

New Hampshire LIBRARY TRUSTEE



Volume 28 number 4
WINTER 2012-13

The Newsletter of the New Hampshire Library Trustees Association

Holiday Greetings from the Board of Directors



Seated from left to right: Carol Snelling, Secretary; Adele Knight, President; Loring Webster, Vice President; Betsy Solon, Treasurer; Conrad Moses, Past President. Standing from left to right: Connie Kirwin, Kathy Meserve, Susan Young Gaudiello, Karen Sheehan Lord, Bob Gilbert, Lillian Edelmann, Marty Davis, and Dave Hallenbeck. Missing from photo: Bruce Cotter and Marcia Burchstead.

SAVE THIS DATE
Monday - May 20, 2013
NHLTA Spring Conference
Annual Meeting
Survive & Thrive: A Trustee Tool Kit

2012 NHLTA ANNUAL AWARDS WINNERS

Marcia Burchstead, NHLTA Director

The awards given annually to individuals, libraries and ancillary groups were announced in the last NHLTA newsletter. Board members spent the Fall handing out the awards to this year's recipients. In addition to this article photos of the presentations are included.

Library of the Year: Gilford Public Library

On Friday September 28 NHLTA President Adele Knight accompanied by board members Connie Kirwin and Marcia Burchstead travelled to Gilford to give the Library of the Year award. This new facility

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NHLTA OPEN HOUSE PROGRAM *A Networking Success*

Adele Knight, NHLTA President

According to *dictionary.com*, “networking is a supportive system of sharing information and services among individuals and groups having a common interest.” This is the premise upon which the Open House program was initiated, and it worked very successfully. I am happy to report that six Open House gatherings attracted 57 trustees representing 31 libraries. Hosting libraries were Canterbury, Claremont, Hampton, Lancaster, Rochester and Warren. It is rewarding to know that so many trustees have been able to network and exchange ideas, ask questions, and share success stories. And, as has happened with regional groups that have already been gathering, I believe that the attending trustees will go back to their respective libraries and tell others what they have learned. Our facilitators received some very good feedback from trustees and directors who enjoyed the meetings. Many have already committed to hosting a meeting in their libraries in the near future. Some of the success of these meetings can also be attributed to the

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09-20-2012

SPOTLIGHT ON OUR LIBRARIES

A BRIEF HISTORY OF THE LIBRARY IN TROY, NEW HAMPSHIRE

Allan Bailey, Trustee
Gay-Kimball Library

Ten years after the Town of Troy was formed in 1815, the state legislature granted a petition to incorporate the library.

The Troy Library Association met in January 1826, elected a librarian and appointed three citizens “to examine and prepare the library books for distribution.” The books were kept in a local store.

Later, interest faded, but in 1859, the association was revived and reorganized, and the library was open for five hours every Saturday.

In later years, the library again slipped into inactivity. In 1882, the selectmen appointed a new librarian and instituted the Troy Public Library in the grammar school room of the Town Hall.

In 1923, the librarian and one assistant began cataloging according to the Dewey Decimal System. The State Library Commission sent its secretary from Concord to give instruction and start the work.

In 1925, Walter N. Gay gave a lot to the town for a library building. Twenty-eight years would pass before the building would be erected, but more books continued to be crowded into the room in the Town Hall.

The depression years saw the circulation pass the 10,000 mark for “people not working found more time to read,” and the library was opened two afternoons a week.

During World War II the librarian, Mrs. Annie Clark, wrote 102 letters to “our boys in Uncle Sam’s forces.” The

replies were placed in a file cabinet and could be read by any one interested. Two years ago, these replies were scanned into a computer and are available for reading on the library’s web site.

In 1945, a building committee was appointed after Warren Kimball left \$12,000 for the construction of a library. In June 1953, the new library was opened to the public and named the Gay-Kimball Library in memory of the two men who had contributed the land and the capital.

The original brick building is still a part of the current library. It had a main floor with shelving, study and display areas, and a rest room. In the basement, there was a furnace room, storage space, and a large room suitable for story hours, art exhibits and small community gatherings.

In 1990, new construction doubled the usable space with a sitting/study area, a large meeting room, new restrooms, and an elevator. While not immediately used for books, the new construction gave the library room to grow. Today, the entire basement area is the children’s section.

There are more than 10,000 volumes in the Gay-Kimball Library, as well as magazines, newspapers, and an extensive DVD collection. The meeting room is used by many town committees and non-profit groups.

Each year, the library hosts two used-book sales, an ice cream social, a hot soup social, a reading group, story time for children, and visits by a reading therapy dog who sits patiently while children read to him.

The staff now includes a full-time librarian, two part-time assistant librarians, two on-call assistants, and several volunteers.

(Assembled from previously written accounts.)



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MESSAGE FROM THE PRESIDENT...

The State of the NHLTA

What an exciting year this has been for me; busy, and sometimes challenging, but fulfilling.

I owe so many thanks to the NHLTA Directors and to all of

you in Library Land. The NHLTA Board worked diligently to develop policies and procedures, maintain a strong presence in regard to legislation affecting libraries, and develop an Annual Conference which even exceeded all others before it. We participated in another retreat, the object of which was to learn how to help trustees to help themselves. Six trustee orientations were presented in a new PowerPoint format in five locations. The Open House Outreach Program which took place this fall was a success because we were able to reach out to trustees all over the state and explain the many benefits of networking with other trustees. Thanks to the Library Directors and Trustees that helped to host these programs. You will find more details in the article starting on page 1.

