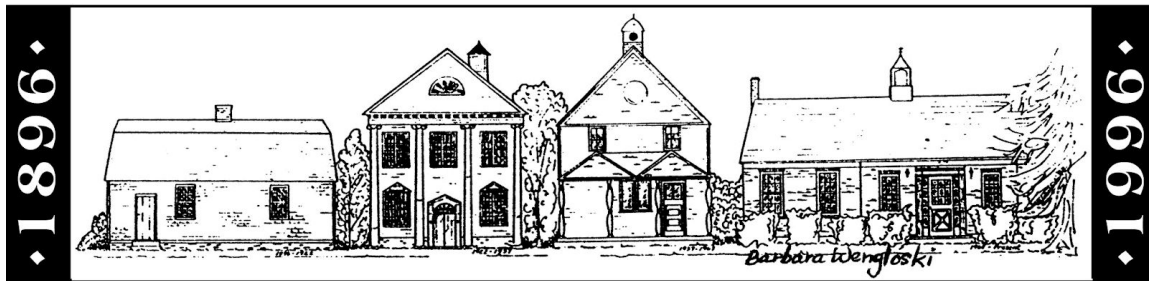


**BYLAWS OF THE BOARD OF  
TRUSTEES  
&  
LIBRARY POLICIES**



***Jonathan Trumbull Library***

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*(Revised 5/21/2020)*

**JONATHAN TRUMBULL LIBRARY  
LEBANON, CT 06249**

***Bylaws of the Board of Trustees***

***ARTICLE I – NAME AND AFFILIATION***

The name of this organization shall be “The Board of Trustees of the Jonathan Trumbull Library of Lebanon, Connecticut.”

The Library Board of Trustees is a public agency of the town of Lebanon, charged with administering the operation of the Jonathan Trumbull Library.

The library is funded, per Connecticut State Statutes for libraries, by the town of Lebanon and various trust funds. Bills are paid by the Town Treasurer from money allotted to the library account.

***ARTICLE II – OBJECTIVES***

Our goal is to provide books and other materials for the enrichment, enjoyment, and educational needs of the residents of Lebanon as well as provide a space for the community to come together.

***ARTICLE III – BOARD OF TRUSTEES***

Membership on the Board of Trustees is determined by municipal election as per Connecticut State Statutes. The Board consists of nine members. Every two years, one-third of the membership will be up for election for a term of six years. Newly elected members of the Board of Trustees must present themselves to the Town Clerk to be sworn into office after their election before they may assume their duties. The term of a newly elected member begins on the second Tuesday following the municipal election. (This is usually fourteen [14] days after the election.) Any resignation of a member of the Board should be submitted, in writing, to the Chairman of the Board of Trustees with a copy to the Town Clerk. The Selectman will then act to fill the vacancy.

***ARTICLE IV – LIBRARY STAFF***

The Board shall appoint a competent, qualified Library Director who shall be the administrative officer of the library on behalf of the Board and under its review and direction. The Library Director shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of books and materials in keeping with the stated policy of the library, for the efficiency of library service to the public, and for its financial operations within the limitations of the budgeted appropriation.

The Library Director shall appoint a Youth Services Librarian who, under the direction of the Library Director, shall be responsible for the direction of the Young People’s Library. Other staff will also be hired by the Library Director.

***ARTICLE V – OFFICERS***

The Board shall elect the following officers:  
Chairman

Vice Chairman  
Secretary

Officers shall serve a term of two years, or until their successors are duly elected. Officers shall be elected at the regular meeting of the Board of Trustees that immediately follows the Town election. In the event that the regular meeting falls within the fourteen (14) day waiting period, a special meeting will be held after the fourteen (14) days.

### *Section I – Duties of Officers*

#### **Chairman**

1. Presides over and conducts meetings of the members of the Board of Trustees; authorizes calls for special meetings.
2. Appoints special committees and is an ex-officio member of all committees except the nominating committee.
3. Oversees functioning of the library by working closely with the Library Director, and acts as liaison with the Town.
4. Warns all meetings with the Town Clerk.
5. Files the agenda on the Town website.
6. Is responsible for all correspondence.
7. Notifies the Town Clerk of the schedule of regular meetings of the Board of Trustees for the following year, no less than thirty (30) days prior to the January meeting.
8. Reads correspondence or reports the substance of it at meetings.

#### **Vice Chairman**

1. Performs the duties of the Chairman in his/her absence, and performs such duties as designated by the Chairman and the rest of the Board members.

#### **Recording Secretary**

1. Notifies all members of meetings.
2. Records attendance at all meetings.
3. Keeps a true and accurate record of all meetings of the Board of Trustees.
4. Files minutes of Board meetings on the Town Hall website within seven days after each meeting.
5. Performs such other duties as are generally associated with that office.

#### **Sub/Standing Committees**

1. Chairman of the Board of Trustees is ex-officio member of and shall preside over all committees except the nominating committee.
2. Chairman shall warn all committee meetings as special Board Meetings, and file on the Town Hall website with the date, place, and agenda twenty-four (24) hours in advance of a meeting.
3. In the absence of the Chairman, the subcommittee must elect a chairman after calling the meeting to order.
4. A secretary will be appointed by the Chairman.
5. The chairman of a committee may vote on all questions.
6. The minutes of subcommittees must be filed on the Town Hall website within seven (7) days of the special meeting.

## **ARTICLE VI – MEETINGS**

Regular meetings of the Board of Trustees will be held on the third (3rd) Thursday each month. Special meetings will be held at the call of the Chairman or by written request of three (3) members to the Chairman.

1. Every meeting must have an agenda filed on the Town Hall website at least twenty-four (24) hours before the meeting is to be held.
2. Following the meeting, minutes must be filed on the Town Hall website within seven (7) days. Votes taken at the meeting (motions passed) must be available to the public within forty-eight (48) hours of that meeting.
3. Special meeting agendas must specifically state each item to be discussed.
4. Executive session can only be used for specific purposes, such as litigation or personnel matters. The motion to go into executive session must state the purpose of the session. No motions or votes can be taken during executive session.
5. A quorum shall consist of five (5) members (one member over half).
6. At the September meeting in the election year, the Board will appoint a Nominating Committee of three (3) individuals. The Nominating Committee shall present a slate of officers at the November meeting, at which time the election of officers will take place. Term of office will be two (2) years.
7. Term of new officers will begin immediately following the November meeting.
8. Conduct of meetings: *Robert's Rules of Order* will be the governing authority unless in conflict with Freedom of Information Act, when FOI takes precedence.

#### ***ARTICLE VII – COMMITTEES***

1. At the November meeting the Board shall appoint such standing committees as it deems necessary to carry out its functions. Term will be two (2) years.
2. In the event of a grievance, the Chairman shall appoint a Grievance Committee.
3. No committee, Chairman, Vice Chairman, or member of a committee shall make any contract, incur any indebtedness, obligation, or liability in the name of the Jonathan Trumbull Library without the approval of the Board of Trustees.
4. The Bylaws Committee shall meet annually to review Bylaws and report to the Board.

