ORFORD LIBRARIES STUDY COMMITTEE REPORT

Town of Orford, New Hampshire

January 2020

Orford Libraries Study Committee Report

January 2020

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I. Introduction

OLSC Report

Introduction

The Orford Libraries Study Committee (OLSC) is a direct outgrowth of the Town of Orford Long-Range Community Facilities Plan which was drafted in 2015. The Long Range Plan states:

Given the similar needs and constraints of the two libraries, in addition to the similar services provided, the Orford Facilities Advisory Committee recommends that the Library Trustees from both the Free Library and the Social Library begin formally discussing the possibility of consolidating the two libraries.

In light of this recommendation, the chairs of both libraries (Carl Cassel for the OSL and Susan Kling for the OFL) met to discuss the formation of a committee and its mission. The OLSC was formed in 2017. The committee of seven members was made up of two trustees representing each library, a patron from each library and a member representing the citizens of the town. The members were: Beverly Andrews-Potry, Carol Boynton, Emily Bryant, Nancy Cassel, Susan Kling, Terry Martin, and Sarah Putnam. The mission of the OLSC was to study the future library needs of the town of Orford.

II. Timeline and Process

Orford Libraries Study Committee's Timeline and Process

The OLSC first met on February 20, 2017. Following this first organizational meeting, copies of the 1993 Study Committee report and the American Library Association Report on Rural Libraries were distributed as background information. Members of the committee began the process of fact-finding with no preconceived notions of the outcome. They first defined the incorporation and history of both the Orford Free and Social Libraries and decided there were legal issues to be explored. Statistics for each library (e.g. patrons, circulation and expenditures) gathered for the years 1986-2018. The committee also talked with librarians from several towns in the area that have more than one library.

Members of the committee looked at all aspects of the current operations of both libraries, including trustees, staffing, hours, collections, computer access, parking, meeting space, programs and services, etc. The resources of each library were listed. (See Appendix A.)

The committee met with Terry Knowles, Esq. of the New Hampshire Office of the Attorney General regarding the legalities of making any changes to the structures of our current library facilities. (See Appendix B.)

The committee then held a brain-storming session on what an ideal town library for the future would look like. (See Appendix C.) An open-ended public survey was distributed in hopes of determining what brings patrons into the libraries and what might in the future, as well as whether the libraries are meeting their expectations and what changes and improvements could be made. There was a limited response to these questions. (See Appendix D.)

A member of the committee talked with the State Librarian, Michael York, who offered a strong opinion that one library for Orford would make sense. He noted that there are experts to help shepherd the process, should the town decide to go in that direction.

In January 2019, the committee met with the Boards of Trustees of both libraries to discuss and get feedback on the committee's recommendation. Discussions with the Boards continued for several months, after which a Memorandum of Understanding was signed by the Chairs of each Board (for their members). (See Appendix E.)

4.5 Libraries

The Town of Orford is home to two libraries: The Orford Free Library and the Orford Social Library.

The Orford Free Library

The Orford Free Library is a town-owned facility situated on a 0.18-acre lot (8-91B-23) on NH Route 25A. The first floor of the Free Library is 1,388 square feet. The Free Library has a small reading room and a vault for storage. One librarian works at the facility 12 hours/week with other support provided by volunteer staff. The Free Library does not have running water or a septic system, but does have an incinerator toilet.



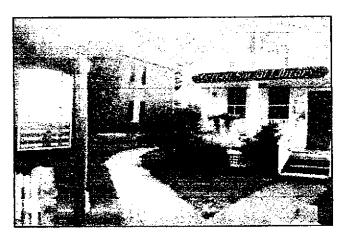
Above: The Free Library in Orford, NH.

Public events are sometimes held in the Free Library, but the maximum capacity for public

events ranges from 15-20 people. The Free Library struggles from a lack of parking capacity, storage space, and office space. The small lot size and lack of running water/septic service limit the building's expansion potential.

The Orford Social Library

The Orford Social Library is a privately-owned facility situated on a 0.17-acre lot (8-108R-43) on NH Route 10. The first floor of the Social Library is 1,232 square feet, and the building has a basement of 1,232 square feet. The Social Library building also has an attic of 416 square feet. The Social Library receives approximately half of its funding from the Town and hosts art exhibits and public events. One librarian works at the facility approximately 25 hours/week with other support provided by volunteer staff.



Above: The Social Library in Orford, NH.

Similar to the Free Library, the Social Library struggles with its space limitations, lack of storage space, and lack of parking capacity. The Social Library does, however, have a ½ bathroom with private septic system.