Our “techies,” Connie Kirwin and Dave Hallenbeck, continue to make our new website interesting and helpful. If you have not yet accessed www.nhlta.org, you should. There are links to resources, details about membership, workshops, awards, and the conference as well as the NHLTA manual and past issues of the newsletter. I do want to thank everyone who contributed stories, quotes, photos and news about their libraries. Thanks are extended too for your contributions to our newsletter. Keep them coming!! The LISTSERV really took off this year; the list of users continues to grow. Important questions have been asked; sometimes answered by NHLTA Directors, and often answered by fellow trustees who draw on their own experiences to help others. **The sharing of ideas and solutions among trustees is extremely valuable.**

One of the NHLTA Board of Directors’ main objectives this coming year will be to develop an Advocacy Program which will help trustees develop their own advocacy program. You will be hearing a lot about this as the year progresses. You will be asked to adopt the program as it relates to the key issues facing your library. Our plan is to provide useful tools and resources that will help you advocate for and increase awareness of libraries in your community. We have all been experiencing the economic downturn

and have to do all that we can, not only to maintain the current levels of services and support for the library, but also to advocate for increasing support. It is important that local residents and officials are educated about the services that libraries provide, and that the public also realizes the budgetary and building needs of the library. I believe many libraries are already advocating for their libraries through newsletter articles, programs and services, but we need to do more. We are all competing for funding and recognition. What an advocacy program will be promoting is a focused and continued effort to drive home the importance of libraries and make known the tremendous value that they bring to the community. There is a perception by some that the rise in technology will make books and libraries obsolete. We have to let our public know that technology is not replacing all the traditional ways and means of library operations. Rather, it is adding to it.

The NHLTA directors are making a significant commitment to fundraising this next year to help offset the increasing costs of Orientations, the Newsletter and the Annual Conference without further burdening the membership to do so. As you already know, there is no charge for Orientations, and the newsletter is one of the many benefits that is provided through annual dues. Printing and mailing expenses continue to escalate but so does the need to provide this service. A membership dues increase from \$20 to \$30 was voted in at the 2012 Annual Meeting, and it is hoped that the dues can be held to that level because we realize library costs are rising and budgets are dwindling.

It is increasingly more expensive to provide an Annual Conference worthy of the needs of trustees all over the state but it is so beneficial that we must continue to do so. Our Education Committee is already hard at work enlisting speakers and presenters who can meet today’s challenges and share their insights with you. An initiative by the NHLTA Board of Directors to obtain sponsorships for the Annual Conference is already in progress. We will also be submitting proposals for grants to help subsidize our programs.

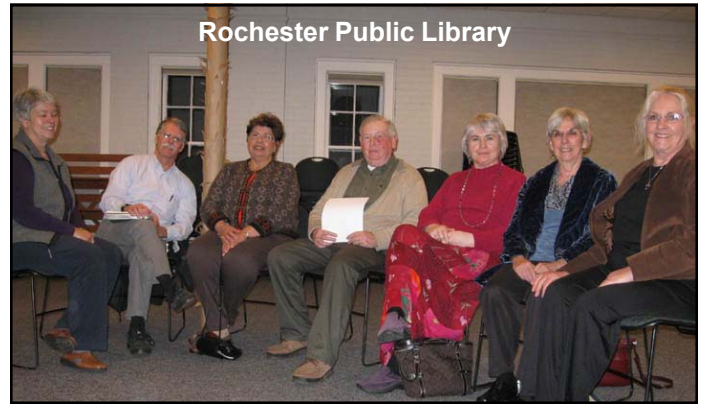
Again, I say **thank you** to the NHLTA Board of Directors, Trustees, Library Directors and staff throughout New Hampshire for your dedication to libraries. **Together, we will advocate for libraries and make known to all what a vital service they provide.**

Adele Knight

fact that they are informal; no minutes are taken.

The Weeks Memorial Library in Lancaster was the first to host the Open House program. NHLTA facilitators Tom Ladd and Marcia Burchstead explained that the purpose of the Open House program was to foster communication between the NHLTA and trustees and networking among trustees all over the state. Attendees were told about the many benefits that the NHLTA offers to its members and instructions were given on how to access the NHLTA website and LISTSERV. They also mentioned that trustees without access to email could ask their librarians to set up an account for them in the library. Subsequent Open House facilitators used a similar format in other gatherings.

To give you an idea of some of the topics that are discussed at these meetings, The Joseph Patch Library in Warren shared ideas and concerns about building maintenance (who does what—the trustees or the town?), investment funds, budgets, Kindles and eBooks and more. Rochester Public Library trustees discussed the major issues they are dealing with: budgets, computerization issues (Somersworth still is using a card system!), building plans, and personnel management issues. It was interesting to hear the different experiences of the cities of Rochester and Somersworth libraries compared to the small town libraries others represented. Budgeting, policies, and handicapped access were topics at the Fiske Free Library in Claremont. Again, what made these topics especially interesting is that Claremont's library is a city library; the others are town libraries with different rules and ways of doing things. In Canterbury, budgeting took the forefront among issues although there was interest in new library building construction and other topics. In Hampton, attending trustees agreed to exchange budget reports with each other. They also discussed annual reports and how different libraries formatted them.



Touring each other's libraries is another beneficial feature of networking. One can get ideas about the different aspects of a library building from viewing the various children's areas, book and periodical displays and computer banks to learning about the history and architectural details of the library, the heating system, and overall layout. As more and more libraries are thinking of expansion and/or renovation in addition to becoming more computerized, it could prove helpful to see how others are dealing with space issues.

If you did not have an opportunity to attend one of the Open House networking sessions, please keep tuned for notice of future meetings. And if you would like to initiate a meeting in your area, please do so. For more information, contact Conrad Moses at c.moses@nhlta.org. Conrad has agreed to do a follow up on the program and answer any questions that you may have. You may post the date of your meeting on NHLTA LISTSERV, website (www.nhlta.org) and/or the NHLTA newsletter. Write ups of meetings may be submitted to the website and newsletter, both of which are other excellent venues for sharing your stories and ideas. 📖

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 and inquiries to Adele Knight: a.knight@nhlta.org or Marcia Burchstead: m.burchstead@nhlta.org. 📖

NHLTA ADDRESS CHANGE

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

SPOTLIGHT ON OUR LIBRARIES

BEDFORD PUBLIC LIBRARY: *Welcoming, Serving and Thriving*

Mary Ann Senatro, Library Director and
Karen Sheehan Lord, NHLTA Director

The Bedford Public Library sits at the top of a hill in Bedford Town Center. Its welcoming white pillared facade blends well with the stately and historic Town Hall which it faces. According to the history of Bedford, early residents were interested in having a library as long ago as May 1789 with the Social Library of Bedford being incorporated in 1802. Some of the original leather-covered books are still in the library, including the original accession book which had been missing for many years and was discovered at the University of Michigan in 1980. The leather volume with the names of subscribers and books was returned to Bedford 190 years after the original library was formed and has been carefully preserved.


