



**LEBANON LIBRARY BOARD OF TRUSTEES  
JUNE 24, 2025 - 7:00 PM  
LEBANON LIBRARY DAMREN ROOM OR  
REMOTE VIA VIRTUAL PLATFORM  
LEBANONNH.GOV/LIVE**

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**1. Call to Order**

To participate in this meeting, please join live via Microsoft Teams or call 929-229-5356 (access code: 269 448 771#). If you have trouble accessing this meeting, please call Sean Fleming at 603-359-3604.

**2. Open to the Public**

Any member of the public who desires to speak on any agenda item may do so during this public comment period, and will be allowed to speak for not more than three minutes. Speakers shall identify themselves clearly for the record, stating their full names and their town/city of residence. The public comment period will not exceed thirty minutes.

**3. Approval of Minutes**

A. Approve the May 27th, 2025 minutes

**4. New Business**

A. Approve the Treasurer's Report

**5. Other Business**

- A. Review and adopt the law enforcement requests policy, review updates to the Programs Policy and Bulletin Board Policy
- B. Update job descriptions
- C. Update to the 2025 Ideas for Fundraising Projects
- D. Library Director's Report
- E. Deputy Library Director's Report

**6. Future Agenda Items**

**7. Non-Public Session**

A. N.H. Rev. Stat. § 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

**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 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

**Lebanon Library Board of Trustees Agenda**  
**June 24, 2025**

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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  
May 27, 2025  
7:00 PM**

**MEMBERS PRESENT:** Francis Oscadal (Chair); Ellen Hubbell; Ann Sharfstein; Emma Wunsch; Renee Dunn; Jeff Damren; Leonee Derr (alternate); Kim Rheinlander; Samantha Milnes (alternate)

**MEMBERS ABSENT:** Adam Ali (alternate)

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

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

2

3 **2. Open to the Public**

4

5 None at this time.

6

7 **3. Approval of Minutes**

8 A. Approve the April 22, 2025, minutes

9

10 *Mr. Damren MOVED to accept the meeting minutes of April 22, 2025, as amended. Seconded*

11 *by Ms. Sharfstein.*

12

13 *Amendments:*

14 *Page 3, Line 89: Add “HVAC” in front of “controls.”*

15

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

17

18 **4. New Business**

19 A. Approve the Treasurer's Report

20

21 Ms. Dunn presented the Treasurer’s Report. She stated that there appears to be a \$2,800 increase

22 in the checking account on the balance sheet. The interest on the savings account does not seem

23 to be recorded. Director Fleming stated that he would look into this.

24

25 Director Fleming explained that the City Council asked the City Manager to have departments

26 consider a few budget options to present. The City Council has requested a low budget of 3.5%

27 for the tax rate increase. The middle and top budget numbers are not yet known. The cuts are not

28 generally evenly distributed between departments. Members of the management team will be

29 asked about any potential initiatives for this year. These suggestions will then be brought to the

30 Board. He noted that a \$100,000 roof project for the Lebanon Library was submitted as a 2026

31 budget request. Also, the City Manager has decided to retain the Library’s surplus budget for the

32 City, instead of allowing it to be kept by the Library. However, the Library is also receiving a  
33 \$6,400 check from NHSaves for the LED lighting project completed at Kilton. This was an  
34 \$8,000 project which was 80% funded by NHSaves. Regarding the IT Librarian's salary, there is  
35 a request for a pay increase based on additional work being completed. A draft job description  
36 has been submitted to HR which would incorporate the additional Systems Librarian duties. This  
37 will come back to the Board at a future meeting.

38  
39 **Ms. Hubbell MOVED to accept the Treasurer's Report, as presented. Seconded by Ms.**  
40 **Sharfstein.**

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

42

### 43 **5. Foundation Report**

44

45 Ms. Dunn stated that the Foundation discussed asking for funds from the Casino and agreed to  
46 complete the application. Director Fleming explained that the next step is that the Casino has a  
47 selection committee and will let the Library know its status at some point.

48

49 Ms. Dunn stated that the Foundation also discussed the investment allocation of the public  
50 portfolio and approved a new asset allocation. Also, the Foundation is looking for areas in which  
51 to direct its fundraising efforts. Director Fleming explained that a list of projects is being drafted.

52

### 53 **6. Other Business**

54 **A. Bulletin board and ethics policy updates**

55

56 Director Fleming explained that at the last meeting, the Board asked that a new policy be drafted  
57 which would eliminate the bulletin boards for the public. Staff does not want to go in that  
58 direction and would like to retain those bulletin boards. They feel that these area good service to  
59 the community. A new draft policy with these changes will be presented at the next Board  
60 meeting. The draft was reviewed by an attorney.

61

62 Director Fleming asked if the Board would like a separate Ethics Policy to be drafted. The Board  
63 agreed that there is no need for a separate policy from that of the City.

64

65 **B Library Director's Report**

66

67 Director Fleming stated that the people counters have been installed at both buildings. The Board  
68 will receive traffic counts and other data at future meetings. In addition to updating the IT  
69 Librarian job description, there are also small changes proposed to the Outreach & Programming  
70 Librarian, the Library Administrative Technical Assistant, and the Deputy Director positions. He  
71 asked about the City Council liaison for this Board. It was noted that this is still in process.

72

73 **C. Deputy Library Director's Report**

74

75 Deputy Director Lappin explained that Staff is looking to close the Library for a second morning  
76 this year for an implicit bias training in October. She stated that she has been discussing with the  
77 Library Clerks their labor grade and classification. The current rate is \$18.37-\$27.37 per hour for

78 the Clerk classification. She suggested that she and Director Fleming draft a proposal for this  
79 item. Deputy Director Lappin noted that Summer Reading starts on June 13<sup>th</sup>.

