



**LEBANON LIBRARY BOARD OF TRUSTEES  
APRIL 28, 2026 - 7:00 PM  
KILTON LIBRARY COMMUNITY 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 March 24th, 2026 minutes

**4. New Business**

- A. Approve the Treasurer's Report
- B. Update to the Safety Policy
- C. Update to the Circulation Policy
- D. Update the Library Clerk I and Clerk II job descriptions

**5. Committee Reports**

A. Foundation-funded subcommittee

**6. Other Business**

- A. Library Director's Report
- B. Kilton Library space planning

**7. Future Agenda Items**

**8. Non-Public Session**

**9. Adjournment**

Meetings are open for in-person and remote attendance. Members of the public who wish to attend remotely may do so by going to [LebanonNH.gov/Live](https://lebanonnh.gov/live) where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the City's virtual platform or by phone. Please note: Should technical difficulties occur during the meeting that disrupt virtual or phone connection(s), the meeting will continue without remote access capabilities.

Any person with a disability who wishes to attend this public meeting and needs additional accommodation, please contact the ADA coordinator at City Hall by calling 603-448-4220 at least 72 hours in advance so that the City can make any necessary arrangements.

DRAFT

**LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
Kilton Library Conference Room OR  
Remote Via Virtual Platform  
LebanonNH.gov/Live  
March 24, 2026  
7:00 PM**

**MEMBERS PRESENT:** Francis Oscadal (Chair); Ann Sharfstein; Jeff Damren; Kim Rheinlander; Renee Dunn; Ellen Hubbell; Leonee Derr (alternate); Adam Ali (alternate)

**MEMBERS ABSENT:** Emma Wunsch; Samantha Milnes (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 *Leonee Derr and Adam Ali sat as voting members.*

4  
5 **3. Open to the Public**

6  
7 None at this time.

8  
9 **4. Approval of Minutes**

10 A. Approve the February 24, 2026, minutes

11  
12 *Mr. Damren MOVED to accept the meeting minutes of February 24, 2026, as amended.*

13 *Seconded by Ms. Sharfstein.*

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

15  
16 **AMENDMENTS:**

17 *Line 19: Change to “Damren”*

18  
19 **5. New Business**

20 A. Officer Elections

21  
22 *Renee Dunn entered the meeting at 7:02pm.*

23  
24 *Ms. Rheinlander MOVED to approve the slate of officers, as presented [Fran Oscadal as*

25 *Chair, Renee Dunn as Treasurer, and Ann Sharfstein as Secretary]. Seconded by Mr.*

26 *Damren.*

27 *\*Vote on the MOTION passed (8-0-0).*

28  
29 B. Approve the Treasurer's Report

30

31 Ms. Dunn explained that there was a recent interest payment from the Trustee Trust Funds of  
32 approximately \$10,000 for the year. Last year there were two checks totaling approximately  
33 \$11,000. There will be a further \$12,000 coming in early in March and reflected in next month's  
34 report. There have been expenses related to posting for the IT Librarian position.

35  
36 ***Ms. Sharfstein MOVED to accept the Treasurer's Report as presented. Seconded by Mr.***  
37 ***Damren.***

38 ***\*Vote on the MOTION passed (8-0-0).***

39  
40 **2. Public hearing to accept \$116,000 gift from the Lebanon Public Libraries Foundation –**  
41 ***The Board took up this item.***

42  
43 Director Fleming explained that this is funding from the Foundation for projects in the Children's  
44 Room and outside, such as the awning and the stage. Also, \$30,000 for books; \$10,000 for the  
45 Lebanon Library; and \$1,000 for the hygiene cabinet.

46  
47 ***Ms. Sharfstein MOVED to accept the \$116,000 gift from the Lebanon Public Libraries***  
48 ***Foundation. Seconded by Ms. Dunn.***

49 ***\*Vote on the MOTION passed (8-0-0).***

50  
51 **6. Committee Reports**

52  
53 Ms. Dunn stated that the Trustees and the Foundation will meet as a subcommittee to discuss the  
54 Children's Room project further next week.

55  
56 **7. Other Business**

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

58  
59 Director Fleming stated the intention is to change the location of the Board's meetings to the  
60 Community Room moving forward. He explained that he spoke with Deputy City Manager  
61 Brooks regarding the heat pump project. The problem is that the heat pumps have been in the  
62 basement for approximately six months and never worked. This was a \$120,000 project. At this  
63 point, his suggestion is to involve attorneys because he continues to have the same conversation  
64 with the head of the project. The Deputy City Manager will broach this with the City Manager.  
65 Director Fleming noted that he has found an engineer who should be able to help who is a heat  
66 pump expert.

67  
68 Director Fleming stated that staff has begun to discuss how to reconfigure Kilton Library. Some  
69 areas are not frequented and need sprucing up.

70  
71 **B. Deputy Library Director's Report**

72  
73 Deputy Director Lappin noted that the Libraries will open at 1pm on Thursday due to staff  
74 training.

75

76 Chair Oscadal stated that he has spoken with Director Fleming regarding union negotiations.  
77 ASME has agreed to release the Director and Deputy Director positions from the bargaining  
78 units. Thus, there will be no change in the way these positions report to the Trustees and the way  
79 that the Trustees supervise them. Also, Library staff are considering forming a separate  
80 bargaining unit within ASME. If this moves forward, a management negotiating team is  
81 proposed to work through the process.

82

83 **8. Future Agenda Items**

84

85 The Board agreed to further consider ideas for better use of the Kilton Library space.

86

87 **9. Adjourn**

88

89 *Ms. Rheinlander MOVED to adjourn at 7:23PM. Seconded by Mr. Damren.*

90 *\*Vote on the MOTION passed (8-0-0).*

91

92

93 Respectfully submitted,

94 Kristan Patenaude

95 Recording Secretary

# Balance Sheet - This Year to Last Month

## Lebanon Public Libraries Trustee Accounts

As of Mar 31, 2026

	TOTAL
<hr/>	
<b>Assets</b>	
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	25,428.80
Petty Cash - Lebanon	75.00
Petty Cash - West Lebanon	75.00
Salomon Smith Barney (deleted)	
CD-Budget Carryovr 6.5% 2/23/01	0.00
CD Lane Dwinell 6.5% 2/23/01	0.00
SSB Money Funds Cash Port A	0.00
<b>Total for Salomon Smith Barney (deleted)</b>	<b>\$0.00</b>
<b>Total for Bank Accounts</b>	<b>\$25,578.80</b>
Accounts Receivable	
Other Current Assets	
Amount Due Leb Libraries Found	0.00
<b>Total for Other Current Assets</b>	<b>\$0.00</b>
<b>Total for Current Assets</b>	<b>\$25,578.80</b>
Fixed Assets	
Other Assets	
Long Term Assets- Other	
MSB IntraFi Savings acct 114	287,373.03
Savings Account MSB 5568114	100.00
<b>Total for Long Term Assets- Other</b>	<b>\$287,473.03</b>
<b>Total for Other Assets</b>	<b>\$287,473.03</b>
<b>Total for Assets</b>	<b>\$313,051.83</b>
<hr/>	
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
<b>Total for Accounts Payable</b>	<b>\$0.00</b>
Credit Cards	
Other Current Liabilities	
<b>Total for Current Liabilities</b>	<b>\$0.00</b>
Long-term Liabilities	
<b>Total for Liabilities</b>	<b>\$0.00</b>

