



The Newsletter of the New Hampshire Library Trustees Association

CONGRATULATIONS 2014 ANNUAL AWARD WINNERS

Lillian Edelmann Trustee of the Year: **Doug Bencks**, Durham Public Library

Library of the Year: **Mary E. Bartlett Memorial Library**, Brentwood

Library Director of the Year: **Dorothy "Dottie" Billbrough**, Colby Memorial Library, Danville

Sue Palmatier Award for Outstanding Support by a "Friends of the Library" Group: **Friends of the Rye Public Library**

Special Library Service Contribution Award: **Elaine Brody**, George and Ella Rodgers Memorial Library, Hudson

Congratulations to all for well deserved recognition by their peers. In-depth reports of the presentations along with photos will appear in the Winter edition of the New Hampshire Library Trustee newsletter. 

CELEBRATION OF NEW ADDITION TO THE LANGDON LIBRARY IN NEWINGTON



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PERSONNEL MANAGEMENT WORKSHOP

Save the date:

Wednesday, October 29
10:00 a.m. – 1:15 p.m.

By popular demand, at this workshop you will learn about:

- RSAs on employment of library personnel
- Writing a job description for the Library Director
- The Importance of Evaluations
- Best Practices
- Personnel Policies

Central location at: The Center (NHMA)
25 Triangle Park Drive, Concord.

More information and on-line registration will be available soon on the NHLTA website at www.nhlta.org. 

COST-EFFECTIVE, VERSATILE BACK-TO-SCHOOL ITEM: the library card

By Shelly Angers, Public Information Officer
NH Department of Cultural Resources

Electronic tablets and smartphones can be important learning tools for today's students, but the most versatile item available to them is the same one their parents and grandparents used: the library card.

The American Library Association has named September "Library Card Sign-up Month" and is encouraging students of all ages to make sure they are able to take advantage of the many resources libraries offer.

Having a library card from a New Hampshire library allows students access to the more 2 million items in our state's libraries' collections, including magazines, movies and music as well as books. If a student's library does not own a particular item, it can often be requested from another library in the state.

Inside the Langdon Library New Addition A Comfortable Seat for Reading



The Library Card continued from page 1

“While electronic devices offer internet access and study apps, they’re not a substitute for the amazing amount of information that’s available at New Hampshire’s public libraries,” said Michael York, New Hampshire state librarian. “For students, a library card is the single most cost-effective tool they can get to enhance their education.”

The New Hampshire State Library promotes excellence in libraries and library services to all New Hampshire residents, by assisting libraries and the people of New Hampshire with rapid access to library and informational resources through the development and coordination of a statewide library/information system; by meeting the informational needs of New Hampshire’s state, county and municipal governments and its libraries; and by serving as a resource for New Hampshire. For more information, visit www.nh.gov/nhsl.

HOLDERNESS “Little Free Library”

Carol Snelling
Trustee and NHLTA Director

The Holderness Free Library has joined other libraries in New Hampshire in establishing a “Little Free Library.” It is located at the town beach. The library keeps it stocked with donations and surplus books. Beach-goers have made great use of this addition.

What is a “Little Free Library?”

It’s a “take a book, return a book” gathering place where neighbors share their favorite literature and stories. In its most basic form, a “Little Free Library” is a box full of books where anyone may stop by and pick up a book (or two) and bring back another book to share. You can, too!

Check out the “Little Free Library” website at:
<http://littlefreelibrary.org/>



From Left: Library Director Jackie Heath and Children’s Librarian Kelly Schwaner.

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MESSAGE FROM THE PRESIDENT . . .

For this newsletter, I want to raise three issues worthy of further discussion.

First, libraries, as service businesses, would be well advised to develop a sustainable culture of best business practices. The late management genius, Peter Drucker, found that some of the best run enterprises were nonprofits, and his observations were often quotable: “The best way to predict the future is to create it” or “the most important thing in communication is to hear what isn’t being said.” We need to **share the good things we do, while seeking models of practices that would help us improve our own operations.**

Second, New Hampshire is confronted with significant future financial burdens, primarily in the area of public pensions and healthcare. These problems could translate into ongoing increases in community tax burdens, and effectively create a zero sum environment for funding local services: if A and B get more C and D get less. While this scenario militates for smart, value-added library services, it also encourages **creating library endowments.** Some are well under way; others haven’t seriously considered the idea. Given New Hampshire’s aging demographic and relative affluence (this certainly varies from community to community) I think it is something that we should collaboratively explore. No sense in regularly reinventing the wheel, when templates could be readily adapted by individual libraries.

Third, hearkening back to a Drucker comment on communication noted earlier, I think that trustees might spare themselves some trouble in dealing with other locally elected officials by trying to **“hear what isn’t being said”** in communicating with them. It would be delightful to have fewer legislative initiatives spawned by local spats.

