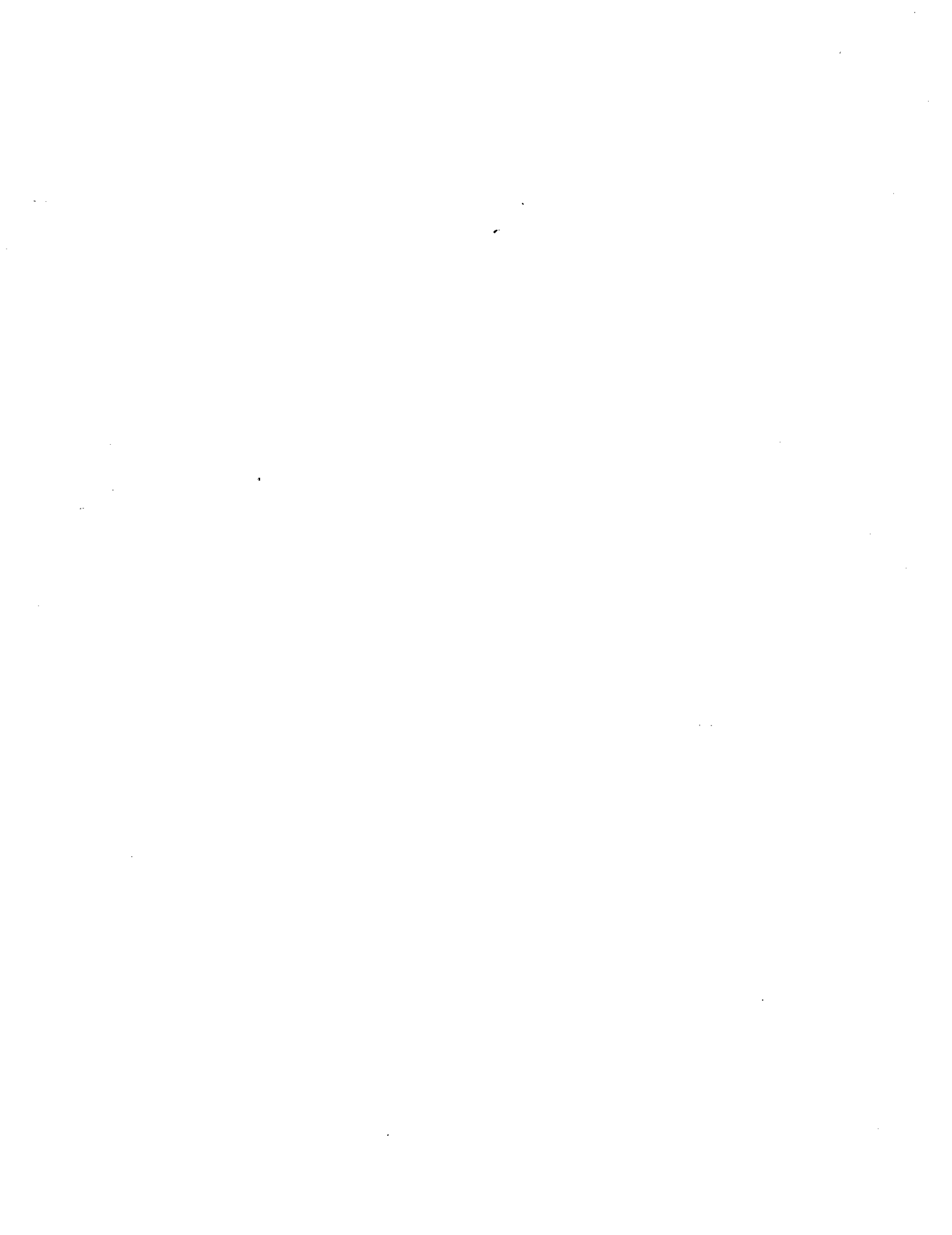


**KEENE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
ANNUAL MEETING  
Tuesday, August 24, 2010 at 5:00 P.M.  
Trustees Room**

**AGENDA**

1. Call to order
2. Approval of the August 25, 2009 Annual Meeting minutes
3. Annual Reports
  - a. President's Welcome
  - b. Treasurer's Reports (page 1)
  - c. Finance (page 31)
  - d. Building and Grounds (page 35)
  - e. Policy (page 39)
  - f. Community Outreach (page 41)
  - g. Long Range Planning Committee (page 43)
  - h. Friends of the Keene Public Library (page 45)
  - i. Cheshire County Literacy Coalition (page 47)
  - j. Horatio Colony Museum (page 49)
  - k. Nominating Committee (page 51)
  - l. Director's Report (page 53)
  - Staff Reports
    1. Youth Dept. (page 55)
    2. Community Services (page 59)
    3. AV (page 63)
    4. Reference, Interlibrary Loan, Internet (page 65)
    5. Technology (page 69)
  - Statistical Reports (page S1)
4. Adjournment



Keene Public Library  
Board of Trustees  
Annual Meeting

August 25, 2009  
Minutes

Attending: Paul Henkel, Ken Jue, Linda Mangones, Greg Martin, Sally Miller, Judy Putnam, Rebecca Osborne, Carrie Round, Lynn Simington, Bill Stroup, Beth Truman, and Library Director Nancy Vincent.  
Guests: Jane Green, Judy Noonan

1. President Bill Stroup called the meeting to order at 5:05pm.
2. Annual Meeting Minutes of August 26, 2008 presented for approval.

Motion duly made and seconded to accept Minutes as written – approved unanimously.

3. Annual Reports –

A. President's Welcome (Bill Stroup)

- a. Bill welcomed the trustees and distinguished guest and former trustee, Jane Green.
- b. He recognized the level of service provided by the Library to the community, as evidenced in the statistics of the last year.
- c. Bill further highlighted some significant work done by the Board in 2008-2009:
  - Response to community input regarding technology use and issues addressed by the Board and Policy Committee;
  - Use of the Library Annex and the creative resolution to a tough city budget year;
  - Landscaping efforts lead by Paul Henkel in collaboration with the garden club and high school students;
  - The Reflections Project spearheaded by Sally Miller and Nancy Vincent.
- d. Bill acknowledged support of the City of Keene, KPL staff & Director Nancy Vincent, and the Friends of Keene Public Library.

B. Treasurer's Report: (Judy Putnam)

Judy reviewed the Summary Annual Report 2008-2009:

- Income \$49,277.19, Expenses \$48,387.10;
- Closing Balance \$28,457.52;

- Due to the economy, the mutual funds segment of the Edward Jones investment portfolio closed 6/30/09 at \$130,651.60 (down from a close of \$173,096.78 the previous year);
  - A 2nd account with Edward Jones was opened to hold all restricted funds—total \$9252.71;
  - The first distribution from the Jacob J. Lichman Memorial Trust (\$500) was received for Books & Materials;
  - Memorial Donations in 2008-2009 amounted to \$8692.35;
  - Long term capital gains were only \$1171.35 (compared to greater than \$8000 LTCG reinvested the previous year);
  - Investment income of \$6235.87 was included in the Trustee budget for the year;
  - Encumbered & Restricted Funds totaled \$22,863.09 on 6/30/09;
- C. Finance: (Paul Henkel, Nancy Vincent)  
Nancy provided an overview of the City's annual Operating Budget for the Library.
- a. Noted was the need to change the name in the report of "Pond Mansion/Heberton Hall" to "Library Annex";
  - b. An analysis of the Collection Funds from 1996 to today was presented, with expenditures for 2009-2010 expected to be \$142,550;

Motion duly made and seconded to accept all Gifts & Donations in 2008-2009 – approved unanimously.

- D. Endowment: (Sally Miller)
- a. As noted in the 2008 Annual Meeting minutes, this Committee has disbanded and is now part of the Finance committee;
  - b. The statement of KPL's Endowment Fund at the NH Charitable Foundation was reviewed;
  - c. Balance on 6/30/09: \$89,040.83.
- E. Building & Grounds: (Linda Mangones)
- a. The major effort of the committee for the year focused on Landscaping work coordinated by Paul Henkel, including protection of the tree on Winter Street and beautification efforts;
  - b. Feasibility study done for renovation of 2nd floor of Library Annex; estimate = \$850,000;
  - c. Linda acknowledged the strategic value of the purchase of the annex for additional parking and the Heberton Hall space, even if the renovation does not get immediately funded;
  - d. Signage and renaming of the building very positive steps.
- F. Policy: (Greg Martin)
- a. Committee addressed two policy issues this year:
    - Inappropriate images on Youth Department computers. This initiative is currently on hold after collaboration and discussion with community members and Library staff to assess possible solutions.

- Blog for Keene Teen Reads. A policy was established, and the Board will be receiving further reports from Youth Dept Librarian, Gail Zacariah on progress made.
  - b. Nancy pointed out a new ALA policy regarding use of social media.
- G. Fine Arts: (Judy Putnam)**  
Judy highlighted the new signage in front of the Library Annex.
- H. Community Outreach: (Lynn Simington)**
- a. Lynn shared Outreach statistics for the year. 3818 adults attended library programs in '08-'09, and 9850 people attended programs specifically for youth (babies through teens);
  - b. Directional signage pointing people to the Library from Central Square has been very helpful;
  - c. Grant income and donations for outreach totaled nearly \$16,000, thanks to the diligent efforts of Library staff at sourcing funding opportunities;
  - d. Request to amend the wording on p. 37 of the Committee Reports regarding the Colonial Theatre. KPL Trustees paid a rental fee for the Colonial Theatre space for the Reflections Project; should not be listed among "collaborative" partners.
- I. Long Range Planning: (Sally Miller)**
- a. Report from the spring Long Range Planning event will be shared with the Board this fall;
  - b. LRP committee will meet monthly beginning 9/11 (2nd Friday of each month, from 9:15a - 11a).
- J. Friends of KPL: (Judy Noonan)**
- a. Bill welcomed Judy Noonan (Friends of KPL representative), expressed gratitude to the Friends, and extended open invitation to attend monthly Trustee meetings;
  - b. Beth Truman has volunteered to serve as the Trustee rep to the Friends;
  - c. Book Fair most successful year ever (27th year) with gross sales of \$23,000;
  - d. Funds pledged by the Friends to the Library for '09-'10 are significant, including a 50% increase in funds for collection development (\$15,000) and \$16,900 for Youth and Adult programming;
  - e. October book fair scheduled for the weekend of the Pumpkin Festival, and will be held on Thursday 10/15, Friday 10/16 and Sunday 10/18 (not Saturday).
- K. Literacy: (Nancy Vincent)**
- a. Cheshire County Literacy Coalition received \$1000 donation from the Success-by-Six committee, designated for Reach Out and Read program;
  - b. One Betty Cox award was given to an outstanding student in the Adult Diploma program;

- c. Expansion of KPL's role in literacy efforts will be part of the long range planning discussion.

L. Horatio Colony Museum & Nature Preserve: (Paul Henkel)

- a. Paul presented an overview of activities of the past year, including Chautauqua '09, and expressed that the Museum is honored to be a partner with the Library in bringing these events to the community.

M. Nominating Committee: (Bill Stroup)

- a. Linda Mangones' term is ending, and the Board expressed its gratitude for her years of service to the Library. Bill is working on getting suggestions to fill her position on the Board;
- b. Bill presented the proposed slate of officers for FY10, which will remain the same as the previous year –

**President:** William Stroup  
**Vice-President:** Greg Martin  
**Treasurer:** Judy Putnam  
**Secretary:** Rebecca Osborne

Motion made and seconded to approve 2009-2010 slate of officers as presented by the Nominating Committee - unanimously approved.

N. Director's Report: (Nancy Vincent)

Nancy presented the highlights of the Director's 135<sup>th</sup> Annual Report:

- a. Collaboration was the key word for the year, on both new ventures and serious financial issues;
- b. Nancy extended her sincere thanks to all volunteers and Trustees for a successful year;
- c. Highlighted circulation statistics—A/V stats indicate that these are very popular items but must take into account that circulation reflects 1 week "rental" (vs. books). All print formats remain popular. Challenge is to balance between each segment of the collection while meeting the needs of different populations;
- d. A large project using Drupal technology will be undertaken this year to create a new user-friendly look and feel for KPL's website.

Motion made and seconded to adjourn the meeting – passed unanimously, 5:55pm.

