



**LEBANON LIBRARY BOARD OF TRUSTEES
APRIL 23, 2024 - 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 on 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 March 26, 2024 minutes

4. New Business

- A. Approve the Treasurer's Report
- B. Approve the Library Food Purchasing Policy
- C. Approve Updates to the Meeting Room Policy
- D. Approve Updated Outreach and Programming Librarian job description

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 that wish to attend remotely may do so by going to 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 disrupts virtual or phone connection(s), the meeting will continue without remote access capabilities.

DRAFT

**LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
Kilton Library Community Room OR
Remote Via Virtual Platform
LebanonNH.gov/Live
March 26, 2024
7:00 PM**

MEMBERS PRESENT: Francis Oscadal (Chair), Kim Rheinlander, Ann Sharfstein,
Emma Wunsch, Morgan Swan, Jeff Damren, Renee Dunn

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

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

Chair Oscadal opened the meeting at 7:00PM.

2. Open to the Public

None at this time.

3. Approval of Minutes

A. Approve the February 27, 2024 minutes

Mr. Swan MOVED to accept the meeting minutes of February 27, 2024, as presented.

Seconded by Ms. Wunsch.

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

4. New Business

A. Approve the Treasurer's Report

The Board reviewed the financial report.

Mr. Swan MOVED to accept the financials, as presented.

Seconded by Ms. Sharfstein.

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

B. Officer Election

Renee Dunn entered the meeting.

There was a motion to nominate Fran Oscadal as Chair.

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

There was a motion to nominate Morgan Swan as Secretary.

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

There was a motion to nominate Renee Dunn as Treasurer.

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

5. Committee Reports

A. Library Foundation Update

Director Fleming stated that the Library received a \$20,000 unsolicited gift.

6. Other Business

A. Library Director's Report

Director Fleming stated that Staff is examining placing some savings funds in an interest-bearing account. Ms. Dunn stated that she would look into this.

Director Fleming asked the Board allow Staff to update the Library Appendix to the City Handbook. The City passed a food policy regarding how money can be spent. The request is to allow Staff discretion to purchase food for events/meetings as they see fit.

Ms. Rheinlander MOVED to accept the language created by Staff regarding the Library's approach to this City policy.

Seconded by Mr. Swan.

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

B. Deputy Library Director's Report

Deputy Library Director Lappin stated that there are five new Library clerks that have been hired and have started training. She discussed a number of current and upcoming Staff leaves with the Board.

8. Future Agenda Items

None at this time.

9. ADJOURNMENT:

Ms. Sharfstein MOVED to adjourn the meeting.

Seconded by Mr. Swan.

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

The meeting was adjourned at 7:21 PM.

