# **BEGINNING A NEW CHAPTER**

Exeter Public Library 4 Chestnut Street . Exeter . New Hampshire



















Long Range Plan 2011-2021



#### **Vision and Mission Statements**

#### Vision

Exeter Public Library's vision is to be the informational hub for the Exeter area, a vital institution that attracts and stimulates a vibrant community

#### Mission

Exeter Public Library's mission is to promote a literate, enlightened citizenship by providing equal access to a range of media, services and programs to meet the informational, educational and recreational needs of the community; and to encourage the discovery and evaluation of ideas and information, especially recognizing the library's responsibility as a place for children to discover the joy of reading

### Exeter Public Library 2011 Long Range Planning Committee

Marilyn Burn
Joan Henson
Susan Lendrum
Barry Sandberg
Gretchen Klempa
Russ Dean Town Manager
Peter Aten /Trustee
Mary LaFreniere / Committee Chair / Trustee
Hope Godino / Director
Denise DeLesDernier / Staff Support

Kathy Corson
Stefanie Kiper
Barbara Rimkunas
Judy Sewall
Tierney Standring
Bill Campbell Selectman
Betsey Crespi / Trustee
Barbara Young /Trustee
Pam Darlington / Asst. Director
Pam Gerbi / Facilitator

#### Introduction

2010 saw the completion of the previous LRP and set the pace for a new and optimistic future for the EPL.

We approached this plan with open mindedness and seeking to meet the next 5 years with the same productivity in serving the community, developing a broader use of technology and seeing the library as a whole step toward the future with its best foot forward.

In the summer of 2010, the library conducted a survey and those results became the preliminary foundation of this plan. The patrons expressed a great love the library but found a need for a better working interior, ongoing advances in computer systems, deeper collections and more community outreach.

Our resolve as a group was to find the place where the joy of reading was cultivated / maximized and so, after many hours of planning and looking at the bigger picture it was clear that a 10 year plan was appropriate.

In the near future, we will focus on formulating a steering committee compromised of members of the current LRP, trustees and patrons. The goal will be to set periodic benchmarks in the areas of finance and fundraising, meeting with architects for the interior and exterior space and developing a network of ideas for programming and services.

I would, at this time, like to thank all of the Long Range Plan committee members and the Exeter Library staff for their creative thoughts, dedication to this project and their desire to make the library a direct resource for all its patrons.

The years ahead will be a time for the library as we expand and rejuvenate an already vibrant and vital part of this community. We embrace these goals and look forward to an exciting future for all of those who enter its doors.

#### Town of Exeter, New Hampshire

The town of Exeter, New Hampshire, is located in Rockingham County on the confluence of the salt water Squamscott River and the fresh water Exeter River. This location provided waterpower for the early settlers and the river provided them with access to the city of Portsmouth and beyond. The early industries were lumber and shipbuilding. John Wheelwright was the area's first settler and founder, obtaining the land from the local Indians in 1638. Wheelwright was an exiled Puritan from the Massachusetts Bay Colony. He, as well as approximately 175 others settled the area, organized a church and established their own government, which was ruled by three elders.

In 1643, Exeter petitioned the Massachusetts Bay Colony to take the town under its jurisdiction. During the years of 1692 to 1775, Exeter residents tried to resist any direct interference by Great Britain. The area was important to the British because of the abundance of mast logs, which had been claimed by the King for the Royal Navy. The town voted in 1770 to boycott imported goods such as tea. The First Provincial Congress of New Hampshire met in Exeter, as did the Second, Third and Fourth Provincial Congresses. During the Fourth Congress, the Declaration of Independence was drafted. It was adopted on June 11, 1776. Because of this, Exeter is known as the Revolutionary Capital of the United States.

Exeter is also known of as the birthplace of the Republican Party. In 1853, Amos Tuck, an anti-slavery lawyer and congressman organized a secret meeting of several men who were also against slavery. The meeting was held in Exeter and his goal was to form a new political party. He suggested that the party be called Republican; however, the other men rejected his idea. The Republican Party was officially formed a few years later in 1856.

