

New Hampshire

LIBRARY TRUSTEE



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SUMMER 2013

The Newsletter of the New Hampshire Library Trustees Association

2013 NHLTA SPRING CONFERENCE & ANNUAL MEETING

Marcia Burchstead

Thanks to the tireless efforts of the members of the NHLTA Education Committee, the previous chair Lillian Edelmann and current chair Kathy Meserve, the annual conference and meeting was a resounding success. A special thank you to NHLTA Director Susan Young Gaudiello for her expert leadership in soliciting sponsors for the conference (see page 10). The event was sold-out well in advance with over 300 participants.

Valuing your “brand”, being able to garner support by advocating for your library even in a tough economic climate, and making a reasoned case to the public and to local officials while fulfilling

your responsibilities as a strong and knowledgeable trustee were the threads that bound together the keynote speaker and workshops.

This year’s speaker was John Chrastka, founder of EveryLibrary, a politically active organization dedicated

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ORIENTATION WORKSHOPS SCHEDULED FOR FALL

Are you familiar with the essential duties and responsibilities of library trustees?

The NHLTA is offering six Orientation workshops this fall. Two workshops will be held at the Local Government Center (LGC) in Concord on September 12 and September 24. Four others are scheduled throughout the state: September 18 in Hooksett, September 19 in both Conway and Newport, and September 26 in Seabrook. An informational flyer with more details and registration form will be mailed in July. You will also be able to access this information on the NHLTA website: www.nhlta.org.

Using a PowerPoint format, presenters will cover trustee job descriptions,

essential responsibilities of a trustee, NH laws that govern libraries, establishing policies, managing a budget, working as a team with the Library Director, hiring a director, evaluation, and more management tools. Advocacy for libraries is becoming more important in these difficult economic times and will also be discussed. A question and answer time will be available.

There is no fee for registering, so take advantage of this informational workshop. Newly elected trustees will find it very beneficial; seasoned trustees can refresh their knowledge. 

ANNUAL AWARDS

Each year, the NHLTA presents awards to individuals or groups who have given exemplary library service to their communities. Any board may re-nominate an individual or group who has not received a prior award. Please consider the criteria very carefully and submit a letter of nomination detailing ways in which the person or group meets the criteria. Include the name and address of the library, the name and position of the nominee, **and the signatures of every member of the Board of Trustees.** In the case of the Trustee of the Year award, all trustees with the exception of the trustee being nominated would sign.


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FRIENDS OF THE LIBRARY

Susan Young Gaudiello

We invite readers to share the work of their Friends groups, including successful fundraising events, programs and materials sponsored, and recruitment efforts.


The Barrington Library Friends group launched an "Adopt a Magazine" program some years ago, and also underwrites about half the periodicals collection. At this point, most of that expense line is now covered by the Friends and other patrons who have adopted magazines by paying for the ongoing subscriptions.

This is just one example of how the efforts of Friends groups support libraries. We would like to hear about yours. Contact Connie Kirwin at c.kirwin@nhlta.org. 

Annual Awards continued from page 1

Awards are given for the following categories:

- Library of the Year
- Lillian Edelman Trustee of the Year
- Library Director of the Year
- Special Library Service Contribution Award
- Dorothy M. Little Award
- Sue Palmatier Award for Outstanding Support by a "Friends of the Library" Group

The deadline for submitting nominations is July 31, 2013. Please mail applications to: Carol Snelling, P.O. Box 726, Holderness, NH 03245. For more information, call Carol at 968-9809 or e-mail c.snelling@nhlta.org. 

Ok, where were you on May 20?

If you attended the annual NHLTA Conference in Bedford, you know that you were treated to a fount of knowledge unmatched anywhere in New Hampshire, maybe New England, maybe even the country. The theme this year was Thrive and Survive and once again the NHLTA Conference



presenters provided a tool kit for library trustees. The keynote address by John Chrastka emphasized how important it is to get out into the community and talk to people about the library and library issues. This simple but effective method was touched on throughout the day, covering such everyday library issues as financial policies, profitable fund raising, performance appraisals, and crucial partnerships.

What better way to conclude the day than to hear how Melissa Prefontaine and the Langdon Library managed to get approval of a 45% increase in the library budget and a \$1,890,627 warrant article passed by a 68% vote, all in

the same year by applying the fundamental concepts of getting out in the community and being totally transparent about the issues. Who said it couldn't be done?