Respectfully submitted,

Kristan Patenaude

Recording Secretary

CY - MTD AND YTD REVENUE/EXPENSE FOR CITY OF LEBANON
Balance As of 03/31/2024

GL Number	Description						Available	% Bdg Used
		BUDGET	BUDGET ADJUSTMENTS	NET BUDGET	YTD EXP	ENCUMBERED	Balance 03/31/2024	
Fund: 1100 GENERAL FUND								
Account Category: Expenditures								
Department: 4550-0000 LIBRARY								
1100-4550-0000-1100-0000	FULL TIME WAGES	782,510.00	0.00	782,510.00	203,504.84	0.00	579,005.16	26.01
1100-4550-0000-1115-0000	PART TIME WAGES 0-19	0.00	0.00	0.00	2,155.00	0.00	(2,155.00)	100.00
1100-4550-0000-1120-0000	PART TIME WAGES 20-24	32,030.00	0.00	32,030.00	7,541.35	0.00	24,488.65	23.54
1100-4550-0000-1125-0000	PART TIME WAGES 25-29	124,390.00	0.00	124,390.00	31,226.91	0.00	93,163.09	25.10
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	114,770.00	0.00	114,770.00	23,755.94	0.00	91,014.06	20.70
1100-4550-0000-1300-0000	OVERTIME WAGES	500.00	0.00	500.00	9.21	0.00	490.79	1.84
1100-4550-0000-2150-0000	LIFE & DISABILITY INSURANCE	9,730.00	0.00	9,730.00	1,504.58	0.00	8,225.42	15.46
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	76,260.00	0.00	76,260.00	19,978.85	0.00	56,281.15	26.20
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	105,950.00	0.00	105,950.00	27,535.41	0.00	78,414.59	25.99
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	13,770.00	0.00	13,770.00	4,167.00	0.00	9,603.00	30.26
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	4,690.00	0.00	4,690.00	1,211.44	0.00	3,478.56	25.83
1100-4550-0000-3000-0000	LEGAL SERVICES	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	0.00
1100-4550-0000-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUBSCRIPTI	11,490.00	0.00	11,490.00	8,946.42	0.00	2,543.58	77.86
1100-4550-0000-4110-0000	WATER	2,300.00	0.00	2,300.00	522.30	0.00	1,777.70	22.71
1100-4550-0000-4120-0000	SEWER	1,800.00	0.00	1,800.00	475.48	0.00	1,324.52	26.42
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING	24,500.00	0.00	24,500.00	4,880.00	0.00	19,620.00	19.92
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	79,660.00	0.00	79,660.00	14,264.01	32,522.31	32,873.68	58.73
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	3,120.00	0.00	3,120.00	1,395.22	0.00	1,724.78	44.72
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	24,480.00	0.00	24,480.00	2,393.86	0.00	22,086.14	9.78
1100-4550-0000-5300-0000	COMMUNICATIONS	2,510.00	0.00	2,510.00	447.62	0.00	2,062.38	17.83
1100-4550-0000-5335-0000	INFORMATION ACCESS	7,100.00	0.00	7,100.00	1,838.00	0.00	5,262.00	25.89
1100-4550-0000-5400-0000	ADVERTISING	1,000.00	0.00	1,000.00	61.20	0.00	938.80	6.12
1100-4550-0000-5800-0000	TRAVEL	19,380.00	0.00	19,380.00	5,635.63	0.00	13,744.37	29.08
1100-4550-0000-5875-0000	MILEAGE	2,000.00	0.00	2,000.00	80.40	0.00	1,919.60	4.02
1100-4550-0000-6000-0000	OFFICE SUPPLIES	2,750.00	0.00	2,750.00	442.07	0.00	2,307.93	16.08
1100-4550-0000-6100-0000	GENERAL SUPPLIES	25,000.00	0.00	25,000.00	5,358.04	0.00	19,641.96	21.43
1100-4550-0000-6220-0000	ELECTRICITY	92,050.00	0.00	92,050.00	28,419.16	0.00	63,630.84	30.87
1100-4550-0000-6230-0000	BOTTLED GAS	3,500.00	0.00	3,500.00	681.58	0.00	2,818.42	19.47
1100-4550-0000-6240-0000	FUEL OIL	3,000.00	0.00	3,000.00	494.81	0.00	2,505.19	16.49
1100-4550-0000-6400-0010	BOOKS/PERIODICALS/AUDIO/VISUAL SUPPL	55,000.00	0.00	55,000.00	29,171.81	0.00	25,828.19	53.04
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	42,500.00	0.00	42,500.00	1,443.95	0.00	41,056.05	3.40
Total Dept 4550-0000 - LIBRARY		1,669,740.00	0.00	1,669,740.00	429,542.09	32,522.31	1,207,675.60	25.73
Expenditures		1,669,740.00	0.00	1,669,740.00	429,542.09	32,522.31	1,207,675.60	25.73
Fund 1100 - GENERAL FUND:								
TOTAL REVENUES		0.00	0.00			0.00	0.00	
TOTAL EXPENDITURES		1,669,740.00	0.00			32,522.31	1,207,675.60	
NET OF REVENUES & EXPENDITURES:		(1,669,740.00)	0.00			(32,522.31)	(1,207,675.60)	
Current Year Exp.						32,522.31		
Prior Year Exp.						0.00		