#### Exeter Public Library

Exeter Public Library was established in 1853 in the old Town House at 30 Court Street. The library was on the second floor, which has since been removed from the building. The old Town House is now being used by the Senior Center. In 1894, the library was moved to a new building at 47 Front Street. An addition was built in 1942 adding space for a children's room. In 1986, the library was moved to its present location at 4 Chestnut Street and the old library building was taken over by the Historical Society.

Today the library is a very important part of the Exeter community. A nine-member, elected Board of Trustees oversees the library's policies, personnel, and budget. The library's main source of funding comes from appropriations approved by the Exeter voters. Other sources of income are trust fund income, donations including an annual appeal, grants, fees for nonresident cards and special services.

Pam Darlington
Assistant Director

### **Technology**

### Provide library users and staff with up-to-date, workable and stable technologies

1. Maintain a flexible technology infrastructure

Upgrade and maintain adequate network infrastructure capacity to support currently utilized and emerging technologies

Monitor changes in emerging technology and adopt that which is best

2. Upgrade computers, hardware and software in a timely manner

Research and purchase a new library automation system

Provide current hardware and software for library users and staff

#### **Space / Environment**

#### Provide library users with an inviting environment and quality library space

1. Establish a welcoming and comfortable environment for all patrons

Insure that all staff use excellent public service skill

Consider how current entry way can be made more inviting

Display the library's Mission & Vision Statements in a prominent spot

Look for ways to display maps/artwork/town history etc on the staircase up to Adult Services

2. Provide adequate space for each type of library user

Purchase and install more stacks in the Large Print and Mystery areas

Consider ways to keep noise levels down in the Mezzanine area; glass partitions, for example

Rethink Study Room policy in order to provide more patron use

Add more plants to the Adult Services area

3. Provide adequate work space for staff

Consult with the library engineer to discuss ways to expand both the upstairs Staff Work Room and the downstairs Staff Work Area.

4. Embrace the decks, patios and the river

Create an outside study area on one of the decks

Consider purchasing heavy, weatherproof furniture that can be bolted down to use on the upstairs decks

Consult with a garden center to discuss ways to use plants to decorate and shield winds on the upstairs decks

Consider ways to display river history in the park or inside the library

#### **Programs/Outreach**

# Provide library users with a wide variety of programs within the library, as well as at other venues in town

1. Insure that the library is considered the information hub of the community

Determine and implement the best method of developing a town-wide calendar while insuring accuracy of library events

Create adequate and suitable signage for inside and outside the library building

Continue to build partnerships and alliances between the library and Exeter area groups, such as the schools, Historical Society and the Chamber of Commerce

Promote the use of library holdings and resources through brochures, Facebook and the library web site

2. Provide programming for patrons of all ages and interests

Continue the book discussion groups

Continue the Summer Music Series and add music programs in the other three seasons

Continue Story Hours and Open Art

Recommend that school busses will drop off students at the library after school

Advertise and promote library programs using available media including the library's web site, Channel 22, radio, newspapers and flyers distributed throughout the town

Begin an Exeter Reads program for all ages

Have TAB group advertize teen programs by hanging flyers/brochures at the Middle School and High School

3. Provide outreach for patrons who can not get to the library

Continue to take books and book talks to seniors at various senior centers and children at the summer Rec Camp, day care centers and the WIC center

Continue to take books to house-bound users and assure that this service is well advertised

#### **Group Reports**

#### **COLLECTION**

## Provide a current collection of materials and resources that meets and anticipates the need of the Exeter community

1. Increase budget for library materials

Create giving opportunities to expand the library collection for example "Adopt-A -Title"

Increase the use of gift book program

Increase resident support of an increase of materials budget

Increase the number of copies or types for a title in relation to the number of reserves

2. Increase the number and types of materials purchased in relation to usage

Examine collection use and adjust spending in various formats to reflect usage

3. Provide a coordinated approach to collection development

Re-examine collection development policy

4. Insure new materials get out to public as quickly as possible

Provide adequate staffing for technical services

Continue to use online cataloging services

5. Determine online versus print resources needed and used

Evaluate online resources available and how usable for residents

Evaluate print resources as to how current information

6. Continue to encourage Exeter library users to recommend and request title of interest

Evaluate suggestions in relation to collection policy

Purchase any suggestions that will fit into and enhances collection

Inform patrons when their suggestions are purchased and available.