If you were anywhere else, perhaps you were among the 35 folks who waited too long to register and were told the conference was sold out. Perhaps you didn't read the NHLTA newsletter or see the Conference flyer. Well, fortunately, your NHLTA Board of Directors is, even now, reviewing video footage of some of the excellent presentations to put them on the NHLTA website. Yes, that would be www.NHLTA.org.

Hope to see you all at next year's conference.

The New Hampshire Curmudgeon

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MESSAGE FROM THE PRESIDENT . . .

We are paying attention to your queries, and have some suggestions!!

We know by the terrific response we received from conference attendees that trustees all over the state are eager to learn more about their roles and responsibilities. I'm sure many of your questions were answered by the presenters. However, there are always new concerns because the role that libraries play in the community is becoming more complex and challenging. The

NHLTA Board of Directors is continually being asked questions about problematic issues and situations that surface in libraries. Two categories—personnel and finance/budget—seem to generate the most inquiries.

The best way to thwart **personnel concerns** in the first place is to be proactive and be sure that all the best practices for the successful governance of your library are current. Having bylaws, job descriptions, evaluations, a clear description of your duties and responsibilities, policies and procedures are all “musts.” If you need to develop or update best practices, samples of policies and other resources are on the NHLTA website (www.nhlta.org), and as you know because you already use it, the NHLTA LISTSERV (nhlta-l@mailistl2.nh.gov) is a viable resource when requests for assistance are posted. Trustees have recently asked about sick leave, internet filters, scheduling volunteers, petty-cash policy, and the selection of alternates.

For other sources of information regarding personnel matters, log onto the NHLTA website, click on Conference and Workshops and then on Resources. Look for the PowerPoint presentations “It’s The Law” and “Your Best Assets” by Kate DeForest (NHLTA legal advisor), “Got Policies” by Tom Ladd (policy guru), and “Board Responsibilities” by Mary Ellen Jackson (Director of the NH Center for Nonprofits).

The number of library trustees reporting problems with **budgeting and funding** is on the rise. Selectboards and budget committees, seeking additional ways to supplement town budgets, sometimes look to library budgets as sources of income. Town officials do not always realize the value of their local library. Some may have the misconception that technology is replacing the need for books. You can tell them that tech-

nology is replacing some of the need for books, but technology, too, needs funding which might be even more costly. Then there are the many other services that libraries provide for the community. It is up to us, library trustees, to continually send our communities a **positive** message about libraries and keep the value of those services in the forefront. Trustees must be **proactive** and report circulation, attendance and other vital library statistics; invite town officials into the library so they can see, firsthand, what libraries provide. Fostering a line of communication between selectboards and trustee boards should result in a better understanding of each other’s roles and goals. Both boards wish to fulfill their responsibilities to the community, both want to do a good job, and both are concerned about funding. Defining mutual goals is a positive step. You will find some helpful material in the Trustee Tool Kit column on page 11 about the importance of communicating with town officials. If you do have a valid difference of opinion on the roles and responsibilities of library trustees, share your knowledge of Library RSAs with them.

Some of you who attended the NHLTA conference on May 20, signed up for Melissa Prefontaine’s workshop “Selling the Library” (Asking Your Town for Money and Getting It). She outlined many ways in which to do this. If you did not attend, I suggest that you view her PowerPoint presentation, “Need Money?” on the NHLTA website.

NHLTA Directors are also queried about building and expansion, procedures, bylaws, conflict of interest,

consultants, and more. We try to respond quickly and will even seek answers to your questions by contacting legal or finance counsel when necessary. As I mentioned before, another positive resource which has been very helpful is the response to questions from trustees throughout the state who subscribe to the NHLTA LISTSERV. They often weigh in on the matter and relate personal experiences, share policies, and make suggestions. I would urge you to subscribe nhlta-l@mailistl2.nh.gov. *ASK US*, featured on the NHLTA website (www.nhlta.org) is another venue for asking questions. Please take advantage of the opportunity to attend one of the orientation workshops which will be presented throughout the state this fall. Many of your questions should be answered. Detailed flyers will be mailed in July. See article on page 1 and calendar on page 12 in this issue.