Lebanon Public Libraries Trustee Accounts

Balance Sheet

As of March 31, 2024

	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	33,216.63
Petty Cash - Lebanon	75.00
Petty Cash - West Lebanon	75.00
Salomon Smith Barney (deleted)	
CD Lane Dwinell 6.5% 2/23/01	0.00
CD-Budget Carryovr 6.5% 2/23/01	0.00
SSB Money Funds Cash Port A	0.00
Total Salomon Smith Barney (deleted)	0.00
Total Bank Accounts	\$33,366.63
Other Current Assets	
Amount Due Leb Libraries Found	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$33,366.63
Other Assets	
Long Term Assets- Other	
Savings Account MSB 5568114	86,490.94
Total Long Term Assets- Other	86,490.94
Total Other Assets	\$86,490.94
TOTAL ASSETS	\$119,857.57
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
Net Assets	121,174.61
Opening Bal Equity	0.00
Unrealized Gain / Loss	0.00
Net Income	-1,317.04
Total Equity	\$119,857.57
TOTAL LIABILITIES AND EQUITY	\$119,857.57

Lebanon Public Libraries Trustee Accounts

Profit and Loss

January - March, 2024

	TOTAL
Income	
Other Income	1,131.97
Total Income	\$1,131.97
GROSS PROFIT	\$1,131.97
Expenses	
Accounting/Bookkeeping Services	679.00
Books/Subscr/CD/DVD/Tapes	509.48
Miscellaneous Exp	13.99
Office/Operating Supplies	469.56
Programs	776.98
Total Expenses	\$2,449.01
NET OPERATING INCOME	\$ -1,317.04
NET INCOME	\$ -1,317.04

Lebanon Public Libraries Food Purchasing Policy Draft

Library staff will be given discretion to purchase food to conduct library business in accordance with internal guidelines, in place of those in the City of Lebanon's Food Purchasing Policy. The library administration will be responsible for oversight.

Approved by the Board of Trustees: Pending 4/23/24

Meeting Room Policy

Use of the meeting rooms is primarily for educational, cultural or civic organizations that are free and open to the public. The exceptions are board meetings for non-profit groups, which may be held in these rooms even though these meetings are not open to the public, and for-profit groups which may use meeting rooms for a fee. Publicly advertised meetings or programs must be open to all.

No groups or individuals may charge attendees, solicit donations or sell items or services.

Commercial use of library meeting rooms is generally not permitted. However, a commercial entity or professional practitioner may use a library meeting room to provide an educational program open to the general public related to their field of expertise. In such a case, an educational opportunity offered by an expert provides benefit to the public. During such a program, no attempt may be made to sell, at the time of the program or in the future, a specific product or service offered by the entity or practitioner or any other commercial interest. Therefore, the individual or entity offering the program may not hand out business cards or brochures promoting any business, product or service and may not solicit personal information (names, addresses, phone numbers, etc.) from the program participants, either as part of a pre-registration process or during the program itself.

Authors and artists hosted by the Lebanon Libraries may offer their works for sale incidental to a lecture or performance. Further, the Library Director may make exceptions for seminars, lectures and programs held in cooperation with the library, or for adult education courses sponsored by an established educational non-profit institution.

Granting permission to use library meeting rooms to any group, organization, or program does not constitute an endorsement by the Lebanon Public Libraries, its staff or Board of Trustees. Our meeting rooms are available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

It is understood that library programming will have first priority in room use, and that room bookings made by outside groups may be preempted for library purposes. Meeting room bookings will be canceled by the library for any individual or group that does not arrive within 20 minutes of the start of their booking. When a meeting room is left empty for more than 20 minutes during a reserved time, the library will assume that the meeting has ended and will open the room for others to use.

All meeting rooms must be vacated fifteen minutes before library closing time, with the exception of the Kilton Community Room when it is booked after hours.

The library is not responsible for any equipment, supplies, materials, clothing or other items brought to the library by any group or individual attending a meeting.

Groups organizing private events (such as birthday parties), and those charging for their services or programs may not use the library's meeting rooms.

The library reserves the right to cancel or suspend at its discretion any activity which disregards the library's rules and regulations and/or eject any participant engaging in disruptive, destructive, unruly or illegal behavior/conduct.

Meeting rooms should be left the way they were found. All supplies, food, drinks and trash should be removed by the user at the completion of the use of the room. For groups not using the kitchen there is a "pack it in, pack it out" policy. A cleanup fee of \$25 may be charged for rooms left in a disorderly condition. The individual who completes the registration form will be held responsible for damage. No tape of any type may be used on our walls. Please plan to bring an easel with you if you need to display materials.