80

81 **7. Future Agenda Items**

82

83 As discussed during the meeting.

84

85 **8. Adjourn**

86

87 *Ms. Hubbell MOVED to adjourn at 7:52PM. Seconded by Ms. Rheinlander.*

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

89

90 Respectfully submitted,

91 Kristan Patenaude

92 Recording Secretary

CY - MTD AND YTD REVENUE/EXPENSE FOR CITY OF LEBANON  
Balance As of 05/31/2024

GL Number	Description	BUDGET			Activity For			Available Balance		% Bdg Used
		BUDGET	ADJUSTMENTS	NET BUDGET	05/31/2024	YTD EXP	ENCUMBERED	05/31/2024		
<b>Fund: 1100 GENERAL FUND</b>										
<b>Account Category: Expenditures</b>										
<b>Department: 4550-0000 LIBRARY</b>										
1100-4550-0000-1100-0000	FULL TIME WAGES	782,510.00	0.00	782,510.00	67,035.35	325,708.34	0.00	456,801.66	41.62	
1100-4550-0000-1115-0000	PART TIME WAGES 0-19	0.00	0.00	0.00	0.00	2,230.00	0.00	(2,230.00)	100.00	
1100-4550-0000-1120-0000	PART TIME WAGES 20-24	32,030.00	0.00	32,030.00	2,946.90	13,368.18	0.00	18,661.82	41.74	
1100-4550-0000-1125-0000	PART TIME WAGES 25-29	124,390.00	0.00	124,390.00	11,943.38	52,660.88	0.00	71,729.12	42.34	
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	114,770.00	0.00	114,770.00	13,781.28	47,783.48	0.00	66,986.52	41.63	
1100-4550-0000-1300-0000	OVERTIME WAGES	500.00	0.00	500.00	0.00	9.21	0.00	490.79	1.84	
1100-4550-0000-2150-0000	LIFE & DISABILITY INSURANCE	9,730.00	0.00	9,730.00	780.20	3,103.26	0.00	6,626.74	31.89	
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	76,260.00	0.00	76,260.00	7,138.04	32,921.67	0.00	43,338.33	43.17	
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	105,950.00	0.00	105,950.00	9,069.90	44,069.58	0.00	61,880.42	41.59	
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	13,770.00	0.00	13,770.00	96.75	4,423.75	0.00	9,346.25	32.13	
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	4,690.00	0.00	4,690.00	470.40	2,033.50	0.00	2,656.50	43.36	
1100-4550-0000-3000-0000	LEGAL SERVICES	2,000.00	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	11,490.00	0.00	11,490.00	577.49	9,701.40	0.00	1,788.60	84.43	
1100-4550-0000-4110-0000	WATER	2,300.00	0.00	2,300.00	557.96	1,080.26	0.00	1,219.74	46.97	
1100-4550-0000-4120-0000	SEWER	1,800.00	0.00	1,800.00	531.00	1,006.48	0.00	793.52	55.92	
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING	24,500.00	0.00	24,500.00	5,675.00	11,795.00	0.00	12,705.00	48.14	
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	79,660.00	0.00	79,660.00	8,161.05	45,587.72	61,678.81	(27,606.53)	134.66	
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	3,120.00	0.00	3,120.00	586.74	2,578.70	0.00	541.30	82.65	
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	24,480.00	0.00	24,480.00	1,007.15	4,895.90	0.00	19,584.10	20.00	
1100-4550-0000-5300-0000	COMMUNICATIONS	2,510.00	0.00	2,510.00	219.57	1,100.67	0.00	1,409.33	43.85	
1100-4550-0000-5335-0000	INFORMATION ACCESS	7,100.00	0.00	7,100.00	635.00	2,473.00	0.00	4,627.00	34.83	
1100-4550-0000-5400-0000	ADVERTISING	1,000.00	0.00	1,000.00	0.00	61.20	0.00	938.80	6.12	
1100-4550-0000-5800-0000	TRAVEL	19,380.00	0.00	19,380.00	149.53	9,840.37	0.00	9,539.63	50.78	
1100-4550-0000-5875-0000	MILEAGE	2,000.00	0.00	2,000.00	50.92	171.52	0.00	1,828.48	8.58	
1100-4550-0000-6000-0000	OFFICE SUPPLIES	2,750.00	0.00	2,750.00	373.26	815.33	0.00	1,934.67	29.65	
1100-4550-0000-6100-0000	GENERAL SUPPLIES	25,000.00	0.00	25,000.00	3,046.30	9,452.63	0.00	15,547.37	37.81	
1100-4550-0000-6220-0000	ELECTRICITY	92,050.00	0.00	92,050.00	3,699.62	41,253.55	0.00	50,796.45	44.82	
1100-4550-0000-6230-0000	BOTTLED GAS	3,500.00	0.00	3,500.00	0.00	681.58	0.00	2,818.42	19.47	
1100-4550-0000-6240-0000	FUEL OIL	3,000.00	0.00	3,000.00	0.00	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	1,616.27	34,025.77	0.00	20,974.23	61.87	
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	42,500.00	0.00	42,500.00	5,295.01	6,864.64	0.00	35,635.36	16.15	
Total Dept 4550-0000 - LIBRARY		1,669,740.00	0.00	1,669,740.00	145,444.07	712,192.38	61,678.81	895,868.81	42.65	
Expenditures		1,669,740.00	0.00	1,669,740.00	145,444.07	712,192.38	61,678.81	895,868.81	42.65	
<b>Fund 1100 - GENERAL FUND:</b>										
TOTAL REVENUES		0.00	0.00		0.00		0.00	0.00	0.00	
TOTAL EXPENDITURES		1,669,740.00	0.00		145,444.07		61,678.81	895,868.81	42.65	
NET OF REVENUES & EXPENDITURES:		(1,669,740.00)	0.00		(145,444.07)		(61,678.81)	(895,868.81)		
Current Year Exp.					145,444.07		61,678.81			
Prior Year Exp.					0.00		0.00			

# Profit and Loss - This Year to Last Month

## Lebanon Public Libraries Trustee Accounts

January-May, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
Contributions Income	85,000.00
Interest Income -	17,809.90
Other Income	7,064.55
<b>Total for Income</b>	<b>\$109,874.45</b>
Cost of Goods Sold	
<b>Gross Profit</b>	<b>\$109,874.45</b>
Expenses	
Accounting/Bookkeeping Services	441.00
Art/Framing	559.52
Books/Subscr/CD/DVD/Tapes	608.44
Capital Improvements -	1,482.14
Community Relations	190.00
Education/Staff Development	410.00
Entertainment	552.34
Miscellaneous Exp	825.28
Office/Operating Supplies	2,654.34
Postage/Delivery	49.85
Programs	2,227.90
Repairs/Maintenance	10,685.28
Web Hosting/Domain Fees	94.00
<b>Total for Expenses</b>	<b>\$20,780.09</b>
<b>Net Operating Income</b>	<b>\$89,094.36</b>
Other Income	
Other Expenses	
<b>Net Other Income</b>	<b>0</b>
<b>Net Income</b>	<b>\$89,094.36</b>

# Balance Sheet - This Year to Last Month

## Lebanon Public Libraries Trustee Accounts

As of May 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
<b>Assets</b>	
Current Assets	
Bank Accounts	
Citizens Bank - Carter Trust	
Citizens Bank - Charter Trust	
Ckbk MSB #926522757	
Main MSB Checking Acct 773	30,255.15
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	
<b>Total for Salomon Smith Barney (deleted)</b>	<b>0</b>
<b>Total for Bank Accounts</b>	<b>\$30,405.15</b>
Accounts Receivable	
Other Current Assets	
Amount Due Leb Libraries Found	
<b>Total for Other Current Assets</b>	<b>0</b>
<b>Total for Current Assets</b>	<b>\$30,405.15</b>
Fixed Assets	
Other Assets	
Long Term Assets- Other	0
MSB IntraFi Savings acct 114	169,145.48
Savings Account MSB 5568114	100.01
<b>Total for Long Term Assets- Other</b>	<b>\$169,245.49</b>
<b>Total for Other Assets</b>	<b>\$169,245.49</b>
<b>Total for Assets</b>	<b>\$199,650.64</b>
<hr style="border-top: 3px double #000;"/>	
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	
<b>Total for Accounts Payable</b>	<b>0</b>
Credit Cards	
Other Current Liabilities	
<b>Total for Current Liabilities</b>	<b>0</b>
Long-term Liabilities	
<b>Total for Liabilities</b>	<b>0</b>

# Balance Sheet - This Year to Last Month

## Lebanon Public Libraries Trustee Accounts

As of May 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Equity	
Net Assets	110,556.28
Net Income	89,094.36
Opening Bal Equity	
Unrealized Gain / Loss	
<b>Total for Equity</b>	<b>\$199,650.64</b>
<b>Total for Liabilities and Equity</b>	<b>\$199,650.64</b>

## **Lebanon Public Libraries Policy for Law Enforcement Requests DRAFT**

### **I. Introduction**

This document outlines the procedure Lebanon Public Libraries staff must follow when law enforcement officers request information about library users, staff members, or library records. These procedures align with [American Library Association guidelines](#) and the [New Hampshire state law RSA 201-D:11](#) regarding the confidentiality of library user records.