# Balance Sheet - This Year to Last Month

## Lebanon Public Libraries Trustee Accounts

As of Mar 31, 2026

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	TOTAL
Equity	
Net Assets	154,460.51
Net Income	158,591.32
Opening Bal Equity	0.00
Unrealized Gain / Loss	0.00
<b>Total for Equity</b>	<b>\$313,051.83</b>
<b>Total for Liabilities and Equity</b>	<b>\$313,051.83</b>

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# Profit and Loss - This Year to Last Month

## Lebanon Public Libraries Trustee Accounts

January-March, 2026

	TOTAL
Income	
City Surplus Income	19,501.76
Contributions Income	116,000.00
Interest Income -	25,050.38
Other Income	3,365.09
<b>Total for Income</b>	<b>\$163,917.23</b>
Cost of Goods Sold	
<b>Gross Profit</b>	<b>\$163,917.23</b>
Expenses	
Accounting/Bookkeeping Services	126.00
Books/Subscr/CD/DVD/Tapes	9.99
Community Relations	119.06
Entertainment	855.51
Miscellaneous Exp	131.95
Office/Operating Supplies	2,070.83
Professional Fees	
Advertising/Marketing	1,337.15
<b>Total for Professional Fees</b>	<b>\$1,337.15</b>
Programs	430.42
Repairs/Maintenance	150.00
Web Hosting/Domain Fees	95.00
<b>Total for Expenses</b>	<b>\$5,325.91</b>
<b>Net Operating Income</b>	<b>\$158,591.32</b>
Other Income	
Other Expenses	
<b>Net Other Income</b>	
<b>Net Income</b>	<b>\$158,591.32</b>

MTD AND YTD REVENUE/EXPENSE FOR CITY OF LEBANON

Balance As of 03/31/2026

GL Number	Description	Bdgt Amendments From PO Carryover	2026 Amended Budget	Activity For 03/31/2026	YTD Balance 03/31/2026	Encumbrance 03/31/2026	Available Balance 03/31/2026	% Bdgt Used
<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	0.00	871,130.00	57,301.99	177,446.19	0.00	693,683.81	20.37
1100-4550-0000-1115-0000	PART TIME WAGES 0-19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1100-4550-0000-1120-0000	PART TIME WAGES 20-24	0.00	35,340.00	0.00	0.00	0.00	35,340.00	0.00
1100-4550-0000-1125-0000	PART TIME WAGES 25-29	0.00	135,030.00	13,122.47	39,323.91	0.00	95,706.09	29.12
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	0.00	133,700.00	12,679.02	34,077.05	0.00	99,622.95	25.49
1100-4550-0000-1300-0000	OVERTIME WAGES	0.00	1,000.00	0.00	13.76	0.00	986.24	1.38
1100-4550-0000-2100-0000	HEALTH/DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1100-4550-0000-2150-0000	LIFE & DISABILITY INSURANCE	0.00	11,380.00	755.51	1,511.02	0.00	9,868.98	13.28
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	0.00	90,000.00	6,380.64	18,832.84	0.00	71,167.16	20.93
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	0.00	111,140.00	7,662.46	22,982.65	0.00	88,157.35	20.68
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	0.00	9,360.00	(189.00)	2,799.00	0.00	6,561.00	29.90
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	0.00	7,920.00	760.37	2,202.89	0.00	5,717.11	27.81
1100-4550-0000-3000-0000	LEGAL SERVICES	0.00	0.00	0.00	2,484.37	0.00	(2,484.37)	100.00
1100-4550-0000-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUBSCRIPTI	0.00	15,480.00	251.99	7,496.70	0.00	7,983.30	48.43
1100-4550-0000-4110-0000	WATER	0.00	2,500.00	0.00	577.53	0.00	1,922.47	23.10
1100-4550-0000-4120-0000	SEWER	0.00	2,300.00	0.00	553.61	0.00	1,746.39	24.07
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING	0.00	2,000.00	0.00	2,850.00	0.00	(850.00)	142.50
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	9,753.50	96,783.50	16,468.98	42,868.10	18,655.67	27,006.23	72.10
	2025			0.00	0.00	8,253.50		
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	0.00	3,250.00	271.74	987.36	0.00	2,262.64	30.38
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	0.00	24,020.00	750.00	1,996.00	0.00	22,024.00	8.31
1100-4550-0000-5300-0000	COMMUNICATIONS	0.00	3,590.00	38.45	632.09	0.00	2,957.91	17.61
1100-4550-0000-5335-0000	INFORMATION ACCESS	0.00	6,300.00	275.00	670.00	0.00	5,630.00	10.63
1100-4550-0000-5400-0000	ADVERTISING	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00
1100-4550-0000-5800-0000	TRAVEL	0.00	13,940.00	0.00	1,017.60	0.00	12,922.40	7.30
1100-4550-0000-5875-0000	MILEAGE	0.00	1,500.00	156.60	211.70	0.00	1,288.30	14.11
1100-4550-0000-6000-0000	OFFICE SUPPLIES	0.00	3,000.00	389.36	782.72	0.00	2,217.28	26.09
1100-4550-0000-6100-0000	GENERAL SUPPLIES	0.00	29,500.00	1,192.06	3,272.20	0.00	26,227.80	11.09
1100-4550-0000-6220-0000	ELECTRICITY	0.00	80,000.00	5,847.61	19,488.98	0.00	60,511.02	24.36
1100-4550-0000-6230-0000	BOTTLED GAS	0.00	1,440.00	597.53	3,687.79	0.00	(2,247.79)	256.10
1100-4550-0000-6240-0000	FUEL OIL	0.00	1,340.00	415.16	2,249.90	0.00	(909.90)	167.90
1100-4550-0000-6400-0010	BOOKS/PERIODICALS/AUDIO/VISUAL SUPPL	0.00	65,000.00	7,075.64	39,681.00	0.00	25,319.00	61.05
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	0.00	28,000.00	0.00	371.11	0.00	27,628.89	1.33
<b>Total Dept 4550-0000 - LIBRARY</b>		<b>9,753.50</b>	<b>1,788,443.50</b>	<b>132,203.58</b>	<b>431,068.07</b>	<b>26,909.17</b>	<b>1,330,466.26</b>	<b>25.61</b>
<b>Expenditures</b>		<b>9,753.50</b>	<b>1,788,443.50</b>	<b>132,203.58</b>	<b>431,068.07</b>	<b>26,909.17</b>	<b>1,330,466.26</b>	<b>25.61</b>
<b>Fund 1100 - GENERAL FUND:</b>								
<b>TOTAL EXPENDITURES</b>		<b>9,753.50</b>	<b>1,788,443.50</b>	<b>132,203.58</b>	<b>431,068.07</b>	<b>26,909.17</b>	<b>1,330,466.26</b>	<b>25.61</b>
Current Year Exp.				132,203.58	431,068.07	18,655.67		
Prior Year Exp.				0.00	0.00	8,253.50		

# Safety Policy and Procedures

## Emergency Numbers

**Call 911** or push the panic button. Every staff member may call for emergency help to initiate emergency responses. The number for **Lebanon Police Department dispatch is 603-448-1212**.

## Safety Policy

Lebanon Public Libraries strive to provide a safe and comfortable environment for staff and patrons. We entrust the safety of the libraries into the hands of our staff. Our staff is here to serve our community but can only do so if we are safe. We empower and support all of our staff to make choices with safety in mind. Our intentions and efforts to understand and provide a safe environment for everyone starts with staff training and honoring the experiences of everyone.

## Safety Procedures

### Who Makes the Call

**Anyone** can call emergency services at any time. Do not hesitate.

If the situation is one where time and urgency are not factors, staff should follow the [Person-in-Charge List](#) for decision making and allocating responsibilities.

### Reporting

When an issue of safety is noticed by the staff, reporting is encouraged.

