

ABBIE GREENLEAF LIBRARY

Mission Statement

It is the mission of the Abbie Greenleaf Library to make available library materials and services to satisfy the informational, intellectual, and recreational needs of the community.

Goals

- I. To provide collections in a variety of formats reflecting community demand and use, while making the collections easier to use.
- II. To improve the delivery of information services to users through the maximization of appropriate technology and cooperative efforts.
- III. To provide a pleasant, safe, accessible, and well-maintained building in good repair, which enhances the use of the library resources.
- IV. To maximize staff productivity through training and staff development.
- V. To identify and provide more opportunities for job satisfaction which shall in turn make library services more efficient and effective.
- VI. Assess community needs and develop promotional campaigns that will stimulate public awareness and use of library resources.
- VII. Follow sound fiscal and organizational practices in all operations of the library so that the public may obtain maximum benefits from available resources.
- VIII. To support and uphold the ALA and the NH Guides to Intellectual Freedom and Censorship.

POLICIES

Basic Rules Governing the Library

- A. Give free service to all residents of the community. Non-residents may use the library upon payment of a fee of \$10.00 for six (6) months or \$20.00 per year.
- B. All borrowers will be financially responsible for loss or destruction of library property. Action will be taken in accordance with NH RSA 202-A:25.

- C. A library card will be issued to children when a parent or guardian signs a registration card accepting responsibility.
- D. The library will conduct patron re-registration every five (5) years. (Done in 1998.)
- E. The library reserves the right to revoke registration upon failure to comply with its rules and regulations.
- F. The library reserves the right to curtail a patron's use of the library or its services upon due cause, at the judgment of the Library Director and the Board of Trustees.
- G. Videos may be borrowed overnight and other materials for three (3) weeks.

Services

- A. The services of the Abbie Greenleaf Library shall be to locate, select, and organize for easy access materials which best meet community needs.
- B. The library shall obtain materials beyond its own resources through interlibrary loan.
- C. The library shall offer a variety of programs and exhibits.
- D. The library shall cooperate with other community agencies and organizations.
- E. The library shall complement, but not supplant, the functions of schools or other institutions.
- F. Library services will be provided during the hours which best meet the needs of the community, and in conformity with the regulations set forth by the Statewide Library Development System.
- G. Periodic evaluation of library services will be made to the Board of Trustees to determine whether the library meets the needs of the community.

Personnel

- A. Library Director

1. The Library Director shall have a Bachelor's Degree.
2. The Library Director shall have or be working towards a Master's Degree in Library and Information Studies, or NH Library Techniques certification.
3. The Library Director shall receive a salary commensurate with his/her education and experience, and with comparable positions in New Hampshire. In addition, the Library Director shall be paid for legal holidays that fall on a regular workday; benefits; paid vacations of two (2) weeks initially, three (3) weeks after 5 years, and four (4) weeks after ten years; as well as sick leave, which may not exceed three (3) weeks in any calendar year except at the discretion of the Board of Trustees. The Board of Trustees shall review the Library Director's compensation at least annually.
4. The Library Director's powers and duties shall conform to NH State Library Statutes.
5. Upon being hired, a Library Director shall serve a probationary period of up to one (1) year, during which time the Board of Trustees may release such person whose attitude or performance is unsatisfactory. Upon a satisfactory review, the Board of Trustees may then enter into a written contract with the Library Director, to be reviewed every two (2) years.
6. The Library Director shall serve a written notice to the Board of Trustees no less than two (2) months in advance of vacating the position.
7. As specified in RSA 202-A:17:, only the Board of Trustees may vote to terminate the employment of the Library Director. Grounds for termination include "malfeasance, misfeasance, or inefficiency in office, or incapacity or unfitness to perform his/her duties." The Board of Trustees shall provide the Library Director with written notice of the grounds for termination signed by a majority of the Board of Trustees and delivered not less than fifteen (15) nor more than thirty (30) days prior to the effective date of discharge. Upon receipt of such notice and within thirty (30) days thereafter, the Library Director may request, in writing, a public hearing within thirty (30) days of the receipt of the request. Upon the due hearing, if the Board of Trustees shall find good cause for discharge of the Library Director, they shall order his/her discharge or removal from office. There shall be no change in the salary of the Library Director during the proceedings for discharge nor until the final effective date for discharge or removal.
8. A substitute Library Director shall be obtained by the Board of Trustees when necessary.