#### ***ARTICLE VIII – AMENDMENTS***

1. These Bylaws may be amended, by the amendment being submitted in writing to the Chairman, who will distribute them to the Board for discussion and action at the next meeting. They may be amended at any time by an affirmative vote of six (6) members at the next board meeting.
2. These revised Bylaws supersede all previous Bylaws.

## ***Role of the Board of Trustees – Duties and Responsibilities***

1. Determine the purpose of the library and secure adequate funds to carry on the library program.
2. Know the program and needs of the library in relation to the community.
3. Keep abreast of standards and library trends. Be aware of the services of the Connecticut State Library Division of Library Development, Cooperating Library Service Units, and State Library Service Centers.
4. Establish, support, and participate in a planned public relations program.
5. Attend all board meetings and see that accurate records are kept.
6. Be represented, whenever possible, at regional and state library trustees meetings and workshops.
7. The Board will adopt written policies to govern the operation and programs of the library, including personnel, general operating, and collection development policies and keep them up to date. The Library Director will be responsible for administering daily operations of the library, including personnel, collection development, fiscal, physical plant, and programming functions.
8. The Board of Trustees and the Library Director should be familiar with and comply with local, state, and federal laws that affect library operation, such as minimum wage, hiring practices, criminal theft of library materials, privacy, Freedom of Information Act (FOIA), etc.
9. The Budget Committee, assisted by the Library Director, plans the proposed and revised budget. All budgets are presented to the entire Board of Trustees for approval.
10. The Board shall review the current status of the library budget at the regular trustee meetings in January, March, September, and November, when the Library Director reports current expenditures and income.
11. The Board of Trustees will recruit and employ a qualified Library Director and maintain an ongoing performance appraisal process for the Library Director.
12. The Board of Trustees is the governing body of the library, and is responsible for all facets of library operations.

**JONATHAN TRUMBULL LIBRARY  
LEBANON, CT 06249**

***Library Mission Statement***

*The mission of the Jonathan Trumbull Library is to provide materials, information, and services for the enrichment, enjoyment, and educational needs of the residents of Lebanon as well as provide a space for the community to come together.*

***LIBRARY POLICIES***

AMENDMENTS TO POLICIES MAY BE MADE AT ANY TIME BY AN AFFIRMATIVE VOTE OF SIX (6) MEMBERS AT A SUBSEQUENT BOARD MEETING.

## ***Collection Development Policy***

***Purpose*** – The purpose of this policy is to provide guidance in the development and maintenance of a well-balanced collection of useful materials that will meet the needs of the community within the limits of space and funding. A comprehensive range of interests, tastes, viewpoints, values, and levels of ability will be represented.

***Collection Development Goal*** – The library shall provide free access to quality materials that are appropriate to the needs of the population served by the library. These needs include, but are not restricted to, informational needs, leisure interests, reading needs, and resources that support educational needs.

***Intellectual Freedom*** – The library subscribes to the Library Bill of Rights, Freedom to Read Statement, and the Free Access to Libraries for Minors Statement, which have been adopted by the American Library Association. These are included in the appendices to the policies of the library.

***Population Served*** – The Jonathan Trumbull Library serves all sectors of the Lebanon community regardless of religious, racial, social, economic, or political status, age or sexual orientation. The Young People's Library serves all children from birth. While this collection is specifically chosen to meet the needs of children, it may be accessed by patrons of any age. Through participation in the State Connecticard Program, the Jonathan Trumbull Library also serves any resident of the state with a valid Connecticut library card.

***Responsibility of Parents*** – The responsibility for library materials chosen by a child rests with the parents or guardians of the child and not with the library staff. It is also the responsibility of the parent or guardian to see that any overdue or replacement fees incurred by a child are paid.

***Selection of Material*** – The selection of materials for the Adult Library will be the responsibility of the Library Director. The selection of materials for the Young People's Library will be the responsibility of the Youth Services Librarian. Selection of materials will be made on the merits of that particular work. Standard bibliographic sources and published reviews in professional and general periodicals will be used to evaluate materials in consideration for addition to the collection. Other review sources may be used for specialized items not covered in the usual review media. Suggestions from the library staff and patrons are welcome and will be taken into serious consideration. Space and economic constraints as well as the physical construction of materials will also be taken into consideration. An attempt to collect materials that support technological advances will be made if budgetary resources permit. Final decision on selection of materials is the responsibility of the Library Director. Other criteria which will be taken into consideration includes 1) user demand; 2) supplemental use to curriculum needs of students; 3) providing a balance between opposing points of view; and 4) maintaining a collection which is current.

***Weeding and Withdrawal of Material*** – To maintain a collection that is current and in good physical condition, it is necessary to weed the collection at regular intervals. This will be carried out by the librarians and staff of the respective library sections under the direction of that section's librarian. The CREW (Continuous Review, Evaluation, and Weeding) method will be employed in conjunction with standard reference sources such as the Public Library Catalog, the Children's Catalog, and the Fiction Catalog in the weeding process. The disposal of the weeded or



withdrawn materials will be at the discretion of the Library Director. Items withdrawn because of loss or damage will not necessarily be replaced.

*Request for Reconsideration of Material* – Any patron may request to have selected material reconsidered. Material will not be removed from the shelves if a controversy arises over it. The material will remain available while the procedures for reconsideration of material are followed.

*Procedure:*

- The patron will explain the objection to the material to the Library Director.
- The Library Director will provide a copy of the selection policy to the patron initiating a reconsideration of material and explain why that material was chosen.
- If the material still is challenged, a Form for Patron Request for Reconsideration of a Work will be given to the patron to fill out (included as Appendix H).
- The Library Director will review the form and reply to the patron.
- If further reconsideration is requested by the patron, the Form for Patron Request for Reconsideration of a Work will be forwarded to the Library Board of Trustees.
- The Library Board of Trustees will review the form and the material being challenged and respond to the patron when the review is completed.

## ***Gifts Policy***

***Gifts*** – The Board of Trustees encourages gifts to the library consistent with the library’s mission and policies. Donations are not intended to replace regularly budgeted expenditures; however, private resources can extend and enrich library services.

The Director may accept or reject gift books or other items for the library collection as he/she feels are appropriate. The Director is authorized to accept gifts of cash, or check made out to the Jonathan Trumbull Library

The Library Director will discuss with the Board gift items other than books, or monetary donations of more than \$1,000. Items that would impact the appearance of the building, such as furniture or art will be a joint decision of the Director and the Board of Trustees.

