

# **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.)

### III. a. Physical Description

#### 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.

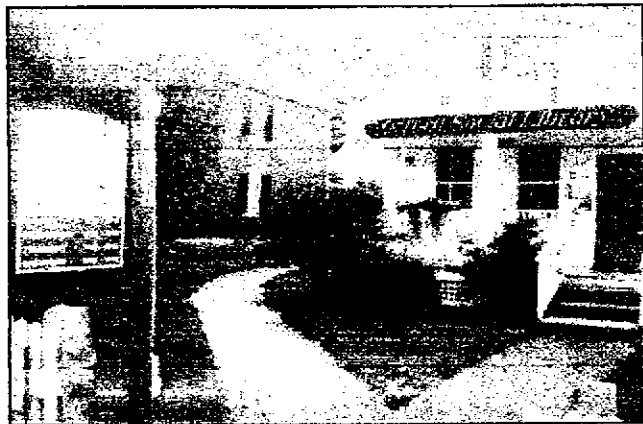


*Above: The Free Library in Orford, NH.*

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

Orford, NH Library Appropriations and Receipts 2014-2018											
Collected from Town Reports (TR), as of November, 2019											
Town-Appropriated Funds (from Town Budget)											
Description	2014	2014 TR PG	2015	2015 TR PG	2016	2016 TR PG	2017	2017 TR PG	2018	2018 TR PG	
Free Library	\$19,634.12	p.35 (Disb.)	\$20,985.10	p.30 (Disb.)	\$21,333.83	p.27 (Pr. Ex.)	\$22,152.30	p.28 (Pr. Ex.)	\$23,929.60	p.37 (Act.)	
Social Library	\$19,500.00	p.35 (Disb.)	\$19,500.00	p.30 (Disb.)	\$22,000.00	p.27 (Pr. Ex.)	\$23,000.00	p.28 (Pr. Ex.)	\$24,000.00	p.37 (Act.)	
Total Free Library + Social Library	\$39,134.12		\$40,485.10		\$43,333.83		\$45,152.30		\$47,929.60		
Receipts (from Library Reports)											
Free Library	\$6,879.05	p.57	\$6,262.51	p.61	\$8,216.96	p.54	\$14,220.80	p.48	\$15,891.79	p.54	
Town of Orford	\$18,849.00	p.57	\$20,187.50	p.61	\$20,979.00	p.54	\$21,844.00	p.48	\$23,114.50	p.54	
Book/Bandstand/Bake Sale	\$380.75	p.57	\$462.00	p.61	\$315.00	p.54	\$479.00	p.48	\$369.00	p.54	
Gifts/Donations	\$250.00	p.57	\$405.00	p.61	\$641.00	p.54	\$439.00	p.48	\$595.00	p.54	
Friends of the Orford Libraries gift	\$2,000.00	p.57	NA		\$5,000.00	p.54	\$2,500.00	p.48	\$3,000.00	p.54	
Interest	\$4.24	p.57	\$4.56	p.61	\$7.73	p.54	\$8.28	p.48	\$8.58	p.54	
Misc	\$12.52	p.57	\$48.37	p.61	NA		\$120.30	p.48	\$79.30	p.54	
Computer/Copier Services	\$60.00	p.57	\$21.00	p.61	NA		NA		NA		
Total Income	\$21,556.51		\$21,129.43		\$26,996.73		\$24,890.58		\$27,166.58		
Balance in checking account December 31	\$6,352.57	p.57	\$8,280.31	p.61	\$14,220.80	p.54	\$16,020.12	p.48	\$18,553.39	p.54	
Social Library											
Description	2014	2014 TR PG	2015	2015 TR PG	2016	2016 TR PG	2017	2017 TR PG	2018	2018 TR PG	
Cash Balance as of Jan 1	\$5,776.24	p.65	\$3,550.77	p.68	\$407.14	p.61	\$6,847.91	p.55	\$5,121.09	p.55	
Town of Orford	\$19,500.00	p.65	\$14,625.00	p.68	\$26,875.00	p.61	\$23,000.00	p.55	\$24,000.00	p.55	
General Fundraising	\$6,385.00	p.65	\$8,841.32	p.68	\$9,045.00	p.61	\$3,938.60	p.55	\$7,480.00	p.55	
Other Donations	\$123.00	p.65	\$578.79	p.68	\$49.79	p.61	\$1,513.95	p.55	\$903.00	p.55	
Book Sale	\$1,027.49	p.65	\$796.74	p.68	\$755.66	p.61	\$571.00	p.55	\$579.00	p.55	
Misc Income	\$432.91	p.65	\$357.78	p.68	\$220.24	p.61	\$323.16	p.55	\$179.52	p.55	
Investment Redemption	\$7,500.00	p.65	\$12,000.00	p.68	\$5,000.00	p.61	\$9,500.00	p.55	\$7,925.00	p.55	
Designated Income - Friends	\$2,000.00	p.65	NA		\$5,000.00	p.61	\$2,500.00	p.55	\$3,000.00	p.55	
Designated Income - Other Donations	\$255.00	p.65	\$125.00	p.68	\$366.00	p.61	\$225.70	p.55	\$583.50	p.55	
Designated Income - Investment Redemption-Projects											
Total Income	\$37,229.40	p.65	\$37,324.63	p.68	\$47,311.69	p.61	\$41,472.41	p.55	\$48,525.02	p.55	
Cash Balance as of 12/31	\$3,550.77	p.65	\$407.14	p.68	\$6,847.91	p.61	\$5,121.09	p.55	\$2,973.81	p.55	