In 1892 the first Bedford town library was established and transfers were made from the previous social library. Books were housed in a church until a building was loaned by Mrs. Frances E. Woodbury for use by the new town library. This library was known as the Woodbury Memorial Library. It became the official property of the town in 1944 and was renamed the Bedford Public Library. As the town continued to grow, the old building, with its many renovations and additions, was deemed unsuitable. The Bedford Library Foundation was formed, fundraising began and the town voted to build a new library in 1995. The lovely 19,000 square foot building designed by Dennis Mires opened in June 1996. The original library building was moved to the rear of the spacious parking lot for use by the Craftworkers' Guild. The Kendall building came in handy when in January of 2012 the library had to be vacated for a new roof and insulation project. Library services were moved to the old building and operations continued from there for five weeks.

The Bedford Public Library is a thriving institution with three book groups, an active Children's Summer Reading Program that draws over 1,000 participants, a Sunday concert series sponsored by the Friends group, as well as regular Scrabble and movie nights. With the exception of children's programming, a library card is not required to attend programs.

A commitment to the people of Bedford is an important part of the library's mission statement. To that end the library

provides its patrons with reading material in both print and electronic format and has offered many classes in downloading e-Books as well as filming a segment on this topic for the local cable channel. In addition the library building has become a popular meeting place for the Bedford non-profit community and averages over 100 meetings per month in three comfortable meeting rooms. The largest of these can seat 100 and is filled to capacity at concert time. Several computers are available for public use and there is a quiet carrel area for those who wish to use their own laptops. A staff of six full time and sixteen part time employees headed by library director Mary Ann Senatro serves the public during the 61 hours weekly that the building is open. Self-checkout is available for both adult and children. When power outages occur in Bedford, residents can find refuge at the library which has its own generator and has been designated as both a heating station in the winter and a cooling station in summer months.

For the first time visitor, perhaps the most charming section of the library is the sun-filled Children's Room on the lower level. Two model trains—which the children can operate—are set up in large display cases in the entry. A delightful Story Castle and crafts room takes up a corner of this cheerful space and large stuffed animals sit on top of the bookcases. An ongoing children's book sale cart sits just outside the entrance, with all books priced at a bargain rate of 25 cents!

Bedford residents must be very proud of their library and its dedicated and enthusiastic staff. Stop in and visit. For more information, please check the library's website: www.bedford.lib.nh.us. 



POLICIES EVERY LIBRARY SHOULD HAVE

Thank you to the Barrington Public Library for sharing their Interlibrary Loan Policy. This policy should be tailored to fit your library. More policies are available on their website at: <http://www.barringtonlibrary.com/barrington/policies.asp>.

Interlibrary Loan Policy

Interlibrary Loan (ILL) is a courtesy extended among libraries to fulfill patron requests for materials not owned by the requesting library. There is an extensive standard of procedure at the local, state, national, and international levels that must be followed in order to retain the privilege of ILL. This library adheres to the rules, regulations, and procedures set forth in the New Hampshire ILL Protocol Manual. The following in-house regulations shall apply to all ILL requests:

1. ILL requests shall be filled at the discretion of the Library. A patron must be in good standing with the library and have no outstanding fines or fees. The decision to ILL items shall be based upon a variety of factors, including the patron's reliability in returning materials in a timely fashion and in good condition as well as the availability of the item within the State of New Hampshire. We currently do not do out-of-state searches for patrons unless it is of an immediate and pressing need. In that case, we shall attempt to find a loaning library from another state but no guarantee is made that the material can be obtained. The patron will be responsible for any shipping or copying fees incurred by this search plus a \$3.00 per item processing fee.

2. Items shall be loaned at the discretion of the lending library. They have no obligation to send specific materials and patrons must be aware that this limitation exists. The decision is based on a variety of factors, which include the reputation of the requesting library for timely returns, the physical condition and rarity of the material, the location of the material in the lending library, and the demand from in-house patrons. It is also the right of the lending library to put restrictions on the use of materials; for example, the lending library might insist that the materials be used only in the borrowing library. Our patrons must follow any rules set forth by the lending library when using their materials.

3. The library will attempt to borrow the requested material as quickly as possible. With the current system, ILL process time is about two weeks, however, it could take eight weeks or more, and it is possible that some requests will never be filled. Patrons will be informed as to the status of their request in a timely manner.

4. A patron must provide the Library with a properly filled out Interlibrary Loan request form for each item re-

quested. The more information provided by the patron, such as title, author, date of publication, publisher, etc., the more likely the request will be filled.

5. When the library has received the requested material, the patron will be notified by telephone. It is important that the material be picked up promptly because it has been loaned for a limited time and may not be renewable. The patron is asked to call the library 3 days in advance of the due date given if they need to renew an ILL item. Any item not picked up within one week of notification shall be returned to the loaning library if the patron has not called to set up a pick up time beyond that date.

6. The patron must return the material by the due date in order for the library to return it to the lending library on time. Failure to return the materials on time may result in the library restricting the patron's ability to utilize the interlibrary loan privilege in the future. Patrons will also be liable for any overdue fees, damage fees, or lost book fees incurred due to their treatment of the materials borrowed.

7. It is important that the patron return the material to the Barrington Public Library, NOT the lending library, so that the proper records may be maintained.

8. We reserve the right to restrict the number of requests that a borrower may make through ILL at one time. There is a limit of 10 ILL requests checked out per family at any one time. Items must be returned before further ILL requests will be taken and processed. A maximum of 30 ILL requests per calendar month is allowed. Limitations are in place due to limited staff time, limited space on State transport vans, and the liability of the library to pay for lost items should a patron fail to return ILL items. A .25 per day fine per ILL item is charged for overdue items from other libraries. This number may be reduced for patrons who fail to return items on time, or fail to pick up items requested.