If requested, anyone giving a donation may receive written verification (Appendix M) of their gift. No monetary value will be placed on the gift by the library, unless such gift is a monetary donation.

All donations are considered outright and unconditional to be used or disposed of at the library’s discretion. A gift to the library may not be reclaimed by the donor or his/her heirs. Any proceeds derived from the disposal of a gift may be used at the discretion of the Library Director and Board of Trustees.

Gift items may be removed from the library at any time at the discretion of the Library Director and the Board of Trustees.

A copy of the ‘Jonathan Trumbull Library Gifts Policy’ will be given to anyone upon request.

## ***Circulation Policy***

1. The Jonathan Trumbull Library is the Principal Public Library for all residents of Lebanon, Connecticut. As such, all residents are entitled to borrow materials without fee.
2. The Jonathan Trumbull Library is a participant in the Connecticutcard program. Under this program, all nonresidents with a valid library card from the town where they reside may borrow materials from the Jonathan Trumbull Library without fee.
3. All borrowers will be registered in the library's ILS (Integrated Library System).
4. Resident borrowers will be issued a library card upon registration and must present the card in order to borrow materials.
5. Most library materials will be loaned for a period of three (3) weeks. Renewals will be limited to one time or at the discretion of the librarian. This will ensure that materials will be available for circulation to all patrons. Magazines are loaned for a two-week period and "NEW" books are loaned for a three-week period. "NEW" books may not be renewed.
6. Patrons are responsible for the replacement of any lost or damaged library materials.
7. DVD circulation policy:
  - Fiction DVDs are loaned for one (1) week
  - "NEW" DVDs are loaned for three (3) days.
  - There is a limit of three (3) "NEW" DVDs at one time per cardholder.
  - Nonfiction and Series ("SET") DVDs are loaned for two (2) weeks.
  - DVDs may not be renewed.
  - DVDs from the library's collection may not be shown where a fee or donation is charged.
  - The library does not assume responsibility for damage or alleged damage to a borrower's equipment by library materials.
  - DVDs should be returned in the special drop for DVDs, not in the book drop, when the library is closed.
8. Overdue Fines – A fine of \$0.10 per day per book or magazine will be charged on overdue materials, with a maximum fine of \$3.00 per item. A charge of \$0.50 per day to a maximum of \$5.00 per video will be charged on overdue videos. A fee of \$2.00 will be charged for replacement of a lost library card.
9. Teachers may borrow books for school use. Teachers and homeschoolers may borrow library materials for six (6) weeks. They may renew the materials once for three (3) weeks.
10. Policy for passes to museums, aquariums, etc.:
  - One pass per family per visit may be borrowed.
  - Person signing out pass must be at least eighteen years old.
  - Passes are loaned for three (3) nights but patrons are encouraged to return them as soon as possible.
  - There is a \$5.00 per day overdue fine on passes.
  - Passes may be returned in book drop.
  - Patrons are encouraged to reserve passes up to one week in advance.
11. Policy for Computer Use by Public – Computers are available for patron use if they follow the following rules and regulations:
  - Printing in black and white will cost \$0.15 per page. Printing in color will cost \$0.50 per page.
  - Files created should not be saved on the hard disk of the computer. The library does not accept responsibility for anything saved in this manner.
  - Blocks of thirty (30) minutes of time may be reserved up to one (1) hour. If there is no one waiting, the time may be extended at the discretion of the librarian.
  - Patrons must observe copyright laws.
  - Children under the age of eight (8) must have adult supervision unless the librarian determines that the child is computer competent without supervision.

- Patrons damaging the hardware or software are responsible for the repair or replacement of the damaged item.
- Anyone not following the rules and regulations will not be allowed to use the computers.

12. Fax Use Policy:

- The library will extend fax service to the public at the discretion of the Librarian.
- The charge to fax a document is \$1.00 per page. Faxes going outside of the United States will be charged at \$2.00 per page.
- The library will not be responsible for the addressee's receipt of transmitted faxes.
- The library will not be responsible for receiving faxes for the public.

## ***Library Use Policy***

1. Library hours are set by the Board of Trustees. Currently, the library is open as follows:

Monday	10 am - 6 pm
Tuesday	1 pm - 8 pm
Wednesday	12 am – 6 pm
Thursday	1 pm - 8 pm
Friday	1 pm - 6 pm
Saturday	9 am - 2 pm
2. No soliciting is allowed in the library.
3. No smoking is allowed in the library.
4. Beverages with lids are permitted in the library. Other food and beverages are allowed at designated programs with the approval of the Library Director.
5. The library telephone may be used by patrons only with permission of the staff.
6. Shirts and shoes must be worn in the library.
7. No animals are allowed in the library, except for guide dogs on leash or for designated programs. Therapy or service dogs in training may be admitted only with the permission of library staff.
8. All sports equipment must be left outside the building, or in the foyer, where it will not obstruct access of patrons or cause a hazard.
9. Deliberate destruction of library property will not be tolerated. Patrons who consistently abuse library materials by returning them incomplete or in damaged condition will lose library privileges until restitution is made.
10. Patrons must respect the rights of other patrons. Patrons have the right to a safe and healthy environment. Disruptive behavior shall be considered any behavior that prevents the legitimate use of the library or its resources by staff or patrons. This behavior will include, but not be limited to, loud talking, swearing, laughing, running, or roughhousing. Patrons who cause a disturbance will be told that their behavior is disruptive and that they should cease the activity, and that only one warning will be given. If the disruptive behavior continues, he/she will be asked to leave. If they refuse to leave, the person in charge will call the police.
11. Injuries to patrons or staff that occur on library premises should be reported immediately to the Library Director, Library Board Chairman, and First Selectman.
12. Unattended Children Policy – Children under the age of eight (8) may not be left in the library unsupervised by a parent or responsible adult. If a child is causing a disturbance, the staff may ask the child to correct the behavior. If the child persists, the parent or person responsible for the child will be notified of the behavior and asked to correct it. If the disruptive behavior continues, the parent or person responsible for the child will be asked to remove the child from the library. If the person responsible refuses to remove the child, the steps for adult disruptive patrons will be followed.
13. Library Program Room Policy – The library program room is available for Lebanon nonprofit organizations and Lebanon community groups engaged in educational, cultural, intellectual or civic activities. It may be booked, through contacting library staff, by such members over eighteen (18) years of age for use during regular library hours, at the discretion of the Library Director. All meetings must be free and open to the public. Library activities and Friends of the Library activities supersede all other uses. No regular meetings of such nonprofits and community groups may be booked more than once in each month.
14. Bulletin Board and Handouts Policy – The library maintains a bulletin board to provide organizations an opportunity to publicize community events of a civic, cultural, educational, or recreational nature. In order to avoid the appearance of an endorsement, the library will not post notices of a partisan political nature or commercial events or activities. Placement of posters and handouts is at the discretion of the Library Director.