Individuals and groups will be responsible for setting up tables and chairs for their meetings when needed. Library staff will provide assistance with equipment, such as the screens. Staff assistance may be unavailable when the Kilton Library Community Room is booked outside the hours when the building is open to patrons.

Groups are prohibited from making statements in their advertising or meeting announcements that suggest library sponsorship or endorsement.

Neither the name nor the address of the library building may be used as the official address or headquarters of an organization.

The libraries cannot provide storage areas for groups using the rooms on an ongoing basis.

As per City Code Article 14-3 (Alcoholic Beverages), "No person shall consume any liquor or beverage while in, under, above or upon public streets, alleys, sidewalks, parking lots or other city-owned land...". Anyone suspected of drinking, using drugs or exhibiting behavior considered inappropriate by library staff will be asked to leave immediately. In addition, as is indicated by City of Lebanon policy, smoking is prohibited. Special exceptions may be made for events at which alcohol will be served. Permission must be granted by the Library Director, an Application for Use of City Property & Waiver for Alcohol Use form must be sent to City Hall, and the waiver must be issued by the City Manager.

FACILITIES:

KILTON LIBRARY:

The Community Room at Kilton Library is a multi-use room with a seating capacity of 100. There is a tv screen available that can be connected to the internet. This meeting space is available outside of the hours when the library is fully open to the public.

The Conference Room at Kilton Library is for meetings of 12 or fewer. There is a tv screen available that can be connected to the internet.

The Tutorial Room at Kilton Library is for meetings of 5 or fewer.

LEBANON LIBRARY

The Damren Room at Lebanon Library is for meetings of 30 or fewer. There is a tv screen available that can be connected to the internet.

The Rotary Study Room is for meetings of 6 or fewer.

The Arcade is for meetings of 5 or fewer. There is a tv screen available that can be connected to the internet.

For-profits may use the rooms at a rate of \$25 per hour. Tutors may use the meeting rooms for free.

Parking is available at the Kilton Library in the parking lot behind the building, and on Tracy Street. Please do not park in the parking lots of nearby businesses.

All Lebanon Library parking is on-street.

EXCEPTIONS:

The Library Director may occasionally make exceptions to this policy, on a case by case basis.

Adopted by the Board of Trustees: June 22, 2010

Revised: July 26, 2011; November 26, 2013; May 26, 2015; Sept. 19, 2015; Nov. 22, 2016; July 31, 2018, March 22, 2022; [Pending April 23, 2024](#)



POSITION TITLE: Outreach and Programming Librarian

DEPARTMENT: Library System

REPORTS TO: Library Director

FLSA DESIGNATION: Exempt

AFFILIATION: Non-Bargaining

SALARY GRADE:

Position Purpose:

The Outreach and Programming Public Librarian plays a crucial role in connecting the library with its community, promoting engagement, and fostering a dynamic and inclusive library experience. This position seamlessly integrates traditional librarian duties with a strong focus on outreach initiatives, diverse program development, marketing efforts, volunteer management, and the supervision of long-term programming contractors.

Moreover, the Librarian assumes the critical responsibility of managing a budget, ensuring meticulous resource allocation for optimal impact and sustainability. As a key member of the management team, this role actively contributes to policy design and contributes to strategic planning for the library. This instrumental role fosters a vibrant library community by connecting with diverse populations, creating engaging programs, and ensuring the library remains a central hub for learning, creativity, and community interaction.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

1. Community Engagement:
 - a. Establish and maintain strong relationships with community organizations, schools, and local businesses to enhance the library's presence in the community.
 - b. Collaborate with community leaders to identify needs and interests, ensuring library programs and services align with community priorities.