III. b. Operational Facts

	0 104 A 104 A 104 A 104 B										
Ortora, NH Librar	Offord, NH Library Appropriations and Receipts 2014-2016										
collected from Town	Collected from Town Reports (TR), as of November, 2019										
Town-Appropriate	Town-Annopolated Funds (from Town Budget)										
	Decription	2014	2014 TR PE	2015	2015 TR pg	2016	2016 TR pg	2017	2017 TR pg	2018	2018 TR PE
Free Library	Wages+Soc. Sec.+Medic.+ Approp.	\$19,634.12	p.35 (Disb.)	\$20,985.10	\$20,985.10 p. 30 (Dlsb.)	\$21,333.83	\$21,333.83 p. 27 (Pr. Ex.)	\$22,152.30	\$22,152.30 p. 28 (Pr. Ex.)	\$23,929,60 p. 37 (Act.)	p. 37 (Act.)
and 1th man	Annexame	\$19.500.00	o.35 (Disb.)	\$19,500,00	\$19,500,00 p. 30 (Disb.)	\$22,000.00	\$22,000.00 p. 27 (Pr. Ex.)	\$23,000.00	\$23,000.00 p. 28 (Pr. Ex.)	\$24,000.00 p. 37 (Act.)	p. 37 (Act.)
Joseph Library 4 Social Library	Aprilop.	\$39.134.12		\$40,485.10		\$43,333.83		\$45,152.30		\$47,929.60	
A DE CONTRACTOR											
Receipts (from Library Reports)	brary Reports)										
	Description	2014	2014 TR pg	2015	2015 TR pg	2016	2016 TR PE	2017	2017 TR pg	2018	2018 TR pg
Free Library	Cash on Hand, Jan 1	\$6,879.05 p. 57	p. 57	51	p. 61	\$8,216.96 p. 54	75 d	\$14,220.80 p. 48	p. 48	\$15,891,79 p. 54	p. 54
	#	616 PAG 00 57	67	\$20.187.50 p. 61	6	\$20.973.00 p. 54	p. 54	\$21.344.00 p. 48	D. 48	\$23,114.50 p. 54	p. 54
	Lown of Origin	6300 7E n E7	1	\$462 DOIN 67	n 61	\$315.00 p. 54	3	\$4.79.00 p. 48	0.48	\$369,00 p. 54	<u>2</u>
	Book/Bandstand/Bake Sale	\$350.73 p. 37	i c	\$405.00 p. 61	5 6	\$641,00 p. 54	25.0	\$439.00 p. 48	D. 48	\$595.00 p. 54	p. 54
		¢2 000 000 57	57	AM		\$5,000.00	5.54	\$2,500,00	p. 48	\$3,000.00	5 4
	Frends of the Chiord Libraries gift	CA 34	CA 34 P. 57		61	\$7.73 0. 54	75.0	58.28	\$8.28 p. 48	\$8.58 p. 54	p. 54
	Interest	613 57 57	1	C49 37 n 61	61	AM		\$120.30 p. 48	p. 48	\$79.30	p. 54
	AVISC.	75.77		23 00 100	200	NA.		MA		NA	
	Computer/Copier Services	Sedim p. 57) o	321.00	70 14	<u> </u>		<u> </u>			
	Total Income	\$21,556.51		\$21,129,43		\$26,936.73		\$24,890.58		\$27,166.38	
	Balance in checking account December 31	\$6,352.57 p. 57	p. 57	\$8,280.31 p. 61	p. 61	\$14,220.80 p. 54	7, 7,	\$16,020.12	p. 48	\$18,553.39	P. 54
									;		
		7014	SOLA TO NO	2015	2015 TR D#	2016	2016 TR of	2017	2017 TR og	2018	2018 TR pg
	Description	20 24 24 24	84 U 15707	1	03	14	61	\$6.847.91		\$5.121.09 b. 55	0.55
Social Library	Cash Balance as or Jan 1	30//00	n i		ì			•			
	Town of Orferd	\$19.500.00 p. 65	0, 65	\$14,625.00 p. 68	p. 68	\$26,875.00 p. 61	p. 61	\$23,000.00 p. 55	p. 55	\$24,000.00 p. 55	p. 55
	Congress Condesigned	\$6.385.00 p. 65	65	\$8,841.32 p. 68	9. 68	\$9,045.00 p. 61	p. 61	\$3,838.60 p. 55	p. 55	\$7,480.00 p. 55	p. 55
	Other Donation	\$123.00 p. 65	D, 65	\$578.79 p. 68	99.0	\$49.79 p. 61	p. 61	\$1,513.95 p. 55	p, 55	\$903.00 p. 55	p. 55
	Book Cale	\$1.027.49 p. 65	53	\$796.74 p. 68	5. 68	\$755.66 p. 61	p. 61	\$571.00	p. 55	\$5.79.00	p. 55
	Miss income	\$432.91 p. 65	59	\$357.78 p. 68	p. 68	\$220.24 p. 61	p, 61	\$323.16 p. 55	p. 55	\$179.52 p. 55	p. 55
	Insection to Design of the second sec	\$7.500.00 p. 65	65	\$12,000,00 p. 68	0.68	\$5,000.00	p. 61	\$9,500.00 p. 55	p. 55	\$7,925.00 p. 55	p. 55
	Defended beams Frank	\$2,000,000 p. 65	65	NA AN		\$5,000.00 p. 61	p. 61	\$2,500.00 p. 55	p. 55	\$3,000.00 p. 55	p. 55
	Defended traine Other Docations	\$255.00 p. 65	65	\$125.00 p. 68	p. 68	\$366.00 p. 61	p. 61	\$225.70 p. 55	p. S5	\$583.50 p. 55	p. 55
	Designated Income - Investment Redemption-Projects									\$3,875.00	p. 55
			;		•	27 .70		644 470 41 to CC	100	CAR KOK OO N EK	25.6
	Total Income	\$37,229.40 p. 65	p. 65	\$37,324.63	Ö. 62	\$4/,311,09 p. 01	To or	15.77 b.17 b.c.	n n	Anterior design	3
		C3 EEA 77 IN 65	20	\$407 14 F. CB	27 4	\$6.847.91 n. 61	. f.	\$5,121,09 b. 55	55	\$2.973.81 b. 55	55 Q