# ***Job Descriptions***

## **LIBRARY DIRECTOR**

**Reports to: Board of Directors**

### **General Description**

Develops, administers, and coordinates all aspects of the Jonathan Trumbull Library in accordance with the policies established by the Library Board of Trustees and the town of Lebanon. Performs duties related to personnel, budget, collection development and management, building maintenance, and library operations. Recommends policies to the Board of Trustees, seeks grants, and stays current with technology and developments as they apply to the library.

### **Library Services Management**

1. Directs the operation of the library to ensure high quality services within the budget allocation.
2. Responsible for selecting, weeding and processing of adult library materials and services, ensuring they meet the needs of the community
3. Educates patrons and staff about available library services.
4. Provides reference and readers' advisory assistance to patrons.
5. Provides for or conducts programs of use to the community.

### **Fiscal Management**

1. Works with Library Board to prepare an annual budget for presentation to the Board of Finance.
2. Represents the library during all town budget deliberations.
3. Manages all aspects of the authorized library budget.
4. Keeps records as prescribed by law, the town of Lebanon, and generally accepted rules of accountancy.
5. Prepares and reports on current fiscal status quarterly.
6. Prepares year-end fiscal report for the Library Board and the town.
7. Prepares and submits biweekly payroll as is required by the town.
8. Prepares and submits required financial reports to appropriate local, state, and federal government agencies.
9. Seeks and administers applicable library grants.
10. Manages relationship with the Town Finance office, and administrators of the Adams Town Memorial Fund.
11. Reports the current status of the library budget at the regular trustee meetings in January, April, July, and October.

### **Personnel Management**

1. Appoints a Youth Services Librarian and hires competent personnel to staff the library.
2. Administers personnel policies as set by the Board of Trustees and in accordance with town requirements.
3. Organizes the library into operational units and ensures they are coordinated to provide maximum communication and productivity.
4. Provides an atmosphere which encourages teamwork, openness, trust, cooperation and productivity.
5. Articulates, supports and promotes organizational values and vision, including innovation and staff participation.
6. Advocates for fair treatment of staff and provides opportunities for development
7. Conducts annual evaluations of library staff.

### **Library Board Relations**

1. Offers advice on items requiring Board action based on thorough analysis and study.
2. Maintains a harmonious working relationship with the Board.
3. Assists the Board in setting policy, and in developing short and long-term plans to accomplish the mission of the library.
4. Keeps the Board up-to-date concerning ongoing library activities.
5. Educates the Board as to developments in the library field and their application to this library.
6. Executes decisions of the Board.

### **Community Relations**

1. Represents the library on and to other government units, boards and organizations: maintaining a good relationship with these bodies.
2. Works to increase a positive visibility of the library within the community.
3. Willing to be involved in fund raising efforts and in exploring alternate funding sources.
4. Maintains relationships with Friends and other volunteer groups.
5. Is an active partner and participant in professional library communities

### **Property Management**

1. Ensures daily maintenance and upkeep to provide a clean and appealing facility.
2. Plans and coordinates the maintenance and improvement of library facilities.
3. Supervises maintenance and repair personnel.
4. Ensures safe conditions for staff and public.
5. Analyzes building and grounds needs and recommends improvements and repairs to the proper authorities.
6. Ensures the servicing of library equipment and building utilities to maintain proper performance.
7. Responsible for purchase of supplies and equipment for library operations.

### **Public Relations**

1. Establishes and conducts comprehensive public relations programs which engender goodwill and promote the Library and its services to the community.
2. Employs appropriate means of communication: brochures, posters, newsletters, displays, etc.
3. Addresses community groups (i.e. business, students, elderly, parents, etc.) to inform them of related library resources and services.

### **Miscellaneous**

1. Prepares or supervises the submission of monthly C-Card, Interlibrary loan reports, and other monthly reports as required.
2. Seeks opportunities to engage in cooperative efforts with other town departments to provide enhanced services to town residents.
3. Attends educational workshops and other functions that promote or improve the workings of the library..
4. Employs appropriate means of print and electronic communications to inform and promote library activities.
5. Is change oriented (i.e., recognizes when change is needed, initiates and plans change, implements and adapts change as appropriate).

**Physical Abilities:** Able to bend and reach to access contents of shelves ranging in height from floor level to approximately five (5) feet. Must be able to lift and place objects weighing up to twenty-five (25) pounds, and carry them up and down stairs as necessary. Must be able to push

and pull book carts, and be able to sit for two to four hours at a time. Must possess digital dexterity.

**Equipment used:** Current library technologies.

#### **YOUTH SERVICES LIBRARIAN**

**Reports to: Library Director**

#### **General Description**

Plans, organizes, directs, and manages all aspects of the Young People's Library services in conformity with the policies established by the Library Board of Trustees and the Library Director. Assumes responsibility for all staff and the building in absence of the Library Director.

#### **Planning and Policy Making**

1. Conducts an ongoing planning process with the Library Director that assesses community needs and implements children's library service programs to meet those needs in the most effective way.
2. Collects and analyzes community and library data.
3. Helps to establish objectives and goals to achieve library mission and monitors standards to achieve the same.
4. Evaluates programs of in-house and community services and makes recommendations for changes as necessary to the Library Director.
5. Initiates and develops programs in anticipation and/or response to community needs.
6. Evaluates developments in the library profession and other fields as they relate to library functions for applicability to local needs.
7. Administers and controls Young People's Library budget expenditures to stay within appropriation levels.

#### **Personnel Management**

1. Participates in selecting personnel for Young People's Library.
2. Develops orientation programs and in-service training for all staff who serve in the Young People's Library.
3. Manages Young People's Library staff/volunteers and coordinates staff functions in accordance with established philosophy of library policy.
4. Supervises and evaluates Young People's Library staff with recommendations to the Library Director.
5. Provides leadership in establishing effective working relationships and communication, ensuring high productivity and quality public service; encourages initiative and creativity.

#### **Library Program Management**

1. Directs the daily operation of the Young People's Library to ensure the highest-quality service and resource utilization, and to maximize the effectiveness of budget allocation.
2. Coordinates and analyzes Young People's Library operations and functions to ensure accuracy, efficiency, and quality as established by library policy.
3. Provides the Library Director with any information needed for sound decision making.
4. Conducts or supervises library programs for children and young adults which encourage reading, viewing, and listening skills and the use of library facilities and materials.
5. Organizes the selection and weeding of Young People's Library materials.
6. Examines professional publications and other sources for selection of books, periodicals, and related materials.
7. Is the library representative for Youth Services.
8. Coordinates programs and collaborates with school librarians.



9. Prepares materials to publicize the services and resources of the Young People's Library.
10. Prepares statistics, reports, and grants related to Young People's Library.
11. Maintains a working knowledge of contemporary issues, trends, and technology in the library profession.
12. Participates in job-related activities of professional and community organizations.
13. Attends job-related workshops and conferences.
14. Assists in any library service as required in an emergency.