#### **Group Reports**

#### **FINANCE**

## Provide the library with dependable sources of public and private funding to meet the residents' demands for excellent library service

- 1. Insure adequate financial support for the Town of Exeter
  - Develop warrant article for design renovation /expansion of the library building
  - Develop bond issue for renovation / expansion of the library building
  - Enlist residents for participation in library / town budget process
  - Plan for information sharing with Board of Selectmen and Budget Committee
  - Explain how vital an excellent library is to the well being of a community
- 2. Develop financial support for Federal grants and Loans for building renovation / expansion
  - Insure design plans meet federal guidelines
  - Develop grant writing plan to insure application will have best possible chance of success
- 3. Develop financial support for private and business contributions
  - Identify potential donors and how to approach for support
  - Publicize donation options planned giving, memorials, gift to honor family or friends.
  - Develop plans for special programs for financial support for example "Basket Party"

#### Long Range Plan TIMELINE

2010-20 Insure that all staff use excellent public service skills 2010-20 Upgrade and maintain adequate network infrastructure capacity to support currently utilized and emerging technologies 2010-20 Monitor changes in emerging technology and adopt that which is best 2010-20 Provide current hardware and software for library users and staff 2010-20 Determine and implement the best method of developing town-wide calendar while insuring accuracy of Library events 2010-11 Annual Appeal letter focus on the expansion / renovation of the library Open separate investment account for donations to expansion / renovation 2011 Purchase and install more stacks in the Large Print and Mystery areas 2011 Rethink Study Room policy in order to provide more patron use 2011 Add more plants to the Adult Service Area 2011 Review collection development policy and update if needed 2011 Review weeding methods and update if needed 2011-20 Continue weeding process 2010-20 Continue to encourage users input in material selections 2011-20 Monitor usage of materials by type 2011-20 Purchase materials in amounts by usage 2011 Begin "Adopt a Title" donation with media event 2011 Display the Library's Vision and Mission statements in a prominent area 2011 Review collection development policy and update as needed 2011 Review weeding methods and update if necessary 2011 Create adequate and suitable signage for inside and outside library building 2011-12 Research and purchase a new library automation system 2011-20 Continue to build partnerships and alliances between the library and Exeter area

### groups

2011-20	Promote the use of library holdings and resources through brochures, Facebook, and
	the library website
2011-20	Continue book discussion groups for all ages
2011-20	Continue to take books and book talks to various senior facilities and children at
	Exeter Recreation Summer camp, Great Bay Summer Camp and WIC Center
2011-20	Continue to take books to shut-ins and assure that this service is well advertized
2011-20	Continue Summer Music series and add music programs for other seasons
2011-20	Continue story-times and Open Art programs
2011-20	Recommend that school buses drop of students at the library
2011-20	Advertize and promote library programs using all available media
2011-20	TAB group advertizes Teen programs at the Coop Middle School and the Exeter Area
	High School
2011	Basket Event proceeds to expansion / renovation
2012	Warrant article for \$30-35,000 for expansion /renovation plan
2012	RFQ / interviews architects or building firms
2012	Begin an "Exeter Reads" program for all ages
2012	Consider purchasing heavy weather proof furniture for outside decks
2012	Consult with a garden center to discuss ways to use plants to decorate and shield
	winds on upstairs decks
2012	Consider ways to display river history in Founders Park and or inside the library
2012-13	Form Building Committee w/ staff, Trustees, residents
2012-13	Form finance subcommittee to investigate bonding etc.
2014	Bond for expansion / renovation
2014	Hire architect or building firm for renovation / expansion
2014	Consider how current entryways can be renovated to make them more inviting

2014	Consider ways to reduce sound levels on mezzanine area
2014	Create an outside study area on one of the decks
2016	Celebrate 150 years
2017	Begin expansion / renovation
2019-20	Expansion / renovation completed

#### Conclusion

The Exeter Public Library, voted the most popular place in the town of Exeter, has had four official long range plans and it is now time for the fifth. The current plan is different from past plans because we started the process by surveying residents who were already library users what they wanted in their library now and in the future. We then invited a diverse group of Exeter residents, from teen agers to seniors, to join us in the process of developing a strategic plan for the future of the Exeter Library. It started as a plan for five years but grew into a plan for ten.