The \$100,000 Peter F. Drucker Award for Nonprofit Innovation is given each fall to a nonprofit organization that best demonstrates Drucker’s definition of innovation: “change that creates a new dimension of performance.” www.druckerinstitute.com

Ed Moran
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ONCE UPON A TIME...

By Adele Knight, NHLTA Director

Once upon a time, there was a library (LibraryForUS) that was beloved by its patrons, young and old alike. Yet, the library trustees were very concerned about the future of LibraryForUS because an inadequate budget hindered them from implementing new services requested by patrons. In addition, the library was in need of repair and literally bursting at the seams—expansion was essential if the library was to be effective in the 21st century. And, to make matters worse, it was rumored that come budget time, the funding would be cut even further. Some people were even saying that it was time to discontinue LibraryForUs. “After all,” they clamored, “books will become obsolete and information can be found on the internet.”

The trustees, Benjamin, Franklin, and Melinda, although caring and thoughtful, were in a quandary. They lamented, “What can we do?” Benjamin said, “Can we appeal to the selectmen or budget committee for more funding? There is an RSA that mandates that towns must adequately fund their public libraries.” “True,” exclaimed Melinda, “but what is adequate?” “Good point,” Franklin continued, “We must go to the selectmen and explain that our funding is not even adequate now so any budget cuts could be devastating. We must let it be known how much this library serves the community. Our patrons love the library. They come to us for their books, periodicals, DVDs, and to use the computer so they can access their email. Many townspeople attend our programs. LibraryForUs really is a community center, you know. All in all, it would be a great loss

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The New Hampshire Curmudgeon

Summer Musings

Conflict Resolution

Conflict seems to be inbred in human nature; however resolution is a learned skill. Conflict begins with two sides disagreeing and being unwilling to compromise or negotiate a solution. Time for a mediator! To begin, each side must withdraw to a position of mutual agreement (i.e. “We love our library”), take a deep breath and work toward what caused the disagreement. Frequently this will result in willingness to compromise. When compromise is not achieved, then the mediator must develop trust with each side and review the cost/benefit for each before proposing an independent compromise solution. The key is trust. Without trust, there is no compromise.

The Budget Season Is Upon Us

All towns in New Hampshire are entering the budget process and it’s time to remind ourselves where the money really comes from. It doesn’t come from the money tree at town hall or the Select Board or the Budget Committee; it comes from the taxpayers. It comes directly from each and every one of us; from friends from neighbors from young and old. So when you are budgeting for your department, committee, or project, remember that the money is coming from your neighbor’s pocket as well.

if LibraryForUs was not here. We must explain that LibraryForUs needs more, not less, funding just to get by, and that we must seriously consider expanding the current facility so we can meet the increasing demand for services.”

Melinda remarked, “The selectmen and members of the Budget Committee don’t usually come into the library. Perhaps they are too busy or it very well could be that they are not aware of all the library offers.” Benjamin, who had been quietly thinking while Melinda and Franklin tossed out their concerns, said, “Let’s develop a plan. We can talk about our problems all day; we can tell the selectmen and the voters at town meeting what we would like to have. But unless we come up with a well-thought-out viable plan that convincingly explains our need for more funding and for some expansion, our pleas will fall upon deaf ears.” Franklin questioned, “What can we do right now? The 2015 budget process is already beginning. I do not believe we have enough time to convince anyone of our needs. We know that there will be a request for a new fire truck and the road agent is looking for more money to repair that bumpy old road on the east side of town. Everyone truly believes that those are the essential services.” Melinda agreed, “Yes, they are essential services but LibraryForUs provides essential services too, and it our responsibility as **stewards of the library** to fight for LibraryForUs and the needs of present and future patrons.” Franklin sighed, “I know our responsibility to support and advocate for our library only too well, but I don’t believe I am a good communicator or even a planner. I do not think books will ever go away and I know we must embrace technology, but to tell you the truth, technology and some of the dynamic changes evolving in libraries today scare me.”

Benjamin said, “I agree, but we must put our fears aside and begin to act now. Hopefully this year we can convince the powers that be just how essential our library is for our community so our budget won’t be cut. However, this plea will be for the short term and we must also look ahead for the long term. Let’s put our heads together and develop a strategy that will enable us to demonstrate the worthiness of our library. It is never too late to begin, but a sustained effort is what it will take. We must put LibraryForUs and its **tremendous value** in the public eye and keep it there.”

“Would it help to contact the NHLTA Board of Directors and seek their advice?” “We certainly could and should” ventured Melinda, “but why don’t we also share our concerns with other trustees who may have had, or are having these very same problems? I doubt that LibraryForUs is the only library facing this dilemma.”

To be continued ...