2. Program Development:
 - a. Design and implement a variety of innovative, educational, and entertaining programs for all age groups, considering the diverse interests and demographics of the community.
 - b. Conduct regular needs assessments to identify gaps in programming and develop strategies to address those gaps.
3. Outreach Initiatives:
 - a. Actively engage in outreach efforts to promote library resources and services to underserved populations, including but not limited to schools, senior centers, public housing, and community events.
 - b. Develop and implement strategies to reach non-traditional library users and increase library usage among diverse communities.
4. Collaboration and Partnerships:
 - a. Collaborate with local schools, public housing organizations, community centers, and other organizations to develop joint programs and initiatives that benefit both the library and its partners.
 - b. Build and maintain partnerships with local artists, authors, and experts to bring unique and enriching experiences to library patrons.
5. Management and Policy Development
 - a. Directly collaborate with other library leadership to shape vital policy, hiring, and budget recommendations for the board of trustees.
 - b. Drive the development of long-term strategic goals, essential programs, and structural enhancements critical for library advancement.
6. Volunteer Management:
 - a. Recruit, train, and supervise volunteers, including a Teen Advisory Board, to assist with library programs and events.
 - b. Foster a positive and inclusive volunteer environment, recognizing the contributions of volunteers to the library's success.
7. Long-term Programming Contractors:
 - a. Identify and contract with external vendors or specialists for long-term programs, ensuring contractual agreements are met.
 - b. Collaborate with contractors to align their services with the library's goals and the community's needs.
8. Supervise library interns:
 - a. Develop and design paid and unpaid library internship programs focused on youth education and work experience for teens in the community.
 - b. Providing guidance and mentorship to support their professional development and contributions to library operations.
9. Technology Integration:
 - a. Utilize technology and media platforms to promote library programs, events, and resources, ensuring effective communication with the community.
 - b. Stay abreast of emerging technologies and trends to enhance the library's digital presence and outreach efforts.

10. Data Collection and Evaluation:

- a. Collect and analyze data related to program attendance, community engagement, and outreach efforts to assess the impact of library services.
- b. Use data-driven insights to continuously improve and adapt programming to meet the evolving needs of the community.

11. Marketing and Promotion:

- a. Develop and implement marketing strategies to effectively promote library programs, services, and events.
- b. Create promotional materials, including flyers, newsletters, and media content, to attract a diverse audience.

12. Budget Management for Programs and Outreach:

- a. Responsible for managing a substantial budget dedicated to diverse and engaging programming for children, teens, and adults.
- b. Strategically allocate resources to ensure the success and sustainability of library programs, events, and outreach initiatives.

13. Professional Development:

- a. Stay informed about trends and best practices in library outreach and programming through ongoing professional development activities.
- b. Lead training initiatives for library staff, focusing on professional development in programming, outreach, and community engagement.

14. Community-Centric Space Development

- a. Collaborating with community members to create welcoming library spaces that prioritize accessibility and comfort, informed by data and community input.
- b. Ensuring library spaces reflect diverse perspectives, fostering genuine cultural exchange, and maintaining unwavering inclusivity standards.

15. Service Desk Duties:

- a. Perform general circulation program functions, such as registering new patrons; filling out patron requests and searching the database for requested materials; reserving and holding materials for patrons; receiving materials; and notifying patrons that requested materials are being held on reserve.
- b. Assist patrons with computer questions or make referrals for complex requests.

Recommended Minimum Qualifications:

Education, Training and Experience:

- Master's of Library and Information Science required
- Experience working in a public library is preferred

Other combinations of education and experience that qualify an individual to perform the requisite job duties and responsibilities may be considered.

Knowledge, Ability and Skill:

- Strong knowledge of marketing principles and best practices to effectively promote library programs and services.
- Proficiency in managing social media platforms and utilizing them as communication tools.
- Sound judgment and decision-making skills to evaluate program effectiveness and allocate resources accordingly.
- Budget management skills to assist in the development and administration of the library's budget.

Licenses/Certifications:

None required.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Lift or move up to 10 pounds: frequently required
 Lift or move up to 30 pounds: occasionally required
 Lift or move 36 pounds to over 100 pounds: rarely, if ever required
 Stand: up to 1/3 of the time per day
 Walk: up to 1/3 of the time per day
 Sit: up to 2/3 of the time per day
 Talk or Hear: up to 2/3 of the time per day
 Use hands to finger, handle or feel: up to 1/3 of the time per day
 Climb or balance: rarely, if ever required
 Stoop, kneel, crouch or crawl: rarely , if ever required
 Reach with hands and arms: up to 1/3 of the time per day
 Taste or smell: rarely, if ever required
 Vibration: rarely, if ever required
 Vision: at or correctable to normal ranges

Job Environment:

Office work is performed under typical office conditions; work environment is moderately quiet. This position involves work during regular library hours, including nights and weekends.

