

Minutes of the Abbott Library Board of Trustees Meeting  
Abbott Library, Sunapee, NH  
September 8, 2022,

Attending: Jon Reed, Bev Bjorklund, Jim Harrison, Nancy Berger,  
Susi Churchill, Tim Eliassen, Alternate Susan Johnson, Alternate Jim  
McGraw, Director Mindy Atwood

Excused:

Guests:

1. Chair's Remarks

Bev Bjorklund called the meeting to order at 7:00. Construction of the shed  
is moving along.

2. Approval of Minutes

Two sets of minutes.

June 16 minutes – No changes, all approve

August 1 minutes – No changes, all approve

3. Treasurer's Report

Will be discussed in full at the next board meeting on September the 29<sup>th</sup>

4. Director's Report

Mindy Atwood explained operating budget lines, focusing more on the less  
obvious items

Computer support rate increase.

Copier lease situation, 2023 or later?

Tim Eliassen asked if copy money could offset the new lease.

Trust and fines could help in the event of a copier catastrophe.

Rising electricity costs will be offset by upgrades last year.

Heat is stable.

Jim Harriosn asked about tracking and funding of building repair and  
maintenance. Programs budget low due to FOTL assistance, adds to value in  
a way the budget doesn't express.

Bev Bjorklund paused to ask if everyone was receiving the NHLTA newsletter.

Postage spending will be level due to use of the postage machine at Town hall.

Legal fees under consideration for increase due to climate regarding challenges.

Budget lines 802A-802H cover books and other resources, and could be rebalanced based on community needs and trends.

Next meeting will involve proposed 2023 numbers.

Bev Bjorklund called for strategic plan groups to report any activities that might require funding by the end of the month.

Segued into ARPA money from town. Mindy Atwood described the opportunity for town heads to present at the September 19 select board meeting for funding. Suggesting a Kearsarge Shopper advertisement through 2026 at a cost of \$11,000 dollars. A means of reaching community members whose use of the library was affected by COVID.

Susan Johanson asked if eBooks could be deemed a need affected by COVID. Jon Reed asked if COVID era delivery could be an ongoing possibility.

Mindy Atwood introduced the possibility of a new youth services position, no longer required to be a warrant article issue. Additional 6 hours make retention more likely. 2023 budget implications. Possibility of use of other budgets to fund the new hire in the event of a default budget.

Jon Reed made a motion to accept full time Youth Services Position Labor Grade 10. All voted in favor. Motion is approved.

## 5. Strategic Plan

Bev Bjorklund asked for a volunteer to update the Trustee binder within the next two months.

Bev Bjorklund described the status of the strategic plan. Proposed a “review, refresh, renew” for SP status. Possibility of a half day workshop with ESC to cover these ideas in late October.

Bev Bjorklund will email board for suggested dates

6. Abbott Library Friends Report

Mindy Atwood reported that the Friends received a donation of \$10,000 that will fund an after school programming Aide.

7. Abbott Library Foundation Report

The Foundation reported paying \$4,000 so far for the shed. Nancy Berger requested and was granted an early excusal.

8. Chair's Report

Mindy Atwood described how Abbott Library's Resources Policy has been updated to reflect items that are selected by outside vendors. Primarily eContent. Climate for public libraries in the United States discussed.

Importance of resources policy in confronting challenges. Bev Bjorklund described an NHLTA article involving role play exercises for board members confronted with related questions in the community.

Jim Harrison moved to accept the library resources policy as presented on September 8<sup>th</sup>. Motion carries.

Bev Bjorklund discussed Suzanne Tether's vacancy and procedure for filling the space. A new member should be appointed by the select board and a secretary is required via RSA statutes.

Tim Elliasen clarified that the new member does not need to be the secretary. Deadline before the end of October.

Other details about the vacated seat.

Formal secretary needed – could be hired and submitted to the secretary or could be an existing board member.

Jim McGraw was excused early, offered to fill Suzanne Tether's vacated position.

Round-robin secretary system decided on (until position is filled more permanently?)

Consent agenda proposal.