If anyone would like to assist LibraryForUs trustees, Benjamin, Franklin and Melinda with their planning effort please help write Chapter 2 and send your ideas and suggestions to a.knight@nhlta.org. 

NHLTA’s NEW ADDRESS

effective August 1, 2014

25 Triangle Park Drive

Concord, NH 03301

ASK AND YOU SHALL RECEIVE!

By Suzanne Zinnkosko
Friends of the Goffstown Public Library

With many new challenges facing our Library Friends groups, we are devoting more and more time and energies to finding new sources of funding for our groups. With the digitizing of our culture and the financial crises of our economy, reinvention and revamping are two words becoming synonymous with our fundraising efforts!

We have all worked tirelessly building raffle baskets, assembling Christmas greens and schlepping books for our book sale. We are growing weary, and while our fundraisers are consistent the amount of work to make them a success seems to be getting greater.

Well it’s time to ask the “Big guys” for some help! Soliciting donations and/or funds has always been done, from the local supermarket to businesses and private individuals. However most Library Friends groups are not aware that the big box companies are offering some help in this economic dearth! A Gift card for \$25 is nice but the potential to get \$500 or \$2,000 in services—tantalizing! Well, the opportunity is there; you just have to seek it out.

The saying “Ask and you shall receive” is quite a pertinent one as there is no warranty, guarantee or promise made by these companies. However like us they rely on the spirit of volunteerism, so if you present yourselves and your organization as worthy, then you may qualify.

Let start with one of the best!

Kohl’s Associates in Action

They are the charitable arm of the Kohl’s corporation.

To qualify for an Associates in Action \$500 grant:

- A minimum of five Kohl’s Associates from one Kohl’s location must volunteer for a minimum of three consecutive hours in one day
- The activity must benefit a qualifying youth-serving, ages birth to 18 years, 501(c)(3) nonprofit organization
- Funds must be used to directly support youth, ages birth to 18 years, community-wide

They never guarantee that they will come to your event, that is the tricky part, so you must plan your event anyway. The employees of Kohl’s volunteer on their day off, they get no remuneration for their time. They are giving their time to you selflessly and by doing so enable Kohl’s to bestow \$500 on your organization.

Kohl’s asks that there be no advertising of any kind. They only ask that you submit your story and photos from your event. The best thing a Friends group can do is go to your local Kohl’s store, make yourself acquainted with the manager and the AiA representative. (All event communications are done online through Kohl’s Headquarters.)

Next are the wonderful people at Lowe’s ...

Lowe’s Heroes Project

This community-based program is run by each Lowe’s location, autonomously. The program encourages employees to team together, adopt a volunteer project with a local nonprofit organization or K–12 public school, and make a difference.

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LIBRARY PROFILE

STRATFORD PUBLIC LIBRARY

By Claire Martineau
Trustee and NHLTA Director

In the spring of 1884, an effort was put forth by Fred N. Day to build a public hall in Stratford Hollow that would house a library on the first floor and a place for concerts, meetings, festivals and suppers on the second floor. Mr. Day was successful in securing the necessary subscriptions for construction, and formed an association called the Stratford Hollow Library Association. The building was completed and opened in October 16, 1884, at a cost of \$ 2,000 including furnishings. Initially, the library had 400 volumes and some leading magazines.

In the early 1890s, the local Woman's Christian Temperance Union in North Stratford claimed the honor of providing a collection of books for public use. After buying shares from the Stratford Hollow Library Association, and receiving books purchased by the selectmen along with books from the state, they divided these equally, thus resulting in two libraries; one in Stratford Hollow and another in North Stratford.

The library in North Stratford was located in the Knights of Pythias building until it burned in 1908, then in a room in the rear of the Post Office until 1922 when it was moved into the home of Charles M. Johnson. Funds from Laura Johnson were made available for the purchase and reconstruction of a house belonging to Fred L. Kinney in Stratford Hollow, to be known as the Public Library Building, part of which was to be used as a parsonage for the Methodist Church.



At some point, the North Stratford Library was moved to the back of the Town Offices in the Fire Department Building. In 2008, we were very fortunate to be offered the opportunity to move into the renovated and refurbished Grand Trunk Railroad Station. This building is a great calling card for all railroad buffs and brings in many visitors who are surprised and pleased to see the library. Transportation grant money and town-raised funds helped to renovate the station that had been empty for decades. It also houses a memorabilia room with photos, and a community room used for meetings and art and photography shows.

For many years this small community had two libraries. After many attempts to attract patrons to the Laura Johnson Memorial Library in Stratford Hollow, a vote in 2009 at Town Meeting resulted in dissolving and closing the library. The existing inventory was

merged into the North Stratford Public Library, now known as Stratford Public Library.

The library has a collection of 5,459 print materials and 505 registered patrons. We currently have three computers for patron use which is on par with the amount of total patrons coming in to borrow books.