In summary, to help with issues that arise, continue to contact the NHLTA Board of Directors, and other itemized resources, but also know your roles and responsibilities, familiarize yourself with NH Library RSAs, foster communication with town officials and the community, and promote, promote, promote your libraries. I emphasize that you, as trustees, must continually send a **positive** message about your libraries to your communities. **Speak with knowledge! Speak out with passion!** You have been elected, or appointed, to advocate for, protect, and serve a very important resource—your library.

Adele Knight
a.knight@nhlta.org

to supporting local library initiatives at the ballot box. He realized when establishing EveryLibrary that the opportunity to fundraise and directly support library ballot initiatives would be unique in the library world.

Presented as an opportunity in a political arena his ideas seemed to come across to many as non-traditional and not applicable to their local situations, but it requires one to think outside the box.

He spoke of awareness-building and getting support for libraries through methods including phone calls, door-to-door appeals, signage, the use of social media and events. He urged supporters of public libraries to become savvy in regards to political activism, advocacy and fundraising.

Some attendees may have felt their small town libraries did not meet the criteria Chrastka was promoting, but whether a town with a population of less than 500 or a city of over 100,000 the goal is the same and realizing it requires similar approaches to bring it to fruition.



Terry Knowles and Lillian Edelmann

The workshop sessions dealt with topics including civil liberties, creating sound financial policies and procedures, evaluations, sustainability, lobbying and garnering support for your library, and fundraising

There was something of interest and usefulness for all attendees, whether new to a trustee board or having years of service. Presenters including Terry Knowles, Tom Ladd, Kate DeForest, Mary Ellen Jackson, Elizabeth Ives, Porter Caesar and Bruce Cotter returned to share their knowledge about the law, developing strong and comprehensive library policies, sustaining successful partnerships, and generating support for the library to thrive and expand.

“What a library provides is as important now as it was 100 years ago,” said presenter Carl Lindblade who continued, “The need for a library is not going away, it will remain

an extensive repository for information.” He also stressed that when we invest our time and energy we should not discount the brand.

Porter Caesar felt it is vital, when “Making the Ask,” that one listen to potential donors, repeat the message and be passionate about your cause and why it is so important.

During the business meeting, NHLTA Director Emeritus Lillian Edelmann was presented with a plaque in recognition of her years of effort as a member of the board. She was also given a bouquet of flowers and a jeweled crown to replace her trademark Brünnhilde horned helmet. Lillian spoke with emotion and passion and urged trustees to continue the fight and not become complacent lest outside forces undo the legislation and gains the NHLTA and local trustees have fought so tirelessly to achieve. Her support for libraries continues unabated. We have not heard the last from Lil.


Certificates of appreciation were also presented to outgoing directors Elizabeth Solon of Brookline and Marcia Burchstead of Bartlett.

Attendees generally spoke favorable of the workshops with comments ranging from “a wealth of information,” “thought-provoking,” “interesting dissection,” “well organized,” to “presenter did his homework.”

Some suggestions included allotting more time for each session, scheduling additional time for questions and answers, including brainstorming sessions, practice workshops for writing policy and job descriptions, and roundtable discussions allowing one-on-one with longtime trustees and the NHLTA directors.

One person even thought the information presented was so valuable that a two-day conference should be planned. The NHLTA board of directors might feel otherwise inclined, considering the amount of time and energy that goes into planning and making the one-day event happen.

This year the NHLTA board of directors decided to solicit sponsors for the conference in an effort to keep the registration cost down. We were able to get sponsorships for the keynote speaker, meals and a number of workshops. It is hoped that an overall conference sponsor can be lined up for next year. Scholarships are available to attendees through the Mildred McKay Scholarship endowment, created by the NHLTA in 1965, specifically for the education of trustees and library staff. If funds are an issue at your library and several members of the board are interested in attending the conference, keep this option in mind for next year.

Many of you took the time to complete the evaluation survey—160 respondents. NHLTA values and welcomes your input, please forward additional comments to the board of directors via email. 

THE DUDLEY-TUCKER LIBRARY: RAYMOND

Linda Hoelzel, Library Director
Karen Sheehan Lord, NHLTA Director

The Dudley-Tucker Library, a Carnegie Library, is a historic edifice in the Gothic Revival style, with a granite WWI memorial situated in front. The building is conveniently located in the center of the town of Raymond facing the town common. A full service library, its current collection—after a recent weeding—numbers about 25,000 items. At present there are 6,400 card-holding patrons, an active Friends group and an outreach program with the local elementary school through annual field trips for first graders.