9. ILL requests for academic journal articles located at UNH will be denied if the patrons are students or professors of UNH and have access to the UNH library directly. All other academic requests will be attempted but these materials may take more time to get here through the van system due to the University backlog of requests.

10. Materials will come from the first responding library, not necessarily the closest library. Patrons must wait for the ILL process and van delivery. We do not normally have the capability to call a local library to set aside materials for a patron to pick up. This is considered a direct lend to that patron and they must secure a library card at that library to do so and pay any fees for the library card that that institution charges. If the library allows this form of pick up, we will arrange to do so in emergency cases.

11. Any materials lent from the personal libraries of staff members shall be tracked and counted as Inter-Library Loans.

12. The Barrington Public Library has an open policy to loaning materials. All items in the collection may be loaned to NHAIS libraries (and out-of-state libraries) if they are not currently circulating or on a reserve list for our own patrons. New items will also be loaned should there be little demand for the item here. Items under 2 months old will not be loaned except in extreme circumstances and if there is no demand for the item in Barrington. The library believes in full loaning of all materials to support patrons throughout the State of New Hampshire and foster the sharing of materials between all libraries. The Barrington PL will however deny borrowing privileges to certain libraries that do not have reciprocal borrowing privileges for specific formats.


13. The Barrington PL will accept requests via NHAIS, ALA Form, e-mail, or phone requests. ALA forms may be faxed.

14. If a NHAIS request is possible; we prefer that method of request. The library shall loan books, audio books, and magazines for a 5-week period. If the item is new (under 6 months), we reserve the right to curtail loan period to 3-4 weeks. DVD, CD-ROM, and Video Games will be loaned for 4 weeks only. Renewals will be granted as long as no Barrington patron wishes to use the item. Renewals may be requested by phone or email to interlibraryloan@barringtonlibrary.com

15. The library will loan reference materials only at the discretion of the Director. The library will provide photocopies of reference data and/or periodicals free of charge up to 20 pages. After that limit, a charge of 10 cents per page will be assessed. All libraries are responsible for compliance with copyright law and its accompanying CONTU guidelines, and shall inform its users of the applicable portions of the law.

16. The library will respond to a request within 2-3 working days. Materials will be sent via state van service. If the library is not on a state van route, we will send via US mail with all postage charges being billed to the borrowing library. We will transmit data electronically by e-mail or fax if copyright is approved for such a transmission. Patrons from other libraries may come to the library to pick up items in emergency situations but van delivery is the preferred method of delivery. The patron must show their valid library card from the borrowing library at the time of pick up.

17. All borrowed materials should be returned to us via the state van or US mail if no van is available.

18. This ILL policy is in compliance with all current NHAIS agreements. 12/2011 

REGIONAL TRUSTEE NETWORKING

The **Monadnock Area Trustees** met at the James A. Tuttle Library in Antrim on October 19. Although the group was smaller than usual, the comments offered about the importance of these gatherings were very positive. The ever-significant policies, budgets, and roles and responsibilities of trustees were the main topics of conversation.


The Dublin Public Library will host the next meeting on Friday, January 18, at noon. The meeting notice will be emailed in early January. However, if you are not on the current list of attendees and would like to be part of this group, you are most welcome to join in. For more information, email Adele Knight at a.knight@nhlta.org.

The **Carroll County Trustees** met on September 18 at the Moultonborough Public Library. Along with Trustees from Moultonborough other attendees came from Jackson, Freedom, Effingham, Madison and a NHLTA board mem-



ber. Much of the discussion centered on policy regarding the usage of meeting rooms at public libraries by political groups and/or candidates to campaign or solicit votes from residents. The group plans to meet again in March, date and location to be announced and posted on the NHLTA web site, via the LISTSERV and in individual emails. Contact Marcia Burchstead at m.burchstead@nhlta.org or 356-8462.

Souhegan Valley Area Trustees (SVAT) invites trustees in the South Central NH area to join the group in late January. Date and location are yet to be determined. If you are willing to host at your library, please contact Betsy Solon at e.solon@nhlta.org. Hosts do not have to provide anything but the room and somewhere to sit! Betsy will post the meeting information on NHLTA's list server once a date and place have been established.

Greater Hooksett Area Trustees will be meeting January 9 at 6:00 p.m. at the Hooksett Public Library. Join us for a lively discussion sharing information and news. Experience networking at its finest! Snow date is January 16. Contact Mary Farwell: p.farwell@comcast.net. Best wishes to all for a wonderful and successful 2013. 

WARREN'S JOSEPH PATCH LIBRARY TO CELEBRATE CENTENARY


Peter Alford, Trustee

Next year, 2013, is one of celebration for our library and our town. In March we honor Librarians Veronica Mueller and Carole Elliott and the dozen library friend volunteers on the completion of a year-long retro-conversion and automation which will assist library staff with record-keeping, circulation and inventory, and will increase library relevance for patrons in our digitized world. In July, at Old Home Day, the town of Warren celebrates the 250th year of its founding and in November the Joseph Patch Library marks the 100th year of existence in their brick building on Main Street.

Although the first library in Warren was chartered in 1799, it was called the Warren and Wentworth Social Library and the collection was housed in private homes in both towns. In 1892 the town of Warren accepted the provisions of the "Act for the Establishment and Efficiency of Free Public Libraries" at a town meeting and established the Warren Free Public Library. A generous gift in 1911 from Henry M. Bixby of a building lot and architectural fees enabled the library building project to get started, culminating with the opening two years later.

The first money for the newly established library was left as a bequest by Mrs. Sophia Patch Eastman, provided it would be called the Joseph Patch Library in honor of the first settler in Warren, from whom she was a direct descendent. Our benefactor's kin made his way from Plymouth in 1763 to take advantage of the offer of land to any who would take up residence. Patch built a crude shelter less than a mile south of the library that now bears his name. According to Roland Bixby's *History of Warren, NH*, Patch was known for his skill as a hunter and as the town grew he served as Deer Keeper and Selectman. He and his wife Anna had eight children, certainly contributing their part to Warren's growth.