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Mected from Town	Collected from Town Reports (TR), as of November, 2019										
		_	_						_	-	
									1		
Free Library	Description	2014	2014 TR pg	2015	2015 TR pg	2016	2016 TR pg	2017	2017 TR pg	2018	2018 TR pg
	Books	\$2,163.10 p.57	p.57	\$2,083.43 p.61	p.61	\$2,227,89 p. 54	p. 54	\$2,811.96 p. 48	p. 48	\$2,947.48 p. 54	p. 54
	Multimedia	\$602.14 p.57	p.57	\$446.04 p.61	p.61	\$536,63 p. 54	p. 54	\$554.02 p. 48	p. 48	\$978.24 p. 54	p. 54
	Magazines	\$183.03 p.57	p.57	\$186.28 p.61	p.61	\$205.38 p. 54	p. 54	\$138.84 p. 48	p. 48	\$250.26 p. 54	p. 54
	Librarian	\$10,790.00 p.57	p.57	\$10,952.50 p.61	p.61	\$11,063,00 p. 54	p. 54	\$11,284.00 p. 48	p. 48	\$11,563.50 p.	p. 54
	Fuel/Heat	\$2,982,08 p.57	p.57	\$1,817.72 p.61	p.61	\$1,828.67 p. 54	p. 54	\$1,891.00 p. 48	p. 48	\$2,190.21 p. 54	p. 54
	Repair/Maintenance/Improvements	\$79.16 p.57	p.57	\$90.00 p.61	p.61	\$255.00 p. 54	p. 54	\$1,198.91	p. 48	\$209.60 p. 54	p. 54
	Meetings/Mileage	\$35.28 p.57	p.57	\$87.40 p.61	p.61	\$139,86	*	\$70.09	•	\$91.20	#
	Postal	\$118.00 p.57	0.57	\$68.00 p.61	p,61	\$66.00 p. 54	p. 54	\$70.00 p. 48	p. 48	\$72.00 p.	p. 54
	Telephone	\$666.71 p.57	0.57	\$620,40 p.61	p.61	\$706.16 p. 54	p. 54	\$565.24 p. 48	p. 48	\$521.76 p. 54	p. 54
	Flortic	\$463.29 p.57	p.57	\$421,55 p.61	0.61	\$555.14 p. 54	p. 54	\$540.22 p. 48	p. 48	\$540.55 p. 54	p. 54
	Conjer/Library Supplies	\$344.99 p.57	0,57	\$105.40 p.61	p.61	\$255.77 p. 54	p. 54	\$408.83 p. 48	p. 48	\$541.63 p. 54	p. 54
	Grounds	\$289.70 n.57	n.57	\$510.69 p.61	p.61	\$350.00 p. 54	p. 54	\$375.00 p. 48	p. 48	\$373.31 p. 54	p. 54
,	Committee/Internat Services	\$764.40 p.57	n.57	\$646.80 p.61	p.61	\$864.58 p. 54	p. 54	\$750.23 p. 48	p. 48	\$692.52 p. 54	p. 54
	Duce/Memberships	\$735.00 6.57	n.57	\$730.00 p.61	p.61	\$560.00 p. 54	p. 54	\$710.00 p. 48	p. 48	\$935.00 p. 54	p. 54
	Programs/Materials	\$32.15 0.57	0.57	\$100.75 p.61	p.61	\$120,45 p. 54	p. 54	\$368.48 p. 48	p. 48	\$142.38 p. 54	p. 54
	Family (Figure)	0005		\$0.00		\$198.36 p. 54	p. 54	\$264.45 p. 48	p. 48	\$1,327.31 p. 54	p. 54
	Towns/Everytoon Applied Feet	NA		NA		\$1,000,00 p, 54	p, 54	\$1,000.00 p. 48	p. 48	\$1,000.00 p. 54	p. 54
	HOWO, EVERIFICATION I TEES	00 01	1.1	C744 67	5.61	\$139 86 n 54	1 t/4	4160 OR n 48	n 48	\$219.03 n 54	n 54
	Misc.	\$50.00	0.3/	\$244.07	Torn	C31 073 7E	10.5	¢22 161 ag	2	\$24 EQ5 Q8	
	Subtotal	\$20,299.03		CO.111,61¢		361,016.13		24.01.01		2000000	
	Cataloging Automation Project (funded by		[
	Friends of the Libraries)		p.57			1 1 1 1		1		40.4	
	Free Library Expenditures Total	\$22,082.99		\$19,111.63		\$27,072.75		\$23,161.35		54,020,426	
		2014	2014 TR ne	2015	2015 TR 02	2016	2016 TR pg	2017	2017 TR pg	2018	2018 TR pg
Social Library		33 - 61 90000	:	00 375 003	, 68	15	5,	\$22.786.87 p. 55	p. 55	\$25,380,43 p, 55	p. 55
	Salanes & P/K laxes	CC 7027	, i	4559 26 n 68		\$815.29 p. 61	0.61	\$1,116,13 p. 55	p. 55	\$714.65 p. 55	0.55
	Education, Dues, of Travel	\$007.72 p. 65	3 5	\$1.861.71	89 2	\$1.849.03 p. 61	p, 61	\$1,719.57 p. 55	p, 55	\$2,491.62 p. 55	p. 55
	Books, Magazines & Augio	41,000,37 P. 03	3	\$1,616.06	89 6	\$1.548.74 p. 61	6.61	\$1,546.37 p. 55	p. 55	\$1,455,59 p. 55	p. 55
	Cipiary United Expenses	\$4,611.30 p. 03	2 5	\$6.486.83	89	\$5.075.54 p. 61	0.61	\$4,427.07 p. 55	p. 55	\$4,989.67 p. 55	p. 55
	Justine Stinking T Telephrolis & DOL	\$2,795,00 p. 65	9.65	\$2,905.14 p. 68	0.68	\$2,868.00 p. 61	p. 61	\$2,855.00 p. 55	p. 55	\$2,969.00 p. 55	p. 55
	Accounting Fae	\$750.00 b. 65	0,65	\$795.00	p. 68	\$840.00 p. 61	p. 61	\$920.00 p. 55	p. 55	\$960.00 p. 55	p. 55
	Building & Gounds Maintenance	\$1.427.04 p. 65	0.65	\$1,917.47	p. 68	\$1,119.69 p. 61	p. 61	\$2,513.55 p. 55	p. 55	\$1,889.67 p. 55	p. 55
	Computer & Copier Expenses	\$777.93 p. 65	p. 65	\$1,056.80 p. 68	p. 68	\$657.77 p. 61	p. 61	\$683.84 p. 55	p. 55	\$877.95 p. 55	p. 55
	Endraigne Expenses	\$75.04 p. 65	p. 65	\$259.18	p. 68	\$440.18 p. 61	p. 61	\$430.00	*	\$443.12 p. 55	p. 55
	Program Expenses	\$283.83 p. 65	p. 65	\$673.49		\$325.50 p. 61	p. 61	\$551.83 p. 55	p. 55	\$1,051.28 p. 55	p. 55
	Designated income Expenses	\$3,518.41 p. 65	p. 65	\$1,961.32		\$2,297.57	p. 61	\$3,649.00 p. 55	p. 55	\$7,449.32 p.	p. 55
						-				4	
	Social Library Expenditures Total	\$39,448.87		\$40,468.26		\$40,870,92		\$43,199.23		05.279(04¢	
real Exponditures	Trial Expanditures: Free library + Social Library	\$61.531.86		\$59,579.89		\$61,943.67		\$66,360.58		\$75,268.28	
מימו דיי לימו מיומו בי) 1									
	* from library records (not in Town Report)	t									