In all scenarios below, the Library Director should be contacted, who will contact legal counsel. Official identification should be received from the officer, including their name, badge number, and agency.

#### **A. If Law Enforcement Requests Information or Records:**

- Inform them of the library's [Confidentiality of Patron Records Policy](#).
- Do not release any information without a subpoena or court order.

#### **B. If a Subpoena is Presented:**

- Accept the subpoena without providing immediate access to records.

#### **C. If a Search Warrant is Presented:**

- Assist only in locating items specified in the warrant.
- Keep a record of seized items and request an inventory signed by the officer.

#### **D. FBI Orders (e.g., FISA, National Security Letters):**

- Do not disclose or discuss the order beyond the Library Director.
- Comply with gag order provisions.

#### **E. Immigration Enforcement (ICE)**

- ICE agents may access public areas but must present a court-issued warrant, signed by a judge, to enter non-public spaces.
- No patron data may be released without a court order.

### **II. Documentation and Reporting**

- Document all encounters with law enforcement in writing as an incident report.
- Include details such as date, time, officer's information, and nature of request.

Approved by the Board of Trustees XX/XXXX

Programs Policy  
Lebanon Public Libraries  
DRAFT UPDATE

The Lebanon Public Libraries are committed to the principles of the American Library Association [Library Bill of Rights](#) and the protections of the [First Amendment of the Constitution of the United States](#). These principles are essential to the preservation of our democracy and the development of an informed perspective.

The library seeks to provide programming that serves the diverse interests of people of all ages. The Outreach Librarian works with the library staff in selection and promotion of programming. Programs are free and open to the public.

This policy includes programs organized in collaboration with external presenters or organizations, as long as the library plays a role in planning, promoting, or executing the event.

For programs organized in collaboration with external presenters or organizations, the library will provide appropriate space and resources within the library's capacity. Storage of program-related materials will be considered on a case-by-case basis and must be approved by the Outreach Librarian, subject to the storage limitations and guidelines established by the Library Director in accordance with this policy.

Programs are selected based on a variety of factors, including, but not limited to, the needs of the community, encouragement of lifelong learning, increasing library use by underserved communities, and raising the visibility of the library. The library strives to present programs which exhibit a balance of viewpoints, voices, and ideas, as expressed in our [mission](#).

The library does not endorse particular beliefs or viewpoints, and scheduling a program does not indicate agreement of the viewpoint expressed by the presenter or presentation. This pertains to all programs, including those run by library staff members, including book or film discussion groups.

Responsibility for what any individual reads, listens to, or views must lie with the individual. The library may suggest certain age guidelines depending on the nature of a program, however, the library does not act in loco parentis in selecting programs and restricting access. Responsibility for minors rests with parents and guardians.

The Library Director and Board of Trustees welcome comments regarding the services, materials, or program content offered by the library. Any challenge to library programs by Lebanon residents or taxpayers can be made through the library's [Request for Reconsideration of Library Programs or Materials](#).

Adopted by the Board of Trustees: 3/28/23

# Lebanon Libraries Bulletin Board Policy

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Bulletin boards in the libraries' foyers are used for the posting of local community events announcements, and library, city, school, and municipal postings. Bulletin boards within the libraries are for library related postings only. This policy also pertains to literature & flyers distributed on counters and in display racks in other areas of the library.

- ~~1. One bulletin board in the lobby in both libraries is designated for City of Lebanon postings only.~~
- ~~2. Community events postings will be allowed for four weeks maximum.~~
- ~~3. Postings for community events must have a neat appearance; edges not torn or frayed, message in good penmanship or print. Preference will be given to posters/announcements that are 8 1/2" x 11" or smaller. Larger signs are posted space permitting. Preference is given to events less than 3 weeks from the date of the event.~~
- ~~4. Events announcements must be from non-profit organizations and must be for educational, cultural, intellectual or charitable activities. Priority is given to events in the Upper Valley, but groups meeting all other criteria will be considered on a space available basis.~~
- ~~5. Sponsors of the events must be non-profit organizations, or proceeds must go to a non-profit organization. Exceptions may be made for flyers from local bookstores promoting author visits and notices of lost neighborhood pets or other events at the director's discretion.~~
- ~~6. Announcements of political forums may be posted. Handouts representing all candidates, such as those prepared by the League of Women Voters may be distributed. Handouts and posters about individual candidates or campaigns will not be accepted. Materials supporting or opposing any current or pending ballot measure will not be posted. Official election information including sample ballots may be made available.~~
- ~~7. The library reserves the right to rotate all announcements in order to provide an equitable amount of time and space for each announcement.~~
- ~~8. The library does not advocate or endorse the activities of any individual or group posting announcements.~~
- ~~9. All items on the library bulletin boards are at the discretion of the library and may be removed at any time and for any reason.~~

## **Purpose**

The Library provides limited bulletin board space for community announcements related to educational, cultural, charitable, or civic activities. Posting materials is a service to the public and does not imply library endorsement.

## **General Guidelines**

- Materials must promote lawful, non-commercial activities sponsored by non-profit, educational, cultural, or civic organizations.
- Materials may not promote illegal activity, discrimination, harassment, personal attacks, or obscene content.
- The Library reserves the right to remove materials that do not comply with these standards.

## **Posting Procedures**

- Materials must be submitted to Library staff for review prior to posting.
- Space is available on a first-come, first-served basis.
- Materials may remain posted for up to 4 weeks or until the event date, whichever comes first.
- Approved materials must be clean, neat, and no larger than 8½" x 11".

*"The Lebanon Libraries provide bulletin board space as a public service.  
Displayed materials do not represent the views of the Library"*

Approved by the Board of Trustees April 6th, 2012; Revised Sept. 27, 2016

**POSITION TITLE: Information Technology Librarian**

**DEPARTMENT: Library System**

**REPORTS TO: Library Director**

**FLSA DESIGNATION: Non-Exempt**

**AFFILIATION: Non-Bargaining**

**SALARY GRADE: 11**

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**Position Purpose:**

The Information Technology Librarian is an administrative position supporting the Library System. The Information Technology Librarian is responsible for managing the Library System's computer software and infrastructure. The Information Technology Librarian works as a key member of the Library management team to plan for, coordinate, troubleshoot and maintain computer technology in the libraries. The Information Technology Librarian also works regularly scheduled public service desk hours. This position has substantial contact with other City departments, vendors and the public.