Communicable disease policy changes discussed. Copies of existing policy, proposed policy and rationale were distributed to the board for reading prior to the October 20 meeting.

9. Old Business/Other Business

Motion to adjourn. All in favor.

11. New Business

12. Public Comment

Calendar:

September 29, 2022 7:00PM

October 20, 2022 7:00PM

Abbott Library  
Communicable and Infectious Disease Prevention Policy

**DRAFT 2 06/15/2022**

**Policy.**

In the event of an emergency situation where a potentially serious health risk(s) is known or anticipated, the Chair of the Board, or in his/her absence the Vice Chair, Treasurer or Secretary respectively, shall grant authority to the Library Director to implement protective measures on a temporary basis. These measures\* \*\* deemed as necessary and appropriate to address the potential health risk, shall be based on specific and documented recommendations of the appropriate federal, state and/or local health authorities. These measures shall be put in writing and presented to the Board to review, amend, approve or decline shortly after development and 'emergency-status implementation. Necessary and appropriate additions and/or deletions shall be made to the measures as data and evidence-based practices become available or when the risk has been significantly reduced or eliminated.

**Rationale**

The possibility exists for Abbott Library patrons, volunteers and staff to come in contact with pathogens, to include bacterium, virus, or other microorganism which can cause disease or death, while in the premises and/or engaged in Library services and activities. These services and activities are often conducted within a closed environment, in close proximity to others and where surfaces and materials are shared, thereby posing a risk of contamination. Should a situation occur where there is an awareness of the presence of pathogens which are very dangerous, and/or the risk of casual transmission is great, a timely response and aggressive measures are essential.

**Who will Policy Impact**

Everyone engaged in any capacity in the Abbott Library's services and activities should be assured to a reasonable degree that they will be spared contamination by biological agents that can compromise their health, cause disease or death. The Library's patrons, volunteers and staff expect and deserve a safe environment. They view the Library as a cornerstone of the community's infrastructure and a valuable resource thereto. Over the years the Library has expanded its size, staff, services and members. The Library is charged to serve everyone in the community. Residents of virtually all age groups, socioeconomic backgrounds and education regularly utilize its services to expand knowledge, enjoy exploration of diverse topics, and seek pleasure via reading, listening and viewing media. They do so with a mindset that they are in a safe environment virtually free of serious risks that could compromising their health. They expect that appropriate measure will be implemented in a timely manner to address any risks that become known. As stewards of the public's trust, the Abbott Library Board of Trustees is committed, and holds itself accountable, to do so.

Abbott Library  
Communicable and Infectious Disease Prevention Policy

**Notes re: Development of Measures:**

These measures may include, but are not limited to:

- library closure,
- temporary adjustments in services available,
- implementation of sanitation protocols and social distancing requirements, and
- modifications to staff roles and responsibilities.

In developing and articulating these measures consideration should be given to:

- the safety of library patrons, volunteers, and staff;
- recommendations, guidance, and emergency orders issued by the Governor of New Hampshire;
- recommendations and guidance from the New Hampshire State Library;
- the status of and mode of delivery of services offered by the Town of Sunapee; and
- the mode of operation of the Sunapee School District

Approved and adopted by the Board of Trustees on \_\_\_\_\_.