There has been some type of library in Raymond since 1797 when a group of men formed the Social Library Company of Raymond. The company issued 50 shares that were sold at \$1 each to subscribers. The money collected was used to buy history, geography, agriculture and any other publications thought necessary.

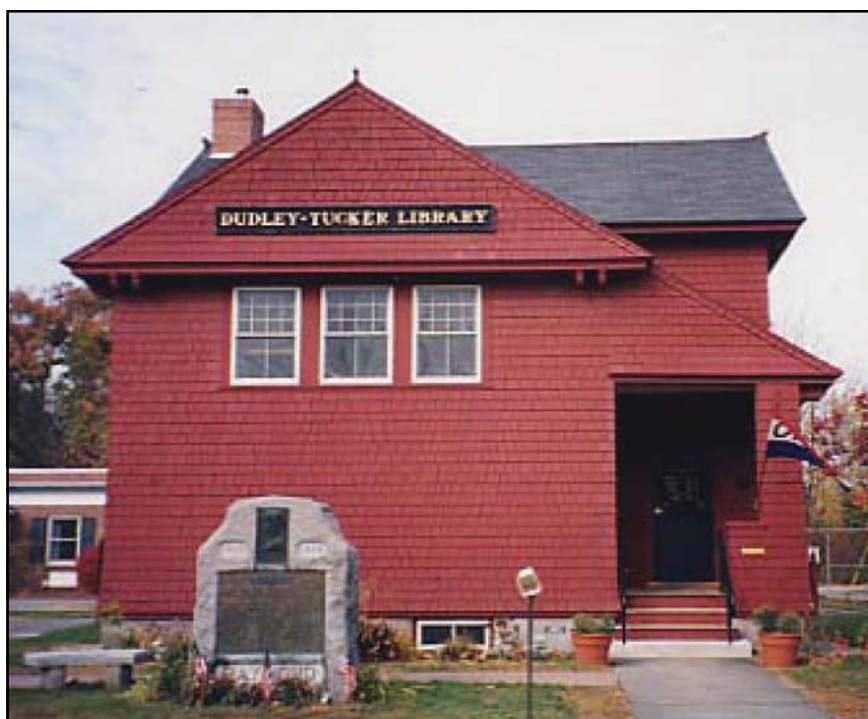
The current library was built and opened in 1908. On July 4, 1902, Mrs. Gilman Tucker invited to her home residents who were interested in building a library. It was voted to organize and select officers and committees. The last meeting of the group was recorded in 1906 and at this meeting Mrs. Tucker was empowered to represent the association in transactions with Andrew Carnegie.

Mr. Gilman Tucker, founder and publisher of the American Book Company in New York, had made contact with Andrew Carnegie, a great philanthropist who used large sums of money for the establishment of libraries in the United States and abroad. When he gave money for a library it was stipulated that the town, accepting the money, must agree to appropriate money annually for its support. After the town accepted the Carnegie gift of \$2,000, with stipulation, a building committee consisting of Mrs. Gilman Tucker, Walter Dudley, and Carl Whiting went into action.

The site chosen was on town land next to the town hall. Before building could begin, the cemetery adjacent to the town hall had to be moved to the Pine Grove Cemetery where a whole section was devoted to this project. Some staff and patrons think that when the cemetery was moved, someone must have been left behind because they feel sure there is a presence in the library at times. If so, he/she seems to be

friendly. There have been a few harmless pranks such as books falling off shelves when no one is nearby and a few items disappearing that are found later in a totally obscure place.

The Dudley-Tucker Library opened its doors in September 1908. The library was renovated in 1994 with an addition built to add much needed space and to make the entire library handicapped accessible. During the renovation the library conducted business as usual in temporary quarters in the old fire station.



On May 23, 1994, the trustees and staff welcomed the community to the dedication and open house in the enlarged and renovated library. This expansion has allowed the library to keep up with the rapid changes in technology. There are currently five computers on two levels available for patrons and more will be added this year. Wi-Fi access is available to all by using an access code available at the front desk. Summer at Dudley-Tucker brings the Summer Reading Program with special evening story time activities and visits from the Mad Scientist and musician Steve Blunt. The Friends of the Library will hold its annual book sale during the town fair on July 12 and 13. This is the major fund raiser for the group. Director Linda Hoelzel says “We are still a small library but we try to give our patrons everything they would be able to find in a bigger library.”