**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. Install, manage and maintain computer hardware, peripherals and applications for staff and public use.~~
- ~~2. Install, manage, and maintain server hardware, networking equipment.~~
- ~~3. Design, implement, and maintain complex computer networks.~~
- ~~4. Create, manage, and maintain cloud-based virtual machines.~~
- ~~4.5. Responsible for cybersecurity for the library computer systems, for library staff and the public.~~
- ~~5.6. Assist the public with use and maintenance of their equipment and hardware.~~
- ~~6.7. Design, implement, modify, and maintain library networking infrastructure, both cloud-based and on-site.~~
- ~~7.8. Create and maintain software projects that assist with the normal workings of the library.~~
- ~~8.9. Troubleshoot information technology issues and systems related technical problems, including hardware and software problems. Perform or coordinate repairs as necessary.~~
- ~~9.10. Evaluate the needs of users and staff; recommend, obtain, install and customize hardware and specialty software to meet the needs of the Library System.~~
- ~~11. Research, plan, and implement computer hardware and software purchases or upgrades Research and recommend hardware and software, and write specifications for purchases.~~
- ~~10.12. Administration and maintenance of the Integrated Library System.~~
- ~~13. Provide technology training for staff and patrons Conduct training for Library staff and users as needed.~~
- ~~14. Assist other staff members in identifying ways that technology can improve workflows and efficiency and implement solutions.~~
- ~~11.15. Act as the primary point of contact for software vendors whose products the library uses.~~

- ~~12.16. Write technical documentation for staff and users.~~
- ~~13.17. Document system and server setups.~~
- ~~14.18. Work with the Library Director to plan the budget for Library technology needs, and track expenditures.~~
- ~~15.19. Performs reference services as needed.~~
- ~~16.20. Provide collection development as needed.~~
- ~~17.21. Develop written policies, detailed procedures, workflows, and related documentation.~~
- ~~18.22. Work regular hours on the public service desks.~~
- ~~23. Administration and maintenance of library information systems such as website, staff intranet, internal and external databases, and online subscription services.~~
- ~~19.24. Perform maintenance on the library website as needed.~~
- ~~25. Performs similar or related work as required, directed or as situation dictates, or as may be assigned by the Library Director.~~

## I. System Administration & Infrastructure Management

- Hardware & Software:
  - Install, manage, and maintain computer hardware, peripherals, and applications for staff and public use.
  - Install, manage, and maintain server hardware and networking equipment.
  - Research, plan, and implement computer hardware and software purchases or upgrades.
  - Research and recommend hardware and software, and write specifications for purchases.
  - Evaluate and make recommendations for the purchase of new infrastructure equipment or services.
  - Maintain and upgrade desktop and server operating systems and installed applications.
- Networking:
  - Design, implement, and maintain complex computer networks (both on-site and cloud-based).
  - Design, implement, modify, and maintain library networking infrastructure, both cloud-based and on-site.
  - Install, configure, and support infrastructure equipment including routers, switches, wireless access points, and servers.
  - Configure firewalls, routing, and switching to maximize network efficiency and security.
  - Update infrastructure equipment with the latest and most stable software/firmware.
  - Implement, troubleshoot and repair wired and wireless desktop network connectivity solutions; configure network interface cards, make, and install network cables, perform patch panel connections and alterations, and perform other network connectivity activities.
- Cloud & Virtualization:
  - Create, manage, and maintain cloud-based virtual machines.
  - Manage cloud-based DNS records.
  - Create and manage virtual machine snapshots and backups.
  - Develop and maintain AWS Lambda functions for serverless computing.
  - Maintain build scripts within AWS CodeBuild for continuous integration and deployment.
- Integrated Library System (ILS) & Other Information Systems:

- Administration and maintenance of the Integrated Library System.
- Administration and maintenance of library information systems such as staff intranet, internal and external databases, and online subscription services.
- Automation
  - Design, implement, and maintain automation workflows to streamline IT processes and improve efficiency.
  - Automate routine system maintenance tasks, such as backups, updates, and monitoring.
  - Create and manage automated scripts for data processing and report generation.
  - Implement automated alerts and notifications for system events and potential issues.
- Website Maintenance:
  - Website Content Management: Create and publish new HTML pages to the library website. Update existing website content, including text, images, and multimedia.
  - Server & Platform Maintenance: Maintain server uptime and performance for the library website. Perform regular updates to the Drupal content management system, including core files and modules.
  - Front-End Development & Design: Modify and update CSS stylesheets to maintain website design and responsiveness. Implement and update JavaScript code to enhance website functionality and user experience.
  - Containerization: Manage and maintain Docker containers used for website applications and services.
- Documentation & Procedures:
  - Write technical documentation for staff and users.
  - Document system and server setups.
  - Document procedures utilized to correct problems.
  - Develop written policies, detailed procedures, workflows, and related documentation.

## II. Cybersecurity

- Responsible for cybersecurity for the library computer systems, for library staff and the public.
- Safeguard system assets by identifying and solving potential and actual security problems.
- Protect systems by defining access privileges, control structures, and resources.
- Maintain security and software updates/patches.

## III. Technical Support & Troubleshooting

- Troubleshoot information technology issues and systems related technical problems, including hardware and software problems. Perform or coordinate repairs as necessary.
- Assist the public with use and maintenance of their equipment and hardware.
- Provide help desk escalation support including vendor communications as necessary.
- Assist others in the department as needed with basic technical problem resolution and end user support for desktop equipment and software.

## IV. User & Staff Support & Training

- Evaluate the needs of users and staff; recommend, obtain, install and customize hardware and specialty software to meet the needs of the Library System.
- Provide technology training for staff and patrons.
- Assist other staff members in identifying ways that technology can improve workflows and efficiency and implement solutions.

#### V. Vendor & Project Management

- Act as the primary point of contact for software vendors whose products the library uses.
- Create and maintain software projects that assist with the normal workings of the library.

#### VI. Library Operations & Administration

- Assist in planning and budgeting Work with the Library Director to plan the budget for Library technology needs, and track expenditures.
- Performs reference services as needed.
- Provide collection development as needed.
- Work regular hours on the public service desks.
- Performs similar or related work as required, directed or as situation dictates, or as may be assigned by the Library Director.

20.