Respectfully submitted,

Rebecca Osborne  
Secretary

**Keene Public Library  
Trustee Budget July 1, 2010- June 30, 2011**

**Income**

Trustee Held Investments	4,500.00 *
Money Market	10.00 *
Donations for books and materials	
Memorial Gifts	500.00
Rotary	500.00
Other	500.00
Outreach Projects	
From KPL endowment at NHCf	5,000.00
From Eugene Choe Fund	339.81
Encumbered from previous year	0.00 (estimate)
Landscaping (encumbered from 08-09)	800.00
Hanna Fund	1,265.45
Goodnow Gift	900.00
Staff Conference	
From encumbered funds	2,000.00 (estimate)
Millenium Fund/ clocks	100.00
<b>Total Income</b>	<b>16,415.26</b>

**Expense**

Staff Conferences and Workshops	
encumbered from previous years	2,000.00 (estimate)
from investment income	3,000.00 *
Fine Arts	
Green and Price Room Enhancements (Hanna)	1,265.45
Millenium Fund/clocks	100.00
Other fine arts	100.00 *
Goodnow Fund	900.00
Endowment Committee	0.00 *
Landscaping Project (from 08-09)	800.00
Books and materials	1,500.00
Outreach	
from endowment returned/RSA 25	5,000.00
from Eugene Choe Fund/summer reading	339.81
encumbered from previous years	0.00 (estimate)
Furniture replacement reserve (5th year)	500.00 *
Reserve for long range planning (2nd year)	750.00 *
Miscellaneous	160.00 *
<b>Total Expenses</b>	<b>16,415.26</b>

\* denotes anticipated income from investments at Edward Jones and its uses.





**KPL Trustees  
Edward Jones Account  
Annual Report 2009-2010**

**Opening Balance** **\$28,457.52**

**Income**

Donations for Books and Materials	
General Donations	\$1,900.00
Rotary Donations	530.00
Memorial Gifts	7,212.00
Donations for Programming/Summer Read	900.00
Donations to Lipsky Book Fund	250.00
Bequest/unrestricted	3,000.00
Grant Income	
Gaming/FKPL	2,465.01
Granite State Reads	2,120.00
Chautauqua 2009	181.50
Masons/projector	1,100.00
NH Arts Council/Mystery Writing	440.00
NH Humanities/Pontine Theater	450.00
NH Humanities/Privacy	248.50
Target/Outreach	3,000.00
Walmart/Outreach	1,000.00
Investment Income	5,097.24
Money Market Interest	4.66
Distribution from NHCf Endowment/Outreach	5,390.40
FKPL/Outreach/Tutor.com	3,000.00
Miscellaneous/refund	16.74
Securities Sold	36,867.23
<b>Total Income</b>	<b>\$75,173.28</b>

**Expenses**

Books and Materials	\$1,226.24
Staff Conference	5,631.57
Outreach Programming	
Outreach Programming	8,226.65
Summer Reading	345.00
Grant Expense	
Gaming	2,465.01
Chautauqua 09	3,276.67
Granite State Reads	349.20
Masons/projector	1,030.03
Mystery Writing	440.00

Privacy	248.50
Rotary/Success by Six	725.95
Target	3,275.77
Walmart	1,002.76

Landscaping	366.27
Reflections Project	1,825.00
Securities Purchased	36,867.23
Long Range Planning	
Misc	
Membership NHLTA	260.00
Bank Charge	9.00

<b>Total Expenses</b>	<b>\$67,570.85</b>
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**Closing Balance**

**\$36,059.95**

**KPL Trustees  
Annual Report, June 30, 2010**

**Changes in Portfolio July 1, 2009 – June 30, 2010**

**Edward Jones, Original Account (#—248-1-2)**

	6/30/09	6/30/10
Corporate Bonds		
Banc One Corp	9,706.14	9,090.72
Mutual Funds	130,651.60	139,659.74
Cash and Money Market	28,637.24	30,594.94
<b>Total</b>	<b>169,617.31</b>	<b>179,345.40</b>

**Edward Jones, Second Account (#—286-1-1)**

CD		
Frontier Bank (Choe/Lipsky)	9,107.19	
Cash	145.52	9,601.08
Mutual Funds		10,590.30
<b>Total</b>	<b>9,252.71</b>	<b>20,191.38</b>
<b>Total of two accounts</b>	<b>178,870.02</b>	<b>199,536.78</b>

**Notes:**

On January 8, 2010, we transferred 707.908 shares of Income Fund of America (valued at \$11,128.31) from the "Original Account" to the "Second Account." This amount represents the total of three restricted funds: The Thayer Fund \$10,000,

In March, to rebalance the portfolio, we sold our holdings of American Funds' Washington Mutual Investors Fund and American Funds' Growth Fund of America (total \$31,451.23.) We purchased 464.567 shares of Fundamental Investors Fund @ 33.85 (total \$15,727.59) and 468.025 shares of Capital World Growth and Income (total 15,725.64.) However, we had asked to put have more put into Fundamental Investors Fund, so in May we sold 158.363 shares of Capital World G&I @ 34.20, and purchased 157.168 shares of Fundamental Investors @ \$34.46 (total \$5,416.)



**Donations for Books and Materials**  
7/1/09 through 6/30/10

<b>Date</b>	<b>Payee</b>	<b>Amount</b>
8/5/09	Jacques-Andre Istel	100.00
9/4/09	Monday Night AA	90.00
12/8/09	Monday Night AA	90.00
12/27/09	Mary Ellen Moore	1,000.00
1/12/10	Jacob J. Lichman Memorial Trust	250.00
3/2/10	Monday Night AA	90.00
5/13/10	Marjorie Dachowski	100.00
6/24/10	Monday Night AA	180.00
<b>Total 7/1/09 - 6/30/10</b>		<b>1,900.00</b>
<b>Total Inflows</b>		<b>1,900.00</b>
<b>Total Outflows</b>		<b>0.00</b>
<b>Net Total</b>		<b><u>1,900.00</u></b>

## Rotary Donations 2009-2010

7/1/09 through 6/30/10

<u>Date</u>	<u>Payee</u>	<u>Amount</u>
8/5/09	Robert Mucha	25.00
8/5/09	Doug Brown	25.00
8/5/09	Elizabeth Hansel	25.00
9/4/09	Stephen Felder	25.00
9/22/09	John Harper	25.00
9/22/09	Ernest Moran	25.00
9/22/09	John Croteau	25.00
10/6/09	Caroline Blastos	25.00
10/20/09	Thomas Ewing	25.00
12/28/09	Richard Berry	25.00
1/12/10	F. Barrett Faulkner	25.00
1/27/10	Roland Harper	25.00
2/12/10	Jane Lane	25.00
3/23/10	John M. Croteau Sr	25.00
4/7/10	Charles A. Prigge	25.00
4/7/10	Allan Freeman	25.00
4/28/10	Louise Zerba	25.00
4/28/10	Chandler Fairbank	25.00
5/13/10	David Stabler	25.00
5/26/10	Robert Farrar	25.00
6/10/10	Philip Faulkner	30.00
Total 7/1/09 - 6/30/10		530.00
Total Inflows		530.00
Total Outflows		0.00
Net Total		<u>530.00</u>

## Memorial Gifts 2009-2010

7/1/09 through 6/30/10

Date	Payee	Memo	Amount
9/4/09	KPL Staff	Mont Richard Wickham	80.00
9/22/09	Sheehan, Phinney Bass and Green	George Hanna	175.00
9/22/09	Thayer Kingsbury	George Hanna	25.00
9/22/09	Donald and Mary Mackey	George Hanna	25.00
9/22/09	Philip Faulkner	George Hanna	30.00
9/22/09	Carl Jacobs	George Hanna	100.00
9/22/09	Richard Dugger	George Hanna	50.00
9/22/09	Herbert and Dorothy Howard	Virginia Mugford	50.00
10/6/09	Phyllis Coluccio	George Hanna	100.00
10/6/09	Jonathan Daniels School	George Hanna	25.00
10/6/09	David and Jane Stabler	George Hanna	50.00
10/6/09	Toni Silk	George Hanna	50.00
10/6/09	Herbert and Dorothy Howard	George Hanna	50.00
10/6/09	Anna Tasoulas	George Hanna	100.00
10/6/09	George Freund	George Hanna	50.00
10/6/09	Elaine Lane	George Hanna	100.00
10/6/09	Jeananne Farrar	George Hanna	100.00
10/6/09	John Norton	George Hanna	100.00
10/6/09	Robert Taft	George Hanna	50.00
10/6/09	Michael Gomarlo	George Hanna	100.00
10/6/09	Janice Walker	George Hanna	20.00
10/6/09	David Nixon	George Hanna	50.00
10/6/09	Joslin Kimball Frank	George Hanna	25.00
10/6/09	George P. Morrison	George Hanna	50.00
10/6/09	Patricia B. Wright	George Hanna	50.00
10/6/09	William and Ann Clarke, Jr.	George Hanna	100.00
10/6/09	Albert and Christine Weeks	George Hanna	100.00
10/6/09	George and Judith Walton	George Hanna	20.00
10/6/09	Roy and Anne Piper	George Hanna	100.00
10/6/09	Joseph Kermozicky	George Hanna	20.00
10/6/09	Edward Eason	George Hanna	30.00
10/6/09	Stephen Forrester and Brenda Penner	George Hanna	50.00
10/6/09	Ginny and Jack Friberg	George Hanna	50.00
10/6/09	Richard and Karen Leduc	George Hanna	25.00
10/6/09	Margaret Ann Moran	George Hanna	50.00
10/6/09	Julia, Mary and Chris Booras	George Hanna	25.00
10/6/09	Dorothy Arwe	George Hanna	25.00
10/6/09	Richard and Virginia Swahnberg	George Hanna	25.00
10/6/09	Thalia M. Brown	George Hanna	25.00
10/6/09	Mary G. and John S. Goodnow	George Hanna	25.00
10/6/09	Arthur and Lynn Simington	George Hanna	50.00
10/6/09	Joan Kibbe	George Hanna	25.00
10/6/09	Richard Scaramelli	George Hanna	25.00

## Memorial Gifts 2009-2010

7/1/09 through 6/30/10

Date	Payee	Memo	Amount
10/6/09	Douglas and Priscilla Maynard	George Hanna	100.00
10/6/09	Kasper and Associates	George Hanna	100.00
10/6/09	Jane and E. W. Stetson, III	George Hanna	200.00
10/6/09	Katherine G. Holmes	George Hanna	50.00
10/6/09	Virginia and Richard James	George Hanna	25.00
10/6/09	Lucille and Homer S Bradley	George Hanna	50.00
10/6/09	Robert A. Whitcomb	George Hanna	100.00
10/6/09	Jennifer and Eric Bone	George Hanna	100.00
10/6/09	Annelies and George Ostler	George Hanna	100.00
10/6/09	James and Judith Putnam	George Hanna	100.00
10/20/09	Eloise Watson	George Hanna	50.00
10/20/09	Karen and Thomas Hastings	George Hanna	50.00
10/20/09	Alex and Coleen Kossakoski	George Hanna	100.00
10/20/09	Thomas R. Hanna	George Hanna	500.00
11/17/09	Kathryn Carfi	George Hanna	142.00
11/17/09	George Ostler	George Hanna	100.00
11/17/09	Diane P. Deignan	George Hanna	55.00
11/17/09	Marth and Jonathan Henry	George Hanna	25.00
11/17/09	Dorothy O'Neil	George Hanna	25.00
11/17/09	William and Martha Kellow	George Hanna	100.00
11/17/09	Betty Paisley Bangs	George Hanna	50.00
11/17/09	Nancy Mellish	George Hanna	50.00
11/17/09	Debra and James Bangs	George Hanna	25.00
11/17/09	NH Trust Co	George Hanna	50.00
11/17/09	Brown University	George Hanna	75.00
12/28/09	Robert Mallat	George Hanna	25.00
12/28/09	Anne K Millham and James Huleott	George Hanna	100.00
3/23/10	Philip Faulkner	Patricia Faulkner	1,000.00
3/23/10	Ernest and Jean Newcombe	Patricia Faulkner	25.00
3/23/10	Patricia B. Wright	Patricia Faulkner	100.00
3/23/10	Alice Foster	Patricia Faulkner	50.00
3/23/10	William S. Kimball	Patricia Faulkner	25.00
3/23/10	Thayer Kingsbury	Patricia Faulkner	25.00
3/23/10	Mary Delaney	Patricia Faulkner	25.00
3/23/10	John Burk Associates	Patricia Faulkner	50.00
4/7/10	Ruth E. Merritt	Patricia Faulkner	25.00
4/7/10	Margaret E. Green	Patricia Faulkner	15.00
4/7/10	Jane Reynolds	Patricia Faulkner	100.00
4/7/10	David Orgaz	Patricia Faulkner	25.00
4/7/10	Katherine Stevenson	Patricia Faulkner	25.00
4/7/10	Elizabeth A Logan	Patricia Faulkner	30.00
4/7/10	Earle Staples	Patricia Faulkner	25.00
4/7/10	Arthur and Lynn Simington	Patricia Faulkner	30.00
4/7/10	Martha Ann Bauman	Patricia Faulkner	50.00