**Orford, NH Library Expenditures 2014-2018**

Collected from Town Reports (TR), as of November, 2019

	2014	2014 TR pg	2015	2015 TR pg	2016	2016 TR pg	2017	2017 TR pg	2018	2018 TR pg
<b>Free Library</b>										
Description										
Books	\$2,163.10	p.57	\$2,083.43	p.61	\$2,227.89	p.54	\$2,811.96	p.48	\$2,947.48	p.54
Multimedia	\$602.14	p.57	\$446.04	p.61	\$536.63	p.54	\$554.02	p.48	\$978.24	p.54
Magazines	\$183.03	p.57	\$186.28	p.61	\$205.38	p.54	\$138.84	p.48	\$250.26	p.54
Librarian	\$10,790.00	p.57	\$10,952.50	p.61	\$11,063.00	p.54	\$11,284.00	p.48	\$11,563.50	p.54
Fuel/Heat	\$2,982.08	p.57	\$1,817.72	p.61	\$1,828.67	p.54	\$1,891.00	p.48	\$2,190.21	p.54
Repair/Maintenance/Improvements	\$79.16	p.57	\$90.00	p.61	\$255.00	p.54	\$1,198.91	p.48	\$209.60	p.54
Meetings/Mileage	\$35.28	p.57	\$87.40	p.61	\$139.86	*	\$70.09	*	\$91.20	*
Postal	\$118.00	p.57	\$68.00	p.61	\$66.00	p.54	\$70.00	p.48	\$72.00	p.54
Telephone	\$666.71	p.57	\$620.40	p.61	\$706.16	p.54	\$565.24	p.48	\$521.76	p.54
Electric	\$463.29	p.57	\$421.55	p.61	\$555.14	p.54	\$540.22	p.48	\$540.55	p.54
Copier/Library Supplies	\$344.99	p.57	\$105.40	p.61	\$255.77	p.54	\$408.83	p.48	\$541.63	p.54
Computer/Internet Services	\$289.70	p.57	\$510.69	p.61	\$350.00	p.54	\$375.00	p.48	\$373.31	p.54
Dues/Memberships	\$764.40	p.57	\$646.80	p.61	\$864.58	p.54	\$750.23	p.48	\$692.52	p.54
Programs/Materials	\$735.00	p.57	\$730.00	p.61	\$560.00	p.54	\$710.00	p.48	\$935.00	p.54
Equipment/Furniture	\$32.15	p.57	\$100.75	p.61	\$120.45	p.54	\$368.48	p.48	\$142.38	p.54
Howe/Evergreen Annual Fees	\$0.00		\$0.00		\$198.36	p.54	\$264.45	p.48	\$1,327.31	p.54
Misc.	NA		NA		\$1,000.00	p.54	\$1,000.00	p.48	\$1,000.00	p.54
Subtotal	\$50.00	p.57	\$244.67	p.61	\$139.86	p.54	\$160.08	p.48	\$219.03	p.54
Cataloging Automation Project (funded by Friends of the Libraries)	\$20,299.03		\$19,111.63		\$21,072.75		\$23,161.35		\$24,595.98	
Free Library Expenditures Total	\$1,783.96	p.57	\$19,111.63		\$21,072.75		\$23,161.35		\$24,595.98	
<b>Social Library</b>										
Description										
Salaries & P/R Taxes	\$20,244.12	p.65	\$20,376.00	p.68	\$23,033.61	p.61	\$22,786.87	p.55	\$25,380.43	p.55
Education, Dues, & Travel	\$687.72	p.65	\$559.26	p.68	\$815.29	p.61	\$1,116.13	p.55	\$714.65	p.55
Books, Magazines & Audio	\$1,985.37	p.65	\$1,861.71	p.68	\$1,849.03	p.61	\$1,719.57	p.55	\$2,491.62	p.55
Library Office Expenses	\$2,211.38	p.65	\$1,616.06	p.68	\$1,548.74	p.61	\$1,546.37	p.55	\$1,455.59	p.55
Office Utilities + Telephone & DSL	\$4,693.03	p.65	\$6,486.83	p.68	\$5,075.54	p.61	\$4,427.07	p.55	\$4,989.67	p.55
Insurance	\$2,795.00	p.65	\$2,905.14	p.68	\$2,868.00	p.61	\$2,855.00	p.55	\$2,969.00	p.55
Accounting Fee	\$750.00	p.65	\$795.00	p.68	\$840.00	p.61	\$920.00	p.55	\$960.00	p.55
Building & Grounds Maintenance	\$1,427.04	p.65	\$1,917.47	p.68	\$1,119.69	p.61	\$2,513.55	p.55	\$1,889.67	p.55
Computer & Copier Expenses	\$777.93	p.65	\$1,056.80	p.68	\$657.77	p.61	\$683.84	p.55	\$877.95	p.55
Fundraising Expenses	\$75.04	p.65	\$259.18	p.68	\$440.18	p.61	\$430.00	*	\$443.12	p.55
Program Expenses	\$283.83	p.65	\$673.49	p.68	\$325.50	p.61	\$551.83	p.55	\$1,051.28	p.55
Designated Income Expenses	\$3,518.41	p.65	\$1,961.32	p.68	\$2,297.57	p.61	\$3,649.00	p.55	\$7,449.32	p.55
Social Library Expenditures Total	\$39,448.87		\$40,468.26		\$40,870.92		\$43,199.23		\$50,672.90	
<b>Total Expenditures: Free Library + Social Library</b>	\$61,531.86		\$59,579.89		\$61,943.67		\$66,360.58		\$75,268.28	
* from library records (not in Town Report)										