### **Property Management**

1. Ensures library policies are followed regarding safe conditions for staff and public with the Young People's Library.
2. Responds to building emergencies and takes appropriate action.

### **Public Relations**

1. Establishes and conducts comprehensive public relations programs which engender goodwill and promote the Young People's Library and its services to the community.
2. Employs appropriate means of communication: brochures, posters, newsletters, displays, etc.
3. Addresses schools, students, teachers, and parents to inform them of related library resources and services.

**Physical abilities:** Able to bend and reach in order to access contents of shelves ranging in height from floor level to approximately five (5) feet. Must be able to lift and place objects weighing up to twenty-five (25) pounds. Must be able to push and pull book carts, and able to sit for two to four hours at a time. Must possess digital dexterity.

**Equipment used:** Current library technologies.

## **LIBRARY ASSISTANT**

### **Reports to: Library Director**

### **Summary**

As a member of the library staff, provides customer service to patrons. Performs duties related to the transactions of library materials, library cards, fines, shelving, and assisting patrons in a variety of ways, including over the telephone. Maintains communication with the Library Director to continue excellent customer service that is essential to the library.

### **Essential Duties and Responsibilities**

1. Provides excellent customer service for patrons, in person and on the telephone.
2. Supervises circulation and interlibrary loan activities in the Adult Library.
3. Recruits, trains, and supervises volunteers in the Adult Library.
4. Processes all patron transactions in a timely, accurate, and efficient manner.
5. Assists patrons in checking out, returning, renewing, and requesting library materials.
6. Collects and records fines for overdue materials.
7. Assists patrons with computers, printers, photocopies, and the fax machine.
8. Responds to patron questions and requests for information, referring to the Library Director as needed.
9. Communicates with the Library Director about patron complaints, comments, and suggestions.
10. Shelves materials and keeps the library organized and neat.
11. Orders library supplies and maintains adequate quantities of necessary supplies, within budget parameters.
12. Catalogs new library materials.

13. Coordinates and prepares reports on interlibrary loan activities.

**Additional Duties**

1. Issues and renews library cards.
2. Processes new library materials.
3. Processes materials borrowed from other libraries.
4. Performs other duties as requested or assigned.

**Experience and Skills Required**

1. Strong verbal and interpersonal skills.
2. Ability to work independently as well as a member of a team, provide efficient customer service and timely completion of library workload.
3. Knowledge of general principles of library policies and procedures, which may be obtained through prior work experience and/or through experience at this library.
4. Ability to learn and use the library's circulation software.
5. Working knowledge of common computer applications, such as Microsoft Office.

**Physical abilities:** Able to bend and reach in order to access contents of shelves ranging in height from floor level to approximately five (5) feet. Must be able to lift and place objects weighing up to twenty-five (25) pounds. Must be able to push and pull book carts, and able to sit for two to four hours at a time. Must possess digital dexterity.

**Equipment used:** Current library technologies.

*(Revised 2/18/16)*

**SENIOR LIBRARY AIDE****Reports to: Library Director****Summary**

As a member of the library staff, provides customer service to patrons. Performs duties related to the transactions of library materials, library cards, fines, shelving, and assisting patrons in a variety of ways, including over the telephone. Maintains communication with the Library Director to continue excellent customer service that is essential to the library.

**Essential Duties and Responsibilities**

1. Provides excellent customer service for patrons, in person and on the telephone.
2. Processes all patron transactions in a timely, accurate, and efficient manner.
3. Assists patrons in checking out, returning, renewing, and requesting library materials.
4. Collects and records fines for overdue materials.
5. Assists patrons with computers, printers, photocopies, and fax machines.
6. Responds to patron questions and requests for information, referring to Library Director or Youth Services Librarian as needed.
7. Communicates with Library Director and Youth Services Librarian about patron complaints, comments, and suggestions.
8. Shelves materials and keeps the library organized and neat.
9. Catalogs new library materials
10. Records and maintains circulation records, Connecticard reports, and other statistical reports as assigned.
11. Design posters, flyers, signs and related advertising. Market programs via communication with patrons, schools, newspapers, social media, town website and others.
12. Run programs as needed
13. Other duties as assigned.

**Additional Duties**

1. Issues and renews library cards.
2. Processes new library materials.
3. Processes materials borrowed from other libraries.
4. Performs other duties as requested or assigned.

**Experience and Skills Required**

1. Strong verbal and interpersonal skills.
2. Ability to work independently as well as a member of a team, provide efficient customer service and timely completion of library workload.
3. Knowledge of general principles of library policies and procedures, which may be obtained through prior work experience and/or through experience at this library.
4. Ability to learn and use the library's circulation software.
5. Demonstrates proficiency using common computer applications, such as Microsoft Word, Publisher, and Excel.
6. Library Technical Assistant degree or equivalent combination of certification and library experience strongly preferred.

**Physical abilities:** Able to bend and reach in order to access contents of shelves ranging in height from floor level to approximately five (5) feet. Must be able to lift and place objects weighing up to twenty-five (25) pounds. Must be able to push and pull book carts, and able to sit for two to four hours at a time. Must possess digital dexterity.

**Equipment used:** Current library technologies.

**SENIOR LIBRARY AIDE #2 - Cataloger**

**Reports to: Library Director**

**Summary**

As a member of the library staff, provides customer service to patrons. Performs duties related to the transactions of library materials, library cards, fines, shelving, and assisting patrons in a variety of ways, including over the telephone. Maintains communication with the Library Director to continue excellent customer service that is essential to the library.

**Essential Duties and Responsibilities**

1. Provides excellent customer service for patrons, in person and on the telephone.
2. Processes all patron transactions in a timely, accurate, and efficient manner.
3. Assists patrons in checking out, returning, renewing, and requesting library materials.
4. Collects and records fines for overdue materials.
5. Assists patrons with computers, printers, photocopies, and fax machines.
6. Responds to patron questions and requests for information, referring to Library Director or Youth Services Librarian as needed.
7. Communicates with Library Director and Youth Services Librarian about patron complaints, comments, and suggestions.
8. Shelves materials and keeps the library organized and neat.
9. Catalogs new library materials.
10. Manages overdue procedures, including billing.

**Additional Duties**

1. Issues and renews library cards.
2. Processes new library materials.
3. Processes materials borrowed from other libraries.
4. Performs other duties as requested or assigned.

### **Experience and Skills Required**

1. Strong verbal and interpersonal skills.
2. Ability to work independently as well as a member of a team, provide efficient customer service and timely completion of library workload.
3. Knowledge of general principles of library policies and procedures, which may be obtained through prior work experience and/or through experience at this library.
4. Ability to learn and use the library's circulation software.
5. Demonstrates proficiency using common computer applications, such as Microsoft Word, Publisher, and Excel.
6. Library Technical Assistant degree or equivalent combination of certification and library experience strongly preferred.