As with most libraries, our biggest challenge is funding. Our town does not have any industry, and Coos County itself is faced with high unemployment right now. The library has been a tremendous resource for patrons to take online courses, submit resumes, and perform job searches.

We are currently working to raise \$200 that will bring in \$600 worth of books for our Children's section under the LIBRI Foundation for Children. We are also exploring the opportunity, once again, to have the students at Stratford Public School (Kindergarten to Grade 8) come to the library on a field trip—to get acquainted with the library, meet staff, and obtain a library card. The trips to the library were a hit in the past and we're hoping we can generate interest for them again. Books are such a fun and easy way to entertain ourselves, escape to another world, and be anyone we want to be.

The library is open part-time, four days a week for a total of 18 hours with two staff members sharing the duties. So if you happen to be passing through, we invite you to stop at the "railroad station" and pay us a visit. 

Book Grant Award

Stratford Public Library was awarded a grant for \$600 worth of books from the Libri Foundation (www.librifoundation.org).

The Libri Foundation is a nationwide non-profit organization which donates new, quality, hardcover children's books to small, rural public libraries in the United States through its BOOKS FOR CHILDREN program.

Make A Difference: Volunteer!

NHLTA is offering an opportunity to trustees to apply their skills in support of the mission and activities of the Association. The Board of Directors is an all-volunteer group of current and former library trustees. We need volunteers to work on a project-by project basis and on a long-term basis as sitting members of the board.

For information on how to volunteer with the NHLTA, please contact Loring Webster at l.webster@nhlta.org or Adele Knight at a.knight@nhlta.org with an estimate of the time you can offer, areas of interest, special skills, and degree of passion for libraries!

If you are passionate about libraries and want to make a difference—step up and volunteer!

THE BOSCAWEN 1913 GUY LOWELL LIBRARY

By Elaine Clow, Trustee, Boscawen Public Library
Librarian of the Boscawen Historical Society
Recording Secretary of the 1913 Library Restoration Committee

The Town of Boscawen voted to adopt the Public Library Act at Town Meeting in March 1892, and the library opened in the Town Hall in 1893. Conditions in Town Hall became congested, “so it was hailed with joy when it was announced that a new home for the library was to be given to the people.” Five associates: John Kimball, Benjamin Kimball, Frank Gerrish, Augustine Ayers and Henry Gerrish shaped plans and secured the lot donated by Frank L. Gerrish for building this new library.

Guy Lowell, a noted American architect of Boston, was asked to design a Colonial Revival Beaux Arts library and provide specifications for the new public library and hall of records. He was approached to build what he called “my little gem” at the time he designed the New Hampshire Historical Society and restored the Merrimack County Bank. In an architectural ranking of the top seven Guy Lowell buildings, the Boscawen Public Library is number 1, Merrimack County Bank is number 3, and the New Hampshire Historical Society is number 6.



This library has held a reading room, meeting room, the town vault, selectmen’s office, municipal court, and civil defense shelter and headquarters. Dedicated on August 22, 1913, the words spoken about libraries are as valid now as they were the day the building was dedicated:

- “You can cross the threshold of this library and be in a different climate from this weary and work-a-day world in which you daily live. You will not change your geography very much, but you can change your mental attitude, your environment, and your mood in five minutes.”
- “What is this library for? Well, the building is pretty to look at. It is a thing of beauty. Its Colonial architecture, symmetrical proportions, solidity, beautiful finish and convenient appointments within cannot fail to please the severest critic.”

- “A gift of incalculable value, a safeguard of character, and a treasure house of knowledge.”

The 1913 Library was placed on the National Register of Historic Places on May 28, 1981, and served the town until 2007 when the library collections were moved to new quarters in the municipal complex, about two miles south. In August 2013, at the centennial of the building, a committee was convened by the Board of Selectmen to preserve and protect this building for future town use.

Although some repairs have been made, there are areas of deferred maintenance that now require prompt attention to prevent accelerating deterioration. Roof repairs are the highest priority, followed by restoration of exterior masonry, and exterior woodwork. Once the exterior has been sealed, interior plaster, paint, and restoration of wood surfaces will be addressed.

The library retains its original shelving and woodwork, in good condition. The original lighting fixtures remain, including an unusual lamp embedded in the leaded glass fanlight over the front doors, along with chairs, tables, and other furnishings. Most of the hinges, latches, locks, and other hardware elements are in excellent condition.

Mechanical systems are adequate; the electric system was upgraded by routing new wiring through original conduit. The furnace is in working order, as is the plumbing on the lower level. A waste line exits through the southeast corner of the foundation to a recently installed tank and leach field.

The site presents the challenge of space for additional parking without severely compromising the facade. If sod were replaced by pavement, only a few parking spaces would be gained, as you can’t back onto a state highway. ADA accessibility can be met only by making modifications to the building. These challenges will be addressed as we move into phases two and three.