9. The Library Director shall be provided assistance as needed.

B. Library Aides and Library Assistants

1. The Board of Trustees, in consultation with the Library Director, shall hire Library Aides and Library Assistants to assist the Library Director according to their job descriptions.
2. The Library Director is responsible for supervising the Library Aides and Library Assistants.

C. Hiring Policy: Library Aides and Library Assistants

1. The Board of Trustees, in consultation with the Library Director, is responsible for determining the terms of employment and compensation for Library Aides and Library Assistants.
2. The Board of Trustees may delegate to a Committee of the Board the responsibility for hiring Library Aides and Library Assistants.
3. When a vacancy occurs, the Board of Trustees, in consultation with the Library Director, will decide if the position is to be filled.
4. If a vacant position is to be filled, the Board of Trustees, in consultation with the Library Director, will decide the best qualified applicant who has completed an Application for Employment form and submitted it to the Board of Trustees.
5. Upon being hired by the Board of Trustees, a Library Aide or Library Assistant shall serve a probationary period of two (2) months. During this probationary period the Board of Trustees may release this person for failure to meet the standards of the institution.

D. Termination of Library Aide or Library Assistant

The Library Aide or Library Assistant shall serve written notice to the Board of Trustees three (3) weeks in advance of vacating the position. As specified in RSA 202-A:17: only a public library Board of Trustees may vote to terminate the employment of the Library Aide or Library Assistant. Grounds for termination include "malfeasance, misfeasance or inefficiency in office, or incapacity or unfitness to perform his/her duties." The Board of Trustees shall provide the Library Aide or Library Assistant written notice of the grounds for termination signed by a majority of the Board of Trustees and delivered not less than fifteen (15) nor more than thirty (30) days prior to the effective date of discharge. Upon receipt of such notice and within thirty (30) days thereafter, the Library Aide or

Library Assistant may request in writing a public hearing thereon. If such a request is made, the Board of Trustees shall hold a public hearing within thirty (30) days of the receipt of the request. Upon due hearing, if the Board of Trustees shall find good cause for discharge or removal from a position, they shall order her/his discharge. There shall be no change in salary of the Library Aide or Library Assistant during the proceeding for discharge nor until the final effective date for discharge.

A. Continuing Education

The Board of Trustees will encourage the library staff to keep abreast of developments in the library world. Funds will be made available to assist staff members with continuing education in the library field at the discretion of the Board.

B. Custodial Services

The custodian shall follow a job description of the services necessary. Custodial service will maintain the building in neat, clean, safe condition.

C. Public Relations

1. To encourage use of the library.
2. To obtain community support for the library.
3. To keep the public informed of library objectives through a variety of communications media.
4. Complaints shall be considered only when they are written and signed. The Board of Trustees shall consider any complaints within two (2) weeks.

D. Budget

1. The Board of Trustees shall prepare and submit to the Town sufficient request for funds to operate the library.
2. The Library Director and the Board of Trustees shall be reimbursed for mileage, meals, registration, and expenses incurred in the line of duty.

E. Use of the Library Meeting Room

1. The Meeting Room shall be available only to local persons for civic, cultural or educational programs during library hours, except

by special arrangement with the Library Director. The Meeting Room shall remain open to the public at all times. (See ALA Intellectual Freedom Committee Policy on Meeting Rooms, Adopted 1/15/91).

2. The Meeting Room shall not be committed to one organization for a series of meetings. The Meeting Room will be available free of charge except for janitorial and maintenance service.
3. Refreshments may be served only by permission of the Library Director.

F. Displays and Exhibits

1. Announcements of community interest may be displayed on or near the bulletin board and/or entry way.
2. All exhibits are displayed at the owner's risk.
3. Materials that advocate the election of a candidate, political or otherwise, may not be displayed at the library.
4. No organization or individual shall be permitted to place in the library any receptacle that solicits donations, nor shall any poster or display be permitted which advocates or solicits consideration of any product or item sold by any commercial enterprise.
5. The library staff or Board of Trustees shall not censor the content of any exhibit. Those who object or disagree with the content of an exhibit may exhibit their own display. (Library Bill of Rights, Article I, II and VI)

REVISED 5/3/00