# **Town of Sunapee, NH**

**POSITION: Library Aide III for Adult Collection Development**

**DEPARTMENT: Library**

**FLSA STATUS:**

**REPORTS TO: Library Director**

**LABOR GRADE: 7**

**DATE: 08/16/2022**

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## **GENERAL SUMMARY**

This position works in the Abbott Library and provides excellent, friendly and knowledgeable service to all library patrons. In addition, this position performs work to maintain the library's on-line presence.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- a. Staff circulation desk. Greets patrons when they enter the library and perform all circulation duties, including: the checking in and out of library materials, placing reserves for patrons, registering new borrowers, collecting fines and other fees for faxing or copies. Tracks Internet usage and patron's questions. Records patron attendance to all library programs. Assists patrons with locating library materials and assists patrons with access to Internet workstations.
- b. Open and close the library. If the Aide is scheduled to work when the library opens they will login all staff and public computer stations. Assist with the emptying of the exterior book drop. At closing, the Aide is responsible for shutting down all computers and entering daily statistics. The Aide should turn off all lights. Lock all doors before leaving the building.
- c. Selects new materials for adult fiction and non-fiction collections by evaluating review journals, publishers' catalogs and other on-line professional resources.
- d. May approve or disapprove patrons' requests for new materials by locating and evaluating professional reviews.
- e. Prepares new materials for circulation by labeling items based on the library's classification system. Edits records within local library collection.
- f. Catalogs books and other materials.
- g. Under the direction of the Director analyzes existing collections for weaknesses and orders materials to upgrade subject areas.
- h. Under the direction of the Director, determines whether to withdraw, replace, or rebind materials in the collection and works with library staff that assist with this process.
- i. Assists in the purchasing of book processing supplies.

## **OTHER DUTIES AND RESPONSIBILITIES**

- a. Culling the collection under the direction of the Director.

- b. Notify patrons when hold books are available.
- c. Assist patrons by making photocopies and scans.
- d. Maintain current patron information in library automation system.
- e. Other duties as assigned by the Director.

#### **SUPERVISORY CONTROLS**

- a. Library Aide III reports to the Library Director.
- b. Library Aide III shall abide by the Library's mission statement and policies and work to further the goals of the library.

#### **GUIDELINES**

Guidelines include the Abbott Library's policies and procedures, the Town of Sunapee Employee Handbook, American Library Association's (ALA) code of ethics, New Hampshire RSAs and other relevant local, state and federal laws.

#### **COMPLEXITY**

The position includes a variety of complex duties and responsibilities including:

- a. Ability to judge the suitability of materials vis-à-vis the Abbott Library Collection Development Policy
- b. Ability to purchase materials not to exceed the annual budgeted amount for the collection.
- c. Ability to establish and maintain effective working relationships with library staff and patrons.

#### **SCOPE AND EFFECT**

The scope of the position includes performing day-to-day operations within the library and performing tasks required to maintain the library's fiction and non-fiction collection.

#### **PERSONAL CONTACTS**

Contacts are typically with the Library Director, other library staff, library patrons and the general public. The contacts may also include committees or groups in a non-structured to well-structured setting.

#### **PURPOSE OF CONTACTS**

The purpose is to provide outstanding service to all library patrons.

#### **MANAGEMENT RESPONSIBILITY**

- a. When the Director and Assistant Director are off duty, the Library Aide III shall assume the authority and responsibility of making all decisions and of being the person in charge of other persons working in the library.
- b. The Aide may instruct other workers and Volunteers of duties and jobs to be done when

their assigned work is finished.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Professional Experience**

- a. Knowledge of library principles, methods, materials and practices.
- b. Ability to assess reader interest.
- c. Ability to offer patrons basic help with technology devices, software and apps.
- d. Knowledge of the theory and objectives of the public library system.
- e. Ability to use audio-visual technology and office and library systems.
- f. Ability to perform routine work well; to follow instructions and to accept responsibility.
- g. Ability to arrange books alphabetically and numerically.
- h. Sufficient general knowledge of everyday library procedures to permit running the library in the absence of other library personnel.
- i. Neat, clean, friendly, can-do attitude to other staff and patrons, and willingness to accommodate all patrons.
- i. Willingness to expand skills and knowledge through continuing education courses and workshops.

#### **Education**

A bachelor's degree is strongly preferred. Equivalent library experience may be considered. A Master's of Library Science degree will be considered to exceed education expectations.

### **LICENSING AND CERTIFICATION**

N/A

### **TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS**

#### **PHYSICAL DEMANDS**

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:

- a. for communicating with others, talking is required;
- b. for receiving information and instructions from others, hearing is required; and
- c. for doing the job effectively and correctly, sight is required, specifically, close vision and the ability to adjust focus.
- d. Possible exposure to photocopier fumes, inks and adhesives while performing work.