Over the next three months the Long Range Plan committee of residents, library trustees, and staff worked together to understand what the residents told us in the survey and what we all envision the library to be in the future and to develop a practical plan to make it all possible.

Because of the dedication and commitment of the member of the committee, library staff and Board of Trustees the Exeter Public Library will continue to be a vibrant, relevant, necessary part of the lives of the resident of Exeter.

Hope Godino

Director

## **Exeter Public Library** Library Survey – **TOTAL 314** Help us plan for the future

Thanks in advance for filling out this questionnaire. It will be used by the Library Board and Staff to develop the a plan for the future. When you are finished with the survey, please deposit it in the box at either circulation desk.

#### **Library Usage**

On average, how often do you use the Exeter Public Library? Please mark one (X).

1. ( **208**) Once a week or more

3. (78) Once a month

5. ( **10**) Once every 3 months

2. (13) Once in the past 12 months 4. (0) This is my first use of the library

If you haven't used the Library regularly (more than once in the past 12 months) please tell us why. Please mark all that apply (X).

#### **Personal Factors:**

1. (**34**) Limited time

9. (12) Get reading materials elsewhere

2. (4) Homebound

10. (1) No transportation

3. (5) Prefer other activities over reading 11. (1) Other (please describe) School

#### **Library Factors:**

4. (2) Not conveniently located

7. (1) Not open convenient hours

5. (1) Owe fines to the Library

8. (0) Library too busy and crowded

6. (1) Don't have what I want

9. (2) Too noisy

10. (1) Other (please describe) Parking

#### **Library Collection**

Please rate your satisfaction with the library's collection. Please **circle** your choice.

	Very			Very	Don't
	Satisfactory	Satisfactory	Unsatisfactory	Unsatisfactory	Use/Know
1. Adult fiction	150	125	6	1	40
2. Adult non-fiction	121	110	6	1	42
3. Large print books	65	38	1	0	139
4. Teen books	53	30	1	1	133
5. Children's books	94	31	0	0	78
6. CD Books	46	46	16	1	104
7.DVDs	46	116	15	3	101
8. Music on CD	26	22	3	1	143
9. Downloadable books	19	9	3	0	153
10. Other please specify					

Other please specify\_

Please comment on any that you have rated unsatisfactory, very

unsatisfactory

## **Library Services**

Please rate your overall satisfaction regarding the following: Please **circle** your choice.

	Very			Very	Don't
	Satisfactory	Satisfactory	Unsatisfactory	Unsatisfactory	Use/Know
<ol> <li>Staff helpfulness</li> </ol>	297	23	0	1	1
2. Staff knowledge	274	25	1	1	2
3. Hours open	212	62	4	1	1
4. Parking	122	114	15	5	9
5. Internet	<b>75</b>	39	7	0	116