### Memorial Gifts 2009-2010

7/1/09 through 6/30/10

<u>Date</u>	<u>Payee</u>	<u>Memo</u>	<u>Amount</u>
4/7/10	Joslin Kimball Frank	Patricia Faulkner	25.00
4/7/10	James and Judith Putnam	Patricia Faulkner	100.00
4/7/10	James and Jocelyn Bolle	Patricia Faulkner	50.00
4/7/10	Judith Harlow	Patricia Faulkner	25.00
4/7/10	S G Brown	Patricia Faulkner	50.00
4/7/10	Roy and Anne Piper	Patricia Faulkner	50.00
4/7/10	Paul and Sussan Henkel	Patricia Faulkner	25.00
4/7/10	Jane R Green	Patricia Faulkner	50.00
4/7/10	Priscilla Maynard	Patricia Faulkner	75.00
4/28/10	Jeananne Farrar	Patricia Faulkner	100.00
4/28/10	Beth Saradarian	Patricia Faulkner	25.00
4/28/10	Carol Faulkner	Patricia Faulkner	50.00
4/28/10	Donald Shedd	Patricia Faulkner	25.00
4/28/10	James Koontz	Patricia Faulkner	50.00
4/28/10	Arthur E Cohen	Patricia Faulkner	25.00
5/13/10	James A Greenwood	Robert Bradeen	40.00
Total 7/1/09 - 6/30/10			<u>7,212.00</u>
Total Inflows			7,212.00
Total Outflows			0.00
Net Total			<u><u>7,212.00</u></u>



**Donations to Lipsky Book Fund**  
7/1/09 through 6/30/10

<u>Date</u>	<u>Payee</u>	<u>Category</u>	<u>Amount</u>
12/8/09	Aaron A. Lipsky	Donation:Lipsky Book Fund	100.00
12/27/09	Dorothy and Nelson Saks	Donation:Lipsky Book Fund	150.00
Total 7/1/09 - 6/30/10			<u>250.00</u>
Total Inflows			250.00
Total Outflows			0.00
Net Total			<u><u>250.00</u></u>

**Grants Received 2009-2010**  
 7/1/09 through 6/30/10

<b>Date</b>	<b>Payee</b>	<b>Memo</b>	<b>Category</b>	<b>Amount</b>
8/5/09	Wal-Mart Foundation	Outreach Programming	Grant Income:Wal-Mart	1,000.00
10/20/09	NH Humanities Council	Chautauqua 2009	Grant Income:Chautauqua	181.50
10/20/09	Target	outreach programming	Grant Income:Target	3,000.00
12/28/09	Keene Masonic Bodies	Projector	Grant Income:Masons	1,100.00
3/2/10	Park Street Foundation	Teen Voices @ your library	Grant Income:Granite State Reads	2,120.00
5/13/10	NH Humanities Council	Privacy	Grant Income:Privacy	248.50
5/13/10	State of New Hampshire Arts Council	Mystery Writing	Grant Income:Mystery Writing	440.00
5/26/10	NH Humanities Council	Pontine Theater	Grant Income:Pontine Theater	450.00
6/30/10	Friends of KPL	reimburse from NHCF grant	Grant Income:gaming	2,465.01
<b>Total 7/1/09 - 6/30/10</b>				<b>11,005.01</b>
<b>Total Inflows</b>				<b>11,005.01</b>
<b>Total Outflows</b>				<b>0.00</b>
<b>Net Total</b>				<b><u>11,005.01</u></b>

**Arts Council Grant/Mystery Writing**  
7/1/09 through 6/30/10

<u>Date</u>	<u>Num</u>	<u>Payee</u>	<u>Memo</u>	<u>Category</u>	<u>Amount</u>
4/13/10	702	Angela Frazier	arts council grant	Grant Expense:Mystery Writing	-440.00
5/13/10		State of New Hampshire Arts Council	Mystery Writing	Grant Income:Mystery Writing	440.00
Total 7/1/09 - 6/30/10					<u>0.00</u>
Total inflows					440.00
Total Outflows					-440.00
Net Total					<u><u>0.00</u></u>

**Park St Foundation/Granite State Reads**  
7/1/09 through 6/30/10

<u>Date</u>	<u>Num</u>	<u>Payee</u>	<u>Memo</u>	<u>Category</u>	<u>Cir</u>	<u>Amount</u>
3/2/10	691	Aleksandra Curcio	Teen Voices @ your library	Grant Expense:Granite State Reads		-160.00
3/2/10		Park Street Foundation	Teen Voices @ your library	Grant Income:Granite State Reads		2,120.00
4/9/10	701	Alessandra Curcio	Teen Zine	Grant Expense:Granite State Reads		-160.00
5/13/10	706	Braden Printing		Grant Expense:Granite State Reads		-29.20
<b>Total 7/1/09 - 6/30/10</b>						<b>1,770.80</b>
<b>Total Inflows</b>						<b>2,120.00</b>
<b>Total Outflows</b>						<b>-349.20</b>
<b>Net Total</b>						<b>1,770.80</b>

**NH Humanities/Pontine Theater**  
7/1/09 through 6/30/10

<u>Date</u>	<u>Num</u>	<u>Payee</u>	<u>Memo</u>	<u>Category</u>	<u>Clr</u>	<u>Amount</u>
5/26/10		NH Humanities Council		Grant Income:Pontine Theater		450.00
Total 7/1/09 - 6/30/10						<u>450.00</u>
Total Inflows						450.00
Total Outflows						0.00
Net Total						<u><u>450.00</u></u>

### NH Humanities Council/Privacy

7/1/09 through 6/30/10

<u>Date</u>	<u>Num</u>	<u>Payee</u>	<u>Memo</u>	<u>Category</u>	<u>Clr</u>	<u>Amount</u>
5/13/10		NH Humanities Council		Grant Income:Privacy		248.50
5/26/10	708	Herman T. Tavani		Grant Expense:Privacy		-248.50
<b>Total 7/1/09 - 6/30/10</b>						<b>0.00</b>
<b>Total Inflows</b>						<b>248.50</b>
<b>Total Outflows</b>						<b>-248.50</b>
<b>Net Total</b>						<b>0.00</b>



**Target/grant for outreach**  
 7/1/09 through 6/30/10

<b>Date</b>	<b>Num</b>	<b>Payee</b>	<b>Memo</b>	<b>Category</b>	<b>Clr</b>	<b>Amount</b>
10/14/09	658	The PuppeTree	Target Grant	Grant Expense:target grant		-250.00
10/20/09		Target	outreach programming	Grant Income:Target		3,000.00
11/20/09	667	PuppeTree	target grant	Grant Expense:target grant		-500.00
12/8/09	668	Marek Bennett	target grant	Grant Expense:target grant		-200.00
12/8/09	670	Debbie O'Carroll	target grant	Grant Expense:target grant		-300.00
1/27/10	675	Marek Bennett	target grant	Grant Expense:target grant		-200.00
1/27/10	678	Gail Zachariah	reimburse	Grant Expense:target grant		-217.50
1/27/10	681	Gail Zachariah	reimburse	Grant Expense:target grant		-140.00
3/2/10	692	Marek Bennett	comic workshop	Grant Expense:target grant		-980.77
4/1/10	694	PuppeTree	target grant?	Grant Expense:target grant		-250.00
4/6/10	697	Marek Bennett	comic workshop	Grant Expense:target grant		-237.50
<b>Total 7/1/09 - 6/30/10</b>						<b>-275.77</b>
<b>Total Inflows</b>						<b>3,000.00</b>
<b>Total Outflows</b>						<b>-3,275.77</b>
<b>Net Total</b>						<b><u>-275.77</u></b>

**Walmart/Outreach Programming**  
 7/1/09 through 6/30/10

<u>Date</u>	<u>Num</u>	<u>Payee</u>	<u>Memo</u>	<u>Category</u>	<u>Clr</u>	<u>Amount</u>
8/5/09		Wal-Mart Foundation	Outreach Programming	Grant Income:Wal-Mart		1,000.00
8/5/09	646	Upstart	summer reading	Grant Expense:Wal-mart		-17.00
8/5/09	647	Jan Way Comany	summer reading	Grant Expense:Wal-mart		-241.76
11/6/09	661	Randy Miller	family dance	Grant Expense:Wal-mart		-100.00
11/6/09	662	Conor Sleith	family dance	Grant Expense:Wal-mart		-100.00
11/6/09	663	Mary Des Rosiers	family dance	Grant Expense:Wal-mart		-100.00
1/27/10	680	Gail Zachariah	reimburse outreach programs	Grant Expense:Wal-mart		-212.00
2/16/10	688	Susan Auslander	outreach programming	Grant Expense:Wal-mart		-232.00
<b>Total 7/1/09 - 6/30/10</b>						<b>-2.76</b>
<b>Total Inflows</b>						<b>1,000.00</b>
<b>Total Outflows</b>						<b>-1,002.76</b>
<b>Net Total</b>						<b><u>-2.76</u></b>

**Rotary Grant/Success by Six**  
7/1/01 through 6/30/10

<u>Date</u>	<u>Payee</u>	<u>Memo</u>	<u>Category</u>	<u>Amount</u>
6/11/09	Keene Rotary	Outreach programming/success by six	Grant Income:Rotary	1,000.00
4/6/10	Braden Printing	Success by Six/Rotary	Grant Expense:Rotary	-201.95
5/26/10	Braden Printing	Success By Six	Grant Expense:Rotary	-524.00
Total 7/1/01 - 6/30/10				<u>274.05</u>
Total Inflows				1,000.00
Total Outflows				-725.95
Net Total				<u><u>274.05</u></u>

**NEH/Lincoln Grant**  
7/1/01 through 6/30/10

<b>Date</b>	<b>Payee</b>	<b>Memo</b>	<b>Category</b>	<b>Amount</b>
5/11/06	National Endowment for the Humanities	Lincoln	Grant Income:Lincoln	1,000.00
<b>Total 7/1/01 - 6/30/10</b>				<u>1,000.00</u>
<b>Total Inflows</b>				1,000.00
<b>Total Outflows</b>				0.00
<b>Net Total</b>				<u><u>1,000.00</u></u>

## Investment Income 2009-2010

7/1/09 through 6/30/10

Date	Memo	Amount
7/31/09	American High Income Trust	119.56
7/31/09	Bond Fund of America	38.03
7/31/09	American High Income Trust	119.62
8/28/09	Bank One Corp Note	450.00
8/28/09	Bond Fund of America	38.08
9/25/09	American High Income Trust	119.65
9/25/09	Income Fund of America	165.44
10/30/09	Washington Mutual Invs. Fund	80.71
10/30/09	Capital Income Builder Fund	123.24
10/30/09	Capital World Growth and Income	47.77
10/30/09	Bond Fund of America	38.07
10/30/09	American High Income Trust	119.63
10/30/09	Bond Fund of America	38.08
10/30/09	American High Income Trust	119.65
11/27/09	Bond Fund of America	38.08
12/28/09	Capital World Growth and Income	57.32
12/28/09	Washington Mutual Investment Fund	80.71
12/28/09	Capital Income Builder	168.43
12/28/09	Growth Fund of America	146.98
12/28/09	New World Fund	186.26
12/28/09	New Perspective Fund	198.89
12/28/09	Income Fund of America	165.44
12/28/09	Bond Fund of America	41.47
12/28/09	American High Income Trust	179.43
12/28/09	Smallcap World Fund	47.80
12/28/09	American High Income Trust	119.52
1/30/10	Bond Fund of America	34.54
1/30/10	American High Income Trust	59.71
2/26/10	Banc One Corp Note	450.00
2/26/10	Bond Fund of America	38.07
3/28/10	American High Income Trust	119.63
3/28/10	Washington Mutual Investment Fund	69.18
3/28/10	Income Fund of America	48.64
3/28/10	Capital Income Builder Fund	115.02
3/28/10	Capital World Growth and Income	47.77
3/28/10	Bond Fund of America	38.08
4/30/10	American High Income Trust	119.60
4/30/10	Bond Fund of America	38.07
4/30/10	American High Income Trust	133.39
5/28/10	Bond Fund of America	38.08
6/25/10	American High Income Trust	133.39
6/25/10	Fundamental Investors Fund	74.61
6/25/10	Amcap Fund	68.48
6/25/10	Capital Income Builder Fund	123.24
6/25/10	Capital World and Growth	251.24
6/25/10	Income Fund of America	48.64
<b>Total 7/1/09 - 6/30/10</b>		<b>5,097.24</b>