Applicants and current employees who become disabled, must be able to perform the essential job functions either unaided or with assistance of a reasonable accommodation to be determined on a case by case basis.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear and smell. Employee must occasionally lift, carry, and move up to 25 pounds, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing and balancing.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Approximately 90% of the work is performed inside in the library. Approximately 75% of the work is performed on a computer. The employee will be given the opportunity to travel to various local, state and regional meeting and conferences.

#### **WORK SCHEDULE**

- a. The Library Aide III for Adult Collection Development is a part-time position (10-12 hours a week) and shall be paid according to the Town of Sunapee Labor Grade 7.
- b. The Library shall observe the holidays identified in the Town of Sunapee Employee Handbook and in accordance with the Town of Sunapee Employee Handbook because this position is scheduled for fewer than 20 hours a week, those holidays shall be unpaid.
- c. Vacations shall be taken by the Aide only with the pre-approval of the Library Director.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Abbott Library, Sunapee N.H.

***Communicable and Infectious Disease. Prevention Policy***

DRAFT #2 06/15/2022

**Policy Formation Worksheet**

Defining the Problem (Why is a Policy needed?) 20%

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Why It Matters to the Audiences?Stakeholders (Who will the Policy benefit and why?) 50%

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What to do About it (The Policy) 30%

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Abbott Library, Sunapee N.H.

***Communicable and Infectious Disease. Prevention Policy***

*DRAFT #2 06/15/2022*

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- the mode of operation of the Sunapee School District.

## **Library Resources Policy**

*Abbott Library, Sunapee, NH*

### **PURPOSE**

To guide Library staff in:

- Selecting materials and resources **that will be held by the Abbott Library and are of contemporary significance and permanent value.**
- Determining which gifts to encourage
- Determining which materials to bind, to replace and to weed-out
- Selecting resources to further the library's mission of inspiring, educating, entertaining and providing essential services and **accurate** information to our patrons
- To inform our patrons of the selection principles

### **MATERIAL SELECTION:**

- Ultimate responsibility for collection development and selection policy **for items held by the Abbott Library** lies with the Board of Trustees. The Board of Trustees delegates to the Library Director the authority and responsibility for selection of library materials and for the development of the collection. **The director may authorize other staff to apply the policy in selecting and maintaining collections and resources.**
- Adheres to the *ALA Library Bill of Rights* and *Freedom To Read Statement* **(appended to this policy)**
- As a public library, our collection shall represent a wide range of viewpoints, opinions and tastes to satisfy the needs and interests of our entire community. Minority views, both sides of controversial issues, current political issues, a wide variety of recreational and special interest materials, all have a legitimate place on the Library's shelves.

### **LIBRARY DIRECTOR RESPONSIBILITIES:**

- Selection of all collection materials and resources **owned by or presented at the Abbott Library** within the policy framework adopted by the Trustees
- Acquire up-to-date materials and resources that are responsive to the interests and needs of every segment of the community and that do not discriminate against any political, religious, economic, or social view/group through deliberate exclusion of their views
- Provide a diversity of **materials, resources and programs** without exercising direct or implied censorship.
- Expending available funds in an equitable manner across all areas of the collection
- Selecting the children's and young adult's collections to supplement and support school materials without duplicating them
- Continually review collection strengths and weaknesses and improve weak areas with new materials.

### **SELECTION CRITERIA:**

- Individual merit of each item
- Its permanent value
- Diversity of viewpoint
- Popular appeal & demand
- Reviews in professional journals and popular media
- Cost
- Current relevance

- Relationship to existing holdings
- Recommendations from staff and patrons.

#### SELF-PUBLISHED MATERIALS:

- Self-publishing is the publication of any book or other media, at the author's own expense, without the involvement of an established third-party publisher
- Non-fiction self-published books will not be added to the collection. Fiction self-published books will not be purchased by the library. Donations may be added to the collection at the discretion of the library director. Fiction self-published books will be marked on the spine label "Self-Published" and may be shelved in a separate area. These books may be weeded after one year, with exceptions being made by the discretion of the director

#### COLLECTION GIFTS AND DONATIONS:

- The Library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or age, the Director may dispose of them as he/she sees fit.
- Purchased materials selection criteria shall apply to gifts.
- Memorial gifts of books with suitable bookplates are accepted by the Library. It is preferred that gifts of specific titles be offered after consultation with the Director.
- The Library encourages and appreciates gifts and donations. See Gift Policy for further information.