**Anyone** can submit an [Incident Report](#) about staff or patron experiences.

**Anyone** can submit a [Building and Grounds Form](#) about facility issues or potential hazards.

### Early Closure

If the library closes early, the following steps will be taken under the direction of the [Person-in-Charge](#):

- Get permission from the [Chair of the Board of Trustees](#) for the closure of the buildings
- [Contact staff](#) members [scheduled to work](#)
- Put the closure notice on the all staff Slack channel

- Cancel scheduled library-sponsored [programs](#)
- Contact outside groups scheduled to use the [meeting rooms](#)
- Digitally disseminate information regarding the closure
  - Contact WMUR
- Post signs on the doors
- Contact the [City Manager's office](#) and the [SAU](#)

## Building Safety

### Fires

Evacuate the building and, if possible, pull the fire alarm nearest to your exit. Procedures for [early closure](#) should be followed to notify staff and patrons.

### Facilities Failure

If one of the basic utilities has malfunctioned or stopped for longer than 30 minutes, the Person-in-Charge should contact the [utilities company](#) and decide if [closing procedures](#) will be implemented.

Basic utilities include:

- Electricity: [Liberty Utilities](#)
  - Click on the link for outage information or call 1-855-349-9455
- Heat/Cooling: Alliance Mechanical
  - Account 7499300. Listed as "Kilton Public Library" on invoices
- Internet/Phone: [VTEL](#)
- Water:
  - **Plumbing:** Twin State Plumbing at 802-291-4027
  - **Water Main or other City Issues:** Call City of Lebanon Department of Public Works at 603-448-3112

## Personal Safety

### Minimum level of staffing

To ensure the safety, security, and effective operation of the library, a minimum of two (2) staff members must be on duty and present in the facility at all times during public operating hours. The library shall not open to the public, or shall close early, if this minimum staffing level cannot be met. Both staff members must be physically present within the library building throughout their shift.

If a scheduled staff member is unable to report for duty and no replacement can be secured in order to meet this requirement, the Library Director or designee must be notified immediately.

The Director or designee will determine whether the library can open or must remain closed, or whether a closure is necessary. Exceptions to this policy may only be granted by the Library Director or designee.

## Building Access

Staff areas shall remain locked at all times to prevent unauthorized public access, with the exception of the Library Director's office at Kilton.

Outside of the library's open hours, the only area generally accessible to the public will be the Kilton Community Room, which can be closed off from the remainder of the library.

Beyond the Kilton Community Room, City of Lebanon and library-sponsored events may be held in any area of the library before or after the library's public hours, provided that all exterior doors are locked, and two city and/or library staff members are scheduled to be present. Exceptions to this policy may only be granted by the Library Director or designee.

## Weather Related Closings

Staff and patron safety must be kept in mind when weather conditions are treacherous.

Procedures for [early closure](#) should be followed to notify staff and patrons.

If the library is closed due to weather, staff are encouraged to work remotely if possible.

## Accidents

Ideally, at least two staff members or a third party should make every effort to attend to the accident victim to the extent that they are trained to do so and contact medical professionals if necessary. Any accidents must be reported in the accident report form within 24 hours of the incident. Photos of the injury, the accident location, the weather, or any other relevant photo should be attached to the reports. The responsibility for submitting the forms belongs to the Person-in-Charge.

- [Employee Notice of Incident Report](#)
- [Patron Accident Report](#)

## Conflict and Violence

Workplace violence is any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the work site. The library will conduct annual training with staff regarding conflict and violence. Incidents of workplace violence can be reported with an [Incident Report](#). If any injury occurred during the incident, procedures for reporting an [accident](#) should be followed.

## Active Shooter

Active shooter drills will be conducted annually at both buildings. Staff should follow the Run, Hide, Fight procedures:

1. **Run:** Get out of the building as soon as possible. Break windows or doors if necessary to escape the building.
2. **Hide:** If escape is not possible, then hide somewhere protective.
3. **Fight:** As a last resort, fight the active shooter.

## Safety Trainings

Education and training are important tools for informing staff about workplace risks and controls so they can work more safely and be more productive. Another role of education and training is to provide staff with a greater understanding of the Safety Policy and Procedures themselves, so that they can contribute to their development and implementation. The [list of staff trainings](#) will be reviewed by the Director every three years to ensure that current standards of safety are being met.

The library will utilize City of Lebanon staff trainings whenever it is deemed appropriate but will maintain its own list of necessary staff trainings. The trainings will fit into these broad categories:

- First aid and health
- Equipment safety and use
- Security in the workplace
- Fire and facility safety
- Cybersecurity

These trainings will be required and offered on a recurring basis. Scheduled trainings and reminders will be located on the [Safety and Security Calendar](#).

Additional training may be needed depending on the roles assigned.

## Person-in-Charge List

The Person-in-Charge is defined as the highest labor grade in the building who makes supervisory decisions. If a situation occurs in which there are only two librarians of the same position or labor grade in the building, the staff member with the most seniority will be the Person-in-Charge. The PIC list does not negate the ability of any staff member to act in the interest of safety.

The following is the Person-in-Charge list, in descending order:

1. Director

2. Deputy Director
3. IT Librarian, ~~Systems Librarian~~
4. Head of Youth Services
5. Children's Librarian, Outreach Librarian
6. Library Administrative/Technical Assistant
7. Library Assistant
8. Custodial ~~A~~ Supervisor

Adopted by the Board of Trustees: June 26, 2001

Revised: July 26, 2011; October 22, 2013; September 27, 2022

# Lebanon Public Libraries Circulation Policy

## Purpose

The purpose of this document is to explain the circulation of items from the Lebanon Public Libraries.

All library cardholders will be treated equally regarding access to library materials. No restrictions will be imposed based on the type of card held by the patron (teacher, staff, non-resident, etc.).

## Eligibility for a Free Library Card

- Any resident of the City of Lebanon may make a statement of residency attesting that they live in Lebanon and obtain a free library card. They can provide a physical description of their residence if not the address.
- Ownership of property in the City of Lebanon will qualify a person to receive a free library card.
- Any City of Lebanon employee will be issued a free card regardless of place of residency.
- Any staff member or student in the Lebanon schools or enrolled in a college located in Lebanon will be issued a free card regardless of place of residency.
- Any Lebanon business or non-profit agency will be issued a card in the name of the owner or CEO. The business must provide an official business letter stating that the owner is responsible for all items borrowed and any charges incurred. The card must be presented when borrowing.
- Individuals may obtain a free library card at the Library Director's discretion in special circumstances.
- E-bike cards are available to people at no charge for people solely for the purpose of borrowing e-bikes.

## Non-Residents

Any person **not** meeting the above conditions may obtain a library card at the following rates:.

Patron Type	Yearly Membership	6-month Membership
Non-resident family	\$150	\$75
Senior citizens	\$100	\$50
Senior residents of Hartford, VT (age 60 and over)	\$50	-
Residents of Hartford, VT with a child in school through High School		

## Lost or Damaged Items

When a patron loses an item or returns library material that cannot be easily repaired or cleaned, they must pay the replacement charge listed in the borrowed item's record or purchase a replacement copy. The replacement copy must be a new copy of the title and be the exact edition that was damaged or lost. In extenuating circumstances, the library director may authorize the acceptance of another edition. For damaged items, once paid for or replaced, the library patron may keep the damaged item. If a patron finds an item within 30 days of paying for it, the library will refund the payment.

Patrons may not return an item that has been removed from the system. They will need to pay for the item as they would if it was lost. The patron is welcome to keep the item.

For items with no price in the record, the retail cost of the item will be charged.