**Investment Income 2009-2010**  
7/1/09 through 6/30/10

<u>Date</u>	<u>Memo</u>	<u>Amount</u>
Total Inflows		5,097.24
Total Outflows		0.00
<b>Net Total</b>		<b><u><u>5,097.24</u></u></b>

**Money Market Interest**  
7/1/09 through 6/30/10

<b>Date</b>	<b>Memo</b>	<b>Category</b>	<b>Amount</b>
7/31/09	July 2009	Money Market Interest	0.24
8/28/09	August 2009	Money Market Interest	0.27
9/25/09	September 09	Money Market Interest	0.27
10/30/09	October 2009	Money Market Interest	0.25
11/27/09	November 2009	Money Market Interest	0.85
12/28/09	December 2009	Money Market Interest	1.21
1/30/10	January 2010	Money Market Interest	0.17
2/26/10	February 2010	Money Market Interest	0.30
3/28/10	March 2010	Money Market Interest	0.25
4/30/10	April 2010	Money Market Interest	0.29
5/28/10	May 2010	Money Market Interest	0.27
6/25/10	June 2010	Money Market Interest	0.29
<b>Total 7/1/09 - 6/30/10</b>			<b>4.66</b>
<b>Total Inflows</b>			<b>4.66</b>
<b>Total Outflows</b>			<b>0.00</b>
<b>Net Total</b>			<b>4.66</b>





## Securities purchased/sold

7/1/09 through 6/30/10

Date	Memo	Category	Clr	Amount
3/28/10	Washington Mutual	Securities sold		5,859.47
3/28/10	Washington Mutual	Securities sold		5,859.50
3/28/10	Growth Fund of America	Securities sold		9,866.12
3/28/10	Growth Fund of America	Securities sold		9,866.14
3/28/10	Fundamental Investors Fund	Securities Purchased		-5,859.47
3/28/10	Fundamental Investors Fund	Securities Purchased		-9,866.12
3/28/10	Capital World Growth and Income	Securities Purchased		-5,859.50
3/28/10	Capital World Growth and Income	Securities Purchased		-9,866.14
4/30/10	Capital World Growth and Income	Securities sold		5,416.00
4/30/10	Fundamental Investors Fund	Securities Purchased		-5,416.00
<b>Total 7/1/09 - 6/30/10</b>				<b>0.00</b>
Total Inflows				36,867.23
Total Outflows				-36,867.23
<b>Net Total</b>				<b>0.00</b>



**KPL Trustees  
Encumbered and Restricted Funds  
2009-2010**

	balance 6/30/09	changes 09-10	Balance 6/30/10
For Books and Materials	9,878.57		
Memorial Gifts		7,212.00	
Rotary Donations		530.00	
Other Donations		1,900.00	
Purchase of books		-1,226.24	18,294.33
For Outreach Programming	-1376.53		
Donations for Outreach Programs		900.00	
FKPL for Tutor.com		3,000.00	
From Macdonald bequest		1,500.00	
From Endowment		5,000.00	
From Endowment CD		150.00	
Spent on all Outreach Programming		-9,712.56	
From Choe Fund		339.28	-199.81
For Staff Training	3,654.05		
Trustee Budget 09-10		3,000.00	
Used in 08-09		-5,631.57	1,022.48
From Sale of KPL Hisotry	274.31		274.31
Landscaping project (trustee:	1,000.00	-366.27	633.73
Hanna Fund	1,265.45		1,265.45
Fox Memorial	1,004.00		1,004.00
Millenium Clock	100.00		100.00
Goodnow Gift (signs)	900.01		900.01
Lipsky Book Fund	198.65		
Donations		250.00	448.65
Choe Fund	339.28		
to outreach budget		-339.28	0.00
Grants	3,319.05		
Grant Income		11,005.01	
Grant Expenses		-12,813.89	1,510.17

Reserve for Long Range Plan	806.25	750.00	
		-806.25	750.00
Reserve for Furniture Replac	1,500.00	500.00	2,000.00
Abby Macdonald unrestricted bequest		3,000.00	
		-1,500.00	1,500.00
Total Restricted Funds	22,863.09	6,640.23	29,503.32
Cash in Checking Account	28,457.52		36,059.95

Reflections 5000 encumbered in 08, spent 3175 in 08-09, 1825 in 09-10  
1825 -1825 0

**KPL Board of Trustees  
Finance Committee  
Overview of Library Finance  
2009-10 Report**

**City of Keene Annual Operating Budget – Library**

Provides for staff and operating expenses and is approved by the City Council in June for the next fiscal year. The figure approved for FY 2010-11 is \$ 1163,742. This year's approved Books and AV materials budget is \$141,550 an increase of \$5,000. While this remains under the \$143,008 of 2008-2009 and does not sustain the target goal of \$146,000, a figure calculated on the basis of an annual acquisition rate of approximately 5% which includes new titles as well as the replacement of worn-out and dated materials, it does close the gap. This figure will be reviewed on an annual basis and adjusted as material costs fluctuate.

**City Held Trust Funds**

A portion of the annual budget is funded by income from City Held Trust Funds. The income from City Held Trust Funds is spent in accordance to the directive of each trust – books, magazines, library equipment, etc. The figure approved for FY 2010-11 is \$3,000.

**City of Keene Annual Operating Budget – Library Facility Maintenance**

The Library Facilities Maintenance Budget is approved by the City Council in June for the next fiscal year. The budget figure approved for FY 2010-11 is \$247,263.

The Facility maintenance budget is under the Parks, Recreation and Facilities Department and is administered by its director – Brian Mattson. He meets regularly with the Trustee's Building and Grounds Committee to review building needs.

**City of Keene Annual Operating Budget: Public Library Annex**

The Pond Mansion/Heberton Hall Budget is approved by the City Council in June for the next fiscal year. The figure approved FY 2010-11 is \$29,286.

As with all city facilities, this budget is under the Parks, Recreation and Facilities Department budget and is administered by its director – Brian Mattson. The Pond Mansion/Heberton Hall facility maintenance issues are reviewed by the Trustee's Building and Grounds committee.

### City of Keene Capital Improvements Projects Budget (CIP)

The Roof Replacement – Heberton Hall \$30,700

Roof Replacement – Library Administrative Area \$27,060 funded in last years CIP became part of a USDA grant request and as such the City will receive a 15% reimbursement on the projects.

### KPL Trustee Budget

The proposed budget for 2009-10 (adopted by the trustees in June) is \$16,415.26. This reflects the anticipated income from investments as well as monies encumbered for specific purposes that will be used for those purposes this year.

It should be noted that all grants that are given directly to KPL are monitored and administered by the treasurer of the trustees under the supervision of the library director. A record of all grants given directly to the library is part of the treasurer's report. (See Treasurer's Annual Report 2009-10)

### KPL Trustee Held Funds

The total value of the investments held by the Trustees at Edward Jones was \$159,340.76 versus \$149,340.73 a year ago.

### New Hampshire Charitable Foundation

Two funds are held by the New Hampshire Charitable Foundation for the benefit of the library. They are the "Keene Public Library Endowment Fund" and the "Elizabeth Jones Faulkner Memorial Trust." On June 30, 2010, the total value of the Keene Public Library Endowment was \$103,763.50 versus \$89,040.83 a year ago and of the Elizabeth Jones Faulkner Memorial Trust \$25,418.82 versus \$19,991.67 a year ago.

### Analysis of Collection Development Funds

Background: The annual budget had been supplemented by Collection Development Project, funded in 1990. \$600,000 was allotted, an amount of \$300,000 was raised by the trustees in a fund drive and an amount of \$300,000 was matched by the city. All of these funds have been depleted.

An annual expenditure of \$146,000 is currently used as a guideline by the library to keep the collection current and sufficient for a city the size of Keene. This figure has been calculated on the basis of an annual acquisition rate of approximately 5%, which includes new titles, as well as the replacement of worn-out and dated materials. Since costs increase regularly, the yearly budget may need an increase in order to maintain current buying power.

<u>Fiscal Year</u>	<u>City Budget</u>	<u>* Collection Dev. &amp; City-held Trust Funds</u>	<u>Total City Funding</u>	<u>Memorial &amp; Gift Donations</u>	<u>Total Expenditure</u>
1996-97	\$84,700	\$53,804	\$138,504	\$4,105	\$142,609
1997-98	90,000	44,759	134,759	2,347	137,106
1998 -99	95,000	27,499	122,499	6,577	129,076
1999-00	102,700	7,394	110,094	3,070	113,164
2000-01	107,700	38,955	146,655	4,425	151,080
2001-02	117,560	23,868	141,428	9,362	150,790
2002-03	123,627	8,579	132,206	9,650	141,856
2003-04	111,627	8,197	129,824	4,066	133,890
2004-05	119,627	9,257	128,884	5,398	134,382
2005-06	130,000	2,332	132,332	4,500	136,832
2006-07	136,500	3,000	139,500	2,450	141,950
2007-08	143,000	3,000	146,000	3,390	149,390
2008-09	143,000	3,000	146,000	11,812	157,812
2009-10	136,550	3,000	139,550	14,397	153,947
2010-11	141,550	3,000	144,550	3,000**	147,550

\* The Collection Development funds were basically depleted and, the yearly amount available from city-held trust funds is now \$3,000 instead of \$10,000 due to the use of funds for the purchase of the Pond Mansion/Library Annex.

\*\* Memorials and gift donations fluctuate. For planning purposes we estimated \$3000.





**August 11, 2010**

## **Buildings and Grounds**

### **Parking**

Parking in the area surrounding the Library is anticipated to become scarcer and more difficult with the planned addition to the courthouse. That addition is will include about half as many spaces as are currently available in the Winter Street lot behind the courthouse. It may eliminate some parking alongside the courthouse on the abutting streets. Replacement of Library staff parking places lost from the courthouse lot with spaces in a lot off Gilbo Avenue, as promised by City management, will ameliorate a portion of the problem. However, additional pressure for use of Annex spaces for non-library uses could exacerbate the existing patron parking shortage. It is evident there is already a particularly acute patron shortage during Library functions. If the public is going to have acceptable access to the Library, a significant parking investment near the Library will be required.

Keene State College Architecture students studied our existing parking layout and presented a schematic for a better layout. The result would be a few more spaces and a better traffic flow in the Annex lot. This schematic will be forwarded to City management for professional planning analysis.

### **Annex Enhancement**

A professional architectural assessment of the Annex by Malcom Katz was previously reported. This project would provide fire and disability access upgrades required to utilize the second floor. Cheshire TV could then move to the second floor.

In addition to the above upgrades, Keene State College Architecture students suggested future consideration of a connecting atrium between the Library and the Annex.

### **Landscaping Fall 2009 and Spring 2010**

The collaboration with the Old Homestead Garden Club, the horticulture faculty and students and the FFA of the Cheshire Center at Keene High School, and the City staff continued this year to restore and improve landscaping at KPL, and to initiate a tree maintenance program. The Friends of Keene Public Library continue to provide the lion's share of funding for restoration and new plantings.

**Restoration.** Only one heath plant of the dozen or more heather and heath plants alongside the Annex lot survived the winter. A heather specialist was consulted who said the winter had more freeze thaw cycles than normal resulting in dieback of heather throughout the Monadnock

region. There was also concern about the amount of salt exposure. Jerry McDougal installed a wall to raise one-third of this area; juniper and annuals were planted in the raised bed. Cost of Juniper was \$60. The remaining two thirds was planted with geraniums from the High School.

Only a small amount of perennial sedum in the book drop horseshoe and none of the perennials in the two circular gardens survived. The book drop horseshoe was planted with wave petunias by the High School FFA with the assistance of AmeriCorps volunteer Michael S. The circular garden near the employee entrance was planted with lemon scented geraniums. Annuals from the FFA were added. Cost of annuals was \$190. The circular garden near the Thayer oak was planted with Stella D'Oro lilies and lobelia donated by Sussan Henkel.

Fortunately all the shade loving perennials in the garden alongside the windows east of the main entrance on Winter Street came through the winter in good shape.

**New Planting.** In September 2009 the Old Homestead Garden Club planted bulbs in a new garden on the insurance side of the Library. Margaret Sawyer assisted the planting. The plot had been prepared by Chuck Sweeney of City staff.

In November the Old Homestead Garden Club placed a colorful arrangement of greens in the urns alongside the main entrance. In May 2010 the High School FFA planted a colorful array of pansies in the urns.

Jerry McDougal planted a yellow evergreen bush near the bike rack. Yvonne DeMay donated and planted hostas on the north side of the ramp.