Library usage 2014	2014	- 2018	•							
Collected from Town Reports (TR) and state statistics, as of November, 2019	own Re	ports (TR) and	state :	tatistics, as of	Nove	mber, 2019				
	2014	2014 TR pg	2015	2015 2015 TR pg	2016	2016 2016 TR pg	2017	2017 TR pg	2018	2018 2018 TR pg
Free Library										
# Patrons	2251	p.57	2091 p.61	5.61	2194	2194 p. 54	2203	2203 p. 48	2263	2263 p. 54
Circulation	4078	p.57	3706 p.61	5.61	3981	3981 p. 54	5146	5146 p. 48	4144	4144 p. 54
Social Library										
# Patrons	5311	p. 65	4744 p. 68	0.68	4100	4100 p. 61	4550	4550 p. 55	5182	5182 p. 55
Circulation	5224	p. 65	5481 p. 68	5. 68	5079	5079 p. 61	2306	*	5615	*
Total: Free Library + Social Library	ary + S	ocial Library								
# Patrons	7562		6835		6294		6753		7445	
Circulation	9302		9187		9060		10452		9759	
				F		ton from All	11.0	in the state of th		
* Inese rigures were not	vere nor		DWN NC	ports Itley	אמנט	available in town Reports They were taken non the State Library statistics.	איםוב דו	וטומו א פרמרופתר	į	
see the "Total Circulation	-culatio r	" column in:		https://www.r	,vog.dr	https://www.nh.gov/nhsl/ids/public_library_stats.html	lc_libra	ry_stats.html		

Libraries Assessment

NEEDS:

- 1. Parking capacity at both libraries.
- 2. Building renovations at both libraries.
- 3. Drainage improvements at the Social Library.
- 4. Potential information technology upgrades at the Social Library.
- 5. Office space at the Free Library.
- 6. Storage space at Free Library.
- 7. Running water and a flushing tollet at the Free Library.









Orford Social Library

Libraries Inventory

Orford Free Library:

- Town owned.
- Small facility with no office space for the staff.
- · Storage is in the old vault.
- Small reading area is provided in the main room.
- There is no running water or septic system; the toilet is an incinerator.
- Parking is limited to six spaces tops; can use area across the road.
- One librarian works 12 hours/week and several volunteers help operate the library.
- Public events for 15-20 people maximum.
- Free Library lot is 0.18 acre.

Orford Social Library:

- Privately owned.
- Small facility, but has adequate storage.
- Receives half of its funding from the Town.
- Art exhibits and public events held in basement room.
- One librarian works 25 hours/week and several volunteers help operate the library.
- · ADA access to first floor only.
- Has ½ bath with private septic system.
- · Parking constraints.
- Social Library lot is 0.17 acre.