**Physical abilities:** Able to bend and reach in order to access contents of shelves ranging in height from floor level to approximately five (5) feet. Must be able to lift and place objects weighing up to twenty-five (25) pounds. Must be able to push and pull book carts, and able to sit for two to four hours at a time. Must possess digital dexterity.

**Equipment used:** Current library technologies.

### **LIBRARY AIDE**

**Reports to: Library Director**

### **Summary**

As a member of the library staff, provides customer service to patrons. Performs duties related to the transactions of library materials, library cards, fines, shelving, and assisting patrons in a variety of ways, including over the telephone. Maintains communication with the Library Director to continue excellent customer service that is essential to the library.

### **Essential Duties and Responsibilities**

1. Provides excellent customer service for patrons, in person and on the telephone.
2. Processes all patron transactions in a timely, accurate, and efficient manner.
3. Assists patrons in checking out, returning, renewing, and requesting library materials.
4. Collects and records fines for overdue materials.
5. Assists patrons with computers, printers, photocopies, and the fax machine.
6. Responds to patron questions and requests for information, referring to the Library Director as needed.
7. Communicates with Library Director and Youth Services Librarian about patron complaints, comments, and suggestions.
8. Shelves materials and keeps the library organized and neat.

### **Additional Duties**

1. Issues and renews library cards.
2. Processes new library materials.
3. Processes materials borrowed from other libraries.
4. Performs other duties as requested or assigned.

### **Experience and Skills Required**

1. Strong verbal and interpersonal skills.
2. Ability to work independently as well as a member of a team, provide efficient customer service and timely completion of library workload.
3. Knowledge of general principles of library policies and procedures, which may be obtained through prior work experience and/or through experience at this library.
4. Ability to learn and use library's circulation software.
5. Working knowledge of common computer applications, such as Microsoft Office.

**Physical abilities:** Able to bend and reach in order to access contents of shelves ranging in height from floor level to approximately five (5) feet. Must be able to lift and place objects weighing up to twenty-five (25) pounds. Must be able to push and pull book carts, and able to sit for two to four hours at a time. Must possess digital dexterity.

**Equipment used:** Current library technologies.

## ***APPENDIX A: The Library Bill of Rights***

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries, which make exhibit spaces and meeting rooms available to the public they serve, should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted by the American Library Association Council, June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980.

## ***APPENDIX B: The Freedom to Read Statement***

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. **It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those, which are unorthodox or unpopular with the majority.**

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept, which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. **Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.**

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. **It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.**

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. **There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.**

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. **It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.**

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. **It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.**

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.



7. **It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.**

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support. We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, by the ALA Council and the AAP Freedom to Read Committee.

## ***APPENDIX C: Free Access to Libraries for Minors***

### *An Interpretation of the Library Bill of Rights*

Some library procedures and practices effectively deny minors access to certain services and materials available to adults. Such procedures and practices are not in accord with the Library Bill of Rights and are opposed by the American Library Association.

Restrictions take a variety of forms, including, among others, restricted reading rooms for adult use only, library cards limiting circulation of some materials to adults only, closed collections for adult use only, collections limited to teacher use, or restricted according to a student's grade level, and interlibrary loan service for adult use only.

Article 5 of the Library Bill of Rights states that, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." All limitations on minors' access to library materials and services violate that article. The "right to use a library" includes use of, and access to, all library materials and services. Thus practices which allow adults to use some services and materials which are denied to minors abridge the use of libraries based on age.

Material selection decisions are often made and restrictions are often initiated under the assumption that certain materials may be "harmful" to minors, or in an effort to avoid controversy with parents. Libraries or library boards which would restrict the access of minors to materials and services because of actual or suspected parental objections should bear in mind that they do not serve in loco parentis. Varied levels of intellectual development among young people and differing family background and child-rearing philosophies are significant factors not accommodated by a uniform policy based upon age.

In today's world, children are exposed to adult life much earlier than in the past. They read materials and view a variety of media on the adult level at home and elsewhere. Current emphasis upon early childhood education has also increased opportunities for young people to learn and to have access to materials, and has decreased the validity of using chronological age as an index to the use of libraries. The period of time during which children are interested in reading materials specifically designed for them grows steadily shorter, and librarians must recognize and adjust to this change if they wish to serve young people effectively. Librarians have a responsibility to ensure that young people have access to a wide range of informational and recreational materials and services that reflects sufficient diversity to meet the young person's needs.

The American Library Association opposes libraries restricting access to library materials and services for minors and holds that it is the parents - and only parents - who may restrict their children - and only their children - from access to library materials and services. Parents who would rather their children did not have access to certain materials should so advise their children. The library and its staff are responsible for providing equal access to library materials and services for all library users.

The word "age" was incorporated into Article 5 of the Library Bill of Rights because young people are entitled to the same access to libraries and to the materials in libraries as are adults. Materials selection should not be diluted on that account.

Adopted June 30, 1972; amended July 1, 1981, by the ALA Council

***APPENDIX D: Sample of Annual Schedule of Regular Meetings  
of the JTL BOT***

[Date]

[Name], Town Clerk  
Town Hall  
Lebanon, CT 06249

At a meeting on [date] the Board of Trustees of the Jonathan Trumbull Library voted to hold their regular meetings at 7:00 p.m. at the town hall on the following dates in the year [date]:

Thursday, January 16, 2020  
Thursday, February 20, 2020  
Thursday, March 19, 2020  
Thursday, April 16, 2020  
Thursday, May 21, 2020  
Thursday, June 18, 2020  
Thursday, July 16, 2020  
Thursday, August 20, 2020  
Thursday, September 17, 2020  
Thursday, October 15, 2020  
Thursday, November 19, 2020  
Thursday, December 17, 2020

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(Secretary)

**APPENDIX E: Board of Trustees Address List**  
**Jonathan Trumbull Library**  
**Board of Trustees**  
**2019-2021**

Michelle Kersey (R)  
264 Clubhouse Rd.  
Lebanon, CT 06249  
860-642-7411 [makersey@charter.net](mailto:makersey@charter.net)  
**Term expires November, 2025**

Berkeley Nowosad (D)  
888 Trumbull Hwy.  
Lebanon, CT 06249  
860-428-7495 [berkeleynowosad@gmail.com](mailto:berkeleynowosad@gmail.com)  
**Term expires November, 2023**

Cathe McCall (R)  
147 McCall Rd.  
Lebanon, CT 06249  
860-642-6843 [c.mccall99@yahoo.com](mailto:c.mccall99@yahoo.com)  
**Term expires November, 2021**