	Very			Very	Don't	
	Satisfactory	Satisfactory	Unsatisfactory	Unsatisfactory	Use/Know	
6. Adult programs	46	45	1	0	154	
7. Children's programs	84	22	0	0	107	
(e.g., Story times, music, etc.)						
8. Summer reading programs	82	17	1	0	122	
9. Outreach services	8	0	0	0	87	
20. Other Please specify						
Please comment on any of the	e above that	you rated un	satisfactory, ve	ry unsatisfactor	ry:	
The Eveter Library's express t	acurs ara. Ma	anday Thu	radov (8,20 AM	( O DM)		
The Exeter Library's current l <b>Friday</b> (8:30AM – 5 PM) <b>Sat</b>		•	• .			
If funding were available for e					likely to	
use? Please mark <b>ONE</b> (X) that				ara you be most	inkery to	
1. (162) Would recommend n	•			evening (5:00 .	_ 8·00 PM)	
2. <b>(23</b> ) Weekday evenings (8:						
5. (13) Other (please specify)						
. ( ) (FF)		,		, ~ , ,		
Which of the following library	-sponsored, a	adult program	s would you att	end?		
1. ( <b>74</b> ) Book Club	~ <b>F</b> ,		<b>31</b> ) Nature, Gard			
2. (23) Personal investment series 6. (83) Music, lectures, performances				es		
	3. (78) Travel (National, international) series 7. (49) Film Discussion series					
4. (8) Elder Care series	,	`	,			
8. () Other (Please identify) C	ooking Hom	ne remodel Au	thor talks Sport	s related Writer	rs group	
knitting -4 Quilting – 5 Hold in early afternoon I do not drive -1						
Do you use the Internet		1. ( <b>249</b> ) Y	es	2. ( <b>30</b> ) No		
If "yes" please answer the foll-	owing:					
J. Where do you use Internet						
1. ( <b>85</b> ) Work	·					
2. ( <b>22</b> ) School	5. (9) Other library					
(214) Home 6. (1) Other (please identify)cafe free web						
How much do you use the Inte	• •	cal week?				
	(12) less than 1 hour per week 4. (54) 11-20 hours					
2. ( <b>85</b> ) 1 – 5 hours		5. (3	<b>3</b> ) 21 or more h	nours		
3. ( <b>65</b> ) 6 – 10 hours						
General						
Comments:						

#### LPR SURVEY 2010 comments:

Library usage

Limiting factors Other Parking (2)

Sometimes you don't have interesting books

Get more nonfiction books

No complaints about the library. Impressed by the # of hours open

Good hours

#### **Collection:**

I would like to see more English mystery series

Wish there were more poetry

Not much of a selection of recent movies DVD/CDs (9)

More mysteries on DCD more DYS DVDs

Would like NY times 7 days / week & get rid of some of the local papers

I love everything except you keep throwing out the old books I like to read I know the shelves have to be "cleaned out" re. space but I do miss some older books.

Can't download (downloadable books) them not sure on a MAC

Sometimes had the library staff go to another library

Need bigger selection

Need more

There is a need for new materials. The collection feels stale. Not enough new items on ongoing basis.

Just not very current on topics I have researched or big selection

Love everything about this library especially the staff

Mango language (1)

Teen fiction sooooo good

Book sale room (1)

Love the special program i.e. The Mime

#### **Library Service:**

Parking can be tough

Need more parking

Interlibrary loan satisfactory

- -We don't seem to have "adult" programs speakers only book reviews (which are great)
- -When you can it would be nice to be able to check book availability on line

Like to renew online

Should offer computer classes / free instruction for beginners and computer users. Computer classes at different times not just evenings

I think it should be more comfy, maybe put in little pillows

Music and film these would be great as long as you get people who "know their subject" Love the programs for children. Would like to see more for the under 3 set, including multiple children, there was nothing under 3 for multiples. Wish could sign up over the phone or in

person at the end of a session for the next one. Riverwoods appreciates book reviews and the books!

Your programs and speakers always sound enticing. I rarely have tome to attend.

Good job

Summer programs great

Children's programs the best part of what the library offers

Once a month booktalks with Julia, at 277 Water St. love it

#### **GENERAL COMMENTS:**

Needs more help on duty at times. My time is limited and waiting for help is frustrating at times. The adult spaces need electrical outlets. It is not possible to come and work at the library because only a few of the work spaces have electricity. Very frustrating. Wireless is also unreliable. Too bad you have to dispose of the older books (they can't all be moldy) People learn to enjoy

reading by browsing and being exposed to authors other than current popular on

Hardly likely to see this survey, are they

Few musical additions in past year. DVD collection now expanding but was dead for a while.