#### **Recommended Minimum Qualifications:**

##### Education, Training and Experience:

- ~~Masters of Library and Information Science (MLIS) required~~
- ~~One to three years of experience supporting computer hardware and software systems, experience administrating Linux systems, and experience administrating online content management systems such as Drupal and static website generators such as Hugo or Astro., Hugo, or Wordpress.~~
- ~~Knowledge of SQL and HTML/CSS, Javascript, JQuery, Python, Bash, Git, Golang, YAML, JSON.~~
- ~~Knowledge of APIs preferred.~~
- ~~Knowledge of Ansible, Terraform, or other automation software to set up and maintain computers.~~
- ~~One to three years of experience with computer networking with understanding of VLANs, WLANs, firewalls, network subnets, CIDR, IPV4, IPV6, DHCP.~~
- ~~One to three years experience working with cloud providers such as AWS, Google Cloud, or Azure.~~
- ~~One to three years experience with Identity management software such as FreeIPA or Active Directory.~~
- ~~One to three years experience working with containerization software such as Docker or LXC.~~
- ~~Experience in a public library is preferred.~~

- Master's of Library and Information Science (MLIS) required.

##### Technical Experience:

- One to three years of experience supporting computer hardware and software systems.
- One to three years of experience administrating Linux systems.
- One to three years of experience administrating online content management systems (e.g., Drupal,

WordPress) and static site generators (e.g., Hugo, Astro).

- One to three years of experience with computer networking, including VLANs, WLANs, firewalls, network subnets, CIDR, IPv4, IPv6, and DHCP.
- One to three years of experience working with cloud providers (e.g., AWS, Google Cloud, Azure).
- One to three years of experience automating IT processes.
- One to three years experience with cloud automation.
- One to three years of experience with identity management software (e.g., FreeIPA, Active Directory).
- One to three years of experience with containerization software (e.g., Docker, LXC).

#### Technical Skills:

- Proficiency in SQL, HTML, CSS, JavaScript, jQuery, Python, Bash, Git, Golang, YAML, and JSON.
- Knowledge of APIs (preferred).
- Knowledge of infrastructure automation tools (e.g., Ansible, Terraform).
- Proficiency in scripting languages.

#### Preferred Experience:

- Experience working in a public library setting.

*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:

- Excellent verbal, written and customer service skills.
- Ability to work effectively with the public; City departments and technology vendors.
- Ability to work independently and with minimal supervision, with an understanding of when consultation with and/or approval by the Library Director is needed.
- Ability to work in a fast-paced environment, take initiative and effectively prioritize tasks.
- Ability to deal with challenging individuals and situations with professionalism and sensitivity.
- Excellent technology skills, including the use of word processing, spreadsheet and database programs, the use of City and State computer programs, and library-specific applications. Ability to administer an online content-management system.
- Ability to analyze data; perform research; and effectively assess changing technology needs.
- Ability to stay current on evolving technology.
- Excellent organizational skills; accuracy; attention to detail and ability to meet deadlines.

#### Licenses/Certifications:

- Valid driver's license.

#### 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.*

- Regularly required to walk, stand, sit, talk, and hear; operate office equipment; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. Must occasionally move or lift objects weighing up to 30 pounds. Must be able to

communicate effectively in writing and orally. Vision and hearing 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, as well as the potential for emergency call-ins when there is a technology problem.
- 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.
- Has 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.*

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**APPROVAL DATE:** December 18, 2024

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



**POSITION TITLE: Library Administrative/Technical Assistant**

**DEPARTMENT: Library System**

**REPORTS TO: ~~Reference & Technical Librarian~~ Deputy Director**

**FLSA DESIGNATION: Non-Exempt**

**AFFILIATION: Non-Bargaining**

**SALARY GRADE: 7**

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**Position Purpose:**

The Administrative/Technical Assistant provides a wide range of administrative and technical support for the Library System. The Administrative/Technical Assistant provides administrative support to the Library Director and performs a wide range of other administrative and technical services. This position also works shifts at the ~~circulation and reference desks~~-public service desks.

**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. ~~1.~~ Perform a wide range of administrative and clerical functions, including but not limited to answering telephones; preparing general correspondence and reports; processing- mail; and maintaining electronic and paper files and records;~~and preparing Board packets.~~
2. ~~2.~~ Responsible for processing Library fees and other cash receipts; reconcile discrepancies; ~~and~~ make deposits;~~and route landfill revenue reports to City Hall. Audit landfill tickets.~~
3. ~~3.~~ Assist in maintaining the integrated library management database ~~under the supervision of the Reference and Technical Services Librarian~~ with guidance from the Systems Librarian and IT Librarian as needed.
4. ~~4.~~ Primary cataloger of library materials. Serve as back-up to process library materials to ~~make available to circulation~~; serve as a resource for volunteers involved in processing.

5. ~~5-~~Direct volunteer activities as assigned by the Deputy Director or the Outreach and Programming Librarian.
6. Work regular shifts at the ~~reference public service desks and assist with circulation desk coverage as necessary.~~
7. ~~6-~~Primarily responsible for ~~ordering library collection items and tracking in ILS (computer system)~~ managing the acquisition of library collection materials and maintaining accurate records in the integrated library management system.
8. ~~7-~~May ~~d~~Develop and distribute procedures for technical services functions.
9. ~~8-~~Address ~~and resolve~~ daily scheduling needs; work ~~closely~~ with Director and Deputy Director on long-term scheduling issues and related budgetary implications.
10. ~~9-~~Serve as a resource and provide technical support for fundraising applications and ~~back-up for data entry~~ confidential donor information.
11. ~~10-~~Attend meetings and trainings as required.
12. ~~11-~~Process library invoices and credit card receipts working with the City of Lebanon Finance Department to assure fidelity of accounts.
13. Select, evaluate, and maintain materials in the library's collection.
14. Conduct comprehensive reference work at the public desk, including researching diverse topics, assisting with database navigation, and addressing patron inquiries.
15. Stay abreast of current trends and best practices in library services, continuously seeking opportunities for professional development and growth.
16. Collaborate with other library staff members to develop and implement cross-departmental programs and initiatives.
17. Performs similar or related work as required, directed or as situation dictates, or as may be assigned by the Library Director and/or librarians.

**Recommended Minimum Qualifications:**

Education, Training and Experience:

- ~~+~~ Bachelor's degree ~~preferred~~ required.
- ~~+~~ Two to four years of experience with ~~computers, library software applications, circulation and collection development~~ library systems, including circulation, acquisitions, and library software tools.
- Demonstrated proficiency with computers.

*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:**

- Knowledge or ability to learn cataloguing rules and other technical library skills.
- 
- Excellent verbal, written and customer service skills.
- Excellent administrative and organizational skills; accuracy; and attention to detail.
- Ability to work with minimal supervision in a fast-paced work environment; to prioritize and balance competing needs; and to apply sound judgment, sensitivity and diplomacy in addressing Library needs.
- Ability to deal with challenging individuals and situations with professionalism and sensitivity.
- Excellent technology skills, including the use of word processing, spreadsheet and database programs.
- Knowledge of library and on-line resources and knowledge of Library holdings.
- Ability to handle confidential patron data and abide by New Hampshire privacy law.

**Licenses/Certifications:**

- Valid driver's license None.

**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.*

Regularly required to walk, stand, sit, talk, and hear; operate office equipment; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. Must occasionally move or lift objects weighing up to 30 pounds. Must be able to communicate effectively in writing and orally. Vision and hearing at or correctable to normal ranges.