Operates computer, calculator, copier, facsimile machine, and other standard office and library equipment.

Makes frequent contacts with the public and other libraries. Contacts are in person, in writing, by email, and telephone and involve an information exchange dialogue.

Does not have access to department-related confidential information.

Errors could result in delay of service.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVAL/REVISION DATE:

NOTE: Job descriptions may be revised as needed to meet the City's business and operational needs.

DRAFT

Staff Highlights

Lauren Whittlesey

I attended the Public Library Association (PLA) conference in Columbus, Ohio at the beginning of April. PLA was a fantastic opportunity to connect with other public librarians, meet new vendors, learn about outstanding programming, and talk about important issues that we have the opportunity to work on as librarians. I attended programs on gender-inclusive spaces for youth, creating a teen artist-in-residence program, debunking misinformation about trans identities, how storytimes can challenge post-Covid impacts on school readiness, creating restorative spaces for caregivers, and food justice in libraries. I also connected with fantastic vendors in the exhibits hall and learned about resources that will support children with learning differences, unhoused patrons, and families who speak languages other than English at home. I'm looking forward to implementing new programs and connecting with my coworkers about exciting new ideas and services that came out of my time at PLA.

Nikki Rheume

In the beginning of April I had the chance to attend the Public Library Association's conference in Columbus OH. It was such a great trip and conference, with a lot of good sessions pertaining to public libraries. Here are some of the highlights of the conference for me.

Teen Artist in Residence: This presentation was about how to establish and host teen artists in residence at your library. The program involves hosting 1-3 teens at a time for 4 months so that they can create art for their own art exhibit at the end of their residency, as well as host a community art event or classes for the library. This is a pretty cool idea to have to bring even more art into the library, especially for teens, and also a chance to partner with the community, especially Ava Gallery. I left this presentation full of ideas.

Creating a Gender Inclusive Library: This presentation was amazing. It was basically how to make trans and non-binary youth feel welcome at the library, focusing on early childhood to elementary kids. They talked about making space for these identities and integrating them into not just special pride programs, but all year round in all programs. There were certain scenarios that were played out for us with best practices and some great discussion.

Pay the Teens (Teen Internships): This presentation was especially important to me, as we are currently establishing a teen internship program for this summer. While the presentation focused on a much larger scale internship program, there were some good

takeaways I had, including how to document outcomes and the structure of the program.

Trans Staff and Patrons: A lot of this presentation was for management and making sure we have good policies in place that not only helps and protects our trans and staff patrons, but really everyone. The biggest take away from this presentation is that what is good and benefits trans people is good for everyone. This presentation affirmed some of the things that we already have in place, such as gender neutral bathrooms in the building, and some best practices on protecting our trans staff and patrons.

Period Products for All: Going to this presentation was very affirming. We currently offer free menstrual products in all of our bathrooms, and that is AMAZING!

Restorative Practices for Teens: I think I got the most out of this presentation out of the whole conference. It was all about how to shift our way of dealing with problematic behavior, specifically in teens, to be less punitive and more restorative. This is done by building trust with teens, and getting them to understand the harm that is caused by disruptive behavior, and giving them options, instead of just continually kicking them out, because suspension is only temporary and does not solve the problem. This is not an easy process at all, but something I think worth exploring, though there is a lot of legwork that goes into even just establishing this kind of program. Restorative Practice is something I strive for in our library, and strongly aligns with my way of dealing with minor disruptive behaviors (though there are some that are worthy of a suspension). They gave us a lot of frameworks to use during the presentation that can help us out in implementing this technique, and I think it is something to definitely continue to explore.

This was my first big national conference, and it did not disappoint. I left feeling rejuvenated and full of new ideas. Thank you for giving me the chance to attend.

Amber Coughlin

I wanted to share some of the highlights from the Public Library Association conference I attended last week in Columbus, Ohio. It was a great conference, and I met a ton of public librarians from all over the country and learned a lot.