## Overdue Materials

Patrons will not be charged an overdue fine for returning items after their due date.

Patrons will be restricted from checking out materials if they have materials which are overdue by more than 14 days. Patrons are encouraged to renew items they wish to keep longer than the original check out period.

## Missing Items

When patrons state they have returned items that are still on their record, the items should be checked in and marked missing.

## Loan Period

Items may be borrowed for the following time periods:

Item Type	Circulation Period
Books and audiobooks	3 weeks
DVDs, magazines, and CDs	2 weeks
Games, puzzles, and Cool Stuff Collection	1 week
Museum passes <u>and e-bikes</u>	3 days
Interlibrary Loan items	Determined by loaning library

All items except museum passes, e-bikes, and interlibrary loans may be renewed up to five (5) times by library patrons unless there is a hold placed on the item. Interlibrary loan renewals are determined by the library that owns the materials.

E-bikes may only be checked out by patrons 18 years of age and older.

Some items must be used only at the library. Reference, local history, and any library equipment typically should be used in-house. Library staff may allow exceptions to this rule.

Adopted by the Board of Trustees: 6/17/03 Revised: 1/24/06; 4/24/07; 1/26/10, 6/22/10; 9/28/12; 11/26/13; 5/6/14; 1/1/2015; 5/26/15; 11/24/15; 5/24/16;10/25/16; 3/28/2017; 3/26/2019; 11/23/2021; 1/25/22, 11/22/22; 11/28/24;9/30/25 (in effect 1/1/26); 1/27/2026

**POSITION TITLE:** Library Clerk II

**DEPARTMENT:** Library System

**REPORTS TO:** Deputy Library Director

**FLSA DESIGNATION:** Non-Exempt

**AFFILIATION:** Non-Bargaining

**SALARY GRADE:** na

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### **JOB SUMMARY**

The Library Clerk II position is responsible for interlibrary loan processing, ~~cataloging new materials~~, and ~~filling in for Youth Services department staff when they need~~ leading story times and book discussion groups ~~coverage~~.

### **JOB DUTIES AND RESPONSIBILITIES**

*(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.)*

- Processes interlibrary loans, including making requests for patrons to other libraries, and filling requests that we have received from other libraries. This requires using the state database, and handling the incoming and outgoing requests.
- ~~Catalogs new materials received from our vendors.~~
- ~~Fills in for Leads ongoing~~ story times and book discussion groups ~~when Youth Services staff cannot cover these programs~~, including preparation for these programs.

### **QUALIFICATIONS**

#### **EDUCATION AND EXPERIENCE:**

- ☐ High school diploma required; Associate's degree and prior library employment history preferred.

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

#### **SKILLS AND ABILITIES:**

- Excellent verbal, written and customer service skills.
- 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.

### **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

*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:** December 13, 2023

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

**POSITION TITLE: Library Clerk I**

**DEPARTMENT: Library System**

**REPORTS TO: Deputy Library Director**

**FLSA DESIGNATION: Non-Exempt**

**AFFILIATION: Non-Bargaining**

**SALARY GRADE: na**

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## **JOB SUMMARY**

The Library Clerk I position provides service at the library's service desks, assisting in the general operations of the library. This position handles routine tasks that constitute the majority of our interactions with the public.

## **JOB DUTIES AND RESPONSIBILITIES**

*(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.)*

- Answer telephones and email inquiries.
- Perform general circulation program functions, such as searching the library catalog for requested materials; reserving and holding materials; receiving materials; filling out requests for items we don't own; notifying individuals that requested materials are being held for them.
- Register new patrons; acquaint patrons with the services that the libraries provide.
- Assist individuals with inquiries of a complex nature.
- Shelf books and other materials.

## **QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE:**

- ☐ High school diploma required; Associate's degree and prior library employment history preferred.

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

**SKILLS AND ABILITIES:**

- Excellent verbal, written and customer service skills.
- 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.

**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~~ frequently 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

*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:** December 13, 2023

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



Kilton Library

CHILDREN'S  
ROOM

by: Nikki Rhealume

# Furniture Ideas

Net Cost \$16,001.25

Assembly \$289.00

Shipping \$550.00

Total Cost: \$18,479.15



HABA Pro 8-Piece Foam Building Block Set  
 \$\$\$2,957.85



2 Children's Furniture Company; Round table, 36" diameter;  
 22" Leaf Legs Table top & Leg Stain Finish: Natural  
 \$\$\$\$1,328.40



8 Children's Furniture Co Leaf; Animal shaped chairs; 14" H; in Currant, Butterfly, Bird and Acorn. Color Natural  
 \$\$\$\$2,440.80



HABA Pro Willy the Bookworm Cart;  
 \$\$\$\$2,054.40



Reading Oasis Library with shelves  
 \$\$\$\$2,411.10



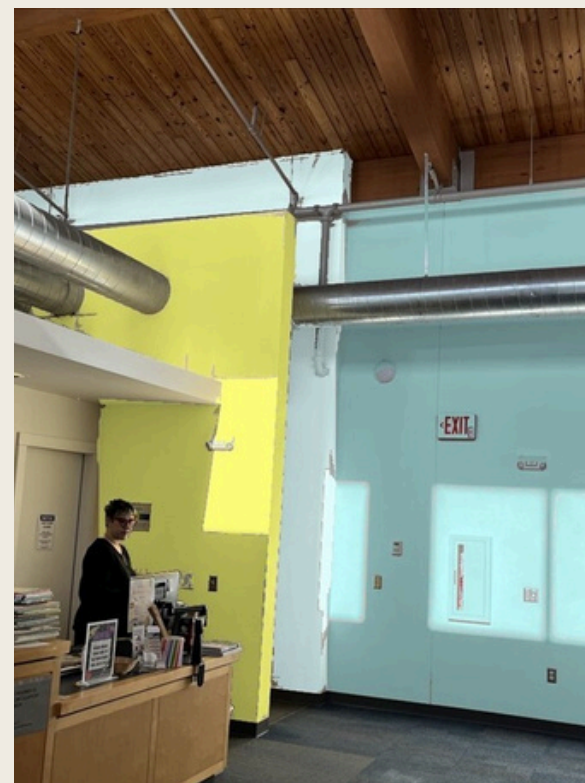
HABA Pro Sit and Play Snake \$\$\$\$2,025.00



2 HABA Pro Rainbow with Clouds Sofa  
 \$\$\$\$3,277.80



Children's Furniture Company; Round Magnetic Sand Tables; Color option Natural; Table theme: Standard; 22" table height  
 \$\$\$\$1,144.80



# Apple Green

2026-40

A bright green with comforting yellow undertones.