#### WEEDING:

- An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process.
- Replacement of worn materials shall be dependent upon current demand, usefulness, more recent acquisitions and availability of new editions.
- Low circulation items determined not to have retention value shall be removed from the collection to provide more space to house the collection.

#### CHALLENGED MATERIALS AND RESOURCES:

- The Library recognizes that some resources are controversial and that any given item or program may offend some patrons. Materials or programs of the required quality, serving the purposes of the Library and relating to an existing need or interest will not be removed from the collection or cancelled because of pressure by groups or individuals expressing disapproval.
- Selection or removal of materials shall not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principals stated in this policy. No library materials shall be sequestered except to protect them from damage or theft.
- It is the responsibility of parents to determine what their children, and only their own children, may read. The selection of materials will not be restricted by the possibility that young people may obtain materials that their parents consider inappropriate.

- In the case of digital resources offered by vendors, including but not limited to Hoopla, Kanopy and OverDrive, it is acknowledged that Abbott Library staff do not select the resources available through these services.
- In the event that a patron wishes to protest the inclusion of a particular program at or resource in the Abbott Library, the patron will be given an opportunity to submit the “Request for Reconsideration of a Library Resource” form (appended). This form should be filled out in full and submitted to the Library Director who will refer it to the Board of Trustees with a written recommendation for appropriate action. Upon approval by the Board, a copy of the recommendation will be sent to the challenger. The Board’s decision will be final. The item in question will remain accessible until a final decision is made.
- In the event that a patron wishes to protest the inclusion of a particular resource available through Kanopy or Hoopla, the patron will be given an opportunity to submit the “Request for Reconsideration of a Library Resource” form (appended). This form should be filled out in full and submitted to the Library Director who will refer it to the Board of Trustees with a written recommendation for appropriate action. Upon approval by the Board, a copy of the recommendation will be sent to the challenger. The Board’s decision will be final. The item in question will remain accessible until a final decision is made.
- In the event that a patron wishes to protest the inclusion of a particular resource available through OverDrive, the patron will be directed to the New Hampshire Downloadable Books (NHDB) Consortium Collection Development Policy and the NHDB Consortium Request for Reconsideration of Digital Materials form.

Approved by the Abbott Library Board of Trustees - 14 July 2009

Revised and approved by the Abbott Library Board of Trustees - 17 November 2015

Revised and approved by the Abbott Library Board of Trustees – 15 November 2021

Revised and approved by the Abbott Library Board of Trustees- 16 December 2021

Revised and approved by the Abbott Library Board of Trustees- XX September 2022

**PATRON REQUEST FOR RECONSIDERATION OF A LIBRARY RESOURCE**

TYPE OF RESOURCE (Please circle one): Book      DVD      Magazine      Audio

CD      Software      Digital      Program      Other (please specify)

TITLE:

AUTHOR: PUBLISHER:

REQUEST INITIATED BY:

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

Complainant represents: (circle one)      Self      Organization (name) \_\_\_\_\_

Other (please specify) \_\_\_\_\_

Use back of page or attach additional pages as needed to answer the following questions.

1. What do you object to in the work? Please be specific: cite pages, 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 works?
  
6. Are you aware of the judgement 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 do you believe should be added to counterbalance the viewpoint expressed in this work?
  
10. Have you read the Library Resources Policy?
  
11. Have you read the American Library Association's Library Bill of Rights and Freedom to Read Statement?

## **American Library Association's 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.

- I. 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.
- II. 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.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. 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.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

*Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.*

*Inclusion of "age" reaffirmed January 23, 1996.*

## The American Library Association's 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 or limit access to reading materials, to censor content in schools, to label "controversial" views, 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 counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. 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.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. 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 or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. 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 controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that 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 toward 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 that are unorthodox, unpopular, or considered dangerous by 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 that 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 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 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 bar access to writings on the basis of the personal history or political affiliations of the author.*

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 that 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 expression 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 values differ, and values cannot be legislated; nor can machinery be devised that 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 the prejudgment of a label characterizing any expression or its 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 others. 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; and by the government whenever it seeks to reduce or deny public access to public information.*

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. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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 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 the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans 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 the written word. We do so because we believe that it is 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.

