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MEMORANDUM

Lebanon Public Library

To: Mayor, Council & City Manager
From: Kendra Antila, Library Director
Subject: Policy Manual Updates

April 30, 2025

I. INTRODUCTION

The Lebanon Public Library Advisory Committee recently voted to amend policies related to unattended children, prohibited behaviors, and lost or damaged items.

II. CURRENT REPORT

Child Safety and Behavior Policy: Revised for improved clarity. Additionally, the timeframe staff will wait with an unattended child after closing has been reduced from 30 to 15 minutes.

Patron Conduct Policy (Prohibited Behaviors): Clarified policies regarding service animals and smoking. Added new prohibitions related to:

- Restroom use
- Bedding or bedrolls inside the library
- Sleeping within the library
- Unattended personal belongings

Lost or Damaged Items Policy: Updated to allow the library discretion to refuse the return of significantly overdue items under certain circumstances.

(Full copies of the amended policies are attached. The complete policy manual is available online at [Policies-PDF](#))

III. RECOMMENDATION

Staff recommends motion to approve the additions and amendments to the Lebanon Public Library policy manual as approved by the Library Advisory Committee.