# Clear Skies

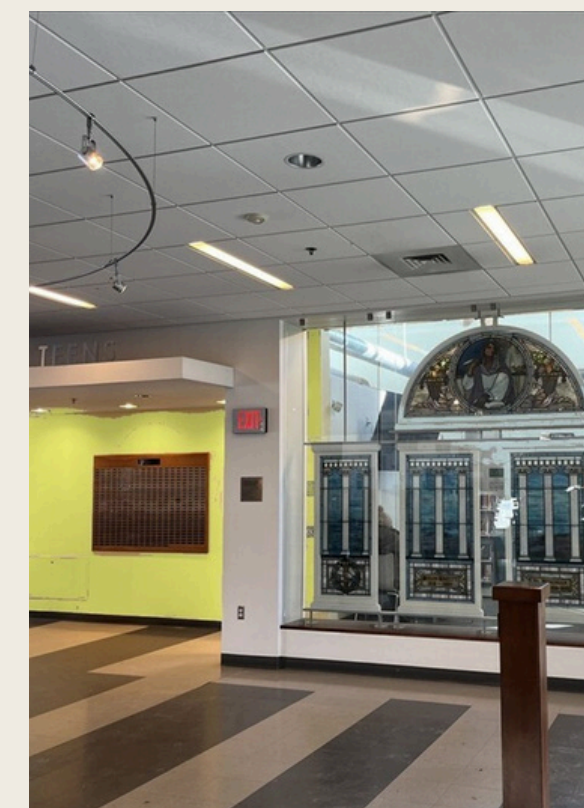
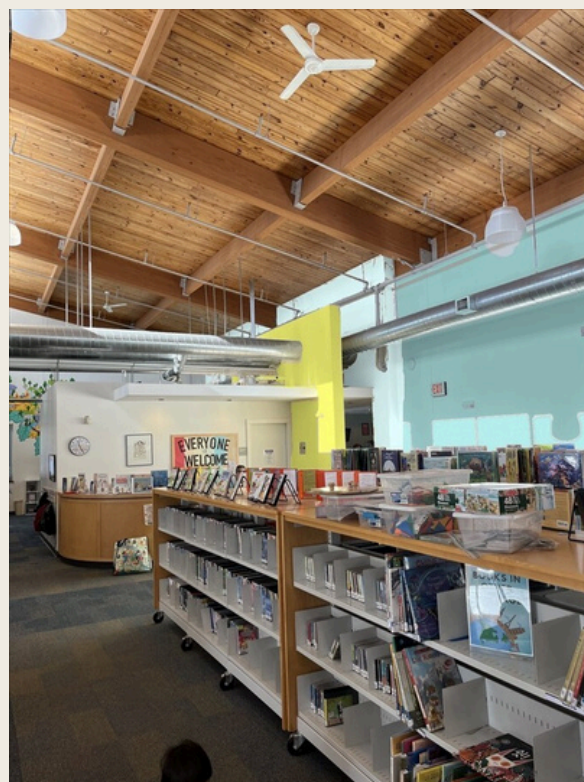
2054-70

Clean, crisp notes of blue and green shine in this airy hue.

# Tranquil Blue

2051-50

Gray tones heighten the soothing quality of this blue-green.