<b>Library usage 2014 - 2018</b>										
<b>Collected from Town Reports (TR) and state statistics, as of November, 2019</b>										
	2014	2014 TR pg	2015	2015 TR pg	2016	2016 TR pg	2017	2017 TR pg	2018	2018 TR pg
<b>Free Library</b>										
# Patrons	2251	p.57	2091	p.61	2194	p. 54	2203	p. 48	2263	p. 54
Circulation	4078	p.57	3706	p.61	3981	p. 54	5146	p. 48	4144	p. 54
<b>Social Library</b>										
# Patrons	5311	p. 65	4744	p. 68	4100	p. 61	4550	p. 55	5182	p. 55
Circulation	5224	p. 65	5481	p. 68	5079	p. 61	5306	*	5615	*
<b>Total: Free Library + Social Library</b>										
# Patrons	7562		6835		6294		6753		7445	
Circulation	9302		9187		9060		10452		9759	
* These figures were not available in Town Reports -- They were taken from NH State Library statistics: see the "Total Circulation" column in:										
							<a href="https://www.nh.gov/nhsl/las/public_library_stats.html">https://www.nh.gov/nhsl/las/public_library_stats.html</a>			



### 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 toilet at the Free Library.



Orford 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.

## **Appendices**

## 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 Library Programs and Offerings 2014 - 2018**

Collected from Town Reports (TR), as of November, 2019

2014	2014 TR pg	2015	2015 TR pg	2016	2016 TR pg	2017	2017 TR pg	2018	2018 TR pg
Free Library									
Sunday afternoon story and craft hours	p.57	Book discussion series on trees	p.61	Book discussion series (classic mysteries) with reading by Heidi Wilson	p.54	Book discussion series (American short stories)	p.48	Book discussion series: World Religions	p.54
Book discussion series on women writers from Maine	p.57	Tree identification event led by John O'Brian and Dave Falkenham	p.61	Reading by mystery author Heidi Wilson	p.54	Valentine card making led by Pam Benware	p.48	Valentine card making led by Pam Benware	p.54
Summer reading program "Fizz, Boom Read"	p.57	Scavenger Hunt for Mr. Lemmonello's Library	p.61	Valentine card making with Brenda Smith	p.54	Mud Season Scrabble night	p.48	Mud Season Scrabble night	p.54
Family music evening	p.57	Summer reading program: Every Hero Has a Story	p.61	Monthly Sunday afternoon story hours	p.54	Zendoodle workshop	p.48	Zendoodle workshop	p.54
Monthly Sunday music making sessions with Melinda 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 afternoon story hours	p.48	Monthly Sunday afternoon story hours	p.54
Concert by Patty and Gil Williams	p.57	Summer bake sale at the Orford Flea Market	p.61	Halloween pumpkin carving	p.54	Monthly Sunday afternoon story hours	p.48	Summer bake sale	p.54
Photo club led by Cara Dyke	p.57	Book discussion on "Our Last Backpack" to coordinate with OHS walking tour of Quintown	p.61	Coloring parties	p.54				
Cricut craft demonstration with Pam Benware	p.57	Halloween pumpkin carving	p.61	Scrabble game nights	p.54	Summer bake sale	p.48	How-to session on new catalog system	p.54