If he were to re-visit today, Joseph Patch would find a town of more than 900 inhabitants and "his" library with 7,000 volumes and a patron base of 300 including a Friends of the Library group 20 strong. Programs that meet regularly at the library include Book Club, French for Adults, Garden Club and Life Drawing. Children's programs include Story Hour, Wednesday after school programs and an active summer reading program.

The 2013 library has Wi-Fi access, downloadable books, inter-library loan and offers community meeting space for a variety of gatherings including regional library trustee meetings and the Scrooge and Marley Co-op, a gathering of public librarians in the greater Lakes Region of New Hampshire dedicated to the sharing of ideas and information for the improvement of library services. Two recent talks, open to the community, were *Fishing in New Hampshire* and *Bear Happenings*. We think Warren's first settler and library namesake Joseph Patch would have approved. 

HOLDERNESS LIBRARY

A Vibrant Place Where People Can Connect

Carol Snelling, Trustee and NHLTA Director

The Holderness Library is a true community library. In addition to its active book club, the library hosts Mahjong, needlepoint, knitting, and bridge groups. The Holderness Historical Society joins with the library in presenting informational programming. With the library's waterfront location, many summer island people boat to the library. The children's room finds many kids in their PFD's (personal floatation device/life jackets) during story hour.


In time for their 100th anniversary in 2011, the Holderness Library had completed the restoration of the original building. By installing a new energy efficient furnace and adding extensive insulation, the Trustees were able to make a considerable cut in fuel costs.

The children's librarian presents weekly story/craft times at the library as well as at some of the local preschools. The Holderness Central School brings the third grade class in for a tour during which each student receives a library card. In the summer months, the library works with the Squam Lakes Natural Science Center and the Holderness Recreation Department to present the "Story Walk."

The Friends group is very active, with two major fundraisers each year. On Memorial Day they host a book and bake sale. The first Saturday of December is the date of the annual "Santa Sale." Donations of toys and other Christmas gift items are received from local residents and business. Children come to the sale with a list for gifts (i.e. Mom, Dad, Grandma, Aunt, etc.). A teenage girl from the Circle Program takes each child through the "store" and they buy their gifts for \$1 each. Then they are gift wrapped by the Friends. There is a bake sale and a Santa. This event is extremely popular.

This year the library hosted a Christmas Tea on December 12. Any gifts brought to the event were donated to the adults living at Bridge House in Plymouth.


The Holderness Library was awarded the NHLTA Library of the Year in 2010 and this past June the Board of Trustees received the Award of Excellence from the Lakes Region Planning Commission at their annual meeting. This award acknowledged the Trustees for their successful restoration and transformation of Holderness Library into a community hub recognized for its historic features, outstanding services and vital resources.

To achieve their goal of handicapped accessibility, Library Director Victoria Lang and the Board of Trustees are now beginning the adventure of adding a small renovation to the library. 

NHLTA'S PRESENCE AT THE LGC ANNUAL CONFERENCE



Vice President Loring Webster and Past President Conrad Moses are shown at the NHLTA booth during the LGC Annual Conference in November. Directors Susan Young Gaudiello and David Hallenbeck, along with Amy Inglis, Director of the Barrington Public Library, presented a workshop entitled “How Libraries Can Succeed in the Internet Age.”

The conference was an opportunity for members of the board to network and advocate for NH libraries. 

FREQUENTLY ASKED QUESTIONS


ANNUAL REPORTS

Connie Kirwin, NHLTA Director

It's that time of the year when the Annual Report to the Town is due by the Library Board of Trustees. In compliance with RSA 202-A:12, the following information is required.

1. All receipts (revenues) from whatever sources
2. All expenditures
3. All property in the trustees' care and custody
4. Statement and explanation of any unexpended money
5. Any bequests or donations received and holding in behalf of the town
6. Total number of books and other materials
7. The number of books and other materials added by gift, purchase and otherwise
8. The number of books and other materials lost or withdrawn
9. The number of borrowers
10. Statement of the use of the property of the library in furthering the educational requirements of the municipality
11. Other information and suggestions as may seem desirable
12. Submit a similar report to the state librarian

Some trustee boards submit one report; others submit three separate reports. For example, the Board Treasurer would report on #1 – #5. The Library Director would report on #6 – #9. The Board Chair would report on #10 and #11. Whatever method is used, the Annual Report is required of all Library Trustee boards per the following RSA.

RSA 202-A:12 Annual Reports. – Every library regularly open to the public, or to some portion of the public, with or without limitations, whether its ownership is vested in the town, in a corporation, in an organization or association, or in individuals, shall make a written report to the town or city at the conclusion of each fiscal year of (a) all receipts from whatever sources, (b) all expenditures, (c) all property in the trustees' care and custody, including a statement and explanation of any unexpended balance of money they may have, (d) and any bequests or donations they may have received and are holding in behalf of the town, with such recommendations in reference to the same as they may deem necessary for the town to consider, (e) the total number of books and other materials and the number added by gift, purchase and otherwise; the number lost or withdrawn, (f) the number of borrowers and readers and a statement of the use of the property of the library in furthering the educational requirements of the municipality and such other information and suggestions as may seem desirable, (g) submit a similar report to the state librarian at such time and on such forms as the commissioner of cultural resources may require. 

LEARNING THE ABCs OF TRUSTEE RESPONSIBILITIES

Adele Knight, NHLTA President

Six orientations held in five different locations proved to be very helpful to the 80 trustees who were eager to learn the ABCs of trustee responsibilities and duties. The number that benefited is actually multiplied when you consider that the attending trustees went back to 58 respective boards and shared what they had learned.

Orientations continue to have a significant impact on trustees and are considered the most important of all workshops. We find that trustees will travel a lengthy distance in order to attend. Trustees representing all co-op areas in the state did attend this year. The orientations familiarize trustees with many issues, all of which gives them a stronger presence in the community—so necessary in today’s economy.