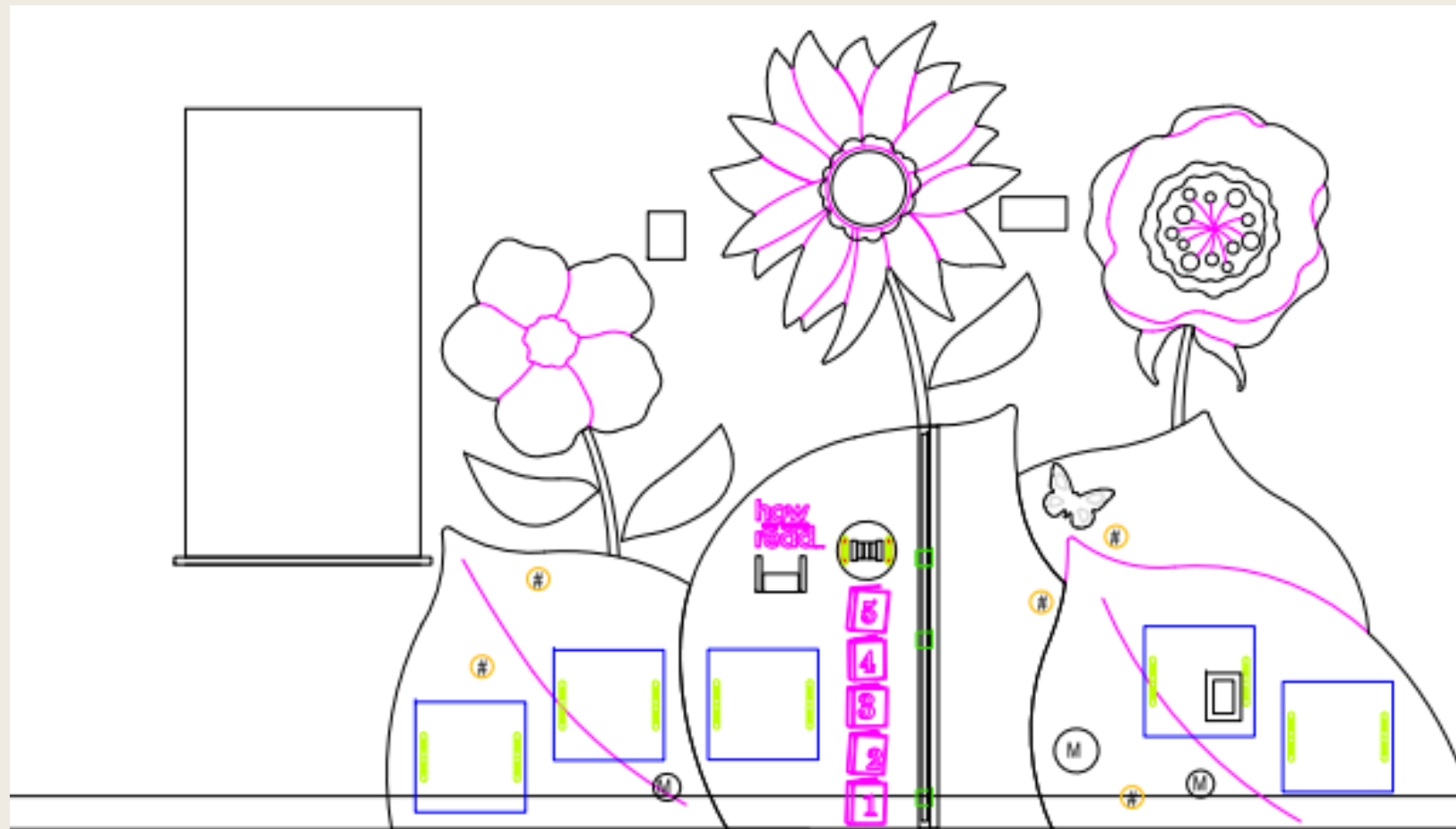


# Butgeon Group

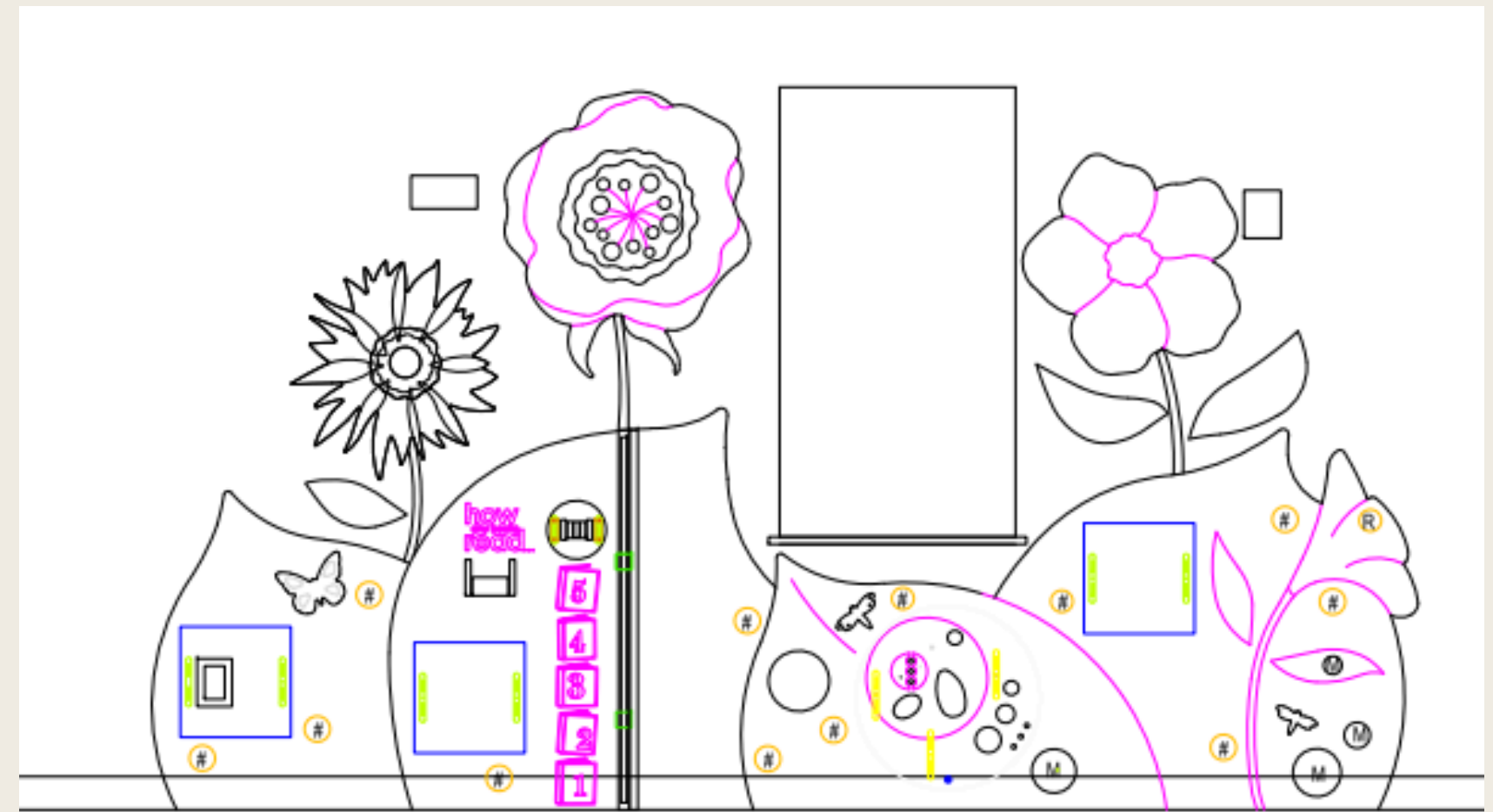
These walls panels are made out of solid birch and maple, instead of cheap MDF and laminates.

Estimated Quote \$29,017.86

Estimated Quote \$33,459.79



3 Panel Option



4 Panel Option

# Butgeon Group



## Design Examples

# Burgeon Group Interactive Panels

budgeted in quote  
(base interactives)  
\$2880.00

additional interactives  
\$3884.00

New total with additions  
\$6764.00

base interactives

## Creepy-Crawly ABCs

A for ants, B for bumble bee, C for caterpillar... ABCs on puzzle pieces! While introducing the concept of rotation to match up patterns, once patterns are matched, the letters are right side up too!

\$1,128.00



## Kind Hearts, Kind Gardens

NEW design for 2026! A sweet, simple panel to encourage the nursery rhyme. Flowers spin and bees bumble! The littlest patrons enjoy the three sizes of flowers to spin. Formerly "Mary, Mary." Legacy graphics available upon request.

\$942.00



## B Is for Bugs

Burgeon Group artist Sarah Hurwitz's bug drawings were so captivating, we made an interactive panel with a bug viewer to sort butterflies, bugs, and beetles. A visual and (ugh) buggy delight!

\$809.00



additional interactives

## Dancing Frogs

Handcrafted hardwood figures dance! Teaches cause and effect: when one is pulled down, the other figure jumps up. Sing a song: "Two little speckled frogs..."

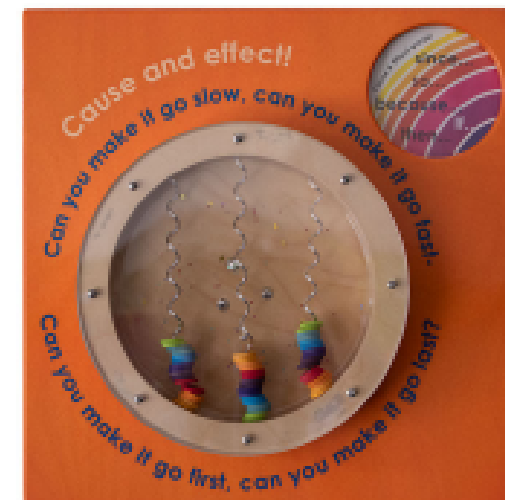
\$1,221.00



## Rainbow Twirler

This panel has a turning wheel with brightly colored discs that swirl and twirl when turned. The panel includes prompts for exploring cause and effect, speed, and sound.

\$1,128.00



## Mirror Mosaic

Babies love mirrors! And so will older children when they can explore their faces in teal, midnight, blue, and purple acrylic mirror segments. Sparks conversations too!

\$594.00



Estimated Quote

\$32,044.01

## Form and Function



This sensory wall does not include the design elements--that is something we would have to do separately. These interactive are very visually engaging, but for the price is probably not practical.

### Interactive Wall Panel

This wall-mounted activity center features many acoustic elements with both visual and tactile interest.



### LED Infinity Light Panel With SensaSoft™ Panel - with LED Strip

Gaze at the LED Infinity Light Panel for engaging visual input that helps self-regulate and soothe.



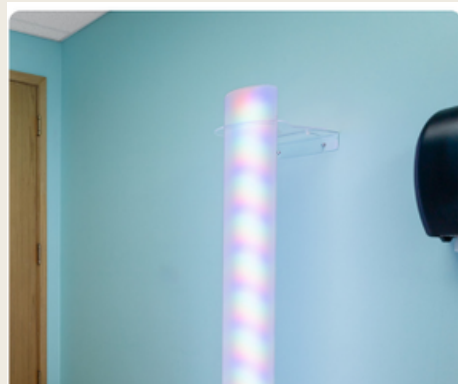
### Calming LED Bubble Wall

The Calming LED Bubble Wall is a great addition to any multisensory space with hundreds of bubbles flowing steadily up the bubble tube while its colors slowly change.



### Vibrating LED Color Column

This LED column vibrates and glows to create the calming effect of a bubble tube — without the water.



### Bubble Tube Wall Bracket

This bracket allows you to conveniently secure your tube or column to the wall to reduce the risk of tipping.