Ville quilters led by Sally Arcollo	p.57	Holiday Open House	p.61	Holiday Open House with gingerbread house making coordinators with OHS	p.54	Halloween pumpkin carving	p.48	Halloween pumpkin carving	p.54
Annual book and bake sale	p.57	Creation stations: Legos, scrapbooking and card making	p.61	Ville quilters	p.54	Holiday Open House with gingerbread house making	p.48	Holiday Open House	p.54
Halloween pumpkin carving	p.57	Joined Ancestry and Heritage Quest	p.61	Ancestry and Heritage Quest available	p.54	Ville quilters	p.48	Ville quilters	p.54
Christmas card making and Children's Christmas crafts with Brenda Smith	p.57	Wille quilters presented Quilt to Historical Society	p.61	Ceremony recognizing Friends of the Orford Libraries for NH award	p.54	Ancestry and Heritage Quest available	p.48	Ancestry and Heritage Quest available	p.54
Holiday open house	p.57	Photo Group display at Heritage Center	p.61	Volunteer Appreciation event	p.54	Expanded the collection of Lego and Duplo blocks available	p.48	1000 books before kindergarten program	p.54
Joined Evergreen system of the Howe Library (computerized catalog); entered many books in the system	p.57	Dedicated memorial bench	p.61	Renovations to the building	p.48	1000 books before kindergarten program	p.48	Volunteer appreciation event	p.54
Volunteer appreciation event	p.57	Volunteer Appreciation event	p.61	Volunteer appreciation event	p.48				
Little Free Libraries (at Free Library and E. Cemetery Rd.)	p.57								

## Appendix B

### 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](http://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

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:

- More variety of children's audio books and DVDs at OFL
- Increase DVD collections in both libraries
- More CDs for books and lighthearted fiction
- More open hours at both libraries
- Co-working space
- Tech support
- Job training
- 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
- Loves new online reserving
- 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:

- Time – 5 responses
- 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)

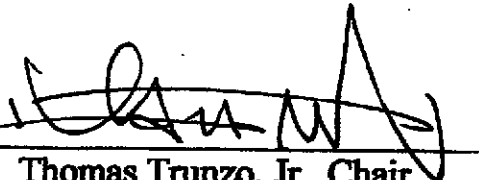
### Comments:

- Work together – less duplication, joint programs
- Let's talk
- 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
- Computer to check books – including by subjects
- 1 board, 2 locations and then 1 library – smooth out barcode system
- List of possible programs
- Combine library on Route 10 – Catholic Church?
- Better Accessibility (2)
- Recording of books
- Make hours open more legible on signs
- Post open hours for each library on both signs
- Audio books on CD

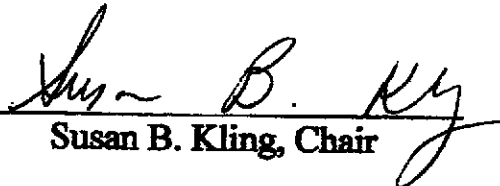
MEMORANDUM OF UNDERSTANDING

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 15<sup>th</sup> 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.

By   
Thomas Trunzo, Jr., Chair

For The Board of the Orford  
Social Library

By   
Susan B. Kling, Chair

For The Board of the Orford  
Free Library