The mission of the restoration committee is to make the necessary repairs to ensure that the library building will stand and serve the community for another hundred years and remain a source of pride for many generations to come. 



BUDGETING BEST PRACTICES

All About The Money

By Mark Branoff, NHLTA Treasurer

It is reassuring to note that the New Hampshire legislature, in **RSA 202-A:1**, declares that the public library is a valuable supplement to the formal system of free public education and as such deserves adequate financial support from government at all levels. It is the job of the trustees to define adequate.

Boards of Library Trustees have extraordinary fiduciary responsibilities and power:

- Only trustees approve the proposed and final library budget.
- Only trustees make the decision of line allocations in the budget; only trustees make decisions regarding salaries and benefits, technology, and collection development.
- Only trustees can move money from one line to another.
- Trustees approve an Investment Policy for Trust Funds, bequests, and large donations made *to the library* (not to the town for the library).

PREPARING THE ANNUAL BUDGET

RSA 32 & RSA 202-A:11

The board of trustees, with input and recommendations from the director, prepares the annual budget. This budget should meet the mission statement and service goals of the library. The preparation is really the most important part of the whole process. It takes months to do this properly! You must review the past two years, estimate the present end-of-year, and project the future year. You have the tools: the library's long-range plan, actual expenditures and revenues of the past two years, and the estimated expenditures and revenues for the end of the current year compared to the approved budget.

PROJECTED EXPENSES

Consider goals and needs for the upcoming year, salary and benefit adjustments, technology additions and replacements, building maintenance needs, furniture or equipment purchases or repairs, and collection development cost increases.

Note: Generally speaking, the trustees cover the "inside" of the building; the municipality covers the "outside." It's really a matter of who makes the phone call to get it fixed. If the municipality charges the library for such services as custodian, plowing or repairing the driveway, or septic system maintenance, those costs should be in the library's budget on the appropriate line, not the town's.

The task is much easier if you have completed a community survey, a personnel survey and upgrade plan, technology replacement/addition plan, and building maintenance/expansion plan as part of your long-range plan. A separate budget request must be submitted for new construction or capital improvements.

Once you have projected those costs, based on past history and future plans and needs, you must project your anticipated

revenues from new cards, fines and fees, grants and donations, interest and trust funds, etc., to determine the amount requested from public funds.

PROJECTED REVENUES

All budgets must be prepared on a **gross basis**, which includes all proposed expenditures as well as **all anticipated revenues from all sources** with offsetting expenses in the appropriate lines. Remember, a warrant article authorizing the town to "raise and appropriate" money for the operation of the library does not authorize the raising of the total amount through taxation; it simply grants spending authority to the trustees to expend a maximum amount of money during the accounting period. It is important for the board to review funds available from all sources and decide how those funds will be allocated while drafting the budget to be submitted to the town.

PRESENTING THE BUDGET

"The board of trustees shall prepare an annual budget indicating what support and maintenance of the free public library will be required out of public funds for submission to the appropriate agency of the municipality." (**RSA 202-A:11, II**)

RSA 202-A:11, III adds that moneys be paid over by the town or city treasurer pursuant to a payment schedule as agreed to by the library trustees and the selectmen or city council. Be sure to establish that payment schedule request during your budget hearing so the governing/legislative body can adjust the municipality's anticipated revenue.

The "appropriate agency":

- 1) CITY COUNCIL; generally, but consult your municipal charter.
- 2) BUDGET COMMITTEE; they decide the bottom line only.
- 3) BOARD OF SELECTMEN or TOWN COUNCIL; they decide the bottom line of the budget only.

Note: the Town Manager or Town Administrator has no authority whatsoever over the library budget. You might send a copy of the budget as a courtesy, but trustees deal directly with the "appropriate agency."

Choose the trustee who can best explain what is "adequate" for the library in the coming year to make the presentation with the director. The presentation requires homework and perhaps a rehearsal in front of the whole board that can play devil's advocate! There should be no surprises for the appropriate agency because you have laid the groundwork all year.

Trustees have the privilege of *the entire custody and management* of the community's most important resource. You have a terrific product to sell! Enlist the support of friends and patrons at public hearings, deliberative sessions, and town meetings to demonstrate the vital role your library plays in the life of the community.

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WHY A NEW LIBRARY IN NORTH HAMPTON?

By Susan Grant, Director
North Hampton Public Library



Why a new library in an age of internet access and online books? The need for a new library used to revolve around growing our collection so we could provide more books and materials, and to provide more meeting space for improved programming for children and adults. While we don't anticipate growing the collection as much as we used to, we do see the library becoming a cultural center and gathering place for folks to meet and enjoy a program, to read, to study, or enjoy a coffee and relax. The Historical Society will also have space in the new Town Campus to share the rich cultural heritage and artifacts of North Hampton's past.