The first thing I attended was "The Science of Reading in Public Libraries: Supporting Struggling Elementary Age Readers." There are a lot of kids who still haven't been able to make up for the significant learning loss they experienced during the pandemic. San Francisco Public Library has a reading intervention program that allows them to assign a trained reading tutor to individual kids referred by schools, parents or social workers. It allows struggling readers to have the personalized attention that they need to get back

on track. Amazing program. Tutors receive eight months of training before meeting with readers. Incredible! But that's pretty darn fancy and not attainable for most of us!

What is attainable is really beefing up our Early Reader collection and adding even more decodable books. Decodable books focus specifically and incrementally on the basics: letter combinations, vowel 'teams' (diphthongs), consonant blends and digraphs, the silent 'e' etc. We have some, and they are some of the most popular books in the collection. We always have patrons teaching their children to read, and they love them. But this session made me think about the value of really focusing on that part of the collection right now.

I went to a nifty session where a library integrated Novelist with their ILS to create freestanding reader's advisory kiosks throughout their library system. I love the idea of a kiosk, so the shyest patrons don't have to screw up the courage to ask us about book recommendations if they find us terrifying.

I confronted my inner snob and went to a reader's advisory session about romance novels. I definitely need help in this area. I don't read romances because I assume I don't like them. But really, how do I know? I've never really given them a chance! The session was hilarious and informative. Women read romance and romance is a massive part of the publishing industry, and it's only getting bigger every year. Teen romance is huge, particularly on BookTok, which currently drives many teen patrons our way. It's always been derided as trash, but those criticisms are generally sexist and come from a place of incurious ignorance. People love romance!

ALA's Policy Corps presented a really timely discussion on emerging trends in censorship across the nation. It was infuriating, and it made me thankful for our wonderful community. The talk was also about best tactics regarding effective messaging and advocacy when your institution and profession is under threat. I went to a similar session the next day that was led by Sam Helmick, candidate for ALA President. (Alas, they did not win.) It presented different intellectual freedom challenges in a choose-your-own-adventure type format. Very fun, informative and great practice for things like First Amendment audits, book challenges, display challenges and the like. Sam generously offered to share the training materials with us and I think some of the scenarios could be great to practice with and think about!

I attended a session about making early childhood programming more culturally responsive. It was great and I got a lot of good ideas and some useful resources for songs and games in different languages, and for different communities.

They had an excellent how-to stage that was chockablock with good ideas. I attended really cool sessions about beekeeping at libraries, true crime podcast clubs, building inclusive children's print collections, and de-escalation during a crisis situation.

I attended a session about overhauling hoary old subject headings to be more empathetic and respectful of the language that people actually use about themselves and their lives. For better access!

I went to an equity, diversity and inclusion session specifically for small and rural libraries, and ran into an old friend! I also met some nice folks from Indiana and Kentucky. It was a good session in that it was very hands-on, and the presenters were quick to acknowledge how difficult it can be to know whether or not you are creating a truly welcoming place where people feel like they belong as soon as they walk in the door. It's just nice when people admit that nobody knows the answers and we just have to keep trying.

Sometimes even a bad session can lead to good ideas. I went to a session about creating welcoming spaces for mothers in the library. It was not good! I left early, as did my colleague. The presenter really fetishized the state of motherhood as some sort of apex of the feminine experience. It was heavy on borderline metaphysical self-help jargon. She also placed herself in the role of support group leader and she was wholly unqualified to handle some of the issues she was talking about. (Postpartum depression is not a trivial issue!) I found much of the program trite and wildly exclusionary of the many many caregivers who don't fall into the traditional role of 'mother.' The good thing is that my colleague and I felt so annoyed by the presentation that we immediately came up with an idea for a more inclusive group that we could offer that would foster community while not trying to do the work of professional therapists and physicians.

The only big disappointment of the conference was that Ta-Nehisi Coates was slated to speak, but he got sick and canceled. Drat!

Otherwise it was inspiring and really fantastic. This was my first PLA and I wouldn't hesitate to recommend to any of my peers that they attend one. It was jam packed with good stuff!