Handouts, mirroring the PowerPoint presentations, focused on the following issues:


- RSAs governing public libraries
- Setting policy for your library
- Budgeting
- Running effective meetings, working as a board
- Personnel responsibilities
- Advocacy on behalf of libraries

Overall, comments from attendees regarding the different topics were very positive. Here are several excerpts:

“A great program to introduce the many aspects of being a trustee.”

“Your presentation has inspired me to do my best for all libraries! So much to learn. I found it most helpful to bring back to my board the items that the NHLTA was focusing on statewide.”

Attendees did say that they would like more details on policies and examples of policies which could be shared by different libraries. The NHLTA newsletter features a sample policy in each issue, and policies from other NH libraries are posted on the Resources page of the NHLTA website at www.nhlta.org.

The NHLTA does not charge a fee for orientations and we are most grateful to the TD Charitable Foundation for the \$1200 grant that was awarded to help offset costs for the Program. 

Tom Ladd facilitated training at Weeks Memorial Library, Lancaster.



Jackson trustees and their library director Susan Dunker-Bendigo along with trustees from Bartlett and Madison listen to Tom Ladd during orientation training.



Trustees from Moultonborough, Wolfeboro, Ossipee, Effingham, Center Harbor, Freedom, Madison, and Meredith gathered to hear facilitator Tom Ladd’s orientation presentation.



NHLTA ADDRESS CHANGE

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

is state of the art with all the bells and whistles library lovers could wish for and more. The fundraising for the new library began with a substantial gift of \$1.5M from a benefactor who wishes to remain anonymous.

Knight spoke about the many and varied reasons Gilford Public Library was selected for the award. “We looked for the extras that make a library special. We were impressed by the ten adult group programs offered, the Babygarten program for babies and caregivers, two teen-specific programs per month, this year’s Summer Reading Program was the biggest ever, the delivery of books to four day-care providers, the one-on-one computer help for patrons, the ‘Check Out an Expert’ program which is extremely popular with seniors who can learn to use email, word processing, Facebook and even Kindles, iPads or audio book devices.”

Gilford can also boast of over 2000 patrons who stay in touch through the weekly newsletter and Facebook, offering a service to deliver and pick up library materials for patrons who are homebound, partnering with local organizations to expand services for the entire community such as coordinating with the elementary school on early release days so students can have a place to go after school, and running a food drive with the Community Church.



Left to right: NHLTA President Adele Knight, Chair of the Board of Trustees Jack Lacombe, Library Director Katherine Dormody, Trustee Kate Hamel, and Trustee Daryl Thompson.

Speaking on behalf of the staff of the Gilford Public Library and herself, Director Katherine Dormody said, “We are thrilled to receive this award. I have a wonderful staff and they have made this happen. They work hard reaching out to the community and have made the library the place that it is. Patrons and volunteers have also played a vital role in the library’s success. The reason why we have so many programs and groups is because patrons have expressed interest in having them. When people want to do something, we make it happen.”

In addition to the many members of the community in attendance the presentation was covered by the local newspapers: the *Laconia Daily News*, *Gilford Steamer* and *Laconia Citizen*. The *Laconia Daily Sun* wrote, “The new Gilford Library with 14,400 square-feet over two floors features reading rooms, multiple computer kiosks, and spaces for toddlers and infants to enjoy books with their parents and guardians.”

“It’s great to see that an excellent library with great staff was recognized by the state (trustee association).” said Selectman John O’Brien.

Library Director of the Year: Kristine Finnegan

The Olivia Rodham Memorial Library located in the small town of Nelson (pop. just over 700) went all out on the evening of October 2 when Library Director Kristine Finnegan was presented with NHLTA’s Library Director of the Year award. Accompanying the NHLTA President were Directors Connie Kirwin and Marcia Burchstead.

The community meeting room overflowed with more than 100 residents. A duo played the piano and fiddle onstage and the refreshment tables groaned with an array of delectable treats. Finnegan received two rousing standing ovations from the enthusiastic audience and the excitement and support were palpable.

The nomination packet from the library board of trustees consisted of an impressive 12 pages of accolades and photos testifying to all the hard work and many contributions Finnegan had made in her 20-year tenure. Other letters of support came from the school principal and community members.

Highlights of her leadership not only at the library but throughout the community include: continuing her education to obtain certification in Library Techniques; grant-writing for a computer and \$18,000 towards the building of a new

—continued on page 12—

library; and more recently a two-year grant from the Gates Foundation to purchase new computers, printers and support services; undertaking the research, documentation and



Left to right: NHLTA President Adele Knight, Library Director Kristine Finnegan, and Chair of the Board of Trustees Linda Cates.

paperwork that qualified the Town Hall and old library for listing on the New Hampshire Register of Historic Places; and managing a paid aide and volunteer staff.

In addition to organizing the Summer Reading Program she also initiated the very popular and well attended Summer Forums for adults. She works closely with the Nelson school (K-6), arranges for visiting authors and began a collection of books by Nelson authors and those pertaining to the town. A full collection of author May Sarton's works as well as other material relating to the late resident can be found at the library thanks to Kristine Finnegan.

In 2010 Nelson had more patron visits and a higher circulation than any other town of its size in the state. Finnegan's contributions more than qualify her for this honor.

The Town of Nelson website, initiated by the library, was recognized and named 2012 Editor's Pick for Best Municipal Website by *New Hampshire Magazine*.

In conclusion the trustees wrote, "We may not have a post office, a store or a gas station but we do have the library and we do have Kris."

East Kingston Friends of the Library

The Friends of the East Kingston Library were nominated by their library's board of trustees and received the Sue Palmatier Award for Outstanding Support by a "Friends of the Library" Group. In submitting the nomination the trustees related that the East Kingston Library had outgrown its space and needed a new facility. The trustees were limited in their fundraising efforts to submitting warrant articles at the annual town meeting so the friends group stepped in to raise monies for feasibility studies through auctions, cookie walks, raffles and bake sales. Any way they could raise money, they did. Most importantly they helped show the community how important a new library was.