Children's programs have been more popular than ever and show no sign of slowing down. Story times, the Summer Reading Program and other children's programs are all well-attended and remain a staple offering at the library. The new library will have multi-use spaces which will reduce the square-footage needed for the actual library and provide ample meeting space for groups and library programs of varying sizes with access for all, including those in wheelchairs. The current library does not meet ADA requirements and is not accessible to all residents.

Aren't people getting information and books online now? Circulation of library materials at North Hampton Public Library has remained steady over the past five years even though we have plunged into the digital age. Circulation varies between 43,000 and 48,000 items per year over the past five years. Fiction has always been the most checked-out, but the last few years have seen DVDs becoming as popular as fiction. The most circulated item for 2013 was the DVD movie "Lincoln." The library's passes to the Boston Museum of Science was the most popular museum pass the library has to offer, and the most checked out book was JoJo Moye's new book "Me Before You." Electronic books are available through the New Hampshire State Library to download to your own device or one of the library's Kindles or Nook to check out, but print books are still the most popular items borrowed. E-books can be downloaded free using your library card number at <http://nh.lib.overdrive.com>. The number of electronic books checked out has been steadily increasing over the past several years. Movies can be watched online with your library card through IndieFlix, and some magazines accessed online through Zinio. The library has had EBSCO for accessing most magazine articles and Ancestrylibrary.com for genealogy research. We also have free audiobooks to download from One-Click Digital. The link is on our website under Services/IndieFlix and Zinio.

Read more about the importance of libraries in this changing world: <http://libraries.pewinternet.org/2013/12/11/libraries-in-communities/>

The following are some enlightening statistics:

95% OF AMERICANS AGES 16 AND OLDER AGREE that the materials and resources available at public libraries play an important role in giving everyone a chance to succeed;

95% SAY THAT PUBLIC LIBRARIES ARE IMPORTANT because they promote literacy and a love of reading;

94% SAY THAT HAVING A PUBLIC LIBRARY IMPROVES THE QUALITY OF LIFE in a community;

81% SAY THAT PUBLIC LIBRARIES PROVIDE MANY SERVICES PEOPLE WOULD HAVE A HARD TIME FINDING ELSEWHERE.

Libraries may seem redundant to some, but evidence shows that libraries provide an important role in a community. At North Hampton Public Library, the evidence shows this to be true as well. As we embark on the campaign to build a new library within a town campus, we ask for your support to ensure the library remains an important and vital part of our community.

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Budgeting Best Practices continued from page 7

SIX RULES FOR EFFECTIVE PRESENTATION

- 1) **Be specific.** Refer to community needs and particular library services. Instead of saying "The library needs..." say, "The people request..." or "The taxpayers need..." Allow opportunities for questions.
- 3) **Be brief.** State your business concisely and listen carefully to all questions in order to answer them precisely.
- 4) **Be appreciative.** Acknowledge past support.
- 5) **Be courteous.** Ask and explain in a positive manner.
- 6) **Be prepared.** Have printed data and visuals on hand.

And remember that while this agency may try to reduce certain lines of the budget, by law it may only adjust the bottom line for the library. Make sure it is clear to both the agency and the taxpayers at town meeting exactly what the library is requesting from public revenues.

When the Board of Trustees receives the final bottom-line figure from the governing/legislative body of the town, it may be necessary to adjust the individual line allocations. Only trustees have control over individual lines in the library's budget.

Excerpted from pages 17–21 of the NHLTA Manual which is available on the website at www.nhlta.org.



DEERFIELD LIBRARY CELEBRATES CENTENNIAL

By Mal Cameron, Chair
Philbrick-James Library Board of Trustees
(with thanks to Joanne Wasson, Deerfield Town Historian)

On August 16, 2014, Deerfield, NH celebrated its annual Old Home Day. As part of the festivities, we also recognized the 100th anniversary of the Soldiers Memorial building, home of the Philbrick-James Library. The building was originally dedicated on July 28, 1914.



Since 1880, the original Philbrick-James Library had been housed upstairs in what is now the Historic Old Town Hall. With the new Soldiers Memorial building, the library had a new home from which it continues to serve the people of Deerfield today.

The library of 1880 was initiated by John D. Philbrick, a Boston educator, and Frederick P. James, a wealthy New York businessman. Both men had been born and raised in Deerfield, and the library became their gift to their childhood home. Philbrick selected the first books, and James donated \$1,000 to get it all going. With its dedication in 1914, the library was moved to the Soldiers Memorial building.

So why a “Soldiers Memorial”? Thank the Woman’s Relief Corps (WRC)—the auxiliary of the Grand Army of the Republic (GAR)—that organized in Deerfield in 1891. In the early 1900’s they started discussing the building of a monument to honor the soldiers of the Great Rebellion (the Civil War). That idea became a concept for an actual building which would house a meeting room for the town and the GAR as well as a new home for the Philbrick-James library.