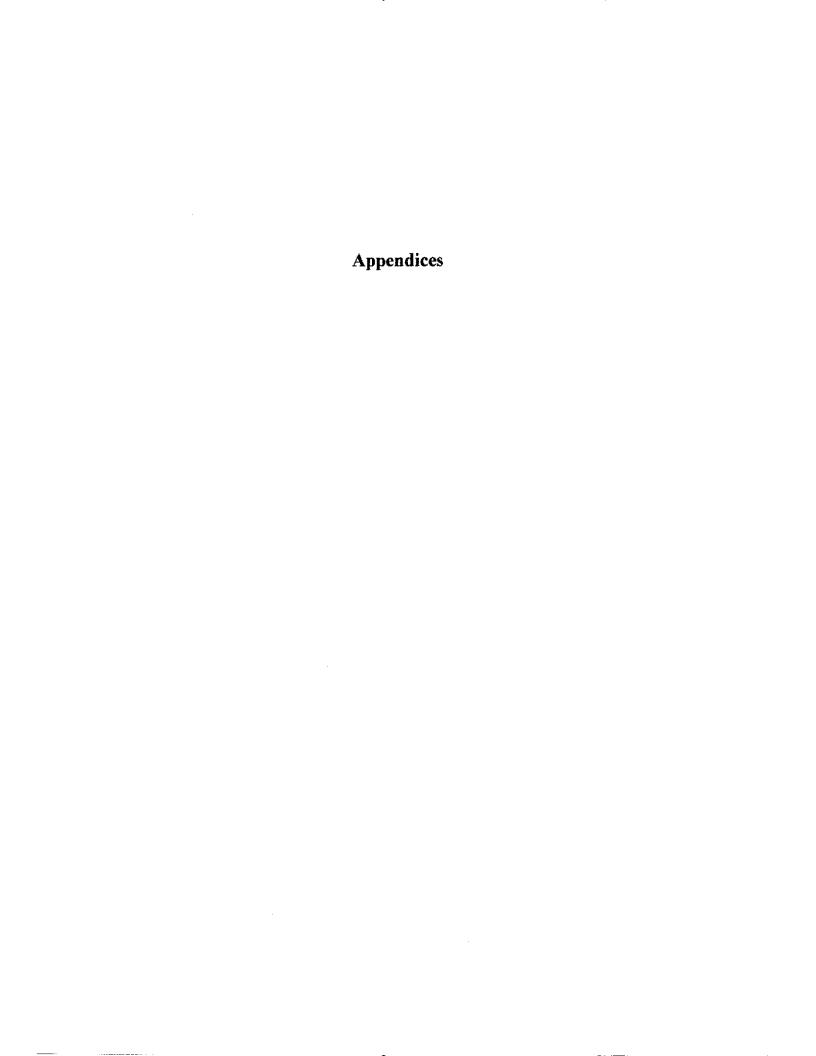
IV. Conclusion

Conclusion

For more than two years, the seven members of the Orford Libraries Study Committee have met monthly to look at the ways that the library needs of Orford citizens can best be met in the future. Throughout, we were guided by two principles: we would bring open minds to our process, and always hold before us the question "what is best for the town?"

We researched the history, resources, and needs of the Orford libraries, met with a representative of the New Hampshire Office of the Attorney General, had a conversation with the New Hampshire State Librarian, contacted librarians in area libraries, and gathered input from Orford citizens. After open and thoughtful consideration, the majority of our committee agreed that the town of Orford would be best served by consolidating the Orford Free and the Orford Social libraries into one entity in a new location. We met with the trustees of the two libraries and following careful consideration, a Memorandum of Understanding was signed by the chairs of each Board of Trustees to support the recommendation of the Orford Libraries Study Committee.

We now bring out final report to the Selectboard for its consideration.



Appendix A

Orford Libraries Study Committee

A look at the many aspects of current facilities and operations of the town's two libraries.

Orford Social Library

Hours and Staffing

Hours: Mon. & Thurs. 1:00 - 8:00 p.m. Wed. & Sat. 9:00 a.m. - 1:00 p.m.

Staff: 1 librarian, present during all open hours

Volunteers: Several on a regular weekly basis with others

for special projects Trustees: Nine

Facility

Library Spaces:

Children's room and Young Adult Space

Computer/printer/copier area

Reading area

Public individual work space

Community meeting room

Air-conditioned space

Technology:

2 public computers, printers, copier, fax, scanner

24/7 wireless internet access

Public Information Spaces:

Bulletin Boards - one on porch, on inside main door

Display space made available for town organizations as

requested

Handicap Accessibility: ramp to main level

Bathroom: 1 handicap accessible

Parking: along Main St.

Coffee: available for small fee

Collection

Books for all ages, fiction and non-fiction

Audio Books, Downloadable ebooks, DVDs

Themed Bookbags for children with books and activities

Magazines, Puzzles

Interlibrary loans

Historical Archives

For use in the library and for special displays

Photograph albums

Stereopticon and other historical artifacts

Access to materials and resources for genealogical research

Programs

Book groups, movie night, children's story hours, tech help

Special programs

Joint offering with OFL summer reading program for children

Passes

Passes available to area museums and cultural opportunities made possible by the Friends of the Orford Libraries

Orford Free Library

Hours and Staffing

Hours: Tues. & Fri. 3:30 - 7:30 p.m.

Sat. 9:00 - 11:30 a.m.

Sun. 2:00 - 5:00 p.m.

Staff: 1 librarian

Volunteers: Numerous throughout the week

Trustees: 3 elected

Resources and Facilities

Fiction & non-fiction, adult and children's books

Reference books & materials

Free Access to Ancestry/Heritage Quest for genealogy research

Books of Local/State history & lore

Town hearing/meeting information

Public access computer

High speed 24/7 internet access

Kindle and MP3 available to borrow

Adult & Children's Audios & DVDs

Music CDs, Videos

Magazines

Interlibrary loans

Downloadable Books & Magazines

Public Access Copier, Fax, Scanner, Printer

Children's room and Small Community Meeting Room

Adult programs

'Ville Quilters gathering place

Children's story hours & summer reading program

Puzzles

Children's games, stuffed animals

Lego sets and construction toys

CD/tape player to loan

Historical archives/photographs/scrapbooks

Air-Conditioned space

Little Free Libraries

Passes made available to museums by Friends of the

Orford Libraries

Handicapped Accessibility

Orford Libraries - Open Hours	s - Oper	n Hours							o a ser come for					
	Sunday	day	Mo	Monday	Tues	Tuesday	Wedr	Wednesday	Thu	Thursday	E	Friday	Satu	Saturday
	Free	Social	Free	Social	Free	Social	Free	Social	Free	Social	Free	Social	Free	Social
9:00 - 9:30 AM														
9:30 - 10:00 AM													9am -	
10:00 - 10:30 AM													11:30am	
10:30 - 11:00 AM								9am -						9am -
11:00 - 11:30 AM								1pm						1pm
11:30 - noon														
noon - 12:30 PM														
12:30 - 1:00 PM														
1:00 - 1:30 PM														
1:30 - 2:00 PM														
2:00 - 2:30 PM														
2:30-3:00 PM	*									100				
3:00 - 3:30 PM	- mdz										_			
3:30 - 4:00 PM	5pm			1pm-						1pm -				
4;00 - 4:30 PM				8pm	- 1 - 1					8рт				
4:30 - 5:00 PM														
5:00 - 5:30 PM					3:30pm						3:30pm		-	
5:30 - 6:00 PM					7:30рт						7:30pm			
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6:30 - 7:00 PM										2.5-				
7:00 - 7:30 PM														
7:30 - 8:00 PM										i si				
Hours open per week:		Free Library:		13.5										
		Social Library:	ۓ	22.0										
		Total:		35.5									_	