POLICIES EVERY LIBRARY SHOULD HAVE

Thank you to the Keene Public Library for sharing their Internet Access Policy and Guidelines. This policy is a sample and should be tailored to fit your library. More policies are available on their website.

Internet Access Policy

As part of the Keene Public Library's commitment to meet the cultural, informational and educational needs of the community and in response to the advances in technology in this Information Age, the library is pleased to offer public access to the Internet.

Information and resources on the Internet can enhance the material available at the library and often go beyond what is locally available. The library, however, does not monitor the Internet or have control over the information accessed through the Internet. Not all sites on the global Internet provide accurate, complete or current information and access points often change rapidly and unpredictably. Some sites may carry information that a user finds controversial or inappropriate. Library users access the Internet at their own discretion. As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent/legal guardian. Parents are encouraged to come in with their children and supervise Internet sessions at the library.

Reference staff will continue to use the Internet as a reference tool and will retrieve information for users. Also, the library's home page will offer specific starting points for searching the Internet, along with recommended sites for adults and children. Staff will also try to assist users with their Internet use and, as time permits, guide them to sites, but cannot offer personal instruction. Formal instruction will be offered by the library at designated times. Current books and videos about the Internet are available in the library's collection.

While the staff at the Keene Public Library will not monitor an individual's computer use, there are times when viewing otherwise legal materials may be inappropriate or when the behavior of those using the Internet may not be appropriate. The library staff reserves the right to address such use of the Internet or behavior by requiring a patron to terminate his or her session. If any particular patron disregards the library's Internet Use Policy, and is repeatedly required to terminate his or her session(s), that patron's right to use of the Internet may be revoked.

Internet use in the Youth Department is limited to young people under the age of 18 years, adults taking care of children, or adults visiting the library with a care-giver.

Before going to Internet sites, users must read the policy and guidelines. Furthermore, it is understood that in signing up to use the service, the user has agreed to follow the policy and guidelines

Internet Access Guidelines

(a) Users 18 years of age or older must provide a library card or current ID and sign in at the Reference Desk. Users under 18 years of age must have a library card on file that has been approved by a parent or guardian.

(b) Users must agree to obey all applicable federal, state and local laws including, but not limited to, copyright, licensing and content restrictions. The library reserves the right to terminate the user's Internet privileges for abuse of these conditions or for unauthorized use of the library's Internet connection.

(c) Users may not use library equipment to access illegal materials including those that are obscene or harmful to minors, or for any illegal or fraudulent actions.

(d) Users may not in any way engage in any activity which is libelous or slanderous. Nor shall any patron use any Internet resources to offend, harass, intimidate or threaten any third party.

(e) Users may not download or save any files onto the computer's hard drive.

(f) Users may bring in removable storage devices and copy materials onto them. Printing is available for a charge.

(g) E-mail access is only available through the World Wide Web.

(h) Patrons will be personally responsible for any materials ordered via the Internet. They will need to pay for these items with a credit card. The library will not be responsible for these costs.

(i) Any damage to the computer or its peripheral devices is the responsibility of the user. Abuse of the equipment or the service will result in the user being denied further access.

(j) Internet users are required to follow the same rules of conduct as others in the library, and not engage in disruptive behavior.

(k) There will be no more than two people at a computer station.

(l) Users are asked to restart the computer when they have finished their session and to inform the staff member at the desk that the computer is available for the next person.

(m) Violations of any of the guidelines may result in loss of Internet privileges.

Procedures for scheduling the use of the Internet are set by staff.



REGIONAL TRUSTEE NETWORKING NEWS

NHLTA encourages regional networking among trustees and if you need help organizing, contact a member of the NHLTA Board. We will also publish your meeting date/time/location in the newsletter and on the website (www.nhlta.org).

Carroll County Trustees

Marcia Burchstead

Trustees from throughout Carroll County gathered at the Effingham Public Library on April 24. As usual two hours did not seem sufficient to cover everyone's concerns.


The meeting room policy issue was revisited with trustees sharing how this is handled at their library. Another matter was the separating of a library's budget from the town budget and having it voted on as a warrant article at town meeting. Also the issue of a patron's expectation of privacy versus the right of law enforcement or other governmental agency to ascertain information was examined.