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, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.*

**Town of Sunapee, NH**

**POSITION: Youth Services Librarian**  
**FLSA STATUS:**  
**LABOR GRADE: 10**

**DEPARTMENT: Library**  
**REPORTS TO: Library Director**  
**DATE: September 8, 2022**

**GENERAL SUMMARY**

This position works in the Abbott Library and is responsible for administrative work involving a broad range of public library functions including excellent, friendly and knowledgeable service to all library patrons.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**General Library Duties and Responsibilities**

- a. Helps establish and maintain a high customer service performance standard.
- b. Works at staff circulation desk as needed. Greets patrons when they enter the library and performs all circulation duties, including: checking in and out library materials, notifying patrons of holds, placing holds for patrons, registering new borrowers, maintaining current patron information, and collecting fines and other fees for faxing or copies. Tracks Internet usage and patron questions. Records patron attendance of all library programs.
- c. Provides reader's advisory, reference and technology help as needed. Assists patrons with locating library materials, assists patrons with access to Internet workstations, assists patrons with making photocopies and scans and assists in managing the meeting rooms and meeting room scheduling.
- d. Opens and closes the library as needed. At opening, assists with the emptying of the exterior book drop. At closing, assists with shutting down all computers, entering daily statistics, turning off all lights and locking all doors before leaving the building.
- e. Ensures safe conditions for staff, public, and building operation. Takes appropriate action in emergencies.
- f. Create or oversee creation of library displays.

**Youth Services Librarian Duties**

- a. Executes library policies and the directions of the Director in all areas of library operation.
- b. Assumes responsibility for library operations in Director and Assistant Director's absence.
- c. May assist Director in a variety of strategic areas including: developing new policies, budget preparation, long-range planning, preparing statistical and narrative reports, managing Automated Library System, and developing a procedure manual, emergency procedures, and other aids for staff and volunteers.
- d. May assist Director in community relations, selection and training of new staff, evaluating staff, managing volunteers and following volunteer best practices.
- e. May assist the Director with grant writing and fundraising efforts.

***Programming***

- a. Plans and implements programs for elementary, middle and high school students and their families that may include but is not limited to: Storytime, annual Summer Reading Program, and other seasonal programs.
- b. Plans and implements regular after-school programs for elementary students.

- c. Through attendance at professional conferences and review of professional journals, remain aware of emerging trends in children's programming and pursue new initiatives.
- d. Develop a relationship with staff at the elementary and middle/high school in regards to summer reading lists for students and the Reading Counts tests.

*Collection Development*

- a. Selects new materials for library collections by evaluating review journals, publishers' catalogs and other on-line professional resources.
- b. May approve or disapprove patrons' requests for new materials by locating and evaluating reviews.
- c. Prepares new materials for circulation by labeling items based on the library's classification system. Places audio-visual materials into the proper cases. Edits records within local library collection.
- d. Catalogs books and other materials.
- e. Under the direction of the Director analyzes existing collections for weaknesses and orders materials to upgrade subject areas.
- f. Under the direction of the Director, determines whether to withdraw, replace, or rebind materials in the collection and works with library staff that assist with this process.
- g. Assists in the purchasing of book processing supplies.
- h. Advise the Library Director of any materials or books needed for programs and procure such items with the Director's approval.

*Readers Advisory*

- a. Use knowledge of the children's book collection to assist both children and adults with the selection of books appropriate for all children's reading levels.

**OTHER DUTIES AND RESPONSIBILITIES**

- a. Attends professional meetings, workshops, and classes.
- b. Other duties and special projects as assigned by the Director.

**SUPERVISORY CONTROLS**

- a. Youth Services Librarian reports to the Library Director.
- b. Youth Services Librarian shall abide by the Library's mission statement and policies and work to further the goals of the library.