After the completion of the new library the Friends did not rest on their laurels. The trustees went on to write, "the Friends provided our computers and continue to purchase a new one each year. They purchased a movie projector and screen as well as the license to show movies. They landscaped the new grounds and continue to mulch and weed. The Friends also purchased a beautiful granite table with three granite benches for patrons to sit under the pergola.

All their efforts and donations of funds, time and labor ultimately saved the taxpayers of East Kingston "thousands of dollars."

In the last 6-7 years their membership has grown to over 150. They produce a monthly newsletter and weekly articles for the local paper.

They also use the former Pound School, which was the site of the old library, to host a used bookstore operating year round on Fridays and Saturdays and staffed by volunteers. "They fund, plan and implement much of the programming that goes on at our library." Programs have included



Members of the East Kingston Friends of the Library.

a gardening series, health topics such as Lyme disease, computer and cooking classes and children's events.

In conclusion the trustees wrote, "This is a tireless and dedicated group of people ... we have a community center that provides educational, cultural, spiritual and enlightening experiences ... we are grateful for our Friends and feel strongly that they deserve this award."

Sally Jones: Library Advocate Extraordinaire

It was with great pride and joy that the NHLTA was able to bestow the Dorothy M. Little Award to Sara "Sally" Jones of Salisbury. Sally served on the Board of Trustees of the Salisbury Free Library for 18 years; many of those years



Left to right: NHLTA President Adele Knight and Sally Jones.

as Chair. The trustees wrote, "She has been generous with advice and is considered the expert for all of us on the board. Sally's dedication to the library and its relevance to a growing town has been an inspiration to all residents. Volunteers are the heart and soul of small towns and she stands as a monument to what can be achieved by giving time and expertise to something in which one truly believes."

Former chair of the town's Budget Committee Sandy Miller had this to say about Jones; "She always had facts and figures at hand and she never asked for unreasonable increases."

Speaking on behalf of the NHLTA where Jones served on the Board of Directors and as Secretary and member of the Education Committee, fellow director Lillian Edelmann commented, "Sally was the first to volunteer at workshops

and was a presenter at trustee orientations, she mentored new board members and travelled statewide on behalf of the NHLTA. It's like a big hole has opened in our organization."

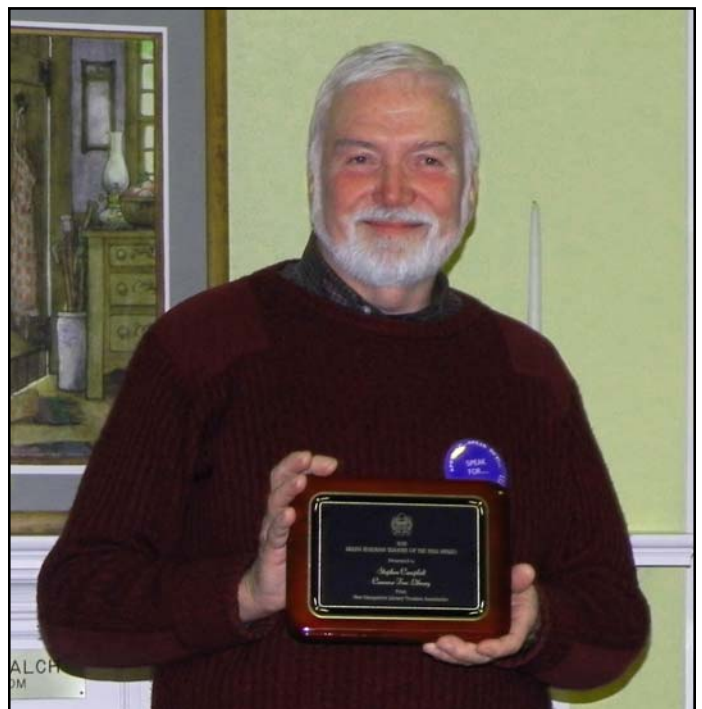
Stephen Campbell: Trustee of the Year

Stephen Campbell of the Converse Free Library in Lyme was this year's recipient of the Lillian Edelmann Trustee of the Year Award. NHLTA President Adele Knight and Director Marty Davis were on hand to present him with the award.

Knight commented, "He personifies the NHLTA mission statement in that he truly does promote New Hampshire public libraries and advocates the right of free access to information for every person."

He has served as a trustee in Lyme since 2005 and currently serves on the Technology Committee and Building and Grounds Committee.

"His most significant contribution is in the area of technology. He has taken an active interest in issues statewide – even before there was a NHLTA Technology Committee," Knight continued. "He was instrumental in the formation of a consortium to look at an Integrated Library System (ILS). Steve's work ensures that the library is a vital hub for the whole community. He also developed and launched the new library web site and implemented a catalogue and circulation system which is generating positive patron feedback and has saved the Town of Lyme thousands of dollars."



Trustee Stephen Campbell

Congratulations to all 2012 recipients.

SPOTLIGHT ON OUR LIBRARIES

PORTSMOUTH PUBLIC LIBRARY

Mary Ann List, Library Director, and
Karen Sheehan Lord, NHLTA Director

The Portsmouth City Council passed an ordinance in April of 1881 creating a public library "...to promote intelligence among all classes of the community... for the use of all our citizens." The statement that the library should serve "all our citizens" has been the guiding principal of the Portsmouth Public Library ever since. The Portsmouth Public Library was an outgrowth of a Young People's Union established in 1871. Until it found a more permanent home at 8 Islington Street, the Library occupied rented space in three different downtown buildings. In 1896 the Library moved into a former boy's academy on the corner of Islington and Middle Streets. In 1954, as more space was needed, the Benedict House, a private home next door was annexed.