The Old Homestead Garden Club added more than 20 new perennials to the insurance side garden and 16 new perennials to a new garden under the West Street Annex sign. Margaret Sawyer again assisted the planting. Cost of these new perennials was approximately \$450.

**Irrigation.** This year, due to the hot weather and the number of days between rainfall, it has been necessary to water new plantings and plants which receive direct sun. Watering has been done for one hour or more every three or four days. Labor required could be reduced by installation of irrigation devices.

**Tree Maintenance.** Arborists have advised us the Thayer Oak is under high stress and is exhibiting twig dieback as a result of soil compaction. A preferred way to reduce soil compaction is to use a high pressure water injector system to break up the soil. The Thayer Oak will benefit from 200 gallons of water twice per year to break up the compacted soil. These systems have been used for decades and have a good track record. One of these systems was shown to us by Bud Winsor and his landscaping crew at KSC. The system is comprised of an injector tool, a 200 gallon tank and a gasoline-powered 200 PSI water pump. It is most practical to mount it on a dedicated trailer. The injector tool has been duplicated with generous donation of welding services from Ethan Pinney of Pinney Plumbing, Heating and Air Conditioning. Most the other

parts of the water injector system have been assembled by Andy Bohannon and Chuck Sweeney. The only remaining part is the trailer. It has been ordered and is expected to be ready in the next few days.

Soil tests were done on samples taken from around the Thayer Oak at a cost of \$60. The tests confirmed the critical problem is soil compaction. Nevertheless, mycorrhizae and fertilizer added at appropriate intervals can be beneficial. Mycorrhizae (pronounced "micro-riser") are natural occurring fungi which are depleted where leaves have been raked away. Mycorrhizae was added to the soil around our trees by an arborist several years ago and this treatment should be repeated annually. Compost can also be added to the soil at any time. Fertilizer should only be added after September 15 in the Fall or early in the Spring, but this can only be done one year out of every three.

It is our expectation that adherence to the schedule of consistent tree maintenance outlined above will significantly prolong the lives of the Thayer Oak and the other trees on the library grounds.



**The Keene Public Library Board of Trustees  
Policy Committee Annual Report  
2009-2010**

The Policy Committee had a very uneventful year compared to recent years. The Committee provided some assistance to the Director in an incident in October 2009, involving library registration of a minor. In the particular incident, the right of a person to sign permission for a child to get a library card was questioned.

The Committee reviewed the policy regarding registration of minors and drafted a proposed authorization to allow the “custodial” parent to give authorization to and designate other adults to register the child. The Director cautioned library staff to review carefully identification of the adult when similar situations occur in the future and to offer the use of the authorization in those situations in which the principal parent had difficulty in appearing in person to register his/her child.

Respectfully submitted,

**Policy Committee of the Keene Public Library**

Gregory Martin  
Rebecca Osborne



**Keene Public Library  
Board of Trustees  
Community Outreach Committee  
Annual Report 2009-2010**

With record numbers of patrons walking through the doors, 2009-2010 saw increased programming for every age under the guidance of Gail Zachariah Head of Youth and Community Services. Many workshops, book groups, children's events, dances, activities, exhibits, film viewings and other events were remarkably well attended. Please see the below summary.

*Event Attendance Summary*

Reporting Period: July 1, 2009 through June 30, 2010

Age Group	Events	Hours	Attendance
Unclassified	46	63.25	2,432
Adult programs	200	389.50	3,429
Children's programs	363	404.75	6,106
Young Adult programs	280	684.25	2,556
Totals for Library Sponsored Events for Period			
	889	1,541.75	14,523

The library launched it's new website this year providing a more intuitive interface and providing more interaction with users.

The library was able to get two AmeriCorps VISTA members last year because of a discount available through PlusTime NH, which they were able to offer because of the stimulus package. Having two VISTA workers allowed us to offer more after school outreach programs directed toward school age kids and a homework assistance program with virtual tutors and in-house tutors as well as parenting programs on helping with homework.

The highly successful Reflections project spearheaded by Library Trustee Sally Miller and Library Director Nancy Vincent released the final two films in the series: The Cheshire County Complex and The Mills of Cheshire County. All five films were subsequently aired on Cheshire TV and sold in boxed sets. The story circles that resulted in the films are continuing, although no more films are set to be released.

The Committee would like to thank the Friends of the Keene Public Library for their continued financial support. We would also like to thank the staff and the Americorps workers for their continued attention to providing quality programming, applying for grant money and in seeking out ways to form mutually beneficial community partnerships. In addition, we'd also like to thank

the Keene Sentinel for their continued and valued support of the Library through extensive free advertising of Outreach programming.

Respectfully Submitted,

Beth Truman  
Chair  
Community Outreach Committee



**KPL Board of Trustees**

**LONG RANGE PLANNING COMMITTEE**

**Annual Report Fiscal Year 2009-10**

Before presenting a final draft of the LRP for 2010-2015 to the trustees, the LRP Committee reviewed the following:

- The Library's Mission
- The results and suggestions of the LRP session on 6/6/09
- ReGeneration Resources' report to the LRP Committee
- The Six Vision Focus Areas as adopted by the Keene City Council
- Input from the staff, trustees and Friends
- Changes in Technology

The final plan listing goals, objectives, strategies, accountability and reporting was adopted on March 23, 2010 and is included at the end of this report. The Goals for 2010-2015 are listed below:

**GOAL 1**

Build and maintain a collection of materials in a variety of formats to provide people of all ages, abilities and backgrounds with materials that satisfy their informational and educational needs and personal interests.

**GOAL 2**

Assist patrons of all ages with information, research and reader's advisory services, both in-house and remotely through the Library's website, public access computers, and electronic databases. Provide the public and Staff with the training necessary to use new technologies.

**GOAL 3**

Provide library programming and activities both within the library and in the Keene community for people of all ages and facilitate the use of the library by city and public groups for community meetings.

#### **GOAL 4**

Maintain an organizational structure and a skilled workforce that supports optimum service levels.

#### **GOAL 5**

Provide and maintain Library facilities and grounds which (1) are attractive, safe and accessible; (2) accommodate Library services and programs and (3) provide space for City and community meetings and forums.

Respectfully submitted,

Sally Miller  
Nancy Vincent

## Annual President's Report, FKPL, May 2010

The mission of the Friends of the Keene Public Library (FKPL) is to support the Library and staff in areas not funded by the city budget and to provide enriching programs at no charge for adults and children in the community.

We were able to accomplish our mission this year, our 28<sup>th</sup> year as an organization, largely due to our book sales, our membership support, several bequest annuities, and our volunteers.

The semi-annual book sales grossed more than \$24,000, setting yet another new record this year. A great deal of effort is poured into these sales, beginning with the volunteers who sort through the many donations provided by our community members throughout the year. After sorting, pricing and labeling the donations, more volunteers are needed to make the sale actually happen. Each sale typically involves dozens and dozens of people who support our mission to provide very affordably priced books, DVDs, CDs and more to the community. The Friends are very appreciative of the effort provided by so many folks, with particular gratitude to Yvonne DeMay, our library book sale chairperson.

Membership support remains steady despite the challenging economy we face, with membership dues exceeding \$4,600 thus far this year. The Friends realize that many members have needed to make difficult financial choices this year and so we remain grateful to members no matter how much they are able to donate in support of our mission.

For the second year in a row, the Friends has increased its financial support for collection development to \$15,000 in an effort to help compensate the shortfall resulting from city budget cuts. In addition, we increased our programming support by 15%. This money helps cover the costs of programs such as family dances, supplies, family and youth programs, performer fees, cost of publicity ads and summer reading programs.

In addition to these programs, FKPL is proud to continue its sponsorship of "Mr. Gemmell's Reading with Ribby" program. Reading with Ribby challenges students in grades K-5 to meet individual reading goals over a specified period of time. The children who meet this challenge are provided with a T-shirt and a ticket to a Keene Swampbats game. The kickoff typically coincides with the Library's summer reading program commencement in an effort to keep children interested in reading all summer long. The Friends have sponsored this program for six years now and it has been very well received by children in area elementary schools.

FKPL also continued its commitment to provide free or discounted museum passes to the Library for its patrons and increased spending in this area by 24% this year. There are now thirteen various museums with passes available, with the most recent additions being the EcoTarium located in Worcester, MA and the Sports Museum in Boston, MA.

The Friends increased its support of the Library in the form of new equipment purchases by 17%. Examples of new equipment needed by the library includes DVD shelving, new MP3 players for patron usage, headphones and copy paper.

The Friends again donated funds to support the funding of the Plus Time NH Americorps service providers who served as the after school program coordinators for Keene middle and high school youth. This program has been very well received by students and the volunteers, Michael Soldati and Dan Petit, have done an excellent job in their respective roles.

Several members of the Friends participated in a one day workshop that involved long range planning for the Library. The visions have been fine tuned and a working document has been created that will be used as the blueprint for which the Library will refer to when considering long term funding considerations. This document will also help ensure that all of us who are working toward keeping our Library as one of the best resources in our community are working efficiently and cost effectively toward this goal.

The Friends are grateful to the Library Board of Trustees, Library Director Nancy Vincent, and the entire library staff for their continued support of our organization.

It has been my privilege to serve this year as President of the Friends. I am grateful to have had the pleasure to work with such an excellent group of fellow board members. Don Wilmeth, Jane Pitts, Joe DuMond, Yvonne DeMay, Paul Ledell, Pam Knight have all served the board with hard work and dedication and I look forward to working with this outstanding board again next year.

**Cheshire County Literacy Coalition  
Annual Report to the Keene Public Library Board of Trustees  
August 2010**

The Coalition did not officially meet, but did support its annual activities:

- The Success-by-Six committee, a joint committee of both Keene rotary clubs, made its annual \$1,000 donation to the Coalition, designated for the Reach Out and Read program.
- The Coalition awarded one Betty Cox award to an outstanding student in the Adult Diploma program.



**Horatio Colony Museum And Nature Preserve  
Keene Public Library Annual Report 2010**

**Museum activities**

The museum offers exhibits, tours, lectures, and special programs to educate residents of and visitors to Keene about the history of the Colony family and the social and natural history of the area, through a focus on the property of Horatio Colony. There are a number of significant collections which have been featured in years past and which can be seen on the website. These include napkin rings, inkwells and cribbage boards.

During 2010 the museum has featured the life and times of Abraham Lincoln. Events include:

**Lincoln Lecture** by Keene State College Professor of History, Graham Warden  
**Thinking Nationally, Writing Locally: The Transformations of Civil War Soldiers**  
Space is limited - Reservations required. **Thursday, September 23 – 7:00 pm**

**Our National Thanksgiving: With Thanks to President Lincoln and Mrs. Hale**  
Living history presentation. Reservations required. Funded in part by New Hampshire Humanities Council. **Thursday, October 14 - 7:00 pm**

The museum is open for tours May 1 through October 15, Wednesday through Sunday from 11:00 AM to 4:00 PM and by appointment throughout the winter. Exhibits change periodically.

**Nature preserve**

The original Nature Preserve consists of 415 acres located on Daniel's Hill Road in Keene which are open to the public for hiking and nature study. An additional 198 acre property was added to the Nature Preserve in 2005. The preserve is open to the public every day from dawn to dusk. It contains marked trails with numbered stops at dramatic geological features and historical ruins. A guide book is available at the trailhead or at the museum. A new trail has been completed extending from the Ridgeline trail through to Forest Avenue in Swanzey. This will link the Nature Preserve to the California Brook Project.

**Chautauqua 2010 was held in July.**

It was funded by the New Hampshire Humanities Council, the Keene Sentinel and the partnering organizations of Keene Public Library, the Historical Society of Cheshire County and the Horatio Colony House Museum.

Additional information including upcoming events at the museum and nature preserve is available at the website

<http://www.horatiocolonymuseum.org/>

Paul Henkel





## **Nominating Committee Report 2010-2011**

**The Nominating Committee is pleased to present the following slate of Officers  
for 2010-2011**

**President: Greg Martin**

**Vice President: Elizabeth Truman**

**Treasurer: Judy Putnam**

**Secretary: Rebecca Osborne**



**DIRECTOR'S REPORT**  
2009-10

**TO THE TRUSTEES OF THE KEENE PUBLIC LIBRARY, THE 136th ANNUAL REPORT IS HEREWITH SUBMITTED:**

For the second year, the city faced difficult economic challenges as the revenues from the state continued to dwindle. But with the support of the city council, the city was able to stabilize its services, which are so needed by the community. For the library, the budget largely maintained the status quo with minor adjustments to various line items. The good news is that the city was able to add an additional \$5,000 to the library Books and Periodicals line, so that while still somewhat under the 2008-09 level, an advance was made. With the help of the Trustees and Friends, the library will again strive to maintain the library collection funding at the highest possible level. The public always relies heavily on library services, but the need is even greater in difficult economic times. Over the last two years, the library has seen increased use in all areas as evidenced by the nearly 4000 people who visit the library weekly.