Frederick James died in 1884, but his widow Julia Butterfield donated half the cost of building the Soldiers Memorial with the condition that the Woman’s Relief Corps raise the other half. A proposal was made to the town in 1911, and the building was finished and dedicated on July 28, 1914. It is interesting to note here that on that same date the Archduke Ferdinand of Austria was assassinated, which triggered the start of the First World War. At the dedication, there was a plaque at the entrance with the names of the soldiers from Deerfield who died in the Civil War. Over the last century, newer plaques have been added to honor those heroes from the two World Wars, Korean War, and Viet Nam War.

Over the years, the exterior of the building had faded from its original glory, and the library’s Board of Trustees decided it was time to bring it back to its original look, as far as historically possible. With financial help from a building fund that had been accumulating over many years, along with more recent donations, we were finally able to do just that. The work involved re-pointing the brickwork and concrete, re-building two retaining walls that had deteriorated and were literally falling apart, and sealing the entire exterior against the elements. The results were wonderful, and the Soldiers Memorial is back to its glory.

As part of the Old Home Day celebration, the library held a re-dedication ceremony along with a ceremony to honor its new “Friendship Garden”. The garden pays tribute to many of the library’s friends and volunteers, and is a wonderful addition to the grounds.



We are so grateful to our current Library Director, Evelyn DeCota, and her staff of Mel Graykin and Annie Vennerbeck for all they do to help our library patrons, along with the support of our Friends of the Library and all they contribute to the Philbrick-James Library’s success.

Happy 100th!



CONTRIBUTE TO THE NEWSLETTER

Do you have a suggestion for an article for the NHLTA newsletter or news about your library?

We encourage you to submit your articles and photos to us for consideration. Topics could be about library events, programs that you have initiated, announcements, or a recent success.

Please e-mail your submissions to the Editor, Adele Knight: a.knight@nhlta.org or Featur Editor, Karen Sheehan Lord: ks.lord@nhlta.org.

POLICIES EVERY LIBRARY SHOULD HAVE

*Thank you to the Manchester City Library for sharing their Collection Development policies.
This is a sample and should be tailored to fit your library.*

MANCHESTER CITY LIBRARY COLLECTION DEVELOPMENT POLICIES

PURPOSE

This policy is established by the Library Board of Trustees to guide the library staff in the management of the collection and to inform the public of the principles upon which the library makes decisions regarding the maintenance and use of the collection.

The quality of library service depends to a great extent on the availability of a well-selected, well-maintained collection which provides library materials in adequate numbers in a variety of appropriate formats. Providing such a collection is one of the most important things the Manchester City Library does.

DEFINITIONS

“Materials” is used for all forms of media and has the widest possible inclusion. Materials may be but are not limited to: books, maps, magazines and journals, newspapers, databases, and audio-visual products.

“Selection” refers to the decision that must be made to add a given item to the collection. It does not refer to guidance or assisting a library user.

“Collection development” refers to the ongoing evaluative process of assessing the materials available for purchase and in making the decisions, first, on their inclusion, and second, on their retention if they are added.

RESPONSIBILITY FOR MATERIALS SELECTION

Final responsibility for selection lies with the Board of Library Trustees. However, the Board delegates to the Director, who has the authority to interpret and guide the application of the policy in making day-to-day selections. The Director will authorize other staff to apply this policy in building collections.

DUTIES OF LIBRARY STAFF

All staff members selecting library materials will be expected to keep the library roles in mind and apply their knowledge, training, and experience in making decisions.

SELECTION CRITERIA

General

All acquisitions, whether purchased or donated, are considered in terms of the standards listed below. However, an item need not meet all of the criteria in order to be acceptable. Materials are

evaluated on the significance of the entire work rather than individual parts. When judging the quality of materials several standards and combinations of standards may be used. The following principals will guide selection.

Contemporary significance or permanent value

Community interest

Accuracy of content

Reputation and/or authority of the author, editor or illustrator

Literary merit

Relation to existing collection and to other materials on the subject

Price, availability, and demand

Format and ease of use

Scarcity of information in the subject area

Availability of material in other area libraries

Attention of critics, reviewers, media and public

Material Specific

Branch Collections: The Branch Library collections serve as extensions of the Main Library. Because of space limitations, the branch shall provide primarily current books and materials of popular interest. Not every title will be purchased for the branch. While not extensive, the branch will maintain reference collections consisting of useful, up-to-date information. Requests for unavailable materials or information will be filled from the Main Library if possible, and through Inter-Library Loan (ILL) if unavailable.

Children’s Materials: Materials for Children’s Services are selected to serve the needs of children from infancy through sixth grade and their parents. School textbooks and workbooks are generally excluded from the collection.