In December 2006, after many years of planning, the Portsmouth Public Library entered a new era when the library moved into a new state-of-the-art building at 175 Parrott Avenue. Designed by Thomas Amsler and constructed by North Branch Construction, the welcoming, light-filled building measures approximately 53,000 square feet with 37,000 square feet fully occupied for library and community space. Building on the founding principals, Library planners added the tenets that the Library should be a true center for the community and that the space itself should be a joy to occupy for both visitors and workers. The structure achieved silver certification with the US Green Building Council under the Leadership in Energy and Environmental Design (LEED) program—the first public building in New Hampshire to achieve LEED certification. Company owners, architect, engineers and builders paid close attention to responsible design and operation all the way through from construction to operation.

While the Library is bustling with activity, definitely not museum-like, a few pieces of art which are important to the Seacoast area are displayed prominently. These include a carved wooden eagle which hangs in the master stairwell atop an iron perch constructed by Peter Hapney, Strawberry Banke blacksmith. This eagle stood atop the Liberty pole in Prescott Park for over 150 years. A portrait of N.H. author Celia Thaxter hangs in the lobby welcoming visitors to the seacoast. Area artists exhibit in the Levenson Community



Meeting Room or in the lobby, and often share their talents with the public through programs and demonstrations.

Along with providing traditional library services and advanced electronic resources, the Portsmouth Public Library has the stated goal of serving as a center for the community. Providing meeting rooms, large and small collaborative areas, a relaxing lobby, a courtyard and a café, the Library has come to be known in the community as a place for gathering. Presenting informative programs has become an important part of the work of staff, but "library" programs are only part of the information exchange. Many community groups bring programs of interest to the public, sharing ideas, views, and entertainment. The early concept of library as lyceum has returned. The Library is now a true shared community resource, a place to learn together, to relax together, to enjoy the company of others, to discuss topics important locally and globally, a place to be in community and a place to build community.

The Portsmouth Public Library operates as a City Department. The nine-member Board of Trustees is appointed by the Mayor and approved by City Council. Portsmouth Board members represent a broad range of citizens who bring ideas and evaluate library offerings to ensure the best service for the community. The Trustees as a Board are instrumental in making the Portsmouth Public Library the best it can be. They embrace technology; they stand strongly in defense of intellectual freedom; and perhaps most importantly, the Board stands firm in the conviction that the Library is meant to serve "all our citizens," a critical stance in a center for a very diverse community. 

THE STATUS OF LIBRARY EMPLOYEES

Adele Knight, NHLTA President

In response to a recent inquiry of whether or not library employees are town employees, the answer is no, library employees are not employees of the town. Library employees are employees of the Library Trustees. Even when library employees are paid through the town's payrolls, it is an administrative function only.

Two decisions support this position. In 1992, in the case of Teamsters Local 633 of New Hampshire and Town of Conway, the New Hampshire Public Employee Relations Board ruled that even though Assistant Librarian positions are paid by the Town and receive the same benefits as other town employees, they are not town employees. Under RSA 202-A: 11, they are employees of the Library Trustees.

In 1994, the New Hampshire Supreme Court upheld the trial court's determination that a library employee was not a town employee in the case of *Town of Littleton v Kathryn Taylor*. The Town of Littleton had questioned the compatibility of Taylor serving as both a selectman and as a full-time employee of the Library. However, the trial court found that there was no conflict in Taylor's dual role because she "is not a full-time employee of the Town. She is a full-time employee of the Town Library." Under the law, the Board of Trustees appoints the librarian, determines compensation and other terms of employment and has the exclusive power to discharge or remove the librarian from office. (RSA 202-A: 11 V).

At the request of the NHLTA, Katherine DeForest Esq. of Sulloway & Hollis, P.L.L.C. in Concord explained the role of the DOL in regard to library employees as follows:

"The Department of Labor (DOL) recently confirmed its position that it will consider library employees paid through town payrolls to be 'town' employees under certain circumstances. However, the department's stance should not


affect a library board's ability to exercise its statutory authority regarding library employees, including the ability to set labor and employment policies.

Rather, the DOL's position is purely based on its administrative purposes. If a library's employees are paid through its town, the department will consider those employees to be town employees when processing wage and workers' compensation claims and will include the employment of library personnel in labor law compliance inspections of the town. Library boards that choose this route should make their employment policies available for DOL review through their towns.

However, if library employees are paid by a library directly, DOL will address labor law compliance issues, as well as wage and workers' compensation claims, directly with the library board itself. In no way does the department consider employees paid directly by the library 'town' employees."

The above statements should affirm the status of library employees as employees of the Library trustees. We urge you to re-read the RSAs and the court rulings pertaining to the employment of library employees.

Although we realize that sometimes it is not convenient to do so, the NHLTA Directors have always advocated that monies appropriated by the town for libraries should be handled by the library trustees. This would include processing payroll for library employees, and also remove any doubts about the status of library employees.

Regardless of the entity that processes the payroll, the DOL may ask to see employment policies in the event that a wage or workers' compensation claim has been filed. All libraries should have employment policies in place. If you have questions about the policies you have, or if you do not have an employment policy, please let us know so that we can help. 

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CALENDAR 2013

Jan 2	10 a.m.	NHLTA Board of Directors meeting • LGC (Local Government Center) 25 Triangle Park Dr, Concord
Jan 9	6 p.m.	Greater Hooksett Area Trustee meeting • Hooksett Public Library 31 Mount Saint Marys Way, Hooksett
Jan 18	12 noon	Monadnock Area Trustee meeting • Dublin Public Library 1114 Main Street, Dublin
Feb 6	10 a.m.	NHLTA Board of Directors meeting • LGC (Local Government Center) 25 Triangle Park Dr, Concord
Mar 6	10 a.m.	NHLTA Board of Directors meeting • LGC (Local Government Center) 25 Triangle Park Dr, Concord
Apr 3	10 a.m.	NHLTA Board of Directors meeting • LGC (Local Government Center) 25 Triangle Park Dr, Concord
May 1	10 a.m.	NHLTA Board of Directors meeting • LGC (Local Government Center) 25 Triangle Park Dr, Concord
May 20	8 a.m.	NHLTA Spring Conference and Annual Meeting SERESC Conference Center, Bedford