**Job Environment:**

- Office work is performed under typical office conditions; work environment is

~~moderately quiet~~dynamic. 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 ~~by~~ telephone and involve an information exchange dialogue.
- ~~↔~~Has access to department-related confidential information.
- ~~↔~~Errors could result in delay of service and have financial repercussions.

*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.*

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**APPROVAL DATE:** \*May 20, 2018

\*Date of Council Action to Amend Ordinance #18 to incorporate findings of MRI's January 2018 Wage & Classification Study (fully updated Wage and Classification Scale adopted)

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

**Revision Dates:**

~~3~~-Draft updated May 14, 2025



4



**POSITION TITLE: Outreach and Programming Librarian**

**DEPARTMENT: Library System**

**REPORTS TO: Library Director**

**FLSA DESIGNATION: Exempt**

**AFFILIATION: Non-Bargaining**

**SALARY GRADE: 8**

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**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. Fundraising
  - a. Work with the Lebanon Public Libraries Foundation Directors and library administration to fundraise from donors and write grant applications for donor funded projects.
  - b. Collaborate with nonprofits to write grants that go to the outside organizations, but fund programs held at the library.
7. 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.
8. 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.
9. 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.
10. Technology Integration:
- a. Utilize technology and media platforms, including the website, to promote 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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 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.*

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**APPROVAL/REVISION DATE: 4/23/24**

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



**Position Title: Deputy Library Director**  
**Department: Lebanon Libraries**  
**Grade Assignment: 11**  
**Affiliation: Non-Bargaining**  
**Revision Date: December 5, 2018**

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### **STATEMENT OF DUTIES**

Position is a management level professional position that is responsible for assisting in the management of the city's library system. Position has primary responsibilities for personnel administration, including, but not limited to, preparing substantive performance evaluations on department employees; investigating allegations of employee misconduct or poor job performance; developing performance improvement plans; initiating disciplinary actions, including issuing verbal and written warnings and recommending suspension or termination. The Library Deputy Director participates in hiring, training, supervising and scheduling of staff, substitutes and volunteers, planning adult programming, directing circulation responsibilities, performing administrative functions, preparing reports, and making decisions regarding the library in the director's absence. The Deputy Director serves in the place of the Director when the Director is incapacitated or unavailable and possesses all the duties and authority of the Director in his absence.

### **SUPERVISION**

Incumbent works under the general direction of the Library Director receiving special assignments, oral instructions and general suggestions. Incumbent has substantial responsibility for determining the sequence and timing of actions and substantial independence in planning and organizing the work activities, including determining the work methods. Works directly with the City Manager, Library Director, and the Director of Human Resources in developing and implementing collective bargaining strategies and labor relations programs. The work performed is reviewed on an ongoing basis through regular discussions. Incumbent decides most methods and practices for completing work assignments, referring unusual or questionable issues to the Library Director.

Incumbent provides direct or indirect supervision to five full-time, eight part-time, and approximately fifteen substitute employees who work at two separate locations on different or overlapping shifts. Incumbent makes recommendations for hiring, firing, and discipline. This position requires work outside of regular business hours, at night and on weekends on a regular basis, and may be contacted at home at any time to respond to important situations. Incumbent is responsible for assigning work and

ensuring that shifts are fully staffed.

**Position Title: Deputy Library Director**

**Department: Lebanon Libraries**

**Grade Assignment: 11**

**Affiliation: Non-Bargaining**

**Revision Date: December 5, 2018**

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Incumbent has access to employee personnel records and job applications, all department collective bargaining negotiations, lawsuits, investigations and records.

### **JOB ENVIRONMENT**

Work is generally performed in a busy work setting that is open to the public and is subject to frequent interruption and activity. Position requirements involve examining, analyzing and evaluating facts and circumstances surrounding library service issues, staff coverage, and program planning, and determining actions to be taken within the limits of standard or accepted practices for the library. Incumbent must rely upon library policies, and prior experience to evaluate each situation encountered and select the appropriate course of action. The library is a highly utilized community facility, and good sound judgment is useful when reviewing specific situations to determine appropriate actions. Incumbent must be able to manage unexpected situations quickly and safely, in order to ensure that the library's operation continues, and its public image does not suffer. The Deputy Library Director has constant contact with the public in responding to requests and complaints.

Due to the professional nature of the work, errors would be difficult to detect, and the consequences of any errors would be delay or loss of service, monetary loss, loss of data, legal repercussions, or poor public relations for the library.

The incumbent has constant contact with the public for the purpose of answering reference questions, providing assistance in the use of computers, and conducting historical or genealogical research. Other contacts are with other city departments including public works, finance, and recreation; as well as outside historical, fraternal, and educational organizations and agencies. Contact types are usually by email, telephone, in person or in writing.

The incumbent has frequent contact with city departments and the NH library community. The Deputy Director frequently represents the Library/City at local/regional/statewide/national meetings, board meetings, workshops and conferences.

The incumbent must be able to analyze complex matters and issues quickly and effectively and demonstrate diplomacy and judgment when communicating library policy and procedures to upset, confrontational, or difficult persons and/or their representatives. Skilled negotiation skills and the ability to achieve compromise amongst conflicting positions are required. May act as the representative of the Library Director at public meetings, events, etc., as directed.

**Position Title: Deputy Library Director**  
**Department: Lebanon Libraries**  
**Grade Assignment: 11**  
**Affiliation: Non-Bargaining**  
**Revision Date: December 5, 2018**

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**POSITION FUNCTIONS**

*The essential functions or duties listed below are intended only as illustration 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 work is similar, related, or a logical assignment to the position.*

**ESSENTIAL FUNCTIONS**

- 1) In the absence of the Director, perform all administrative and management responsibilities of the Director and attend meetings as the Director's representative as necessary.
- 2) Write and conduct annual evaluations of employees.
- 3) Supervise staff and library volunteers.
- 4) Participate in disciplinary or coaching meetings with staff as needed.
- 5) ~~Plan adult programming.~~
- 6) Responsible for staff and substitute/clerk schedule.
- 7) Coordinate training for new staff members, substitutes and volunteers.
- 8) Prepare, compile, and analyze statistics annually.
- 9) Work in conjunction with the ~~Head of Technical Services~~ IT and Systems Librarians to manage the circulation system.
- 10) ~~Work~~ Work with all staff in its operation and utilization of the circulation system and all circulation functions.
- 11) ~~Provide, promote and coordinate staff training/professional development for library employees.~~
- 12) ~~Participate in the development, justification and administration of the annual budget and capital improvement plan.~~
- 13) ~~Act as a resource for the Outreach & Programming Librarian regarding~~ Coordinate public relations for all library programming including updating the library website, social media, and traditional print media.
- 14) ~~Work with the Library Director in coordinating and overseeing facilities improvements.~~
- 15) ~~Participate in Library fundraising including, but not limited to public appeals, special events, Library Foundation meetings, and fundraising committees.~~
- 16) Formulate and regularly evaluate library policies.
- 17) Participate in the development and implementation of strategic planning.
- 18) Facilitate staff, committee, and management meetings.
- 19) Perform other related duties as required.