The library had many accomplishments this year which I will highlight here. Further detail is found in the committee and staff reports.

- The adoption of the library's fifth five-year plan. Always important, this planning provides a common vision and that allows us to prioritize our efforts as well as to investigate all avenues for achieving our goals. This time the process incorporated the community vision that was adopted by the Keene City Council on November 6, 2008. We examined how the library currently supports or could support the Six Vision Focus areas which will become the basis for a community master plan.

These vision areas were also presented in year's budget, as each department was asked to connect its fiscal objectives to them. As many of the city goals involved an informed, educated public and lifelong learning, we found that the library's objectives linked to Creative Learning Culture, Healthy Community, Strong Citizenship and Proactive Leadership, Quality Built Environment, and a Unique Natural Environment.

- Young adult programming was expanded with the help of grants and two Americorps Vista volunteers.
- Staff redesigned the Library's website and with the help of dedicated volunteers, added local history photos and texts. The Library partnered with the Historical Society of Cheshire County and has created a Flickr site of historical photos (with currently about 1100 photos online). In June, we became part of the Flickr Commons, which includes the Library of Congress, the New York Public Library, the Smithsonian, and the national libraries of many foreign countries. We are the smallest institution there and Flickr called our collection "a New Hampshire treasure trove". Our photos have already had over 100,000 views by people from all over the world.

- A series of 5 Cheshire County history “Reflections” films were completed. The series was a collaboration of the Historical Society of Cheshire County, Franklin Pierce University & the Franklin Pierce Institute of Nature, Place and Time, the Keene Sentinel, Keene State College and Cheshire TV. Committee member Melinda Jette, Assistant Professor of History, Public History Program Coordinator, Franklin Pierce University applied for an award and has just been notified that “Reflections: An Oral History of the Monadnock Region” project is the winner of the Oral History Association's 2010 Elizabeth B. Mason Small Project Award.
- Trustees, Friends and City staff worked with the Homestead Garden Club & the Keene H.S. Horticulture class on landscaping the Library grounds.

The Keene Public Library would not be what it is today without the work and dedication of many individuals and groups in a community that cares deeply about library service. It is such work and dedication that makes our library the valued community resource that it is.

The Library Trustees and Staff, the Library Friends and Volunteers, the City Manager, the Mayor and City Council, the City Council Liaison to the Library, and the City and Keene State College Staff all deserve recognition for helping enormously this past year in providing excellent library service. It is a privilege to serve in a community that places so high a value on the role of its public library. I extend my sincere thanks and appreciation to all.

Respectfully submitted,

Nancy T. Vincent, Director  
Keene Public Library

## Youth Services Annual Report

Circulation to young people at the Keene Public Library continues to be strong. During 2009-2010, the total amount circulated to young people including children and teens was 116,133. This maintains our per capita circulation rate of 19 items per young person and a turn over rate of 2.40.

Programming and outreach for children and young adults is an important part of Keene Public Library services. In 2009-2010, there were 643 in-house library programs geared towards young people babies through teens with a total attendance of 8,662. With school outreach efforts, the library served 2,432 individuals who visited the library for tours or special programs or who were visited by library staff members who brought the library to them.

Although we increased the total number of overall programs and attendance slightly, the increase is most notable when Young Adult programs are examined. Last year, the library served 1,520 teens with 112 programs.

Reporting Period: July 1, 2009-June 30, 2010

### Library Sponsored Youth Events

Age Group	Events	Hours	Attendance	Average Attendance per Program
Outreach	46	63.25	2,432	53
Children	363	404.75	6,106	17
Young Adult	280	684.25	2,556	9
<b>Totals for Events</b>	<b>689</b>	<b>1,152.25</b>	<b>11,094</b>	

Some our programming highlights include:

- ✓ Special 2009 Reading Celebrations including Hot and Sticky Wildlife Encounters
- ✓ A Junie B. Jones Library Party with a visit from the Overdrive Audio Bookmobile
- ✓ A Doggone Good party for Biscuit, the popular dog from the beginning to read book series
- ✓ The Ladybug Book Award Festival
- ✓ A Caps for Sale Puppet Show presented by the PuppeTree
- ✓ Kiwanis in Pajamas hosted by the Keene High Key Club
- ✓ Ladybug Picture Book Award Festival
- ✓ Family Gingerbread House Program
- ✓ A Winnie the Pooh Tea Party
- ✓ A Comic Book Camp held during February school vacation week and a Mystery Writing Camp held during March vacation week.
- ✓ Our continuing family dance series

- ✓ Regular movies, gaming programs, and tournaments
- ✓ SAT test prep and college essay writing programs
- ✓ Samantha's American Girl Victorian Tea Party held at the Horatio Colony House Museum
- ✓ 2009 Summer Reader Kick-off: A Midsummer Night's Dream

All of our programs are co-sponsored by the Friends of the Keene Public Library. Without the financial support of the Friends and of the Endowment Fund of the Keene Public Library, we would not be able to provide the programs that we do.

## SUMMER READING

Perhaps one of the most important programs that the Keene Public Library puts on is our yearly Summer Reading Programming. In 2009, the theme was "Summertime and the Reading is Easy." A total of 530 adults and young people participated. This breaks down to 81 adults, 53 teens, and 396 children. We continued our tradition of offering special programs on Tuesday afternoons in Heberton Hall and movies and crafts on Fridays. We did extensive outreach and visited each school before the program began, this resulted in an increase 15% increase in participation. The following chart shows the level of participation at various schools during the summer of 2009.

School	Number of Participants	Enrollment	Participation Rate
Franklin School	34	201	16.9
Fuller School	60	277	21.7
Headstart	1		
Homeschool	24		
Jonathan Daniels School	32	177	18.1
Keene High School	15	1,801	0.8
Keene Middle School	35	726	4.8
Monadnock Waldorf School	24	175	13.7
Preschool	30		
St. Joseph	14	196	7.1
Surry Village Charter School	7		
Symonds School	54	321	16.8
TNT	1		
Trinity Christian	7	71	9.9
Wheelock School	32	198	16.2
Other School	79		
<b>Total</b>	<b>449</b>		

Our 2010 summer reading programs began with a kick-off on June 15. A total of 582 people are participating in separate programs for adults, teens, and children. This year, we will produce and distribute a detailed evaluation of the program in September.

For the past several years, the library has participated in the summer reading program developed by Chilis (Children's Librarians of New Hampshire). This summer was New Hampshire's first summer as a participant in the National Collaborative Summer Reading

Program. We have found our participation in the program a great benefit to staff and patrons. We've have been able to easily present a more professional looking program. This in turn has allowed staff to increase personal interactions with patrons instead of spending time designing posters and writing press releases.

In 2009 and 2010, the library continued our summer Book Buddy and VolunTeen program. In the spring of 2010, new interpretations of laws regarding the use of volunteers forced the library to change its VolunTeen program drastically. Now, volunteers must be 14 years of age and volunteers under 16 must have a work permit on file at the library. It was a difficult but necessary adjustment. This summer, we recruited a volunteer Book Buddy and VolunTeen coordinated to help us transition.

## **PERSONNEL AND STAFF DEVELOPMENT**

This year, the city initiated a new staff evaluation program. Although it is time consuming, it allows managers to follow staff member's performance and development more closely. Several of the Youth Department staff are participating in 23 Things, an online course that introduces library staff to Web 2.0, Library 2.0, and new technologies.

We were fortunate to have two very capable Plustime NH AmeriCorps\*VISTA members serving with the Keene Public Library. Dan Petit's responsibilities included outreach to the schools, helping the library develop programs and activities aligned with the curriculum, and promoting our online resources to students and teachers. His achievements included:

- ✓ Hosting a comic book camp for during school vacation week in February 2010.
- ✓ Offering a Historical Mystery Writing camp for middle school students in April 2010.
- ✓ Planning and coordinating the Keene Public Library inaugural Poetry Out Loud program.
- ✓ Coordinating and supervising the Keene Public Library's Homework Help/Tutoring Program.
- ✓ Recruited and supervised volunteer tutors, promoted the service, and scheduled appointments.
- ✓ Leading book discussions for male middle school students.

Michael Soldati developed gaming and technology programs. His accomplishments included:

- ✓ Developing regular Open Play Game Day and Dungeons and Dragons campaigns
- ✓ Sponsoring several gaming tournaments
- ✓ Developing a success Hip Hop dance instruction program
- ✓ Instituted an gaming outreach program with the Keene Senior Center

In fiscal year 2010-2011 two new AmeriCorps\*VISTA members will serve with the library. Jon Solari will develop the gaming and technology programs and Christina Giorgio will outreach to teachers and students.

Respectfully submitted,  
*Gail Zachariah, Head of Youth and Community Services*





# Community Services Annual Report

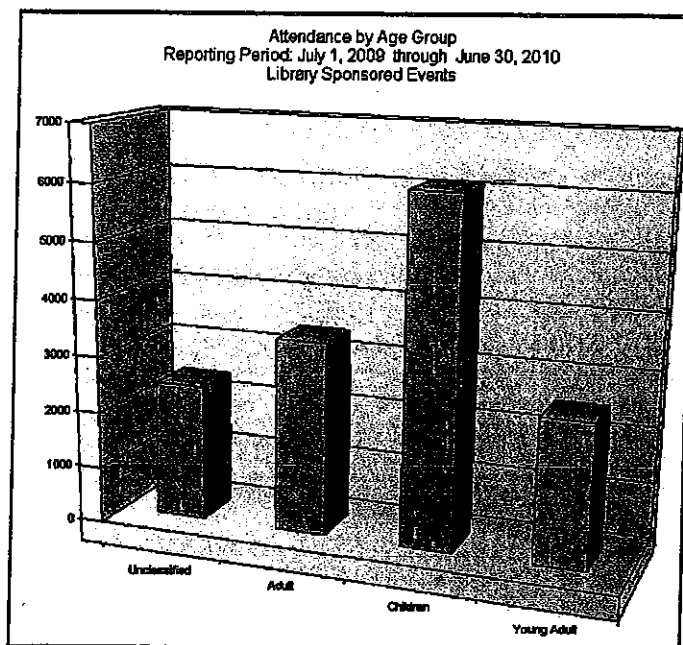
## 2009-2010 PROGRAM HIGHLIGHTS

During the year, the Keene Public Library offered 843 in-house library programs to the 3,429 adults, 6,106 children, and 2,556 young adults. We also served 2,432 individuals with outreach programs by visiting them in the community or by offering special tours and library programs for their school, group, or organization.

Reporting Period: July 1, 2009-June 30, 2010

### Library Sponsored Events

Age Group	Events	Hours	Attendance
Outreach (Unclassified)	46	63.25	2,432
Adult	200	389.50	3,429
Children	363	404.75	6,106
Young Adult	280	684.25	2,556
Totals for Events	889	1,541.75	14,523



Highlights of youth programming are addressed in the Youth Services Report. The following chart shows a break down of adult programs.

Adult Library Programs	Attendance	# of Programs	Attendance Per Program
Visions of the Universe Programming	200	4	50
Film Programming	428	54	7
Book Discussions and Big Read Programs	211	28	7
Reflections and Oral History Programs	916	14	65
IRS Tax Assistance	307	11	27
2009 Chautauqua Programs	214	4	60
Author Visits	119	3	39
Performances	193	6	32
Art Programs	518	48	10
Resume Writing Programs	25	3	8
Other Programs	298	25	11
<b>TOTAL Adult Programs</b>	<b>3,429</b>	<b>200</b>	<b>17</b>

Due to the success of last year's Vision of the Universe exhibit and programming, the Keene Amateur Astronomy Club asked that we continue an astronomy lecture series. The library worked with the club and brought in four national experts to lecture in February.

Interest in book discussion continues to grow. The Great Books discussion group meets regularly during the fall, winter, and spring. The Nobel Readers book club has a small but dedicated following. This year, we participated with the New Hampshire Center for the Book at the New Hampshire State Library and offered four programs celebrating and examining *To Kill a Mockingbird*. This was the 50<sup>th</sup> anniversary of the publication of the book and this made our programming series particularly relevant.