Eilleen Weinstein (R)  
533 Goshen Hill Rd.  
Lebanon, CT 06249  
860-642-4336(H) 860-861-7826(C)  
[eilleen.weinsteiger@yahoo.com](mailto:eilleen.weinsteiger@yahoo.com)  
**Term expires November, 2023**

Heidi Worthington (R)  
520 Trumbull Highway  
Lebanon, CT 06249  
860-642-6563 [hjwathome@netscape.net](mailto:hjwathome@netscape.net)  
**Term expires November, 2021**

Janice Knudson (D)  
283 Babcock Hill Rd.  
Lebanon, CT 06249  
860-642-4288 [jjknudson5@gmail.com](mailto:jjknudson5@gmail.com)  
**Term expires November, 2025**

Maureen McCall (R)  
127 McCall Rd.  
Lebanon, CT 06249  
860-642-7150 [mmccall023@earthlink.net](mailto:mmccall023@earthlink.net)  
**Term expires November, 2021**

Bill Goba (D)  
2 Adams Heights Rd  
Lebanon, CT 06429  
860-450-0396 [Billandjoan06249@yahoo.com](mailto:Billandjoan06249@yahoo.com)  
**Term expires November, 2025**

Nancy Labonne (R)  
Keeping her contact information private.  
**Term expires November, 2023**

- Five (5) members are needed for a quorum
- Three (1/3) of the members of the Board of Trustees are up for election every other year
- The term of each Trustee is six (6) years
- Bylaws may be amended by an affirmative vote of six (6) members at the next board meeting

**APPENDIX F: Library Staff Address List**  
**Jonathan Trumbull Library**  
**Staff**

Earls, Matt - Library Director  
25 Mafre Dr.  
Guilford, CT 06437  
203-535-3233 (H) 203-453-5276  
mearls@lebanonctlibrary.org  
mattearls@yahoo.com

Faustman, Carol - Substitute Aide  
12 Adams Heights Circle  
Lebanon, CT 06249  
860-423-9101 (H) - 860-942-6003 (C)  
faustman@charter.net

Maheu, Donna - Library Assistant  
525 Tobacco Street  
Lebanon, CT 06249  
860-228-4897(H) 860-690-4911(C)  
dmaheu@lebanonctlibrary.org

Camryn Kessler - Library Aide  
73 Imlay St  
Hartford CT 06105  
(860) 519-8830  
camryn.kessler@yahoo.com

Gaier, Maggie - Young Person's Librarian  
334 Jerusalem Rd  
Windham, CT 06280  
860-617-0599  
mgaier@lebanonctlibrary.org

Valliere-Peay, Denise - Substitute Aide  
228 Geer Rd.  
Lebanon, CT 06249  
860-889-2099 (H)  
860-705-7600 (C-emergency only)  
dmpeay@snet.net

Levesque-McKinney, Claire Senior Library  
Aide  
79 Pemberton Road  
Willimantic, CT 06226  
860-942-3048  
branchlit@gmail.com  
clevesquemckinney@lebanonctlibrary.org

Sarah Boyd - Substitute Aide  
148 Westford Rd  
Eastford, CT 06242  
860-204-2864  
sarahwhitney1978@gmail.com

Plante, Kathy - Senior Library Aide  
60 Gregory Road  
Lebanon, CT 06249  
860-642-6366 (c)860-617-0795  
[kplante@lebanonctlibrary.org](mailto:kplante@lebanonctlibrary.org)

Anita McMahon - Substitute Aide  
6 Ward Lane  
Franklin, CT 06254  
860-642-4349, 850-428-9757  
amcmahon1776@gmail.com

## **APPENDIX G: Board of Trustees Officers, Committees, and Meeting Dates**

### Library Board Officers 2020

Chairman: Cathe McCall  
Vice Chairman: Eilleen Weinsteiniger  
Secretary: Maureen McCall

Catherine McCall - (R) Chairman (11/16/2021)  
Maureen McCall - (R) Secretary (11/16/2021)  
Berkeley Nowosad - (D) Trustee (11/21/2023)  
Eilleen Weinsteiniger - (R) Trustee (11/21/2023)  
Bill Goba - (D) Trustee (11/18/2025)  
Michelle Kersey - (R) Trustee (11/18/2025)  
Janice Knudsen - (D) Trustee (11/18/2025)  
Heidi Worthington - (R) Trustee (11/16/2021)

### **Standing Committees 2020**

1. Budget: – Berkeley Nowosad, Michelle Kersey, William Goba
2. Bylaws: Janice Knudsen, Eilleen Weinsteiniger, Maureen McCall
3. Personnel and Employee Compensation: Michelle Kersey, Eilleen Weinsteiniger, Heidi Worthington

\*Chairman is ex-officio member of all committees except Nominating

All regular meetings begin at 7:00 p.m. at the town hall on the third Thursday of each month.

### Library Board Meetings 2020:

January 16  
February 20  
March 19  
April 16  
May 21  
June 18  
July 16  
August 20  
September 17  
October 15  
November 19  
December 17

**APPENDIX H: Form for Patron Request for Reconsideration of a Work**

Type of material: Book \_\_\_\_\_ Video \_\_\_\_\_ Audio Cassette \_\_\_\_\_  
Magazine \_\_\_\_\_ Other (Please specify) \_\_\_\_\_

Title \_\_\_\_\_

Author \_\_\_\_\_

Publisher \_\_\_\_\_

Request initiated by: Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_

Complainant represents: Self \_\_\_\_\_ Organization \_\_\_\_\_ Child \_\_\_\_\_

Other (Please specify) \_\_\_\_\_

1. To what in the work do you object? Please be specific, cite page, passages, etc.

\_\_\_\_\_

2. What of value is there in this work? \_\_\_\_\_

\_\_\_\_\_

3. What do you feel might be the result of reading/viewing/listening to this work?

\_\_\_\_\_

\_\_\_\_\_

4. For what age group would you recommend this work? \_\_\_\_\_

5. Did you read/listen to/view the entire work? \_\_\_\_\_

6. Are you aware of the judgment of this work by critics? \_\_\_\_\_

7. What do you believe is the theme or purpose of this work? \_\_\_\_\_

\_\_\_\_\_

8. What would you prefer the library do about this work? \_\_\_\_\_

9. What work would you suggest be added to counterbalance the viewpoint expressed in this work? \_\_\_\_\_

APPENDIX I: Library Director Job Evaluation Form

- 1) Prior to the September Board meeting, the Personnel Committee will elicit feedback from the Library Board members regarding the Library Director's performance. The members of the Library Board will utilize the Library Director Performance Evaluation document as a reference.
- 2) Using the feedback provided, the Personnel Subcommittee will meet prior to the September meeting to complete a draft of the Annual Evaluation.
- 3) At the September Board meeting, the Board will adjourn to Executive Session to review the draft evaluation and make any additional suggested revisions.
- 4) Barring any unforeseen obstacles, prior to the October Board meeting, the Chair of the Library Board and one other member of the Personnel Committee will meet with the Library Director to deliver the review and give the Director opportunity to respond. The review will be delivered to the Library Director prior to the meeting to allow him/her time to read the review and prepare any comments.