## **RECOMMENDED MINIMUM QUALIFICATIONS**

### **PHYSICAL AND MENTAL 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*

**Position Title: Deputy Library Director**

**Department: Lebanon Libraries**

**Grade Assignment: 11**

**Affiliation: Non-Bargaining**

**Revision Date: December 5, 2018**

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*accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

The incumbent frequently lifts up to 10 lbs., occasionally lifts up to 30 lbs. The position has normal vision requirements in order to operate a computer. Equipment operated includes automobile, office machines, computers, and a microfilm reader.

### **EDUCATION AND EXPERIENCE**

A candidate for this position should have a Master's Degree in Library Science, and two (2) years public library experience, including circulation desk, reference, planning adult programs, compiling statistics and operating a computerized library system.

### **KNOWLEDGE, SKILLS AND ABILITIES**

A candidate for this position should have knowledge of effective management practices/labor relations, personnel management, financial management, budgeting, public relations skills, and current computer and technology skills. It is essential that the candidate exhibit exemplary leadership and interpersonal capabilities.



**POSITION TITLE: Library Director**

**DEPARTMENT: Library System**

**REPORTS TO: City Manager and Library Board of Trustees**

**FLSA DESIGNATION: Exempt**

**AFFILIATION: Non-Bargaining**

**SALARY GRADE: 14**

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**Position Purpose:**

The Library Director manages the City's Library System to ensure effective and efficient delivery of library services in a time of changing needs. The Library Director is responsible for articulating the vision for the Library System as well as overall administration of library services, including supervising staff, financial management, short and long-term planning, collection development and management, public relations, technology development, facilities maintenance and professional development. The Library Director works closely with the Library Board of Trustees, the Library Foundation, as well as other City departments, citizens, businesses and organizations; the media; and library organizations.

The Library Director works within a complex legal framework including the City Charter, ordinances and policies, as well as state and federal laws and regulations.

This position requires work outside of regular business hours, at night and on weekends on a frequent basis.

**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. Day to day management of the Library System, including but not limited to comprehensive planning for collections, technology and services; developing and maintaining Library policies and procedures; developing schedules; and fiscal, facilities and personnel management.

2. Responsible for personnel management, including recommending to the Board of Trustees the hiring and termination of all staff; recommending changes in Library positions and staffing levels; overseeing schedules and work assignments for staff; evaluating and disciplining staff; and providing for appropriate staff training.
3. Overall responsibility for volunteer program.
4. Responsible for preparing annual budget; overall responsibility for financial functions, including but not limited to approving and tracking expenditures, preparing reports for the Board of Trustees monthly; and communicating with the City Manager and other City departments as necessary on budget and financial issues.
5. Work closely with Library Foundation to develop and implement investment strategy; conduct fundraising activities; and make recommendations to the Board of Trustees regarding investment issues. Work with the Library Foundation to pursue development opportunities through grants, annual giving and major gift cultivation.
6. Overall responsibility for all planning functions, including working with the Board of Trustees to develop short and long-term planning for all areas of Library service, including but not limited to programming, technology and facilities; evaluating and implementing appropriate service enhancements to continually improve the efficient and effective delivery of services system-wide.
7. ~~Oversee collection development [in regard to allocation of funds to broad acquisition categories.](#) [and management functions; approve selection of materials by professional and paraprofessional staff; train and supervise staff in appropriate methods of acquisition, evaluation of materials and discarding of materials.](#)~~
8. Perform full range of public relations activities and functions, including developing and implementing effective public information campaigns; overseeing Library website and social media content; working with the Library Foundation and Board of Trustees to represent the Library throughout the City and in library consortiums and associations.
9. Overall responsibility for Library technology, including planning, acquisition and supervision of staff responsible for technology.
10. Maintain effective communication with citizens and Library users; assist in resolving complex questions, problems and complaints.
11. Overall responsibility for Library facilities, including planning and maintenance; work with contractors and City staff to ensure efficient and safe functioning of facilities; and with the Board of Trustees, plan for short and long-term capital improvements.

12. Attend Board of Trustee and Library Foundation meetings; attend City Council meetings as required.
13. Present reports and educational programs to the City Council and the public on Library issues as required.
14. Monitor and review pending state legislation the Library's jurisdiction for potential impacts on the Library System and advise the [Library Board of Trustees and the](#) City Manager regarding same.
15. Participate in professional development by attending and participating in related local, regional and national conferences, seminars and meetings; and keep apprised of best practices in library science.
16. Performs similar or related work as required, directed or as situation dictates, or as may be assigned by the City Manager or Library Board of Trustees.

**Recommended Minimum Qualifications:**

*Education, Training and Experience:*

- Minimum of Master's degree in library science.
- A minimum of eight years of progressively responsible experience working in a public library, with at least four years as a Library Director 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 library planning and budgeting; general management principles as well as library science/service principles and best practices; and working knowledge of technology relevant to libraries.
- Excellent verbal, written, customer service and public presentation skills.
- Excellent leadership, management and financial skills.
- Excellent interpersonal and problem-solving skills. Ability to facilitate solutions to complex organizational problems.
- Ability to work effectively with City officials as well as the public.

- Ability to work independently and with minimal supervision in a fast-paced work environment; to prioritize and balance competing needs; and to apply sound judgment, sensitivity and diplomacy in addressing City needs.
- Ability to maintain confidentiality of sensitive City, employee and citizen information.
- Ability to research and analyze complex data, statistics and issues; anticipate problems; and identify effective solutions.
- Ability to interpret, communicate and apply library science and management best practices and policies.
- Excellent technology skills, including the use of word processing, spreadsheet programs and databases; the use of City and State computer programs; and technology and software relevant to library applications and services.
- Attention to detail; accuracy; and ability to meet deadlines.

**Licenses/Certifications:**

- Valid driver's license.

**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.*

Regularly required to walk, stand, sit, talk, and hear; operate office equipment; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. Must occasionally move or lift objects weighing up to 30 pounds. Must be able to communicate effectively in writing and orally. Vision and hearing at or correctable to normal ranges.

**Job Environment:**

- Office work is performed under typical office conditions; work environment is moderately quiet. This position requires work outside of regular business hours, at night and on weekends on a frequent basis.
- Operates computer, calculator, copier, facsimile machine, and other standard office equipment.

- Contacts are by phone, through correspondence, and in person; they generally consist of an information exchange dialogue, discussing routine and semi-complex issues.
- Has access to confidential information including personnel and financial records, which requires discretion and professional office protocols.
- Errors could result in delay of department services, and have legal and/or financial repercussions.