New Hampshire Room Collection: Materials for the New Hampshire Room include NH city and town histories, biographies of famous NH people, Manchester history, and genealogies of major NH families.

Periodicals: Periodicals are purchased to supplement the book collection, provide recreational and professional reading, and/or provide material not yet available in book form. Selection of periodicals will be based upon their consideration as authoritative, objective, of local interest and demand, and indexed in standard periodical indexes.

— continued on next page —

COLLECTION MAINTENANCE

Selection is only one aspect of collection development. Rigorous attention must be given to assessing needs for adding, replacing, and discarding materials in every collection. These responsibilities are a part of all librarians' duties.

Copies of titles will be added based on heavy use determined by demand and date on use of the copies available.

The weeding/withdrawal of materials is required for out-of-date items, those for which there has been no use in a given period of time, damaged items, and those lost by users. Replacement or substitution of these materials reintroduces the selection process.

USE OF LIBRARY MATERIALS

The library recognizes that many materials are controversial and that any given item may offend some library user. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to collection building and to serving the interests of Manchester City Library users.

The use of rare and scarce items of great value may be controlled to the extent required to preserve them from harm, but no further.

Responsibility for the reading, listening, and viewing of library materials by children rests with their parents or legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children.

RECONSIDERATION OF LIBRARY MATERIALS

The Board of Trustees of the Manchester City Library believes that censorship is a purely individual matter and declares that while anyone is free to reject material of which one does not approve, one cannot exercise this right of censorship to restrict the freedom of others. No library material shall be removed from the Library except under a formal reconsideration of such materials by the reconsideration committee. This committee will consist of the library director, the administrator of the particular division in which the material is held and the selector for that particular genre. Any member of the community may request the reconsideration of any library materials made available at the Library. 

NHLTA's NEW ADDRESS

effective August 1, 2014

25 Triangle Park Drive

Concord, NH 03301

This means going into your local store and dealing **directly** with the Lowe's Heroes project representative. A library in Connecticut worked with their local store and completed an \$1800 Beautification project in 2013. The Friends put together a design and presented it for approval to the town and the library director before approaching Lowe's.

I spoke to a Lowe's Heroes representative; he said that \$2,000 was the average that is spent on any given project. As an example, the volunteers worked on new kitchen flooring and other projects for a local veteran. Lowe's employees, just like Kohl's employees, volunteer their time, selflessly and freely.

Lastly the helpful folks of Home Depot ...

Home Depot

This company works primarily to benefit veterans and veteran organizations, but will work with the local community on projects small and big. From donating gift cards and goods, to providing volunteers for a project, the Home Depot is the most flexible of the three mentioned here. Depending on the project they will either decide in-house or contact headquarters about whether or not to accept your project. They are very amenable to work with small organizations. A written plan must be presented to the Home Depot representative.

Many NH libraries are in need of repair, maintenance, and improvement and communities need to stay connected. Hosting events with outside entities ensures that new people learn about the library and the Friends Groups, and we in turn learn about the people who may already be or may become our patrons. As Jack Short said, "Strengthening of the community by Friends is essential...the more this occurs in a community, the richer the root system."

The one thing that must always be kept in mind when dealing with volunteers from outside organizations is **RESPECT!** The volunteers may be corporate employees but they must be afforded the utmost gratitude and admiration! They are volunteers just like us. They come to you with smiles on their faces, warmth in their hearts and yes!, they will clean, beautify, read to children, cut down trees and do whatever is asked, but we must, at all, times remember why they are there. Find your event or your project, embrace the volunteers and treat them like peers and the good that is achieved together will trickle down through all who participate.

These are just a few of the "Big Guys," but as you can see it is well worth seeking the opportunities they offer. Just as we all volunteer, giving our time, money and support to our organizations, Corporate America wants to give back too! As a Friends Group we have a responsibility to our libraries to represent them with integrity and a little humbleness. Ask the right way and you may be amazed at what you may receive!

(All these stores run similar programs from state to state across the USA; donation policy may vary from store to store). 



**New Hampshire
Library Trustees Association**

25 Triangle Park Drive
Concord, NH 03301

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CALENDAR 2014

October 1	10:00 am	NHLTA Board of Directors meeting • The Center (NHMA) 25 Triangle Park Drive, Concord
October 29	10:00 am – 1:15 pm	NHLTA PERSONNEL MANAGEMENT WORKSHOP The Center (NHMA), 25 Triangle Park Drive, Concord
November 5	10:00 am	NHLTA Board of Directors meeting • The Center (NHMA) 25 Triangle Park Drive, Concord
December 3	10:00 am	NHLTA Board of Directors meeting • The Center (NHMA) 25 Triangle Park Drive, Concord

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POSTMASTER: Address correction requested.