### Music Touch Wall With SensaSoft™ Panel

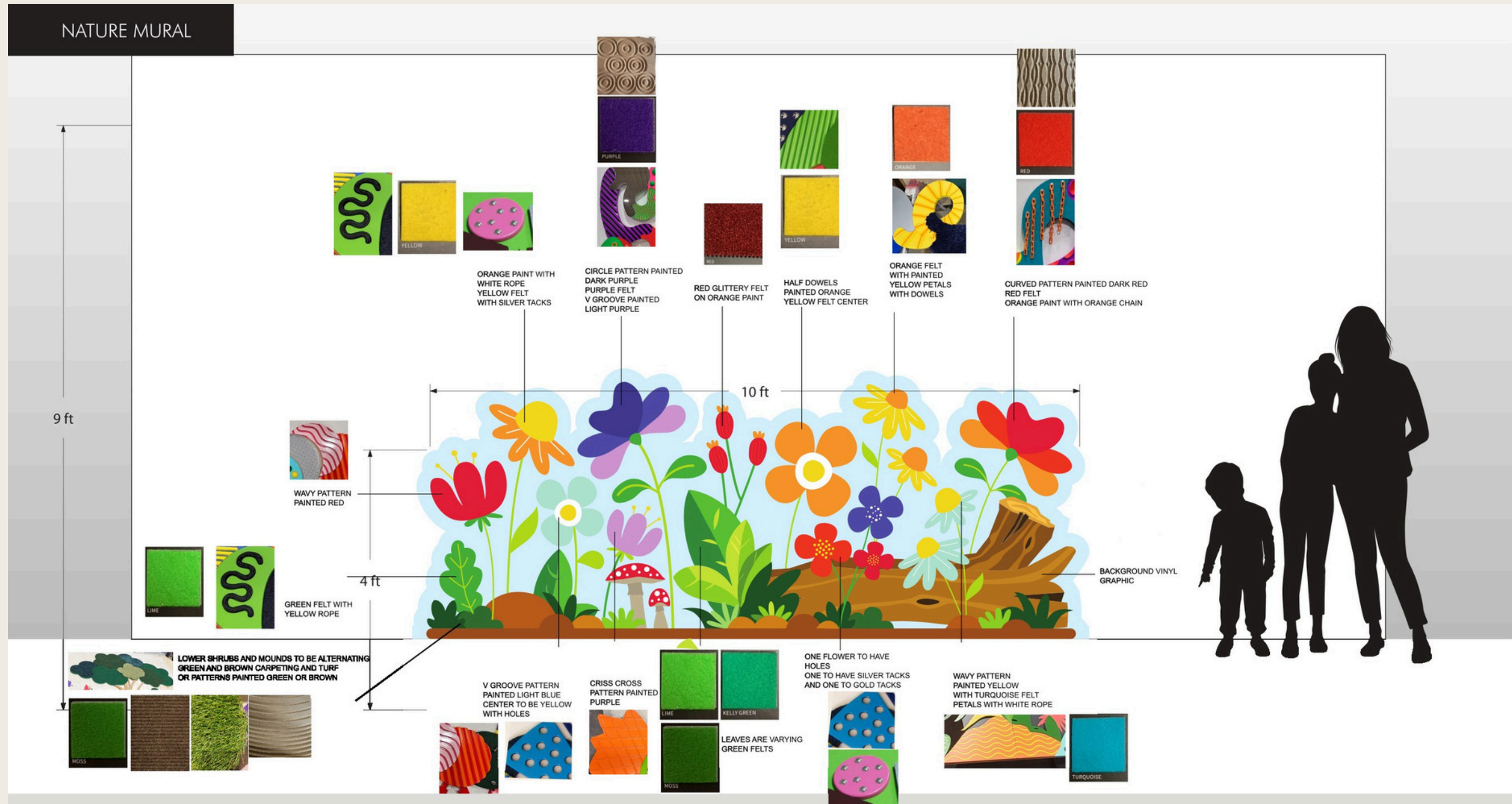
The calming Music Touch Wall allows you to activate multicolored LED lights and sounds with the touch of your hand!



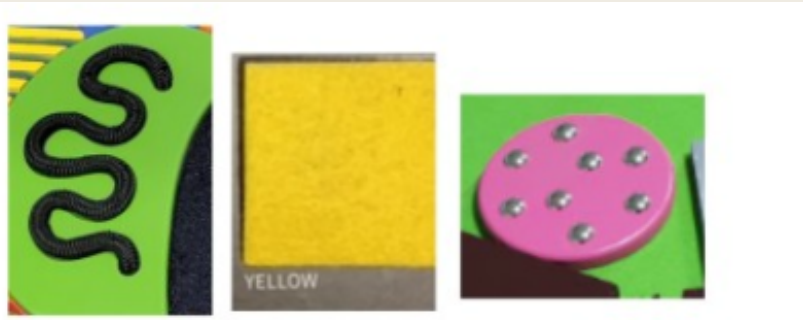
# Sensory One

Estimated Quote

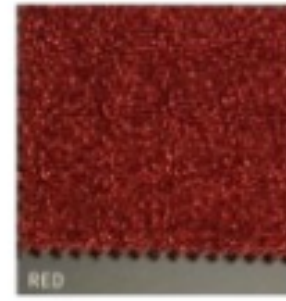
\$11,995.00



# Sensory One



ORANGE PAINT WITH WHITE ROPE  
YELLOW FELT WITH SILVER TACKS



RED GLITTERY FELT ON ORANGE PAINT

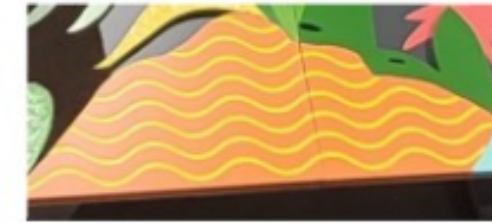


ORANGE FELT WITH PAINTED YELLOW PETALS WITH DOWELS



HALF DOWELS PAINTED ORANGE YELLOW FELT CENTER

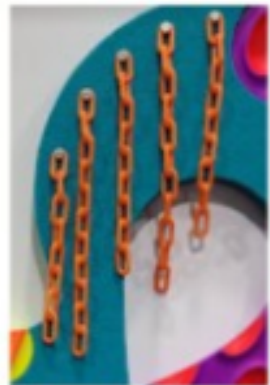
WAVY PATTERN PAINTED YELLOW WITH TURQUOISE FELT PETALS WITH WHITE ROPE



V GROOVE PATTERN PAINTED LIGHT BLUE CENTER TO BE YELLOW WITH HOLES



CIRCLE PATTERN PAINTED DARK PURPLE  
PURPLE FELT  
V GROOVE PAINTED LIGHT PURPLE



CURVED PATTERN PAINTED DARK RED  
RED FELT  
ORANGE PAINT WITH ORANGE CHAIN

CRISS CROSS PATTERN PAINTED PURPLE



GREEN FELT WITH YELLOW ROPE

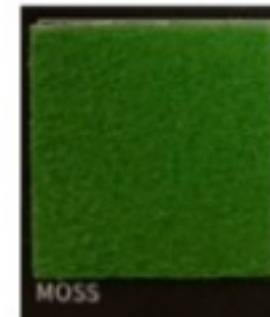


WAVY PATTERN PAINTED RED

ONE FLOWER TO HAVE HOLES  
ONE TO HAVE SILVER TACKS  
AND ONE TO GOLD TACKS



LEAVES ARE VARYING GREEN FELTS



LOWER SHRUBS AND MOUNDS TO BE ALTERNATING GREEN AND BROWN CARPETING AND TURF OR PATTERNS PAINTED GREEN OR BROWN



# Project Totals

The total that we budgeted for this project was \$55,000.