One trustee had difficulty attending training because of work commitments and wondered if the NHLTA could schedule orientations/workshops via a Webinar.

All in attendance agree that these meetings are mutually beneficial and the sharing of ideas with other towns of similar population has been worthwhile.

The value of information posted on the NHLTA website and the use of the LISTSERV was emphasized.

Many thanks to the Effingham trustees for hosting this meeting and providing delicious and bountiful refreshments.

The next roundtable is scheduled for Wednesday September 25 from 6–8 p.m. at the Madison Public Library. Trustees from all libraries in Carroll County are encouraged to attend this biannual discussion group. Come with topics, issues, questions, anything related to library operations. Please RSVP to Peter Stevens at pstevens969@gmail.com or Marcia Burchstead at BartlettNews@roadrunner.com. The phone number for the Madison Public Library is 367-8545. 



Monadnock Area Trustees


Adele Knight, NHLTA President

Eleven trustees representing six libraries met at the **Peterborough Town Library** on March 22. Most interesting was the discussion about the focus groups the 1833 Society has been arranging. The 1833 Society is seeking information about the needs and wants of the community as it plans for an updated library. Trustees reported that whether it was 90 attendees or 1, the feedback is invaluable.


The use of meeting rooms and fees prompted more discussion. Some libraries charge for use and others do not. In some instances the selectboard collects the fees. Charging for library cards by out-of-town users was another topic. A tour of the library concluded the meeting.

On April 26, seven trustees representing five libraries gathered at the **Stephenson Memorial Library in Greenfield**. Budgets and building expansion were among the

topics discussed. Trustees were reminded of the conference and the benefit of the NHLTA website and LISTSERV. After the meeting, Jami Bascomb led the group on a tour of the library.

The area trustees will meet again in September (date and location to be announced). 

Seacoast Area Trustees

The trustees of the Blaisdell Memorial Library in Nottingham hosted the gathering of the regional trustees of the seacoast area on June 17. The meeting was a great opportunity to network, share ideas, discuss library issues, and help one another with problem solving. The group looks forward to another enjoyable evening in the fall (date and location to be announced). 

MICHAEL YORK PRESENTATION

Marcia Burchstead, Editor

State Library Director Michael York travelled on April 30 to the Cook Memorial Library in Tamworth to speak with area trustees, patrons and staff. He provided a historical timeline of the library founded in 1717, details of the construction and architecture of the present structure completed in 1895, the various collections housed at the library and the



support services the library staff provides to public libraries throughout the state as well as individual patrons.

He also addressed ongoing budgetary concerns and how funding cuts at the state level can reduce the dollar amount of federal government funding available from the Institute of Museum and Library Services (IMLS) grants.

York has served as director of the state library since his initial appointment in 1999. Prior to that he was director of the New Hampshire Political Library and also was director of the Dimond Library at the University of New Hampshire in Durham.

The state library is located at 20 Park Street in Concord adjacent to the state house. Hours are Monday – Friday from 8:30 a.m. until 4:30 p.m. Detailed information is available on the website www.nh.gov/nhsl/index.html.

UNIQUE PROGRAMS FOR CHILDREN

During the summer New Hampshire libraries offer summer reading program for children to keep their interest in reading alive. Searching through the events calendars of many library website we've found two unusual programs to share.

Baker Free Library, Bow

Rockets: There and Back Again. Create an air rocket that launches across the room, and engineer a way for a payload to return safely to Earth. Explore the science behind rockets and space exploration and use your imagination to plan, build and test your own design.

Manchester City Library

Reading with Clifford the Big Red Dog. After reading books together, Clifford will act out the book with children to help grow their imaginations and actually become part of the book. Children can have a photo taken with Clifford and will receive a free goody bag filled with a brand new book and other materials.

NOW THAT WAS A PARTY!

By the end of the day, over 6,000 people—according to the Windham Police Department—attended the Strawberry Festival on June 1. Organized and produced by the Friends of the Library of Windham (FLOW), it was the 30th anniversary of the annual event and attracted an enthusiastic number of people in support of the Nesmith Library. Check out their websites for photos: www.nesmithlibrary.org.

HELP WANTED

We Need You!

