painter who can preserve the historic look of the paint job	To Do
Task	Find contractor to repair the plaster	Done
Task	Dehumidify the crawl space	In Progress
Epic	Plumbing issues	To Do
Task	Outdoor faucet at Kilton will not stop running	In Progress
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 work needs to be done	To Do
Task	Restripe	To Do
Epic	Kilton geothermal pumps are reaching the end of their expected lives	To Do
Task	Update the quote for 2025 budget year	Done
Task	Work with a consultant on an RFP	Done
Task	Schedule the work	To Do
Epic	Problems with lighting at Kilton	In Progress
Task	Eliminate the delay that occurs between flipping the switch on all overhead lights in patron areas and when they finally come on.	In Progress
Task	The lights sometimes will not come on/stay on in the patron areas	In Progress
Task	Find a co. to replace the high bays, eliminate the blinking light phenomenon in the Teen Room	Done
Epic	Vermont Life Safety found issues to address	To Do
Task	Contact Mammoth to add soft key to disable doors during VLS testing, so doors don't drop	To Do
Task	Kilton FACP LCD readout screen is glitching	To Do
Task	Kilton Could not activate duct smokes #9 & #10 via remote magnet test.	To Do
Task	Kilton System due for 5yr internal inspection	To Do
Epic	HVAC issues at Leb	To Do

Task	No filter in the unit in the ceiling above the CR desk	Done
Task	Order filters for the air handling unit in the boiler room, replace every three months	Done
Task	Heat in Damren room not keeping up with set point	Done
Task	Condensate drains sometimes plug up and leak	Done
Task	Install a damper on the pipe in the boiler room	Done
Task	Seal the front of the boiler to prevent further corrosion	Done
Task	Fix the leaking wall unit by the 1st floor bathroom	To Do
Epic	HVAC issues at Kilton	To Do
Task	Heat pump #2 reversing valve needs to be replaced	Done
Task	Replace mini split system in the Kilton lan room	Done
Task	Reduce the amount of outside air coming into the building once the new controls are working	To Do
Epic	Door issues	To Do
Task	Replace the community room doors	In Progress
Task	One of the swinging door by the front foyer at Leb is sticking open	Done
Task	Replace the coffee bar door	In Progress
Task	Put a door back on the right hand side restroom at Kilton which can lock	Done
Task	Emergency exit door by bump out at Kilton is rusting	To Do
Epic	Electrical issues	To Do
Task	Foyer lights at Leb tripping breaker	Done
Task	Remove electrical from the coffee bar dor	Done
Task	Redo wiring for the lights on the front steps at Lebanon Library	To Do
Task	Lights under the dome at Leb Library won't stay on	Done
Task	Fix the outlet issue by the screen in the YA room at Kilton	Done
Task	Install new floor outlet hardware in the Community Room	Done
Task	Install outlet in the crawl space at Leb	Done
Epic	Kilton carpet needs to be cleaned	To Do
Task	Ken will find a co. and contact	To Do
Epic	Find out if the fixtures in Amy's office are adjustable in the color of the light	To Do
Epic	Roof work needs to be done at both libraries	To Do
Task	Patch membrane roof at Kilton	Done
Task	Patch membrane roof on addition at Leb if possible	Done
Task	Replace membrane roof on original part of building at Leb	To Do
Task	Replace membrane roof on addition at Leb	To Do
Task	Repair slate on original part of building at Leb	To Do
Task	Do IR scan of repaired roofs?	To Do
Epic	HVAC controls issues	To Do
Task	Alarms not being received	To Do
Task	Kilton controls did not meet the metrics we contracted for	Done

Epic	Access panel in Leb downstairs bathroom needs to be fixed	To Do
Epic	Check on storm windows at Leb	To Do
Epic	Replace chicken wire in conference room with plexiglass	To Do
Epic	Bat and rodent proof Leb Library	To Do
Epic	Drywall on south end of Kilton in CR and at top of pillar by bus stop is splitting apart	To Do
Task	Contact an engineering firm	To Do
Epic	Investigate possible structural issues or settling of Kilton Library	To Do
Epic	Hire a co. to clean the windows at Kilton	To Do
Epic	ADA issues	To Do
Task	Ramp needed for entrances on north side of building to address wheelchair accessibility	To Do
Epic	Leak in ceiling in corner by bus stop at Kilton	To Do
Epic	Deep clean of Kilton patron restrooms	In Progress
Epic	Add solar to supplement the heat pumps at Kilton?	To Do