	grams and (offerings 2014 - 2018, p2	p2					TOWN.	O T O PAGE
Cocial library 2014	2014 T.R. pg	2015	2015 T.R. pg	2016	2016 T.R. pg	7102	2017 W PE	-	20707
Adult and			09	00 00 00 00 00 00 00 00 00 00 00 00 00	61	Monthly Book Groups	55.0	Monthly history book group	55
discussions Children's story and	G G	Children's story and	3				y U	Firtion book aroun	ج بر
activity hours	p. 65	activity hours	p. 68	Computer assistance	D. 01	S C C C C C C C C C C C C C C C C C C C	1		
Monthly computer help	, c	Monthly computer help	88	Knitting groups	p. 61		p. 55	Artdisplays	p. 55
Sessions Boerry month postrard	T	Poetry month postcard	9, 68	Game nights	p.61	Children's story and art	p. 55	Math Jonng	p. 55
2 NH Humanides Coun cil	Ī	2 NH Humanities Council					1	:	1
programs	p. 65	ргодгалть	9.68	Travelogues	p. 61	Knitting	p. 55	Snitting	ć.
Summer reading puppet	f"			•	į	Advantage of the party of the p	4	Computer help sessions	5
works	p. 65	Summer reading movies	p. 68	Ice Cream Social	p. 61	Monthly History group	D 20	Children's control and art	3 5
Tree-decorating	p. 65	Tree-decorating	89.4	NH Fish and Game	D. 01	Weekly Man John Barries P. 30	6		
						Children's Literacy Foundation: 2 Story-		Chocolate-pairing	
3		Information and	er L	Octoberfest	0.61	take home	p. 55	(Valentines)	p. 55
ice cream social	8	Ice creem social	3	APO INCOME		Kids Books, and Arts			
						Grant: theatre production of Beauty and			
bridge of Orders	3	Witches of Orford	0.68	Wreath making	p.61	the Beast	p. 55	Bicycle Maintenance	p. 55
Alicio o comina	3 4	California mandana	6.8	Holiday open house	p. 61	ice cream social	p. 55	Brook Trout	9. SS
Knitting meedings	B	Anicang meetings	3 4			Chocolate meaking	p. 55	12,000 years in the	p. 55
cames nigno	G .d								
Care of does and pats		Antique watches		Provided meeting space (e.g.Bandstand and					
presentation	65	presentation	68	Energy Committees	p.61	Pickling	p. 55	Made In Orford	25
				Site for video by David Bischoff for UV Land					
Ortord Artists Group	2	. Art dienlate	80	Trust	p. 61	Glaciers	p. 55	Poem on a postcard	. S
Show	3	Orford Artists Group							
-		show for 250th		-	č	200000000000000000000000000000000000000	ų.	Fermentation	55
	-	celebration	200	Art displays	i i	Parennial exchange	55.5	Puerto Rico Relief work	0.55
						Poem on a Postcard	9.55	Pruning	p. 55
						Oktoberfest	p. 55	Perennial exchange	p. 55
						CubaTravelogue	p. 55	Oktoberfest	p. 55
						Witches of Orford at	p. 55	Witches of Orford at	p. 55
	 -					Hollday Centerplaces	p. 55	Holiday Centerpleces	p. 55
						Holiday Open House	p. 55	Hollday Open House	σ 53
		Courses Clartronic		Evergreen Electronic		Evergreen Electronic		Digital Catiog is up and	
programs Evergreen Executions		Card Catalog project	0.61.0.68	Card Catalog project	-	Card Catalog project	p. 55	running	75.0
	3			Summer reading		Summer Reading		4	
social courses together)				program: "On Your Mark,	3	Program "Build a Better World"	84.0	Program "Libraries Rock!" p. 54	5. 54
CPR Course	p. 65			מפני שפור חפוני	ξ i				
Made in Orford	15			CPR course	p. 61	Vermont reads program	p. 55	freasure Island productions at Bandstand p. 54	p. 54