Burgeon 4 Panel+ 3 interactives  
Estimated Quote \$37,343.79

Gressco Furniture  
Total Cost: \$18,479.15

**Total for Project**  
**\$55,822.94**

Burgeon 4 panel  
Estimated Quote \$33,459.79

Gressco Furniture  
Total Cost: \$18,479.15

**Total for Project**  
**\$51,938.94**

Burgeon 3 panel  
Estimated Quote \$29,017.86

Gressco Furniture  
Total Cost: \$18,479.15

**Total for Project**  
**\$47,497.01**

Form and Function  
Estimated Quote \$32,044.01

Gressco Furniture  
Total Cost: \$18,479.15

**Total for Project**  
**\$50,523.16**

Sensory One  
Estimated Quote \$11,995.00

Gressco Furniture  
Total Cost: \$18,479.15

**Total for Project**  
**\$30,474.15**

## Building and grounds issues April, 2026

Issue Type	Summary	Status
Epic	Fix interior woodwork at Kilton	To Do
Task	panel is popping off of woodwork by bus stop	To Do
Task	ugly end of self-check desk needs to be fixed at Kilton	To Do
Epic	Window is leaking by the sidewalk out front at Kilton	To Do
Task	figure out where the water is coming through and mark the spots	To Do
Epic	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 striping needs to be done	In Progress
Task	Restripe	To Do
Epic	Kilton geothermal pumps are reaching the end of their expected lives	To Do
Task	Make sure the heat pumps are fully operational	In Progress
Epic	Problems with lighting at Kilton	In Progress
Task	Fix the controls	In Progress
Task	Get three estimates for LED work	In Progress
Task	Find grants to fund work	In Progress
Epic	HVAC issues at Leb	To Do
Task	Seal the front of the boiler to prevent further corrosion	To Do
Task	Fix the leaking wall unit by the 1st floor bathroom	To Do
Task	Connect the boiler to the controls system	In Progress
Task	Get the building on a more centralized control	To Do
Epic	HVAC issues at Kilton	To Do
Task	Reduce the amount of outside air coming into the building once the new controls are working	To Do
Task	Need a new main source of heat in place of the ground source heat pumps	To Do
Epic	Door issues	To Do
Task	Replace the coffee bar door	In Progress
Task	The door to the staff area at Kilton slams shut or doesn't shut at all	Done
Task	Follow up with Raynor door on the alarms	To Do
Epic	Kilton carpet needs to be cleaned	To Do
Task	Ken will find a co. and contact	To Do
Epic	Roof work needs to be done at both libraries	To Do
Task	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	Access panel in Leb downstairs bathroom needs to be fixed	To Do
Epic	Check on storm windows at Leb	To Do
Epic	Bat and rodent proof Leb Library	To Do
Epic	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	Paint ramp needed for entrances on north side of building to address wheelchair accessibility	In Progress
Epic	Leak in ceiling in corner by bus stop at Kilton	To Do
Epic	Paint	To Do
Task	Redo the CR at Kilton	In Progress
Task	Repaint the Lebanon Library foyer	To Do
Epic	Build outdoor stage and install awning at Kilton	To Do
Epic	Fix ceiling and hatch access in Amy's office	To Do

## Staff highlights March 2026

Howdy Trustees!

I wanted to share a few quick reflections from my time at the PLA Conference in Minneapolis last week. I'm so grateful for the chance to attend; it was a wonderful reminder of why the work we do every day matters so much.

The opening session with Bryan Stevenson (author of *Just Mercy*) was a powerful reminder of the 'power of proximity.' He spoke about how libraries serve as vital bridges for marginalized residents. His message—that "the opposite of poverty isn't wealth, but justice"—really reinforced the value of our everyday service to the community.

One of the most helpful parts of the week was talking with librarians from other systems, like Hennepin County (Minneapolis). They've dealt with some tough situations (navigating enforcement pressures from ICE) regarding patron privacy, local safety, and staff safety. It reminded me that our policies aren't just paperwork; they are the trusted foundation that makes our neighbors feel safe coming through our doors.

In the exhibit hall, I looked for ways we can keep our building feeling fresh and accessible. I even found a fun outdoor ladybug play drum that would be a great way to make our space even more family-friendly!

Sessions also focused on leveraging staff input and community partnerships as a proven strategy for driving performance and staying responsive to local needs. By acting as a coordination hub for high-quality, vetted resources, we reinforce the library's reputation as the community's most dependable and essential anchor.

I've come back with a lot of energy and a clear heart. Thank you for supporting the professional development that helps me grow in my role and better serve our library.

Thank you,  
Celeste Pfeiffer

(Any pronouns / Sir - Why Pronouns Matter)  
Outreach Librarian

2026	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL:
Reference Questions Leb Adult	533	533	524										1590
Total Reference Questions Leb	533	533	524	0	0	0	0	0	0	0	0	0	1590
Reference Questions Kilton Adult	560	528	595										1683
Total Reference Questions Kilton	560	528	595	0	0	0	0	0	0	0	0	0	1683
Total Reference Questions Leb & Kilton	1093	1061	1119	0	0	0	0	0	0	0	0	0	3273
Card Holders Registered	106	74	88										268
Traffic Leb	3617	3216	4325										11158
Traffic Kilton	5342	5423	6398										17163
Total Traffic	8959	8639	10723	0	0	0	0	0	0	0	0	0	28321
Number Programs Adult - passive	1	0	0	0	0	0	0	0	0	0	0	0	1
Adult - active	21	17	0	0	0	0	0	0	0	0	0	0	38
Number Programs YA - passive	21	1	0	0	0	0	0	0	0	0	0	0	22
YA - Active	6	1	6	13	0	0	0	0	0	0	0	0	26
Number Programs Children - passive	0	0	0	0	0	0	0	0	0	0	0	0	0
ages 0-5 (above is 6-11)	0	0	0	0	0	0	0	0	0	0	0	0	0
Number Programs Children - active	0	0	2	1	0	0	0	0	0	0	0	0	3
ages 0-5 (above is 6-11)	28	43	31	12	0	0	0	0	0	0	0	0	114
Total Number of Children's Programs	28	43	33	13	0	0	0	0	0	0	0	0	117
Total Number of Programs	77	62	39	26	0	0	0	0	0	0	0	0	204
Attendance Programs Adults -passive	50	0	0	0	0	0	0	0	0	0	0	0	50
Attendance Programs Adults - active	242	152	0	0	0	0	0	0	0	0	0	0	394
Attendance Programs YA - passive	126	68	0	0	0	0	0	0	0	0	0	0	194
Attendance Programs YA - active	60	8	36	131	0	0	0	0	0	0	0	0	235
Attendance Programs Children Active	0	0	21	3	0	0	0	0	0	0	0	0	24

ages 0-5 (above is 6-11)	784	803	568	312	0	0	0	0	0	0	0	0	0	2467
Attendance Programs Children Passive	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ages 0-5 (above is 6-11)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Attendance Programs Children Total	784	803	589	315	0	0	0	0	0	0	0	0	0	2491
Attendance ALL Programs TOTAL	1262	1031	625	446	0	0	0	0	0	0	0	0	0	3364
Internet Use - Both Libraries	2473	2150	4075											8698
Meeting Room Use	240	235	255											730
Total Meeting Room Use	240	235	255	0	0	0	0	0	0	0	0	0	0	730
ILL from other Libraries	231	160	240											631
ILL to other Libraries	119	140	136											395
NYT Online - off site	448	436	394											1278
NYT Cooking	96	93	80											
NYT Games	356	412	305											
Total circulation - physical items	6927	6084	7122	0	0	0	0	0	0	0	0	0	0	20133
Total circulation - downloadable items	4490	4000	4599	0	0	0	0	0	0	0	0	0	0	13089
Total Circulation	11417	10084	11721	0	0	0	0	0	0	0	0	0	0	33222
Circ - Lebanon Adult	1582	1404	1544											
Circ - Lebanon Childrens	2134	1637	2130											
Circ - Lebanon YA	136	102	114											
Other items (cool stuff, etc)	342	360	468											
Circ - Kilton Adult	1236	1214	1278											
Circ - Kilton Childrens	1178	1073	1295											
Circ- Kilton YA	87	57	56											
Other items (cool stuff, etc)	232	237	237											

STATS below are included in the above. Amy is also tracking these separately as they are new and she wants them for comparison													
NHDownloadable Audio	2228	1896	2098										
NHDownloadable eBooks	1807	1715	1950										
Kanopy tickets used	354	266	518										
Comics Plus	101	123	33										
EBSCO Database Usage													
Sessions	70												
Total searches	162												

# Annual Circulation Numbers 2016-2025