Sean Fleming

It was great to travel to the first major conference I've attended since the beginning of the pandemic. Over seven thousand librarians gathered for the Public Library Association conference in Columbus, Ohio. One of the best sessions I attended had a mix of library managers and HR employees presenting. It was called Don't Sweat the

Difficult Conversations, and many commonly encountered scenarios were discussed, which was very helpful to me even after years of working as a library manager. A session titled Pivoting to Meet New Censorship Tactics was very valuable as well, as it dealt with the increase in book challenges that libraries are seeing across the country. Deborah Caldwell-Stone, the Director of the American Library Association's Office for Intellectual Freedom was one of the presenters; she looked at challenges from a legal perspective, which was educational and interesting. Many sessions were standing room only, and there was a lot of buzz and activity in the exhibit hall as well. A new, well-embraced format involved twenty-minute presentations in the exhibit hall, which were very focused and easy to drop into and also leave if one was so inclined. This was definitely time well spent for staff who attended.

		MAR	APR	MAY	JUN
> LBGP-1 Make use of the lockers in the shed					
> LBGP-5 One community garden bed needs to get fixed					
> LBGP-7 Fix interior woodwork at Kilton					
> LBGP-10 Radiator and boiler system issues at Leb					
> LBGP-13 Kilton Basix hvac controls system is five years past end of life					
> LBGP-15 Window is leaking by the sidewalk out front at Kilton					
> LBGP-17 Plaster at bottom of stairwell is showing water damage					
> LBGP-20 Fix hole in wall in Amber's office at Kilton					
> LBGP-22 Plumbing issues					
> LBGP-25 Replace the tree at Leb Library?					
> LBGP-27 Replace the panic alarm system at Kilton					
> LBGP-30 Key/door issues					
> LBGP-33 Fix the compost situation at Kilton					
> LBGP-35 Elevator needs a new sump pump	DONE				
> LBGP-38 Center stairwell at Leb is dangerous due to lack of grip					
> LBGP-41 Need to move furniture from Leb to Kilton					
> LBGP-46 Windows need shades in the Leb staff room	DONE				
> LBGP-48 Clean the moss in the courtyard at Kilton					
> LBGP-49 Replace rotted boards below the gutters at Kilton					
> LBGP-50 Protect the thermostat in the Arcade	DONE				
LBGP-52 Shelves needed in patron restrooms					
LBGP-53 Two ladders needed at Leb Library					
> LBGP-54 Chair on 2nd floor at Leb is coming apart	DONE				
> LBGP-55 Knoxbox issues					
> LBGP-56 Growth on the membrane roof at Kilton					
> LBGP-57 Paint the exterior of Kilton					
LBGP-59 Emergency exit door is rusting at Kilton					
LBGP-60 Front stair treads at Kilton are in need of repair					
> LBGP-63 Kilton parking lot work needs to be done					
> LBGP-66 Kilton geothermal pumps are reaching the end of their expected lives					
> LBGP-68 Problems with lighting controls at Kilton					
> LBGP-82 Vermont Life Safety found issues to address at both facilities					
LBGP-83 Conduit outside the Tech Services entrance at Kilton is inadequately sealed					
LBGP-88 Find an emergency alert system that is compatible with linux					
> LBGP-89 Replace the floor machines					
> LBGP-97 Fix the AV system in the Kilton Community Room					
> LBGP-98 Hot water at Kilton is only lukewarm	DONE				
LBGP-100 Get quotes on washing Kilton windows					
> LBGP-101 Cabinet door in Historical Room does not close and lock properly	DONE				
> LBGP-106 Window broken by bus stop area at Kilton					
> LBGP-108 Recycle bulbs at Kilton					
LBGP-111 Attach cabinets in Leb Library foyer to the wall	DONE				
LBGP-114 Fix door on the existing cabinet for patron pickup at Leb	DONE				
> LBGP-117 Thermostat outside the Arcade is broken	DONE				
LBGP-118 Order CO detectors for boiler rooms of both buildings	DONE				
LBGP-119 Replace Simmons-5000 valve in Kilton boiler room					
LBGP-123 Turn off the heater by the parents' corner at Leb					
LBGP-124 Tighten the hinges on the inside doors by the front entrance	DONE				
> LBGP-127 HVAC issues at Leb					
> LBGP-128 HVAC issues at Kilton					
> LBGP-133 Replace the election boxes					