*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.*

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**APPROVAL DATE:** \*May 20, 2018

\*Date of Council Action to Amend Ordinance #18 to incorporate findings of MRI's January 2018 Wage & Classification Study (fully updated Wage and Classification Scale adopted)

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

**Revision Dates:**

# 2025 Ideas for Fundraising Projects

## Prior Work

### 2024 Ideas for projects & collections for foundation fundraising

- a. Here is the response summary from the survey fall 2023 sent to staff, trustees, and foundation members: (ideas are listed in order of priority)
  - i. #1 Leb Parent's Corner (\$5,000)
  - ii. #2 Kilton Children's Room improvements (\$10,000)
  - iii. #3 Riser/platform and awning at Kilton. (\$7,500)
  - iv. #4 Laptop Recycling Program (\$3,000) - (later removed from list)
  - v. #5 Add to the print and digital collections budget (\$10,000)
  - vi. #6 Abenaki preservation garden (\$2,000)
  - vii. #7 Fairy Ring of stones (big rocks to sit on) at Kilton (\$2,500)
  - viii. #8 Sound Recording Studio at Kilton (\$6,000)
  - ix. #9 Edible landscape at Kilton (\$2,000)
  - x. #10 Little free pantry fresh fridge (\$3,000)
  - xi. #11 Plant something nicer along the Lebanon Library walkway (\$3,000)
  - xii. #12 Wood fired oven at Kilton (\$7,500)

## Foundation Funded Library Projects List

Idea	Cost	Completed/ In Process	Notes
Leb Parent's Corner	\$5,000	Completed	
Kilton Children's Room improvements	\$30,000	Not Started	
Riser/platform and awning at Kilton	\$7,500	Not Started	
Kilton Community Room AV	\$50,000	Completed	

Idea	Cost	Completed/ In Process	Notes
Add to the print and digital collections budget	\$10,000	In Progress -	
Abenaki preservation garden	\$2,000	Not Started -	+
Fairy Ring of stones (big rocks to sit on) at Kilton	\$2,500	Not Started -	
Sound Recording Studio at Kilton	\$6,000	In Progress -	
Edible landscape at Kilton	\$2,000	Not Started -	
Little free pantry fresh fridge	\$3,000	Not Started -	
Plant something nicer along the Lebanon Library walkway	\$3,000	Completed -	Done with city funds
Wood fired oven at Kilton	\$7,500	Not Started -	

## 2025 Ideas

1. Physical music collection? (LPs?)
2. Harm reduction vending machine at Kilton
3. Annual Comic Con - funding to bring in really cool people and really cool exhibitions
4. Commission a sculpture for the outdoor library
5. Outdoor greenhouse/potting shed
6. Online consumer reports
7. Palace Project
8. Digital Braille & Accessible Reading Tech (DAISY-formatted audiobooks)
9. Outdoor solar charging stations for devices
10. Sponsor a Read-at-thon at both libraries to raise money for the YS department
  - a. What is it?
    - i. A read-a-thon between the two libraries.
    - ii. For every 15 minutes spent reading in the library, kids (and adults!) will get a sticker to put on the sticker board.

- iii. Whichever library has the most stickers by 5pm win bragging rights
  - iv. Any money raised (see pledges) would directly go to the youth services department to help with programming, books, special projects, etc.
  - v. It would run on Friday March 13 from 10am-5pm (open to close)
  - vi. This is a day that Pre-K through 8th grade has off from school
  - vii. People would be able to pledge to read a certain amount of books and have people sponsor them.
- b. How can the foundation help?
    - i. Get people to sponsor our readers and pledge amounts for minutes read.
    - ii. Volunteers to help run the event at both libraries.
    - iii. Refreshments
11. Focus on keeping our current collection whole including money for electronic resources (Libby, for example).
  12. Focus on keeping core services strong—especially outreach, youth stuff, and accessibility (both in-person and digital).
  13. Staff support and community partnerships are key
  14. If core services have been eliminated or are at risk of being eliminated due to funding cuts, then could funds be used to restore or replace those core services
  15. If we're facing cuts, the focus should be on Libby

June library building and grounds report		
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	In Progress
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	To Do
Epic	Plumbing issues	To Do
Task	Replace the toilet tanks at Leb	Done
Task	Fix the sink in the Kilton patron restroom	Done
Task	Make adjustments to the kiddie toilet in the Kilton CR	To Do
Task	sensor in the Leb children's bathroom is not working properly	Done
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	determine cost for upgrading lighting to LED, improving the entire lighting controls system	Done
Task	Work with KT&T on an estimate	Done
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	In Progress
Task	Order filters for the air handling unit in the boiler room, replace every three months	To Do
Task	Heat in Damren room not keeping up with set point	Done
Task	Condensate drains sometimes plug up and leak	In Progress
Task	Install a damper on the pipe in the boiler room	Done
Task	Seal the front of the boiler to prevent further corrosion	Done
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	In Progress
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	Put lights outside of the Leb CR entrance on a daylight sensor	Done
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	To Do
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	Fix issues with the membrane roofs both libraries	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	To Do
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	Bulletin board pulling away from wall at Lebanon Library	To Do
Epic	Solar issues	To Do
Task	One solar panel is sagging	To Do
Task	Fastener has fallen off	To Do
Epic	Leak in ceiling in corner by bus stop at Kilton	To Do

### Monthly stats

	Month	YTD
Circulation of library held items	6998	35973
Circulation of ebooks and downloadable audiobooks	4216	20339
Internet Use	2266	7869
Meeting room bookings (no. of groups, not attendees)	244	1283
Number of library-led programs	57	286
Attendance at library-led programs	2004	5398
Card holders registered	105	517
Traffic	4288	4288 (started tracking in May)

### Staff highlights

In mid-May I had the pleasure of attending the New England Library Association's leadership program called NELLs. This program is for mid-career librarians as a way to develop their leadership skills and strategies, and I was lucky enough to claim a spot. Librarians from all over New England gathered to connect and learn from a great facilitator-Jami Yazdani, who is a consultant and has worked in libraries for many years prior.

Some of the key takeaways from the program were that communication is so important when leading, and that we can't say "yes" to everything. The quote that stuck with me is "if you say yes to one thing, what are we saying no to". We focused a lot on self care, which I also found helpful, because I do find myself getting burnt out from time to time (probably because I tend to say "yes" to everything).

In the next year and a half I have to develop and create a project and submit a summary, or even see if I can present at a conference. I am still thinking about what I want my project to be, but I am excited that I have the opportunity to take what I've learned the past week and really try to apply it to a tangible scenario.

Overall this program was so inspiring and gave me fresh new ideas and a road map to how I can aspire to better lead my team and bring my leadership skills back to our library. It was also really nice to be able to talk to other librarians in the area who were struggling with some of the same things as I am, and finding solutions together.

Thank you!

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Nikki Rheume (they/them)  
Youth Services Librarian  
Lebanon Public Libraries  
YALS Secretary

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I attended a conference called New Life for Old Libraries June 11th-12th. The focus was on challenges public libraries face in managing building projects, and ways to find funding for them.

I discussed the difficulty I find in working on projects that are complicated enough that they are beyond my ability to understand them, but not large enough to require a clerk of the works or someone to manage the work full-time. Input from the organizers and attendees helped me to understand what kind of help is available to help get projects done well.

Discussion about funding also helped me to think differently about the funds that the foundation manages, and added an agenda item for our next foundation meeting. I also learned about funding sources for non-profits in New Hampshire that I was previously unaware of.

Sean