Do you like to write? Can you edit someone else's work? Are you proficient in MSWord or Publisher. Are you experienced in using PhotoShop or InDesign? Are you good at meeting deadlines? Do you like talking to people? If you answered **yes** to these questions—even **yes** to some of the questions—please contact Connie Kirwin (c.kirwin@nhlta.org).

Join us on the NHLTA Communications Committee.

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POSTMASTER: Address correction requested.

THE CONVERSE FREE LIBRARY: LYME

Judith Russell, Library Director
Karen Sheehan Lord, NHLTA Director

Lyme, New Hampshire, is a lovely small town located north of Hanover along the Connecticut River. The town of Lyme was established by charter in 1761 with the first library being formed on January 20, 1798 and called the “Social Library in Lime.” The first public library was formed in 1908 and called the Lyme Town Library. Until 1936 the growing library was located in the Lyme School. At that time, the town accepted a bequest to build a separate library building which was named in memory of Sidney Converse and called the Converse Free Library. An addition was added to this building in the 1980s.


With a population of just over 1700 people, Lyme is a community of active, educated, and involved individuals with an influx of young families. The town is also home to more than 80 published authors. Trina Schart Hyman (1939 -2004), noted illustrator and Caldecott Award-winning artist, was a resident of Lyme and a generous supporter of the library.

The Converse Free Library is located across the street from the Lyme Elementary School and functions also as the school library - one of only a handful of libraries in the state to serve this dual function. Resources are shared through the joint efforts of librarians in each building. According to Library Director Judith Russell, this collaboration “ensures that we provide the best resources to every constituency.”

Director Russell says “We like to think of our library as a community center—a meeting place for people of all ages and stages.” The building houses a collection of about 26,250 items. Technologically up to date, it has high speed wireless Internet access for patrons and visitors as well as nine computers available for adults and children. Converse Free Library hosts a variety of weekly programs for children and adults and a monthly book discussion group. Birthday Book Club, Navigating Online Publishing, Venturing into Myanmar, Birdwatching in New Hampshire, and World of Buttons Tea are examples of the many special programs offered recently. Communication with patrons and outreach to the community is accomplished in a

number of ways and is an ongoing effort. The informative website as well as Facebook and Twitter are used effectively. Visits are made to daycare centers, senior lunch, and other organizations in town—information is available on the town’s LISTSERV. Library staff and trustees actively promote the idea of collaboration and encourage everyone to get involved. In response, over 25 active volunteers help out in the library in a number of ways.

Fundraising for the Converse Free Library is an ongoing effort by a very active Friends group which has been in existence for over 30 years. Some of their endeavors include the annual “Mud Season Book Sale,” as well as an ongoing book sale in the lobby and, in previous years, the production and sale of a cookbook. Their focus this year is on raising extra funds for improvements to the preschool children’s area.

As the director, trustees, staff, Friends, volunteers, and patrons of Converse Free Library look to the future, they celebrate their achievements (including the award to trustee Stephen Campbell of the 2012 NHLTA Trustee of the Year), and take care to follow the library’s mission to “to foster a love of reading in the Lyme community. In a welcoming environment, the library provides services and resources that encourage learning, stimulate curiosity, and invite the sharing of ideas.” 



THANK YOU TO OUR CONFERENCE SPONSORS

Susan Young Gaudiello

NHLTA is grateful for the financial support of thirteen conference sponsors whose generous contributions helped us keep registration fees low and offset expenses.

Our thanks to TD Bank (Keynote Sponsor); Warrenstreet Architects and The HL Turner Group—Architects, Engineers, Building Scientists (Breakfast Sponsors); Charter Trust Company and Sulloway & Hollis—Counselors at Law (Lunch Sponsors); Workshop Sponsors: Mary Ann Leon Consulting Services, Samyn-D’Elia Architects, Tennant & Wallace Architects, Milestone Engineering & Construction, Dennis Mires, PA—The Architects, SMP Architecture, and NH Electric Co-op. Also offering financial underwriting of the event was George M. Stevens & Son Insurance Company.

TD Bank

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LOCAL GOVERNMENT KNOWLEDGE AND COMMUNICATION

All municipal officials have the same charge: to serve the needs of the community. Our libraries are an integral part of our communities. As public officials, trustees have an obligation to report on the use and activities of the library, account for expenditures of public money, and plan for future development. We share that accountability to the public with all other municipal officials and must work together for the best interests of our communities.

Opportunities to hear from and work with other local officials should be mutually welcomed. Often the difference between productive and adversarial relationships rests squarely on the extent to which each entity understands the responsibilities and authority of the other.

WHO'S WHO IN YOUR TOWN HALL

- **Legislative body (Town Meeting):** sets general policy and budget. In municipalities with charters, it is whatever body that charter designates.

- **Governing body (Selectboard or Town Council):** carries out the votes of town meeting; prepares the budget and warrant; manages and regulates the use of all town property unless that authority has been delegated to others by statute (such as a library board) or a vote of town meeting; appoints officials, fills vacancies. Must act as a board, not as individuals.

- **Budget Committee:** prepares budget to submit to town meeting after hearings and government body recommendation; meets periodically to review expenditures. The budget committee has bottom line authority only and may not dispute or challenge the discretion of other officials over current expenditures. The trustees have sole discretion on how the funds within the lines of the approved library budget are allocated. The budget committee CAN request the removal of officials for misuse of funds for current expenditures.

- **Town Manager or Administrator:** administrative head of all municipal agencies except libraries; implements directions of selectboard; maintains and submits detailed municipal financial reports. In some municipalities, this person may be responsible for submitting a preliminary budget to the governing body.

- **Town Clerk:** licenses, permits, records, preparing and distributing warrants and ballots, swearing in officials, etc.

- **Department Heads** such as Parks, Recreation, Public Works, Roads, Facilities.

COMMUNICATION: WHAT'S GOING ON

Usually the biggest problems that occur between library trustees and local government are regarding the development and administration of the library budget. Library trustees must be willing to sit down and talk amicably about the library budget, programs, services, goals, building needs and challenges.

ACTION STEPS FOR COMMUNICATION

1. Invite a member of the municipal governing body to be a representative on your long-range planning committee.

2. Make sure the library director attends municipal department head meetings to facilitate inter-department communications.

3. Give a copy of the trustee job description to the town clerk so that candidates can read it before registering to run.

4. Share the library's long-range plan, salary study and implementation plan, building maintenance plan, library patron use survey or statistics on use, programs and outreach to the community.

5. Seek opportunities to offer the library's expertise and resources to local government personnel.

6. Take turns going to the governing board meetings.

7. Express thanks and appreciation to every town official or town employee who does the library a service.

8. Make sure the library's needs are included in the municipal capital improvement plan by participating in its development.

9. Most importantly DO YOUR HOMEWORK! Consider what else is going on in town. Have figures and facts for a salary plan, technology needs, building renovation, and other operating and capital expenses. Seek help from all municipal officials to make library needs part of the goals for municipal services and public money. Make the library part of the town's master plan.

Excerpted from pages 41–42 of the NHLTA Manual which is available on the website: www.nhlta.org.



NHLTA ADDRESS CHANGE:
53 Regional Drive, Suite 1 Concord, NH 03301



**New Hampshire
Library Trustees Association**
53 Regional Drive, Suite 1
Concord, NH 03301

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CALENDAR 2013

July 10	10:00 a.m.	NHLTA Board of Directors meeting • LGC (Local Government Center) 25 Triangle Park Dr, Concord
Aug 7	10:00 a.m.	NHLTA Board of Directors meeting • LGC (Local Government Center) 25 Triangle Park Dr, Concord
Sept 4	10:00 a.m.	NHLTA Board of Directors meeting • LGC (Local Government Center) 25 Triangle Park Dr, Concord
Sept 12	10:00 a.m.–1:00 p.m.	Orientation Workshop • LGC (Local Government Center) 25 Triangle Park Dr, Concord
Sept 18	5:00–8:00 p.m.	Orientation Workshop • Hooksett Public Library 1701B Hooksett Rd, Hooksett
Sept 19	5:00–8:00 p.m.	Orientation Workshop • Conway Public Library 15 East Main St, Conway
Sept 19	5:00–8:00 p.m.	Orientation Workshop • Richards Free Library 58 North Main St, Newport
Sept 24	10:00 a.m.–1:00 p.m.	Orientation Workshop • LGC (Local Government Center) 25 Triangle Park Dr, Concord
Sept 25	6:00–8:00 p.m.	Carroll County Roundtable • Madison Library 1895 Village Road, NH Route 113
Sept 26	5:00–8:00 p.m.	Orientation Workshop • Seabrook Library 25 Liberty Lane, Seabrook