**GUIDELINES**

Guidelines include the Abbott Library's policies and procedures, the Town of Sunapee Employee Handbook, American Library Association's (ALA) code of ethics, New Hampshire RSAs and other relevant local, state and federal laws.

**COMPLEXITY**

The position includes a variety of complex duties and responsibilities including:

- a. Ability to understand library principles, practices and policies and how to implement them within the day-to-day function of a public library
- b. Ability to exercise independent judgment and consult the Director as necessary.

- c. Ability to plan and implement youth and family programs
- d. Ability to judge the suitability of materials vis-à-vis the Abbott Library Collection Development Policy
- e. Ability to purchase materials not to exceed the annual budgeted amount for the collection.
- f. Ability to establish and maintain effective working relationships with library staff, employees in other town departments, volunteers, and patrons.

#### **SCOPE AND EFFECT**

The scope of the position includes performing tasks required to maintain day-to-day operations within the library and performing tasks required for the long-term, strategic advancement of the library.

#### **PERSONAL CONTACTS**

Contacts are typically with the Library Director, other library staff, library patrons and the general public. The contacts may also include committees or groups in a non-structured to well-structured setting.

#### **PURPOSE OF CONTACTS**

The purpose is to provide outstanding service to all library patrons.

#### **MANAGEMENT RESPONSIBILITY**

- a. When the Director and the Librarian/Assistant Director are off-duty, the Youth Services Librarian shall assume the authority and responsibility of making all decisions and of being the person in charge of other persons working in the library.

#### **DESIRED MINIMUM QUALIFICATIONS**

##### **Professional Experience**

- a. Knowledge of library principles, methods, materials and practices of library operation.
- b. Knowledge of the theories, objectives, principles and practices of public administration as applied to a public library.
- c. Ability to establish and maintain effective working relationships with superiors, subordinates, officials of other agencies and the general public.
- d. Ability to effectively communicate in oral and written communications.
- e. Ability to assess reader interest.
- f. Ability to offer patrons basic and intermediate help with technology devices, software and apps.
- g. Ability to use audio-visual technology, office equipment and library systems.
- h. Ability to perform routine work well; to follow instructions and to accept responsibility.
- i. Ability to arrange books alphabetically and numerically.

- j. Neat, clean, friendly, can-do attitude with other staff and patrons, and willingness to accommodate all patrons.
- a. Commitment to expand skills and knowledge through continuing education courses and workshops.
- b. Sufficient general knowledge of everyday library procedures to permit running the library in the Library Director and Assistant Library Director's absence.

#### **Education**

A Master's of Library Science degree is preferred. Equivalent library experience may be considered.

#### **LICENSING AND CERTIFICATION**

N/A

#### **TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS**

N/A

#### **PHYSICAL DEMANDS**

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:

- a. for communicating with others, talking is required;
- b. for receiving information and instructions from others, hearing is required; and
- c. for doing the job effectively and correctly, sight is required, specifically, close vision and the ability to adjust focus.
- d. Possible exposure to photocopier fumes, inks and adhesives while performing work.

Applicants and current employees who become disabled, must be able to perform the essential job functions either unaided or with assistance of a reasonable accommodation to be determined on a case by case basis.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear and smell. Employee must occasionally lift, carry, and move up to 25 pounds, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing and balancing.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Approximately 90% of the work is performed inside in the library. Approximately 75% of the work is performed on a computer.

The employee will be expected to travel to various local, state and regional meeting and conferences.

**WORK SCHEDULE**

- a. The Youth Services Librarian is a full-time position and will be paid according to the Town of Sunapee Labor Grade 10.
- b. Total work week hours for which the Youth Services Librarian shall be paid are determined by the Board of Trustees and administered by the Library Director.
- c. The Library shall observe the holidays identified in the Town of Sunapee Employee Handbook.
- d. Vacations shall be taken by the Youth Services Librarian only with the pre-approval of the Library Director.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Approved by the Library Board of Trustees on 23 November 2008

Amended and approved by the Library Board of Trustees on 26 Jan 2010

Amended and approved by the Library Board of Trustees on 29 January 2019

Amended and approved by the Library Board of Trustees on 8 September 2022