10	rford Libr	Orford Library Programs and Offerings 2014	erings 201	4 - 2018							
Sunday effersion starts Sunday effects	Mected from	1 town Reports [TR], as of N	ovember, 20								
Pook discussion series Book discussion series Classing by Hadid Wilson D. 54 (American series and testing by Ha	ree Library		2014 TR pg		2015 TR pg	2016	2016 TR pg	2017	2017 TR pg		2018 TR PK
The identification event (Rediring by mystery (Valentine and making led publication event (Rediring by mystery (Valentine and making led publication event (Rediring by mystery (Valentine and making led publication event (Rediring Month) State (Valentine and making led publication event (Rediring Month) State (Valentine and making led publication event) (Rediring Month) State (Valentine and making led publication event) (Rediring as Story Hero Has and his making as and event (Rediring Month) State (Re		Sunday afternoon story and craft hours	p.57	Book discussion series on trees	p.61	Book discussion series (classic mysteries) with reading by Heid! Wilson	20.	Book discussion series (American short stories)	0,48	Book discussion series: World Religions	
		Book discussion series on		free identification event							
Scavenger Hunt for Mr. Waterithe card making p.54 Intercedio's Library p.61 with Brends Smith p.54 Intercedio's Library p.61 with Brends Smith p.54 Zendoodle workshop p.48 Sorriner reaching from the state of the s		women writers from Maine	p.57	led by John O'Brien and Dave Falkenham	p.61	Reading by mystery author Heldi Wilson	p. 54	Valentine card making led by Pam Benware	p. 48	Valentine card making led by Pam Benware	p. 54
Session with Parameter and Magnetic Ferenting postering		Summer reading program "Fizz, Boom Read"		Scavenger Hunt for Mr. Lemoncello's Library	p.51	Valentine card making with Brenda Smith	p. 54	Mud Season Scrabbie night	p. 48	Mud Season Scrabble night	9. 54
sestons with Freezy of seat of times Summer bake sale Summer ba		Family music evening	p.57	Summer reading program: Every Hero Has a Story	p.61	Monthly Sunday afternoon story hours	p.54	odle workshop	p. 48	Zendoodle warkshap	p. 54
by Patry and Gill by Chro Fleat Montey Fleat Montey Chro Fleat Montey Chro Fleat Montey Chro Fleat Montey Montey Fleat Montey Fleat Montey Montey Fleat Montey Montey Fleat		Monthly Sunday music making sessions with Meinida Ricker	p.57	Visit by Ray Chin and his Therapy dog and kittens from U V Humane Soc.	p,61	Summer bake sale	p. 54			Monthly Sunday efternoon story hours	g 70 40
Book discussion on "Our Lest backers on "Our Lest backers on occurring to with Pem Coloring parties P.54 Summer bake selle P.48		Concert by Patty and Gill Williams	p.57	Summer bake sale at the Oford Fiea Market	p.61	Hailoween pumpkin carving	p. 54	Monthly Sunday afternoon story hours	p. 48	Summer bake sale	P. S4
tersion with Perm station with Perm p.5.7 carving p.5.4 ca		Photo club led by Cara Dyke	p.57	Book discussion on "Our Last Beckpack" to coordinate with OHS walking tour of Quinttown	p.61		p, 55.	Summer bake sele		How-to session on new catalog system	p. 54
lters led by Sally Deal Holiday Open House Iters led by Sally Deal Holiday Open House Deal H		Cricut craft demonstration with Pam Benware	p.57	Halloween pumpkin carving	p.61	ights	p. 54	Halloween pumpkin carving	p. 48	Halloween pumpkin carving	2.0
book and bake p.57 making care defined and care defined and p.61 ville quilters per pumpkin p.57 making ten pumpkin p.57 making and card from pumpkin p.57 making and card from pumpkin p.57 Heritage Quest p.61 Quest available p.54 Quest available p.55 Quilt to Historical Society p.61 Libraries for NH award p.54 available p.54 Heritage Center event volunteer Appredation p.54 kindergarten program p.48 teritaed catalogy; pench bouse pench power labrary teritaed catalogy; pench power pench power pench p.55 bench power pench p.55 bench power pench p.55 pench power pench p.55 pench power pench p.55 pench power pench p.55 pench pench p.56 pench pench p.56 pench p.57 pench pench p.57 pench pench p.58 pench pench pench pench p.58 pench p.57 pench		Ville quiltars led by Sally Arcollo	p.57	Holiday Open House	0.61	8 K	5.54	Holiday Open House with gingerbread house making	2. 20.	Hollday Open House	55 55
Dedicated memorial Ancestry and Heritage Ancestry and Heritage Dedicated memorial		Anuual book and bake	p.57	Creation stations: Legos; scrapbooking and card making	p.61		p. 54	Vife auliters	p. 48	Ville quilters	2. 2.
Ville quilters presented Friends of the Orford of Lego and Duplo blocks P.57 Quilt to Historical Society p.6.1 Libraries for NH award p. 54 available p. 48 Photo Group display at Volunteer Appreciation p. 54 kindergenten program p. 48 Dedicated memorial p. 6.1 Expanded the collection p. 48 Dedicated memorial p. 6.1 building p. 48 Volunteer Appreciation p. 6.1 building p. 48 Volunteer Appreciation p. 6.1 event p. 6.1 event p. 48 Dedicated memorial p. 6.1 event p. 6.1 event p. 6.1 event p. 48		Halloween pumpkin carving	p.57	Joined Ancestry and Heritage Quest	p.61		p. 54	Ancestry and Heritage Quest available	p. 48	Ancestry and Heritage Quest available	p. 54
Photo Group display at Volunteer Appredation 1000 books before		Christmas card making and Children's Christmas crafts with Brenda Smith	p.57	Ville quliters presented Quift to Historical Society		Ceremony recognizing Friends of the Orford Libreries for NH award	p. 54	Expanded the collection of Lego and Duplo blocks available	p. 48	1000 books before kindergarten program	p. 54
og): Dedicated memorial p. 57 bench stlon p.57 bench p. 61 p. 57 bench stlon p. 57 event p. 57 event p. 51 event		Haliday open house	p.57	Photo Group display at Heritage Center		Volunteer Appreciation event	p. 54	1000 books before kindergarten program	p. 48	Volunteer appreciation event	p. 54
lation Volunteer Appreciation p.57 event p. 61 event		Joined Evergreen system of the Howe Library (computerized cetalog): entered many books in the system		Dedicated memorial bench	p.61			Renovations to the building	ά 8		
(at		Volunteeer appreciation event	p.57	Volunteer Appreciation event	p. 61			Volunteer appreciation event	p. 48		
		Little Free libraries (at Free Library and E.	. [

OLSC Notes from the June 26, 2017 Meeting

Present: Sue Kling, Carol Boynton, Nancy Cassel, Sarah Putnam, Beverly Andrews-Potry, Tom Trunzo, Carl Cassel and AG representatives, Terry Knowles and Tom Donovan

The sole focus of this meeting was to have Terry and Tom provide the OLSC with answers to questions we had about possible changes in the set-up or structure of the libraries and to provide us with information to help us make decisions.

OFL – NH state laws control its closing. It would be more difficult to close this than the OSL. It would require a vote at town meeting. The statutes that control this are 202a:18 and 202b:19. The disposition of resources has to be approved. Michael York, the state librarian, could assist with the disposition. Items would not have to physically leave Orford, if they were going to go to a reorganized Orford library. Historical items in the library would also need to be dealt with.

OSL – It can dissolve itself at any time by a vote among the trustees. All of its assets could be turned over to the public library.

It would be more difficult to start a whole new library entity than to dissolve one library and reorganize.

If the OSL building was to be used as the public library the town would have to accept the building.

If OSL was to become the public library there would have to be a warrant article to make it public.

Farmington has a private library that has been reorganized as a public library.

It would be too complicated to have one board run both the OFL and OSL as they are a public and a private entity.