## **OUTREACH AND COMMUNITY COLLABORATIONS**

During the 2009-2010 fiscal year, the library was actively involved with many other Keene community groups and organizations. The Keene Public Library, Cheshire County Historical Society, and the Horatio Colony House Museum worked together to sponsor Keene Chautauqua. The library continues to collaborate with the Keene Art Association to provide a weekly painters' group. This year, the two organizations submitted a grant for a Picturing America Lecture Series. The library worked with the Colonial Theater during the annual visit by the Missoula Children's Theater. Throughout the year, the library prepares suggested book lists for the Colonial Theater as well. These lists are included in study guides distributed to the school. A library staff member made regular visits a Monadnock Family Services parenting group to present a series of presentations on language development. The library began a partnership with the Keene Senior Center. We now offer a monthly daytime film targeted towards seniors and we provide occasional gaming activities for seniors. The library continues a relationship with the Hourglass Players and the Edge Theatre. The library spoke to several community organizations such as Kiwanis and had an informational table at a number of community events including a parent teacher nights at the Keene Middle School and a Swamp Bats game.

## **PR AND PUBLIC RELATIONS**

During the year, the Community Services Librarian wrote numerous press releases. We worked with two Keene State College interns that help with press coverage and library writing activities. Unfortunately, not all of these make it to the newspaper. However, we still had great luck with news coverage. There were several articles published and, more often than not, our events did seem to make the calendar section of the paper.

The *Keene Sentinel* continues to be supportive with donated advertising. They offered us several full-page advertisements to promote our programs. We also continued to pay for occasional ads in the *Monadnock Shopper*. The ads are generously paid for by the Friends of the Keene Public Library.

We also work closely with *Parent Express Newspaper*. During the year, the library staff submitted several articles and bibliographies that were published in the monthly publication.

With the help of the KSC college interns, the library expanded social media marketing. We now have a presence on MySpace, Facebook, Twitter, Foursquare, Good Reads, Flickr, and Wordpress. Each site is updated but Facebook and Twitter are used the most and are updated the most frequently. We have 322 fans on Facebook and 137 followers on Twitter. This cannot replace press releases, our website, and our own email lists for publicizing programs but it has been a very effective way to publicize our programs and activities quickly. Many of our posts have been forward by followers and fans and this obviously is good for the library position in the community.

## **LOOKING FORWARD TO 2011**

During the next year, the library's PR goal is to better promote several library PR campaigns such as Library Card Sign Up Month in September and Library Week in April. The library plans to develop word of mouth marketing. Word of mouth marketing or WOMM attempts to inject positive "buzz" into conversations. We also plan to increase the evaluation of our current programs using tools such as Survey Monkey.

Respectfully submitted,

*Gail Zachariah, Head of Youth and Community Services*



## 2009-2010 Audio-Visual Report

The audio-visual collection is currently 6.76% of the total library material holdings, and comprises 26.55% of the total circulation. This popular collection has expanded this fiscal year by 1048 holdings, bringing the total up to 9384 titles that circulated 90,311 times.

Add to this the New Hampshire Downloadable Audiobooks, which continues to grow in popularity. 312 of our patrons joined this year, for a grand total of 931 subscribing to this service. There are currently three formats available. The regular MP3 downloadable audiobooks, with an average of 270 downloads per month. The iPod compatible format, with an average of 51 downloads per month, and the newly launched EBook format starting in March with an average of 27 downloads per month. All formats totaled 3948 circulations.

Over the course of the year, the adult DVD collection has circulated more than any other format in the entire library collection. The Audio-Visual department is committed to providing our public with quality materials in a timely manner to supply this ever-growing demand.

Format	Number of items added this year	Total format holdings	Number of circulations this year
DVDs	580	3566	61,060
Videos	20	1405	4,971
Books on CD	285	1530	12,724
Books on cassette	1	1153	4,036
Music CDs	162	1639	7501
Framed Art	0	91	19
<b>TOTAL</b>	<b>1048</b>	<b>9384</b>	<b>90,311</b>

Respectfully submitted  
Sheila Williams  
Audio-Visual Librarian



**REFERENCE STATISTICS**  
**FY 09 - 10**

At various times during the year, library staff keep track of the number and type of questions being asked at both the reference and youth desks. The types of questions tracked are Directional, Information, and Reference. This sampling, extrapolated out over a year, yielded:

	REFERENCE	YOUTH	
DIRECTIONAL	1898	1638	
INFORMATION	2912	4472	
REFERENCE	9568	3562	TOTAL
	<hr/>	<hr/>	
	14378	9672	24050

John Johnson  
Reference Librarian

## **INTERLIBRARY LOAN STATISTICS FISCAL YEAR 09 - 10**

The library participates in interlibrary loan with libraries in New Hampshire and out of state. Our patrons may request material we do not have and we will attempt to borrow this material from another library. We loan our material to other libraries with the exception of new books and reference items.

During the past year, the library was able to fill 68.21% of our patron requests for library materials not owned by the library or Keene State. Library patrons requested 2,278 items from other libraries. Of these requests, 1,554 were filled. This is a 5.5% increase in patron requests over last year. The fill rate has remained almost the same as last years 67.59%.

The library was able to fill 57.5% of the requests from other libraries to borrow our materials. We received 4,770 requests from other libraries for items in our collection. Of these requests 2,571 were filled. This is a 1.24% increase in requests to borrow our materials over last year. The fill rate as a lender has increased over last years 50.5%.



## **INTERNET & COMPUTER TRAINING STATISTICS FISCAL YEAR 09 - 10**

**The library continues to offer internet access to the public through library computers as well as Ethernet and Wireless connectivity for patrons with their own computers. Over the past year the library's 13 internet computers were used 33,774 times. Our 2 laptops circulated 3,674 times.**

**In addition to offering internet access the library continues to offer one on one computer training on various topics. Over the past year the librarians have taught 23 training classes.**



# KEENE PUBLIC LIBRARY TECHNOLOGY PLAN 2010

## Public Services

- We advertised programs, events, and Library materials on the newly revamped Library website. These show up prominently on the homepage and are automatically posted to Facebook and Twitter.
- We continued to use the Library Insight online calendar and to use email distribution lists to send notices regarding upcoming programs. Currently, 21 lists are sent out to announce Library programs. The Youth Programs and Adult Programs lists are used almost weekly. There are 558 names on the Storytime and Youth Program list and 160 people on the Adult Programs list. The lists are maintained and updated as people request to be added or removed from the lists. A sign up list is put out at most programs.
- We also continued to use Library Insight for our Summer Reading Programs. In 2009, 530 people participated in one of our five reading programs, which included a Read To Me program for pre-reading children in families or childcare centers, children, teens, and two adult reading programs. So far, we have 582 participants in the 2010 Summer Reading Programs. Patrons can sign up and do all reporting from their home using the Internet, or we can do it all for them using the Youth Service computers.
- During the fiscal year, 280 patrons received monthly emails from Dear Reader Online Book Clubs, telling them about new books in various genres and subjects.
- During the year, Tutor.com expanded their service to include job searching and resume help. Tutor.com and the Library offered three web training sessions on resume writing. One of our AmeriCorps VISTA members promoted our Tutor.com web resource in the schools and in the community. As a result, usage increased from 123 to 234 study sessions.
- We continued our subscription to Mango Languages, which allows people to study 36 different languages from their own computers and ours. Mango Languages was accessed 415 times by Library patrons.
- We subscribed to a new online service called Auto Repair Reference Center, an EBSCOHost product, which allows people at home and in the Library to access car repair data for all makes and models of cars aged 1945-2009. This new database was accessed 142 times, so we will continue to subscribe to it.
- The State Library stopped providing access to Ancestry Plus and the Biography Resource Center. Since the Ancestry Plus product is heavily used, we purchased our own subscription.
- We continued to use our Flickr site ([http://www.flickr.com/photos/keene\\_public\\_library\\_nh/](http://www.flickr.com/photos/keene_public_library_nh/)) to post photos of our Library programs.
- The Library has a Teen Blog and a Facebook fan site with 322 fans. Our Twitter account has 133 followers. We also have a presence on Flickr, Foursquare, MySpace, YouTube, Good Reads, and Linked In.
- We continued to offer individual computer instruction classes on the Internet, Word, email, our catalog and databases, and basic computers, although not as many people are taking advantage of this as in previous years. We taught 23 classes last year.
- We continue to include videos on our website. We've added video clips to our Flickr site and provided links to some YouTube postings.
- The Library joined with the Historical Society of Cheshire County and has created a Flickr site of historical photos (with currently about 1100 photos online). In June, we became part of the Flickr Commons, which includes the Library of Congress, New York Public Library, the Smithsonian, and the national libraries of many foreign countries. We are the smallest institution there and Flickr called our collection "a New Hampshire treasure trove". Our photos have already had over 125,000 views by people all over the world.

- The NH Downloadable Audiobooks added books in “ebook” format to their offerings and changed their name to NH Downloadable Books. Our patrons continued to utilize this service heavily.
- We filmed a Picturing America Art History Lecture. This is still being edited. We also filmed and edited a video tour of the Horatio Colony House Museum for a Mystery Writing Camp for middle school students.
- The Library hosted Overdrive’s Digital Bookmobile.
- The Library purchased two MP3 players. These are now available for checkout so that patrons can download audio books without purchasing an MP3 player.

## **Technical Services**

- We continue to add scanned historical photos to our Flickr website (<http://www.flickr.com/photos/keenepublicLibrary/sets/>), with descriptions and tagging.
- We completed the re-cataloging of the DVDs in the adult section of the Library so that fiction titles are arranged by title and non-fiction titles are arranged by Dewey Decimal number.
- We added the author’s last name to Fiction, Mystery, Science Fiction, and Large Print Fiction call numbers throughout the Library to make it easier for patrons to locate books on the shelves.
- We completed the migration of our old website into a new Drupal format, which meant rethinking and reorganizing all of our pages as well. We are pleased with the look and functionality of the new website and it is now easily editable by all staff members.
- We began adding a subject term to all of the youth fiction that allows searching by Lexile reading level, a system of measuring the reading difficulty of books that is used extensively at Keene Middle School.
- We changed the call numbers on Youth Board books so that now they are shelved by the first letter of the author’s last name.
- We added another vendor for purchasing books and now get the majority of our books from Baker and Taylor, Ingram, and Amazon. We have standing order plans for popular authors, large print titles, and some reference and annual books.

## **Facilities, Equipment, and Software**

- We replaced the two most frequently used receipt printers at the circulation desk with quieter and faster thermal printers.
- We continue to replace the computers in the Library on a 5-year schedule.
- We purchased a new MovieMate DVD player and LCD projector.
- With grant funds, we purchased a new PlayStation 3 and an additional Wii gaming system. We also purchased several games for use in Library programs.

## **Staff Training and Development**

- For the first time, each staff member entered a training goal for the upcoming year when completing their self-evaluation. A large majority of these involve technology training.
- The Youth Department developed a wiki using Wetpaint to share staff ideas and inform new staff about policies and procedures.
- One staff member attended the Innovative Users Group meeting last year.
- We offered some mini training sessions at our monthly staff meetings that included searching the catalog, using NovelList, and the Summer Reading Program.
- The entire Library participated in the Public Library Association’s virtual conference in March.
- The Head of Youth and Community Services attended the midwinter and annual meetings of the American Library Association.

## **Interagency Cooperation**

- We continued to work with KSC's Mason Library to maintain and enhance Keene-Link.
- The Library's Tech liaisons continued to assist IMS in maintaining and upgrading all of the Library computers.
- One staff member served as the Chair of the NHAIS board.
- One staff member meets with the NH Innovative Interfaces systems librarians several times per year.
- Three staff members are on the statewide selection committee for Overdrive audio books and eBooks.
- Circulation and technical services staffs met several times with KSC staff.
- One staff member attends the Urban Libraries (of NHLA) meetings regularly.
- The Library continued its partnership with KSC, the Historical Society, Franklin Pierce, Cheshire TV, and the Keene Sentinel to produce more films of historical events and places.
- We continue our partnership with the Historical Society of Cheshire County to scan, digitize, and mount on the Flickr website more historical photos and postcards.