MAC compatibility issue for download

Our former library had a teddy bear picnic and story time for children to bring a blanket and teddy for an outside story

Don't like the new books are displayed, not convenient if more than one person is looking, liked old system better

Scan machines to take out & return books

DVDs need extensive collection from movies to geog. Etc. More than 2 at a time-often BBC in 3 episodes – number allowed out should be relevant to number of episodes in series

I like a quiet library & often time I find some of the staff a little loud, otherwise I love our library Library too noisy lately people talk loudly children running in aisles where the parents are Needs to be more comfy

Would like a more extensive nonfiction collection

Just stock up the CDs & DVDs please (3)

Later hours on school nights for kids with sports would be nice

The only thing I see that could be improved is the filling of the books. If they were alphabetical by author or title that could help (in the children's room)

Parking is not good (2) especially in the winter

Would like to see one knitting magazine

Sometimes the staff speaks too loudly to customers library is supposed to be a quiet place Cell phones ringing

Need more science fiction

Downloadable books can't make work (MAC) need instructionsThere is very small selection in some areas

The library is a wonderful place here in Exeter and I hope it will never go out of style This is a wonderful, friendly library

The librarians are always helpful and recommend great books children and adults

This library meets my needs perfectly can't imagine not having it

Appreciate librarians help and consideration at all other times. Great job to all, thank you.

Great library!

Thanks for being here! Libraries are great for all communities!

The promptness & efficiency of the Inter-library program has been great & very helpful

The Staff are wonderful, very welcoming, knowledgeable, & always helpful

Keep up the good work

We are fortunate to have such a wonderful facility

This library has always provided friendly excellent service. Thanks you for being here

Nice atmosphere, nice library, enjoy staff picks & good magazine selection

As a patron of 30 years I think the library has done a superb job of changing with the times, in the constraints of budget. The children's library was a big part of our lives in the past Nice place, like most libraries

I love Jill

It is always a pleasure to come into the library to be greeted with a smiling faces. Thanks you You do a great job here. Please give us more of the same

Internet imperative for all work research etc. Thanks for such a wonderful library! A special thanks to all involved with making it so!

Exeter library is a great place for our children to learn & grow as readers

Have been coming here a long time – started with storytime and now for school projects and personal reading, movies etc. Staff is excellent

We love having a library that we enjoy coming to every week

Fantastic library! Great staff! Beautiful building!

I'm very happy with the library

Thank you!

The librarians are fantastic! We visit the children's room regularly, and love the atmosphere the staff creates.

I love the library, I love reading go library Wahoo! I like the staff's friendliness (Ella age 7)

Also we love the museum pass program

No complaints all you people are pleasant and very helpful

Just moved to Exeter I am enjoying your library

Beautiful facility helpful knowledgeable staff. Keep up the good work!

I have lived in Exeter for 13 years. One of the best libraries I know of

Very nice library, good environment, pleasant staff

Have been coming to this library since I was 7 years old – I am now 63! Helped me get through a rough childhood and in later years helpful with learning and enjoying mysteries (my favorite) We think the children's room staff is outstanding, so friendly & helpful every time – really

taking the time to get to know the kids

Thanks for providing such a great library. The access to books of all kinds, the helpful librarians, and the friendly atmosphere have made this library one of my favorite places to visiting this town. Keep up the good work

The library is awesome!

Love the library! (15)

Library is a great (9)

A great job! (4)

Staff is nice friendly helpful (14)

Thanks (5)

I am a favorite user of the library I come in every two weeks to use the library I really enjoy the large print book selection.

Love the library staff, helpful, knowledgeable (except one who is stressed)

Thank you for all you do for our community!

Best library in the state!

During winter use the internet much more at the library

This is an amazing friendly library. Staff is so helpful & I really appreciate the kindness I always see between staff / children / parents

But all things considered a great small town library with helpful friendly staff! Keep it up!

Great book selection (3) staff is very helpful with book requests!!!

The library is a pleasure I enjoy my time here very much Staff is wonderful

Love the children's room, storytime, art room, book selection and staff are wonderful

A whole month to read a book is luxurious –fits my frantic schedule perfectly

I do not believe a town library should be expected to have everything

The library offers so much more than I could possible use now

We are fortunate to have his library in our town! It is a pleasant comfortable place to visit

The staff are very friendly and helpful> they are kind to the kids, my kids have made our library a big part of their lives thanks to all the wonderful people who work here