If we wanted a unified board, either

OSL would need to dissolve and become part of public library system

or

OFL would need to dissolve and reorganize as a social library Hard to sell either way without a name change

Terry's question to us...If we were to keep both libraries is there a way to differentiate services? Could each library have a specific focus/purpose to avoid duplication of services?

If we are interested in building a new library, Friends group might be able to help with a capital campaign.

Madbury has a capital campaign now.

If new building is built, be sure that town will accept the building.

The statute that requires public funding is 202A:4.

Terry suggested that our Friends group might be able to help with a capital campaign.

Terry said that the NH Library Trustees Association would be a source of help for us.

We could have consultants help us figure out cost comparisons of options. If we email Terry or Tom they can give us a list of consultants.

There is a library tax calculator: nhlibrarians.org — library calculator. This may help us to see what things cost and can be used to help convince taxpayers (especially nay sayers).

OSL does not have a trust fund, so this is not an issue.

Terry strongly suggested that we do not say "merge" the two libraries. If we want to create a new library it would be a reorganization or dissolution.

Town of Derry does have a private and public library.

If OFL closes and reorganizes as social library, we would need to have town vote to accept this and fund. Town must accept private library association as public library of town.

If there are historical items that were given to library and donation specifies that that they be kept at the library then family should be contacted if possible.

An ad can be run in newspaper notifying public that historical items in library will be given to historical society.

As an aside, Terry noted that libraries should have gift acceptance policy to avoid possible problem.

If OSL is going to dissolve, have their attorney call Terry for form.

If OFL is going to dissolve, have town attorney call Terry and Michael York (NH Librarian).

Terry's strong recommendations are...

Don't do anything until there is a solid plan.

Make sure that the boards at the two libraries agree with the plan and present a unified front.

Go to the town after solid plan is in place.

Hold a series of open forums (serve food!)

Respectfully submitted, Susan Kling

Appendix C

What would an ideal library look like, if money were not an object?

Brainstorming List - Generated by OLSC on 8/14/17

A new (green) building

Repurposing of an existing building

Building in a neutral spot

Central air conditioning and an efficient heating system

A full kitchen

A craft room

Several large meeting rooms

Open areas for community gathering and socializing

A small student study area

A cozy reading area with a fireplace

Multiple computers with high speed internet

A parking lot

A bookmobile

A generator

Shower facilities

Gathering place for seniors

Pre-school

AV equipment

Art exhibit space

Elevator

Storage

Outdoor space for summer events

Café

Orford Libraries Study Committee Survey

As an outgrowth of the Orford Long Range Planning Report, the Orford Libraries Study Committee (OLSC) was formed in 2017. The committee of seven members is made up of two trustees from each library (Orford Social Library and Orford Free Library) a patron of each library and a representative at large. The mission of the OLSC is to study the future library needs of the Town.

Committee Members:

Susan Kling, Terry Martin, Carol Boynton, Beverly Andrews-Potry, Emily Bryant, Sarah Putnam, Nancy Cassel

We request your response to the following questions.

1.	Are the libraries meeting your expectations and if not, what changes o improvements should be made?
2.	If you are not presently using either library, what might bring you in?

3. What are your suggestions for the Orford library facilities in the future?

Return this survey to either library by March 31, 2018.	
Name (optional)	
Contact Information (optional)	
If you would like us to contact you please check here. \Box	

Orford Libraries Study Committee Survey

Summary of Responses - May 2018

1. Are the libraries meeting your expectations and if not, what changes or improvements should be made?

Yes 23

No 0

Comments:

- o More variety of children's audio books and DVDs at OFL
- o Increase DVD collections in both libraries
- More CDs for books and lighthearted fiction
- More open hours at both libraries
- Co-working space
- o Tech support
- Job training
- o More coordination between the two libraries (programming, events, materials, staff)
- Accessibility needed
- Both could use more space-consider combining into a larger, more modern space in the future after lots of planning
- NH Downloadables want more titles
- o Loves new online reserving
- o Likes new computer system
- Need longer due dates to read books
- Likes variety of programming at both libraries
- Use interlibrary loans
- 2. If you are not presently using either library, what might bring you in?

Yes 12

No 2

Blank 16

Comments:

- o Time 5 responses
- o Hours 1 response
- More place-based mysteries
- Busy love access and resources
- 3. What are your suggestions for the Orford library facilities in the future?

No answer 8

Love the library 1

Love the libraries 6

Need one library 4 (space, parking, larger, community use)

Comments:

- o Work together less duplication, joint programs
- o Let's talk
- o Do more craft fairs
- Lack of teen involvement perhaps field trips for different ages
- Maybe co-working space (help pay?)
- Kids' book bags (knapsacks)
- Comfy space to read with kids
- o Computer to check books including by subjects
- 1 board, 2 locations and then 1 library smooth out barcode system
- List of possible programs
- o Combine library on Route 10 Catholic Church?
- o Better Accessibility (2)
- Recording of books
- Make hours open more legible on signs
- Post open hours for each library on both signs
- o Audio books on CD

MEMORANDUM OF UNDERSTANDING

As an outgrowth of the Orford Long Range Planning Report, the Orford Libraries Study Committee (OLSC) was formed in 2017. The committee of seven members is made up of two trustees representing each library (Orford Social Library and Orford Free Library) a patron from each library and a member representing the citizens of the town. The mission of the OLSC was to study the future library needs of the town of Orford. The recommendation of the OLSC is that library services would be best met by consolidating into one entity in a new location.

The Trustees of the Orford Free Library and of the Orford Social Library on the 15th day of July, 2019 agree to accept the recommendation of the Orford Libraries Study Committee to move toward consolidation of library services into one entity in a new location to better serve and benefit the interest of the Town of Orford.

Thomas Trunzo, Jr., Chair

For The Board of the Orford Social Library Susan B. Kling, Chair

For The Board of the Orford Free Library