Submitted by,

Jennifer Bone  
Susan Hansmeier  
John Johnson  
Nancy Vincent  
BJ Wahl  
Gail Zachariah

8/2010



**KEENE PUBLIC LIBRARY**  
**July 2009 - June 2010**  
**Statistical Report**

*Population Served* 25,196

*Total number of active borrower's*

Cards as of 6/30/09	17,483
Adult resident cards	10,607
Adult non-resident cards	1,896
Youth resident cards	3,807
Youth non-resident cards	690
Business/Organizations	443
KPL Outreach	40

*Hours of service :* 9:00 a.m. - 9:00 p.m. Monday - Thursday  
9:00 a.m. - 6:00 p.m. Friday  
9:00 a.m. - 5:00 p.m. Saturday (September - May)  
9:00 a.m. - 1:00 p.m. Saturday (June - August)

*Collections circulated to nursing homes, shut-ins, Project Outreach :*  
During July 2009 - June 2010 – 2273

*Total weekly library staff hours : 657*

FTE (full time employees) : 12  
(part time equivalent) : 5  
Total FTE : 17

*Average weekly volunteer hours : 16*

*Meeting Room Use : (now includes Library Annex)*

889 times by the Keene Public Library for programs with  
14,523 people in attendance.

51 times by City Groups  
477 people in attendance.

1,220 times by 169 other community organizations with  
11,573 people in attendance.





**CIRCULATION STATISTICS**  
**July 2009-June 2010**

	<u>ADULT</u>	<u>JUVENILE</u>	<u>YA</u>	<u>TOTAL</u>
Fiction	69,091	55,109	8,141	132,341
Non-Fiction	49,958	19,652	3,710	73,320
<b>Total Book</b>	<b>119,049</b>	<b>74,761</b>	<b>11,851</b>	
<b>Grand Total - Book</b>				<b>205,661</b>
Magazines	6,304	997	127	7,428
AV	93,689	22,661	5,736	122,086
<b>Total - AV</b>	<b>99,993</b>	<b>23,658</b>	<b>5,863</b>	
<b>Grand Total - AV</b>				<b>129,514</b>
<b>TOTAL BOOK &amp; AV</b>	<b>219,042</b>	<b>98,419</b>	<b>17,714</b>	<b>335,175</b>
<b>MUSEUM PASSES</b>				<b>278</b>
<b>LAPTOP</b>				<b>1,717</b>
<b>INTER-LIBRARY LOAN</b>				<b>2,908</b>
<b>GRAND TOTAL</b>				<b>340,078</b>

**KEENE PUBLIC LIBRARY CIRCULATION STATISTICS**

July 2009 - June 2010

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTAL
<b>ADULT</b>													
Fiction	6559	6217	5750	5453	5192	5590	5556	5417	5905	5458	5394	6600	69091
Nonfiction	4572	4073	4328	4248	3769	3851	4233	4242	4629	4130	3745	4138	49958
Magazines	597	545	545	538	426	412	530	424	700	645	487	455	6304
Bk cass/CD/play	1414	1481	1432	1444	1376	1321	1314	1323	1527	1387	1346	1395	16760
Videos/DVDs	5023	5009	4794	5097	5423	6163	6050	5787	6434	5732	5205	5314	66031
Music CDs	608	681	608	678	578	721	542	620	764	542	544	615	7501
Laptop	127	135	141	159	121	165	156	131	157	137	129	159	1717
Inter-library Loan	285	208	230	272	175	262	193	288	298	187	266	244	2908
Museum passes	28	30	13	20	19	12	15	27	28	41	19	26	278
Audio bk downloads	251	255	266	238	249	291	303	255	284	334	363	308	3397
<b>TOTAL</b>	<b>19464</b>	<b>18634</b>	<b>18107</b>	<b>18147</b>	<b>17328</b>	<b>18788</b>	<b>18892</b>	<b>18514</b>	<b>20726</b>	<b>18593</b>	<b>17498</b>	<b>19254</b>	<b>223945</b>
<b>YOUTH &amp; YA</b>													
Youth Fiction	6059	5001	4607	4590	4309	3526	4263	4365	4863	4363	3824	5339	55109
Youth Nonfiction	1582	1336	1774	1731	1461	1315	1783	1909	2247	1782	1402	1330	19652
Youth Magazines	149	95	79	75	47	53	98	88	64	58	88	103	997
Yth bks on cass/CD	488	397	308	283	312	218	305	377	353	277	248	386	3952
Youth videos/DVDs	1669	1493	1244	1272	1311	1200	1444	1469	1633	1501	1477	1605	17318
Youth music CDs	147	138	119	107	107	90	104	112	147	102	108	110	1391
YA Fiction	944	840	656	704	563	562	605	586	695	615	602	769	8141
YA Nonfiction	326	383	310	250	172	223	222	242	302	396	425	459	3710
YA Magazines	21	27	7	7	5	11	13	5	8	5	3	15	127
YA bks on cass/CD	120	82	101	73	52	82	66	56	84	80	76	99	971
YA videos/DVDs	474	393	303	244	382	388	331	364	433	505	478	470	4765
<b>TOTAL</b>	<b>11979</b>	<b>10185</b>	<b>9508</b>	<b>9336</b>	<b>8721</b>	<b>7668</b>	<b>9234</b>	<b>9573</b>	<b>10829</b>	<b>9684</b>	<b>8731</b>	<b>10685</b>	<b>116133</b>
<b>GRAND TOTAL</b>	<b>31443</b>	<b>28819</b>	<b>27615</b>	<b>27483</b>	<b>26049</b>	<b>26456</b>	<b>28126</b>	<b>28087</b>	<b>31555</b>	<b>28277</b>	<b>26229</b>	<b>29939</b>	<b>340078</b>

54

**COMPARATIVE CIRCULATION STATISTICS**  
**July 2009 - June 2010**

	<u>7/07-6/08</u>	<u>7/08-6/09</u>	<u>7/09-6/10</u>
Adult Fiction	63,589	65,452	69,091
Adult Non-Fiction	47,425	50,116	49,958
<b><u>Total Adult Book</u></b>	<b><u>111,014</u></b>	<b><u>115,568</u></b>	<b><u>119,049</u></b>
Juvenile & YA Fiction	58,407	62,762	63,250
Juvenile & YA Non-Fiction	23,126	24,418	23,362
<b><u>Total Juvenile &amp; YA Book</u></b>	<b><u>81,533</u></b>	<b><u>87,180</u></b>	<b><u>86,612</u></b>
<b><u>TOTAL BOOK</u></b>	<b><u>192,547</u></b>	<b><u>202,748</u></b>	<b><u>205,661</u></b>
Magazines:			
Adult	5,885	6,547	6,304
Juvenile & YA	1,330	1,250	1,124
<b><u>TOTAL MAGAZINES</u></b>	<b><u>7,215</u></b>	<b><u>7,797</u></b>	<b><u>7,428</u></b>
<b><u>Total Adult AV (+ magazines)</u></b>	<b><u>81,110</u></b>	<b><u>91,616</u></b>	<b><u>99,993</u></b>
<b><u>Total Juvenile &amp; YA AV (+ magazines)</u></b>	<b><u>25,124</u></b>	<b><u>27,971</u></b>	<b><u>29,521</u></b>
<b><u>TOTAL AV</u></b>	<b><u>106,234</u></b>	<b><u>119,587</u></b>	<b><u>129,514</u></b>
<b><u>TOTAL CIRCULATION</u></b>	<b><u>298,781</u></b>	<b><u>322,335</u></b>	<b><u>335,175</u></b>
TOTAL MUSEUM PASSES	152	216	278
TOTAL LAPTOP	962	1,806	1,717
TOTAL INTER-LIBRARY LOAN	2,525	2,566	2,908
<b><u>GRAND TOTAL CIRCULATION</u></b>	<b><u>302,420</u></b>	<b><u>326,923</u></b>	<b><u>340,078</u></b>

## Database Usage Statistics July 2009-June 2010

<u>Database</u>	<u># of searches</u>	<u># of articles</u>
EBSCOHost-in library	6159	2550
EBSCOHost-remote	4039	2648
AutoRepair Ref Center (in library)	68	79 sessions
AutoRepair Ref Center (remote)	99	63 sessions
Learning Express (tests)	66 sessions	n/a
NYTimes-Historical	132	218
New York Times	124	59
Ancestry Plus	2963	6,674
Heritage Quest	2177	6,058
NewsBank (Union Leader /Concord Monitor)	n/a	53
Tutor.com	234 sessions	n/a
TumbleBooks	7082 views	n/a
TumbleTalkingBooks	3289 views	n/a
Dear Reader Monthly Bookclub 446 members viewed	107,040	
E-Resource Monthly Newsletters	280 received monthly emails	
Web Views	1,402	
Mango Languages	415 sessions	

**ACQUISITION STATISTICS  
JULY 2009-2010**

	<u>6/30/2009</u>	<u>ADDED</u>	<u>WITHDRAWN</u>	<u>6/30/2010</u>
<b><u>BOOKS</u></b>				
Adult	66,219	3,594	2,093	67,720
Juvenile	38,973	1,846	2,773	38,046
Young Adult	5,351	949	258	6,042
Pamphlets	2,381	1	0	2,382
Paperbacks	490	176	128	538
<b>TOTAL</b>	<b>113,414</b>	<b>6,566</b>	<b>5,252</b>	<b>114,728</b>

**AUDIO VISUAL**

**ADULT**

DVDs	2,639	741	111	3,269
Video Cassettes	2,057	2	161	1,898
Books on CD	1,205	341	214	1,332
Books on Cassette	1,527	1	668	860
Music CDs	1,575	175	119	1,631
Music Cassettes	301	0	0	301
Framed Art	91	0	0	91
<b>Totals</b>	<b>9,395</b>	<b>1,260</b>	<b>1,273</b>	<b>9,382</b>

**YOUTH**

DVDs	818	218	26	1,010
Video Cassettes	775	8	106	677
Books on CD	446	42	4	484
Books on Cassette	408	0	37	371
Music CDs	350	21	8	363
Music Cassettes	22	1	1	22
Puzzles	90	0	0	90
Playaways	72	9	4	77
<b>Totals</b>	<b>2,981</b>	<b>299</b>	<b>186</b>	<b>3,094</b>

**YA**

DVDs	369	149	8	510
Video Cassettes	13	0	9	4
Books on CD	221	14	0	235
Books on Cassette	10	0	4	6
Playaways	41	13	3	51
<b>Totals</b>	<b>654</b>	<b>176</b>	<b>24</b>	<b>806</b>

**Grand Total                    126,444                    8,301                    6,735                    128,010**

243 Periodicals  
8 Newspapers



**KEENE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MEETING**  
*August 24, 2010 following Annual Meeting  
Trustees Room*

**AGENDA**

1. Call to order
2. Approval of the June minutes
3. New Business
4. Old Business
5. Adjournment





KEENE PUBLIC LIBRARY  
Trustee Meeting  
June 22, 2010  
Minutes

Present: Paul Henkel, Greg Martin, Sally Miller, Judy Noonan, Rebecca Osborne, Carrie Rounds, Lynn Simington, Beth Truman, City Councilor Ruth Venezia and Library Director Nancy Vincent.

1. Greg Martin called the meeting to order at 5:10 P.M.
2. Minutes of the May 25<sup>th</sup>, 2010 meeting were presented for approval.
  - Motion to accept May minutes as written – *passed unanimously*
3. Committee and Liaison Reports
  - a. Finance Committee (Paul Henkel)
    - No meeting, however they are working through expenditures.
    - Outreach came in about \$1000 dollars over budget.
    - A report on the resolution of this issue will be available at the annual Trustees meeting in August.
  - b. Building and Grounds (Paul Henkel)
    - In a meeting of the City Council it was voted to move forward with the plans to renovate the Courthouse. This still needs to be approved by the state of NH. Ruth added that not all of the figures are in, but the cost is estimated to be \$8-10M. The number of parking spots outside the Courthouse will be reduced from 70 to 38. All of the 38 spots will be reserved for Courthouse employees. John MacLean noted at the City Council meeting that the city is prepared to explore adding additional public parking on Gilbo Ave, adding multiple smaller parking structures, or other options at street level to address the reduction in public parking at the courthouse and the library.
    - There will be a joint meeting in July with the City of Keene to entertain questions about the maintenance of the Library Annex.
    - Paul provided an Interim report on continued landscaping efforts around the Library, including cost of replacing plants that did not make it through last winter, annual plantings, and new perennials (total cost – apx \$700), as well as a maintenance plan to improve the health of the Thayer Oak tree.
  - c. Community Outreach (Beth Truman)
    - Summer reading program kick off – June 15th  
239 Youth – 171 hours recorded thus far  
42 Teens – 103 hours recorded thus far  
62 families signed up for the Read to Me program
    - KMS multicultural film making – June 29
    - Programming for Teens/Tweens every Wednesday
    - New volunteer coordinator is helping to train the “Read to Me” volunteers, putting away books, etc.

- d. Long Range Planning – no report.
- e. Fine Arts – no report.
- f. Policy – no report.
- g. Friends of KPL – will begin meeting again in the fall.
- h. Horatio Colony Museum – no report.
- i. Literacy – no report.

4. