

# New Hampshire LIBRARY TRUSTEE



Volume 29 number 1  
SPRING 2013

*The Newsletter of the New Hampshire Library Trustees Association*

## LILLIAN EDELMANN RETIRES FROM NHLTA *Appointed the first NHLTA Emeritus Director*

Loring Webster, Vice President

Lillian Edelmann, *aka Big Lil*, began her love affair with New Hampshire libraries when she was first recruited to run for library trustee in Twin Mountain in 1969. Her thirst for knowledge about what it meant to be a trustee was relentless as she went about canvassing the North Country libraries.

Sensing a need for education among library trustees Lil began her long association with the New Hampshire Library Trustees Association in 1993 and was immediately elected Vice President. She has been a guiding force ever since; having served as President twice and chaired the Education Committee for many years.

Over the years she has sponsored many director candidates and mentored them to provide necessary services to trustees throughout the state. Lil's legacy to the state of New Hampshire is that today the NHLTA is one of the strongest library trustee organizations in the country.


Lil was the driving force behind a movement of library supporters to successfully petition the state legislature to declare that New Hampshire libraries should remain autonomous from local government (RSA 202-A:6 adopted April 16, 2000).

Lil decided to retire from active NHLTA activities as of the first of the

year. However, the Board of Directors voted at the March meeting that it would be most fitting to appoint Lil as our first Emeritus Director. She will forever be welcomed at all NHLTA meetings and functions.

*Big Lil* is known throughout the New Hampshire library world for her numerous quotes regarding libraries such as "Libraries are the Heartbeat of Democracy," "Libraries are the citi-

zens' free university," "knowledge is power."

Leading by example, Lil has always had that "fire in the belly" where libraries are concerned. She is our mentor, our friend, and our inspiration. 



## THE ART AND SCIENCE OF ADVOCACY:

### *The Story of HB 436*

Susan Young Gaudiello  
NHLTA Director

NHLTA learned in mid-December that Rep. Ken Weyler (R-Kingston) planned to introduce legislation in the NH House of Representatives "relative to governance of town libraries." The NHLTA Board and Legislative Committee undertook to learn the intent of the bill, formulate a position, and launch an advocacy campaign. This process became a true learning experience in the art and science of advocacy.

**Research:** The first step in any advocacy effort is research. What is the issue the proposed legislation is intended to address? Once HB 436 was available for review in early January, the basic intent was clear: allow voters to choose whether their public library

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## NHLTA SPRING CONFERENCE & ANNUAL MEETING

*Monday - May 20, 2013*

NHLTA and the entire New Hampshire library community started out the new year with a bang! After two months of advocacy action, what more appropriate keynote speaker could we give you than John Chrastka, advocacy expert and founder of a nationwide library Political Action Committee (PAC), EveryLibrary ([www.everylibrary.org](http://www.everylibrary.org)).

Chrastka offers advice and tips for good governance as well as government relations. With years of experience on the Berwyn (Illinois) Public Library

board of trustees and American Library Association's (ALA) director of membership development, John has launched his PAC to help public libraries, and school and academic libraries get ballot initiatives passed.

The theme of this year's conference is **SURVIVE & THRIVE: A Trustee Toolkit**. NHLTA offers informative workshops to assist in achieving your goals and responsibilities as trustees.

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**SURVIVE: MAKING THE CASE:** Lobbying for Libraries; **BEYOND THE BAKE SALE:** Event Planning for Profitable Fundraising; **MAKING THE ASK:** The Art of Fearless Fundraising; **BOARD RESPONSIBILITIES IN A NEW ERA:** Positioning Your Board to Succeed; **FASHIONING THE SILK PURSE:** Selecting and Evaluating an Old Building for a Library Conversion; **NEED MONEY?** Selling the Library.

**THRIVE: CHALLENGES TO LIBRARY PRACTICES:** Case Studies in Intellectual Freedom; **WHERE THE BUCK STOPS:** Financial Policies; **YOUR BEST ASSETS:** Evaluating Employee Performance; **THE OTHER MONEY:** Beyond the Town Budget; **GOT POLICIES?** Why and How to Write Library Policies; **TRUSTEES & THEIR FRIENDS:** Maximizing a Crucial Partnership. The flyer was mailed February 28 and is also available for download on the NHLTA website: [www.nhlta.org](http://www.nhlta.org).

**Join us May 20 for a day of enrichment and motivation.**

**SCHOLARSHIPS & DISCOUNT LODGING**

Marcia Burchstead, NHLTA Director

Did you know that NHLTA offers scholarships that will cover all or a portion of the registration fee for the Spring Conference? The application form can be found on the web site: [www.nhlta.org](http://www.nhlta.org). Mail your request to Elizabeth Solon, NHLTA Scholarship Committee, 2 Shady Rock Road, Brookline, NH 03033. **DEADLINE APRIL 29.**

Those planning to arrive in Bedford on Sunday evening or stay over after the conference can book a room at the nearby Hampton Inn & Suites at a discounted rate. Simply call 603-623-2040 and ask for the **SERESC** rate (\$85 per room plus tax). They offer a free shuttle to/from the SERESC

Conference Center. <http://hamptoninn3.hilton.com/en/hotels/new-hampshire/hampton-inn-and-suites-manchester-bedford-MHTBFHX/index.html>

**HOW TO GET THE MOST OUT OF THE NHLTA ANNUAL CONFERENCE**

Susan Young Gaudiello, NHLTA Director


The Annual Conference always presents trustees with a challenge: how to obtain all the information offered and share it with other trustees at your library.

Here are a few tips:

- Register as many trustees from your library as you can, including alternates. At your March or April meeting, review the conference brochure and divide up the workshops so at least one trustee attends each workshop of interest.

- Keep a clean copy of the handouts of the sessions you attend (or make legible notes), so you can copy and share them with your fellow trustees. NHLTA will post the handouts on the website as well, so don't worry if you lose or destroy your copy.

- For the next several months, add time to your agenda to share what you learned with your colleagues on the board. For example, in June, talk about the workshops dealing with money/budget; in July, share information from the fundraising sessions; in August, tackle policies and board responsibilities.

- **NETWORK:** One of the most valuable aspects of the conference is the opportunity to meet trustees from other towns and learn from their successes and mistakes. Don't be shy—ask for contact information if you'd like to follow up with someone after the conference. 

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## MESSAGE FROM THE PRESIDENT...

### Advocacy

When trustees *speak up, speak out and speak for libraries*, people do listen. Our legislators heard us last month when we spoke against the bill which

would have put the governance of libraries at risk. There was an overwhelming vote by the House in agreement with the Municipal and County Government Committee's recommendation that this bill be found inexpedient to legislate. This recommendation by the Committee was largely due to the extensive testimony from both library trustees and selectmen who stated many compelling reasons why libraries should remain in the custody of library trustees. If we are passionate about libraries, we must continue to speak up and advocate for libraries to legislators, to town and city governments and to all citizens. Why? We are advocating for an institution that ensures free access to books, and ideas and resources and information for everyone. Governance of our libraries by library trustees has stood the test of time for over 100 years. I reference some of that history as follows:

- In 1891, the legislature passed Chapter Law 50, Public Libraries, which said that towns may establish and maintain public libraries. The law did not mention library trustees.

- In 1895, the legislature passed Chapter Law 118, An Act in Amendment of Chapter 8, sections 21-26, of the Public Statutes, relating to the Establishment and Maintenance of Free Public Libraries. This law established the library board of trustees, and states in part that "... the trustees elected by the town shall have the entire custody and management of the free public library and all property of the town relating thereto ..."

- In 1917, the legislature passed Chapter Law 59, which repealed the law relating to "the state and other public libraries" but the language concerning the election of library trustees and trustees' duties remained largely the same.

And, it didn't stop there. There were many more changes, revisions and amendments, none of which lessened the power of library trustees. In fact, subsequent changes continued to give trustees more authority. For example, in April 2000, NHLTA Directors Lillian Edelman and Edna Hanson, with the assistance of Attorney Melissa Martin, lobbied for and were able to obtain passage of amendments in regard to

alternates and in regard to library appropriations.

In 1999, SB 89 was submitted in regard to library appropriations with the intent of making it clear that the town treasurer is required to pay out funds appropriated for public library purposes only upon order of the library trustees and that the trustees may direct the Town Treasurer to disburse the funds in whole, in part, or on a specified schedule. It was finally passed without opposition in 2000. The 2000 amendment, 2000 Chapter Law 9, Section 4, is available online and makes for some very interesting reading. Go to: [www.gencourt.state.nh.us/legislation/2000/SB0089.html](http://www.gencourt.state.nh.us/legislation/2000/SB0089.html).

This amendment is now addressed in RSA-202-A:11, Paragraph III. "Expend all moneys raised and appropriated by the town or city for library purposes and shall direct that such moneys be paid over by the town or city treasurer pursuant to a payment schedule as agreed to by library trustees and the selectmen or city council ..."

Library law is a body of knowledge that we all should familiarize ourselves with. You can find a list of library laws on both the State Library and NHLTA websites. Another resource is The Handbook for Library and other Trustees distributed by the Charitable Trusts Unit of the State of NH Department of Justice. This handbook lists each Library RSA in its entirety and cites sources. Terry Knowles's annual workshop for trustees, usually held in June, is a valuable exercise for all trustees as she talks about the RSAs and answers any questions that you may have about library law, particularly finances. What would be most interesting and advantageous for us to have is a chronological compilation of all the library laws and the reasoning behind their passage. Some information can be found online or through the State Library, and the State Archives should have materials such as public hearing transcripts and committee minutes. Is anyone interested in researching a project of this magnitude?

Please do continue to *speak up, speak out and speak for libraries*. Familiarize yourselves with the RSAs. Knowledge of library law is power. At some point, in the future, we may be calling upon you all again, not only to rally against unwise legislation if it surfaces, but also to support new legislation—new legislation that would empower us as trustees to protect our libraries even further.

*Adele Knight*

## NHLTA DIRECTOR PROFILE

### NHLTA APPOINTS NEW DIRECTOR

Marcia Burchstead, NHLTA Director

Acting upon a recommendation from the Governance Committee, NHLTA President Adele Knight submitted the name of Mark Branoff to fill the vacancy on the board created by the retirement of Lillian Edelmann (article on page 1). The nomination was unanimously approved.



Branoff, a resident of Windham, has served as a trustee at the Nesmith Library for over seven years. During his tenure he has served in various capacities including chair, treasurer, assistant treasurer and headed several subcommittees.


Recruited to the Nesmith board by a former trustee, his love of books made him a strong supporter of the town's library. "When I was Chairman in 2011, Nesmith Library achieved a great milestone by becoming the newest member of GMILCS (Greater Manchester Integrated Library Cooperative System)," Branoff recalled.

Working for a large, multi-national company he has held various engineering and finance department positions that included extensive overseas travel. He has also served as a director and past president of a national, professional auditor organization as well as a director and past president of a Boston-based information systems organization.

Branoff was on the short list of nominees considered for the vacancy and he was able to make the time commitment required of directors.

"I hope my trustee and broad business experiences will make a meaningful contribution to NHLTA and to the New Hampshire library community," Branoff added.

In his spare time in addition to reading he enjoys running, biking, skiing, snowshoeing, hiking and camping. He is also a FCC-licensed Amateur (Ham) Radio Operator.

Branoff's name will be submitted in May to the NHLTA membership at the Annual Meeting and Conference for election to a full two year term. 

## SO WHAT HAS YOUR ASSOCIATION DONE FOR YOU LATELY?

Well, I have to say that February and the opening of the 2013 Legislative Session was interesting to say the least. HB 436 intended to remove the autonomy that Library Trustees have enjoyed for over a hundred years and allow each town to annually decide whether to have the Trustees or the Selectmen run the library. *Ain't New Hampshire politics grand, folks!*

Not to be outdone, HB 561 intended to, once again, eliminate the Department of Cultural Affairs which libraries in general and the State Library in particular as well as other cultural entities rely upon for guidance and support.

So with 4-5 days notice of the time and date of the respective committee hearings, NHLTA spread the word and rallied the troops, so to speak. At least one hundred if not two hundred, maybe even three hundred trustees, some selectmen, and people interested in the arts in NH contacted their representatives on the committees. Roughly forty trustees answered the call and showed up at the State House to speak and/or sign in opposition to both bills. As a result, each committee voted "Inexpedient to Legislate" on both bills and the House voted down the bills for the remainder of this session.

Kudos to NHLTA for getting the word out so quickly and effectively and kudos to the hundreds of people mobilized into action. Kudos to the many trustees and friends of the arts who once again ventured to the New Hampshire seat of government to make their voices heard.

Obviously it pays for all of us to be ever vigilant.


Oh, by the way, while this was all going on, the NHLTA continued business as usual in planning another awesome Annual Conference as you may have read about elsewhere in this newsletter.

*The New Hampshire Curmudgeon*

## CONTRIBUTE TO THE NEWSLETTER

Do you have a great idea for an article for the NHLTA newsletter?

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

Please e-mail all submissions to NHLTA President, Adele Knight: [a.knight@nhlta.org](mailto:a.knight@nhlta.org) or NHLTA Newsletter Editor, Marcia Burchstead: [m.burchstead@nhlta.org](mailto:m.burchstead@nhlta.org). 

## NHLTA ADDRESS CHANGE

Please take note of the new address for NHLTA:  
**53 Regional Drive, Suite 1 Concord, NH 03301**

### **HOOKSETT LIBRARY: *The Heart of the Community***

Mac Broderick and Mary Farwell, Trustees, and Heather Shumway Rainier, Library Director

The Hooksett Library serves the nearly 14,000 residents in the Hooksett community and has a collection consisting of approximately 50,000 items. The 25,000 square foot building offers a variety of meeting room space, a computer lab, a colorful children's room and storytime room, a dedicated teen room, a self check-out station, and very friendly and helpful staff who strive to always provide an exceptional level of customer service!

The Hooksett Library was founded in 1893. Its first location was the Arah Prescott Library now home to the Hooksett Historical Society. In 1998 the town was fortunate to acquire our present building, the original library for Mount Saint Mary's College, constructed in the late 1960s. The Library Trustees undertook a complete renovation to bring the library back to its original purpose and to incorporate 21<sup>st</sup> century technology.

Over the past few years the Hooksett Library has seen an incredible growth in patrons, circulation, requests, and new services. The library has a very popular self check-out unit and supports self pick-up of requested materials on hold. Thirty percent of our check-outs are now being conducted through the self check unit.

We have a newly reconstituted Friends group who are eagerly planning ways to support the Library. One of their first efforts was a Halloween costume swap which proved very popular. They are taking over the library's book sale and are exploring online sales of some of the more valuable books that are donated.

We are fortunate to have an abundance of meeting room space (including a 4,000 square foot meeting room) and we hosted 136 meetings in December alone. One of our signature events is Ladies Night Out. Over 40 vendors cater to the desires of several hundred Hooksett women who look forward to this annual late January event. We also partner with other community organizations such as the Historical Society and the Hooksett Garden Club to co-host programs. We have also hosted town meetings and candidate forums prior to elections to help ensure a better informed electorate.

One of the most important tools is our responsive nature to the community's changing needs. As the staff sees an increase in need for tech support from our patrons, we are allocating more of our resources to provide it. The library lends e-Readers to the public and all library staff, including circulation staff, are able to troubleshoot and support the lending of e-Books and e-Readers. We also offer a

monthly "gadget" group and one-on-one tutoring is also available. We feel that technology support is the new reference service in libraries and the key to staying relevant in our rapidly changing times.

The constant challenge that the Hooksett Library faces is funding. Not unlike most other towns, Hooksett is keen to hold expenses in check. The library enjoys a well-earned and respected position within the town. The Hooksett Library leadership is known to work hard at keeping expenses under control. This reputation is extremely helpful during budget negotiation time. The Hooksett Library also has wide support among community

members. With great thanks to our town voters, the library has increased staffing from 5.5 full time equivalents in 2005 to 8.4 in 2013 while circulation has increased from 80,000 in 2005 to 199,300 in 2012!

Without a committed leadership team the library would not have enjoyed so many recent successes. The collaborative atmosphere that exists between the Library Board of Trustees and the Director creates a very positive and supportive working environment. Mary Farwell, Chairman of the Board of Trustees and the 2010 NHLTA "Lillian Edlmann Trustee of the Year" recipient, encourages board members to participate in subcommittee work as well as general volunteering during library events.

About five years ago the size of the Board was increased by two members. This has allowed each member of the Board to take on specific in-depth assignments, typically working closely with the Library Director. Trustees also visit the Town Council twice a year to share library happenings with the goal of remaining in the forefront of the Council's thoughts long before the budget process begins. Our leadership team works very hard to communicate with members of the town administration, town council, and budget committee to inform them of the services the library provides and the level of use by the community through phone calls, invitations to programs, events, and tours, and a newsletter directed at elected town officials. The team also keeps the patrons informed of budget information and special requests, believing that good communication is essential in building trust and understanding within the community which, in turn, allows our library to function so well.

As one of our patrons recently noted "the Library is the heart of this community." If you get a chance, check out the Hooksett Library!



## POLICIES EVERY LIBRARY SHOULD HAVE

Thank you to the Goffstown Public Library for sharing their Public Volunteer Policy. This policy is a sample and should be tailored to fit your library. More policies are available on their website [www.goffstownlibrary.com/home/policies](http://www.goffstownlibrary.com/home/policies).

### Public Volunteer Policy

Volunteers are important to the success of the Goffstown Public Library and to the delivery of services to the Goffstown community. The Library and its staff value the time and commitment of citizens who volunteer. Volunteers help, under the direction of the staff, to provide support in implementing the mission and programs of the Library.

To comply with New Hampshire Department of Labor Laws, the Goffstown Public Library uses volunteers to supplement and complement, but not to replace, the efforts of paid Library staff. Library volunteers may help extend and enhance the work of paid staff but will not be utilized to displace any paid employees from their positions. Volunteers will not be placed in positions that could jeopardize the Library's ability to operate if a volunteer failed to report to work.

- Volunteer assignments will be organized by staff at the Goffstown Public Library. Each volunteer shall perform duties under the supervision of a designated staff member.

- Prospective volunteers must reside in Goffstown and are asked to complete a Goffstown Public Library Volunteer Application and a Volunteer Agreement Form. If the individual's qualifications, interests and schedule match an available volunteer position at the Library, he/ she will be notified. Placement of an applicant may not always be available. Applications not matching any current openings will be kept on file for one year from the date of submission.

- Before beginning REGULAR, ongoing volunteer assignments the volunteer must agree to a background check, to be paid by the volunteer. The number of regular, ongoing opportunities is limited; therefore, volunteers are usually used for short-term tasks or special projects.

- Teen volunteers (ages 15-17 years old) are required to supply a Youth Employment Certificate and photocopy of proof of age (birth certificate or driver's license) to prove volunteer is 15 years or older.

- The Goffstown Public Library will not accept court appointed volunteers due to potential liability issues.

- Volunteers are expected to work as scheduled or call the Library if they will be absent. Volunteers who fail to

fulfill a volunteer assignment without prior notification may be terminated.

- Volunteers are expected to uphold the same confidentiality, performance and behavior standards as paid Library staff. Volunteers will not work at the circulation desk or at jobs that require confidentiality of patron records and accounts.


- It is mutually understood that volunteer services are donated. Volunteers are not entitled to, nor should they expect, any present or future salary, wages or other benefits for their voluntary service.

Nothing in these guidelines shall be deemed to create a contract between the volunteer and the Goffstown Public Library or the Town of Goffstown. Both the volunteer and the Goffstown Public Library have the right to terminate the volunteer's association with the Library at any time and for any reason, with or without cause. The Library reserves the right to terminate the services of the volunteer at any time.

Approved by the Library Board of Trustees August 15, 2012

### ITEMS FROM THE NHLTA WEBSITE

**Library Services in the Digital Age.** Pew Research Center's Internet and American Life Project report found that *"... 91 percent of Americans (16 or older) say that public libraries are important to their communities, and 76 percent say libraries are important to them and their families."* This report puts to rest the notion that public libraries are not needed in a world where information is available predominately online and in electronic formats. Americans continue to see the value of libraries and believe the availability of computers and Internet services is as fundamental to libraries as books and reference help. Link to the entire report is on the Home Page of the NHLTA website: [www.nhlta.org](http://www.nhlta.org).

**5 Myths About the Information Age.** Everyone should read this article about Libraries and the 'Information Age', published in The Chronicle of Higher Education. The essay, written by Robert Darnton, professor and university librarian at Harvard University, is based on a talk he gave at the Council of Independent Colleges' Symposium on the Future of the Humanities, in Washington, DC. Link to the entire report is on the Library News/Did You Know Page of the NHLTA website: [www.nhlta.org](http://www.nhlta.org) 

## REGIONAL TRUSTEE NETWORKING

### **Monadnock Area Trustees**

Adele Knight, NHLTA President

Fourteen trustees—three attending for the first time—representing eight libraries gathered together on January 18 at the Dublin Public Library for the Monadnock Area Trustees networking meeting.

Trustees from opposite ends of the financial spectrum discussed their current concerns. One board is seeking community input for a renovated and revitalized library of the future at an estimated cost of 8-10 million dollars. The other board is struggling with less than a 4K budget just to keep their library in operation with volunteer help. Despite these diverse challenges, it was evident that both boards are dedicated to their libraries and have a strong sense of responsibility and determination.

One trustee asked how to get more people to attend programs because even when the programs offered are very good, the attendance is not. More promotion as well as ideas for programming was suggested. If any of our readers have suggestions for programs and increasing attendance at programs, please post them on the LISTSERV or write a letter to the editor of the NHLTA newsletter.

The next gathering of the Monadnock Area Trustees will take place on Friday, March 22 at noon in the Peterborough Town Library.

### **Carroll County Trustees**

Marcia Burchstead, NHLTA Director

The next meeting of the **Carroll County Roundtable** is scheduled for **Wednesday April 24, 6:00 p.m.** at the **Effingham Library** (located just off Route 153). All trustees and alternates are welcome and encouraged to attend. Please RSVP to Marcia Burchstead at [m.burchstead@nhlta.org](mailto:m.burchstead@nhlta.org) if you are planning to attend so sufficient seating and refreshments will be available. You may also call 356-8462 and leave a message.

### **Hooksett Regional Group**

In January another informal meeting of area library trustees was held at the Hooksett Public Library. It was an entertaining and informative group and the evening was filled with discussion, interaction and networking. The gatherings are very spontaneous and provide an opportunity for trustees around the region to share ideas, policies, practices, troubles, solutions, favorite vendors, successes and failures.

As Mary Farwell (Trustee, Hooksett Public Library) stated, "Let's strengthen our individual libraries by strength-

ening our statewide trustee associations." Farwell originated this group and keeps it going. Date, time, and place for the next gathering will be announced on the NHLTA LISTSERV and the NHLTA website calendar


### **Barrington-Madbury Area Trustees**

A new group has been formed in the eastern part of the state. On March 14, area trustees met at the Barrington Public Library for a gathering hosted by the Barrington and Madbury Library Trustees. The group is planning to meet quarterly. The date and location of the next gathering will be posted on the NHLTA LISTSERV and the NHLTA website calendar.

### **Holderness Area Group**


And another new group is forming and will be launched with an Open House at the Holderness Public Library on April 3. All trustees in the Scrooge & Marley Co-op Region and surrounding towns are invited and encouraged to attend. Come meet your fellow trustees and share mutual challenges and successes.

### **Souhegan Valley Area Trustees**

*LAST CHANCE!* The Souhegan Valley Area Trustees (SVAT) of the South-Central NH area is in need of a host library. Networking is invaluable to good trusteeship and the last two sessions were so rewarding with new friendships and mutual interests established. Please contact Betsy Solon at [e.solon@nhlta.org](mailto:e.solon@nhlta.org) if you are willing to host a gathering this Spring. 

## ANNUAL AWARDS

Each year, the NHLTA presents awards to individuals or groups who have given exemplary library service to their community. The awards are: Library of the Year, Lillian Edelman Trustee of the Year, Library Director of the Year, Special Service Contribution Award, Dorothy M. Little Award, and the Sue Palmatier Award For Outstanding Support By A "Friends of the Library" Group.

You will soon receive a letter with information describing the criteria for the awards. The information will also be on the NHLTA website [www.nhlta.org](http://www.nhlta.org). 

**APRIL 14–20**  
**National Library Week**

is governed by library trustees or the board of selectmen. But why would the sponsors want to change a governing structure that has been working for over a century? Several NHLTA board members contacted the prime sponsor and the co-sponsors of the bill, while others reached out to the communities in the sponsors' districts. They learned that there had been some disagreements between library trustees and selectmen in at least two of the towns, primarily related to spending decisions made by trustees associated with library building projects. A selectman in Rep. Weyler's district asked him to help by filing legislation to change the law.

**Determining Our Position:** Once we understood the "what" and "why" of the bill, we needed to formulate our position. NHLTA formalized its position by polling the NHLTA directors, with a not-unexpected result: NHLTA would oppose HB 436 due to its potential for fundamentally undermining public libraries.

**Preparation:** Next, we needed to understand the legislative process, and ensure that anyone who wished to weigh in on the matter had the tools to be an effective advocate. We decided to use the NHLTA website to house information and advocacy tools. Several board members were crucial to this task, some drafting tools (like the Advocacy Guide and Talking Points), others editing the tools, and still others posting materials and updates on the site and sending information bulletins to the NHLTA and NHAIS LISTSERVs.

NHLTA also took extra time to poll both trustees and library directors on their reactions to the bill:

- Were they for or against it?
- Why did they take that position?
- What message would they want to send to their own representatives on the issue?
- Would they be willing to take some action to affect the outcome of the bill?

Over 230 individuals responded to this survey, and their comments became the basis for the "talking points" developed by NHLTA and made available to advocates.

**Launching the Strategy:** Implementation of a carefully crafted advocacy campaign followed. The focus was on the House Municipal and County Government Committee, which had jurisdictional review, would hold a hearing on the bill, and ultimately recommend to the full House whether the bill "ought to pass" (approved) or be voted "inexpedient to legislate (rejected)." First, NHLTA contacted trustees in each of the communities represented by committee members, with a goal of having EVERY committee member hear from their own constituents about the issues and the library trustees' position in advance of the public hearing. Then, NHLTA identified three spokespersons who would deliver our message at the hearing and submit brief


written comments. Those testifying included NHLTA Board President Adele Knight, NHLTA Board member Susan Gaudiello (who is also a selectman) and library consultant Thomas Ladd, who also serves on the NHLTA Legislative Committee. A number of other trustees and legislators also testified on behalf of libraries, and dozens of other supporters filled the hearing room (and spilled over into the hallway).

While we were cautiously optimistic that the outcome would be in our favor, NHLTA continued to monitor the process, attending the executive session of the committee during which they voted unanimously to recommend the bill be killed, contacting a number of legislators in advance of the House vote, and even listening in to the House proceedings. We kept members informed through the LISTSERVs and the NHLTA website throughout the process. Part of the art was trying to gauge how much pressure to apply. Too much and the bill might take on new and unexpected momentum. Too little and it might slip through. We sought to apply just enough pressure and oversight to assure as much as possible that the bill would be killed.

**Impact of the Strategy:** The Committee heard the testimony and voted 15-0 ITL, to kill the bill. To make sure that it did not slide through at the end of the session they decided not to put it on the Consent Calendar but rather bring it to the floor with their negative recommendation where it was defeated in a resounding voice vote. It appeared that we had found the right pressure balance.

**What We Learned:** The three most important factors in our success were preparation, communication and teamwork. Every step of the process involved thoughtful analysis, as well as a great deal of collaboration among board members, trustees throughout the state, and supportive partners like the NH Library Association and the NH Center for Non-Profits. Timing was critical as well, especially when the bill moved through the process more rapidly than we had been anticipating.

Last year NHLTA worked to save the State Library's van service, and this year our focus has been on preserving the independent governance of our town public libraries. NHLTA is now better prepared for whatever advocacy challenges and opportunities lie ahead. Clearly, the Association's role as a library advocate is more important than ever.

Our thanks to all those who participated in the defeat of HB 436! 

### NHLTA ADDRESS CHANGE

Please take note of the new address for NHLTA:  
**53 Regional Drive, Suite 1 Concord, NH 03301**




**NEWS FROM CARROLL COUNTY**

Marcia Burchstead, NHLTA Director

The **Friends of the Bartlett Public Library** will host a special presentation **Tuesday April 16, 7 p.m.** featuring **Edward Minyard**, President of Response Force 1 Corporation, and author of ***AFTER DISASTER, AN INSIDER'S PERSPECTIVE FROM THE HEART OF CHAOS.*** From Hurricane Katrina to Hurricane Sandy, including the Haitian earthquake and the Japanese tsunami, Ed has been there and will share his unique experiences and insights with us. The program is open to the public, free of charge and refreshments will be served. Contact the Bartlett Public Library at 374-2755 for more information.

A program featuring **New Hampshire State Library Director Michael York** is being planned for late Spring. York will provide insight into the history, services and resources of the oldest state library in the nation. He will give details on the state library budget which provides services such as the Inter-Library Loan Vans and other programs that benefit the public libraries, residents and governmental agencies of New Hampshire. This is sure to be an enlightening and informative evening and all are encouraged to attend. **Cook Memorial Library in Tamworth** will host this program. The event is open to the public, free of charge, and refreshments will be served.

For more information, date and time, contact Marcia Burchstead at 356-8462. 

**WHAT HAS YOUR LIBRARY DONE FOR THE CHILDREN TODAY?**

***Special Children's Programs at the Manchester City Library.***

**Teddy Bear Picnic**

Come join us for the Manchester City Library's annual Teddy Bear Picnic. We will gather in the children's room, and when everyone is ready, we will parade through the library and then outside to the side lawn for a picnic and a performance by Lindsay and Her Puppet Pals.




Don't forget to bring your teddy bears!

**Eloise Extravaganza**

Celebrate Children's Book Week at the West Branch with this delightful character who lives at the Plaza hotel in NYC. Precocious grown-ups allowed. Stories, games, a craft, and snacks will rule the day here!


Our children are the future of our libraries. Please share your creative programs with us so that we can all learn from one another.

NHLTA would like to publish your unique programs that bring children into the library. Please contact Karen Sheehan Lord: [ks.lord@nhlta.org](mailto:ks.lord@nhlta.org) or Connie Kirwin: [c.kirwin@nhlta.org](mailto:c.kirwin@nhlta.org). 

**NHLTA OUTREACH**

NHLTA Directors Lil Edelman, Adele Knight, and Loring Webster met with trustees and volunteer staff of the Thayer Library in Asheulot in January. They toured the library, noting many welcoming improvements that have been made over the past few years, and discussed issues, plans for programs, and outreach to the community.



The library was built as a home by Edward and Julia Thayer in 1823 and was donated by Julia Thayer in 1902 to be used as a library. Asheulot is an unincorporated village of about 400 residents in the town of Winchester. 

### ***BUILDING A LIBRARY FOR THE 21<sup>ST</sup> CENTURY***

Adele Knight, NHLTA President

I recently met with Peterborough Town Library trustees David Simpson and David Weir who radiated enthusiasm as they discussed their community's vision of a Library for the 21<sup>st</sup> century. They talked about the proposed library as a community living room which would connect to the town and other libraries in the region, accommodate groups of all sizes and interests and be welcoming to all citizens. Their "library of the future" must be flexible in layout, address accelerating technology, and embrace "green," but also tie in to the historic original portion of the current facility. **The Peterborough Town Library is renowned for being the first tax supported free library in the world.**



Realizing that funding for a new library would most likely have to be raised privately; trustee David Simpson approached Terry Knowles of the New Hampshire Department of Justice, Charitable Trusts Unit to gain an understanding of the mechanics for structuring a Capital Campaign to raise funds to build the much needed updated library. The result was the formation of the 1833 Society, an independent 501(C)(3) organization. The 1833 Society is a private organization that has five directors but can recruit more as needed. No more than two library trustees may serve within the organization at any one time although the entire board of trustees does have input into the process. The Society was so named because the original library was incorporated in 1833. The 1833 Society is empowered to raise money, look for sites, foster focus groups, hire an architect and maintain the agreement with the Town which will serve as the General Contractor. The Society also has by-laws and the donated assistance of an attorney and an accountant.


It is estimated that an updated library could easily cost \$6–10 million to build and furnish. The Town has been told that it will not be burdened with additional cost as all the money is expected to be raised privately. One benefactor has already pledged to match up to \$500,000 in private contributions. As a matter of fact, it is also expected that operating and maintenance costs will be less once the new facility is built. The Town already budgets for library operating and personnel costs but the 1833 Society will be looking for donations, grants and endowments to bear the costs of programming and additional technology. Library trustees will

donate some funds from the library's unencumbered funds to help with the project. A feasibility study for fundraising is on the 1833 Society's agenda.

The 1833 Society is not as concerned about bricks and mortar at this time as it is about finding out the needs and wants of the community. Most recently, a community public forum attracted over 90 interested citizens who came up with a myriad of ideas about their library of the future. Visions are that the library would

serve as a community center, be flexible in its layout, appeal to children, be open more hours, have quiet spaces, meeting rooms, perhaps a café, an auditorium and have a higher degree of library technology and public computing. Other ideas that have been discussed include making services available on a regional basis, purchasing adjoining property which could be shared with the town thereby making another strong connection to the community, and partnering with other organizations. LOG, a Library Outreach Group, has been formed and charged with reaching further out into the community to obtain maximum input. More "mini-forums" and a series of focus groups are being planned in addition to library tours, newsletters and continued press releases.

Even before the recent forum, the trustees realized how important it was to bring an awareness of the importance of libraries to the public. Several years ago, one trustee who attended a regional meeting brought in the editor of the local paper to talk to the group about contributing articles about their libraries. Trustees from at least eight different libraries participated. An architect made a compelling case for the Library at the Monadnock Lyceum, Peterborough's community development director fostered municipal support, interesting programs were publicized and presented to draw people into the library, and architects and State Library Director Michael York have been consulted. Both the Library Board of Trustees and the 1833 Society are continually reaching out to a growing circle of supporters.

Library trustee and 1833 Society chair David Weir envisions that Peterborough's Library of the Future will be in operation by 2017. Michael York thinks the new Peterborough Town Library might serve as a template for other Libraries of the Future. 

## FROM THE IRS WEBSITE


### *Governmental Information Letter*

Government entities are frequently asked to provide a tax-exempt number or “determination” letter to prove its status as a “tax-exempt” or charitable entity. For example, applications for grants from a private foundation or a charitable organization generally require this information as part of the application process. In addition, donors frequently ask for this information as substantiation that the donor’s contribution is tax deductible, and vendors ask for this to substantiate that the organization is exempt from sales or excise taxes. (Exemption from sales taxes is made under state law rather than Federal law.)

The Internal Revenue Service does not provide a tax-exempt number. A government entity may use its Federal TIN (taxpayer identification number), also referred to as an EIN (Employer Identification Number), for identification purposes.

Governmental units, such as states and their political subdivisions, are not generally subject to federal income tax. Political subdivisions of a state are entities with one or more of the sovereign powers of the state such as the power to tax. Typically they include counties or municipalities and their agencies or departments. Charitable contributions to governmental units are tax-deductible under section 170(c) (1) of the Internal Revenue Code if made for a public purpose.

As a special service to government entities, IRS will issue a “governmental information letter” free of charge. This letter describes government entity exemption from Federal income tax and cites applicable Internal Revenue Code sections pertaining to deductible contributions and income exclusion. Most organizations and individuals will accept the governmental information letter as the substantiation they need.

Government entities can request a governmental information letter by calling 1-877-829-5500. 

## NEW TRUSTEES ORIENTATION

**A good orientation is essential for a new trustee (including alternates) to perform effectively.** This can range from an informal session with the chair of the board and the library director to a full meeting with the entire board. New trustees should be given a complete tour of the library, an explanation of its services and an introduction to the staff. We strongly recommend that each trustee should have a notebook containing the following information (the notebook should be passed on to incoming trustees from outgoing trustees):

- List of library trustees, including trustee address, phone, email, term expiration
- The board of trustees by-laws
- The charter/history and mission statement of the library
- NH Library Trustees Manual
- Organizational chart and committees
- List of library staff, positions, date of hire
- Job descriptions of staff
- Library goals/objectives and long range plan; board’s annual goals
  - Your library’s policies and procedures; employee manual and approved annual holidays
  - Board approved budget for current year with back-up materials
  - Library board meeting agendas, minutes, monthly reports of current year
  - Last annual report and current library statistics of use and holdings
  - Copy of Director’s Performance Review form
  - NH state laws pertaining to libraries

It is essential that all new trustees be made to feel knowledgeable and welcome in order to find a place within the board to make their contribution to library service.

NHLTA holds a variety of workshops, including orientations, which are beneficial for new trustees.

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The *New Hampshire Library Trustee* is published four (4) times a year by: New Hampshire Library Trustees Association  
53 Regional Drive Suite 1, Concord, NH 03301

The newsletter serves as a means of providing information and ideas to library trustees in the state of New Hampshire. Subscriptions are included as part of the annual dues for the New Hampshire Library Trustees Association. The content published is for informational purposes only and is not, and should not be considered a substitute for legal advice.

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## CALENDAR 2013

- |               |                  |  |
|---------------|------------------|--|
| Apr 3         | 10:00 a.m.       | NHLTA Board of Directors meeting • LGC (Local Government Center)<br>25 Triangle Park Dr, Concord                 |
| Apr 3         | 6:30 p.m.        | Holderness Library Open House • Holderness Library<br>866 US Route 3, Holderness                                 |
| Apr 14–20     |                  | NATIONAL LIBRARY WEEK  |
| Apr 24        | 6:00 p.m.        | Carroll County Roundtable • Effingham Library<br>30 Town House Road (off Route 153), Effingham                   |
| May 1         | 10:00 a.m.       | NHLTA Board of Directors meeting • LGC (Local Government Center)<br>25 Triangle Park Dr, Concord                 |
| <b>May 20</b> |                  | <b>NHLTA Spring Conference and Annual Meeting</b><br><i>SERESC Conference Center, 28 Commerce Drive, Bedford</i> |
|               | 8–9:00 a.m.      | Registration and Continental Breakfast   |
|               | 9–10:00 a.m.     | Welcome and Keynote Speaker  |
|               | 10:15–11:30 a.m. | Workshop Sessions  |
|               | 11:45–1:00 p.m.  | Workshop Sessions  |
|               | 1–2:00 p.m.      | Lunch and Annual Meeting   |
|               | 2:15–3:30 p.m.   | Workshop Sessions  |
| June 5        | 10:00 a.m.       | NHLTA Board of Directors meeting • LGC (Local Government Center)<br>25 Triangle Park Dr, Concord                 |