## ***APPENDIX J: Library Professional Association Memberships***

The Jonathan Trumbull Library belongs to the following professional associations:

- Connecticut Library Consortium (CLC)
- Connecticut Library Association (CLA)
- American Library Association (ALA)

The Library Board of Trustees is a member of the Association of Connecticut Library Boards (ACLB).

**APPENDIX K: Library Closings  
2020**

1. Monday, January 1, 2021 - New Year's Day
2. Monday, January 18, 2021 – Martin Luther King Day
3. Monday, February 15, 2021 – President's Day
4. Friday, April 2, 2021 Good Friday  
Saturday, May 29, 2021 – Parade - Library closed, not a paid holiday
5. Monday, May 31, 2021 – Memorial Day
6. Monday, July 5, 2021 – Independence Day Observed
7. Monday, September 6, 2021 – Labor Day
8. Monday, October 11, 2021 – Columbus Day
9. Thursday, November 11, 2021 – Veterans Day
10. Thursday, November 25, 2021 – Thanksgiving
11. Friday, November 26, 2021 - Day after Thanksgiving (Floating Holiday- library is open - actually not a Floating Holiday specifically for library staff)  
Friday, December 24, 2021 – Christmas Eve (not a holiday according to union contract)
12. Saturday, December 25, 2021 – Christmas Holiday  
Friday, December 31, 2021 – Closed - not a holiday per union contract

## APPENDIX L: Library Director's Evaluation

20\_\_ Evaluation of \_\_\_\_\_, Library Director

Explanation of ratings: <ul style="list-style-type: none"> <li>1=Does not meet expectations</li> <li>2=Needs improvement</li> <li>3=Meets expectations</li> <li>4=Exceeds expectations</li> </ul>
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<b>Library Services Management</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Directs daily operations of the library				
Responsible for selection, maintenance and weeding of Adult Library materials				
Educates patrons and staff about available library services				
Provides or conduct special programming				
Remains current with emerging technologies				
Manages JTL's relationship and inclusion with Bibliomation				
Possesses the skills necessary to effectively manage all library operations and personnel				
<i>Overall Rating – Library Services Management</i>				

Comments:

<b>Fiscal Management</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Manages all aspects of the library budget in a manner that reflects the library's goals and is within the budget authorized by the Board				
Keeps financial records as prescribed by law, the Town of Lebanon, and generally accepted rules of accountancy				
Represents the library during Town budget deliberations				
Prepares an annual budget for the library to be reviewed and approved by the Board of Trustees				
Seeks and administers grants and endowments				
Manages relationship with administrators of the Adams Town Memorial Fund				
<i>Overall Rating – Fiscal Management</i>				

Comments:

<b>Personnel Management</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Responsible for hiring all library staff				
Sets an example for staff through professional conduct and high principles				
Administers personnel policies				
Conducts evaluations of library staff annually				
Handles personnel issues in appropriate and consistent manner				
Maintains personnel records				
Schedules staff so that library is operated efficiently and effectively				
Provides training for staff				

<b>Overall Rating – Personnel Management</b>	
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Comments:

<b>Property Management</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Ensures library facility is clean and maintained				
Supervises maintenance personnel				
Ensures safe conditions of facility at all times				
Analyzes facility needs and make appropriate recommendations				
Ensures servicing of library equipment				
Responsible for purchase of supplies and equipment for library operations				
<b>Overall Rating – Property Management</b>				

Comments:

<b>Library Board Relations</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Offers professional advice to the Board on items requiring Board action, with appropriate recommendations based on thorough analysis and study				
Maintains a harmonious working relationship with members of the Board				
Provides Board with concise, meaningful financial and business operations data				
Keeps Board informed on budget matters as they change during the year				
Reviews the budget with the Board during the Jan, March, Sept, and Nov regular Board meetings or as specifically requested				
Available to assist Board at public meetings when needed or requested				
Assists Board in setting library policy				
Assists Board in developing short and long term plans to accomplish the mission of the library				
Keeps the Board up-to-date concerning ongoing library activities				
Educates the Board as to developments in the library field and their application to this library				
Implements and executes all policies adopted by the Board				
<b>Overall Rating – Library Board Relations</b>				<b>4</b>

Comments:

<b>Professional Development</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Keeps current with library knowledge, skills, and trends				
Remains active in professional library organizations				
Attends workshops, seminars, and conferences to learn of current library procedures and services				
<b>Overall Rating – Professional Development</b>				

Comments:

<b>Miscellaneous</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
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Makes proper use of volunteer services				
Maintains positive relationship with town of Lebanon administrators				
Communicates effectively, both orally and in writing				
Maintains a positive relationship with the community				
Maintains a positive relationship with the Friends of the Jonathan Trumbull Library				
Maintains high standards of ethics, honesty, and integrity in all professional matters				
Maintains an amicable and open relationship with other library administrators and the state library				
Demonstrates ability to work well with individuals and groups				
Promotes the mission of the library within the community				
<i>Overall Rating - Miscellaneous</i>				

Comments:

Specific goals for the next review period:

Additional Comments / Summary:

## Signatures

I have reviewed this evaluation and discussed it with Library Board representatives. My signature means that I have been advised of my performance status but does not necessarily imply that I agree or disagree with the evaluation.

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*Library Director's signature*

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*Date*

The Library Board has prepared and approved this evaluation. The contents of this evaluation and the director's performance status have been discussed with the Library Director.

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*Library Board of Trustees Chairman signature*

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*Date*

### **Response:**

This section is provided to record any remarks the Library Director wishes to make in response to the evaluation presented.

## ***APPENDIX M: Jonathan Trumbull Library Gift Receipt***

The Jonathan Trumbull Library Board of Trustees encourages gifts to the library consistent with the library's mission and policies.

The Director may accept or reject gift books or other items for the library collection as he / she feels are appropriate. The Director is authorized to accept gifts of cash, or check made out to the Jonathan Trumbull Library.

If requested, anyone giving a donation may receive written verification of their gift. No value will be placed on the gift by the library, unless such gift is a monetary donation.

All donations are considered outright and unconditional to be used or disposed of at the library's discretion. A gift to the library may not be reclaimed by the donor or his / her heirs. Any proceeds derived from the disposal of a gift may be used at the discretion of the Library Director and Board of Trustees.

Gift items may be removed from the library at any time at the discretion of the Library Director and the Board of Trustees.

A donation of

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Has been given to the Jonathan Trumbull Library on this date

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We thank you for your support of the library!

Library Official \_\_\_\_\_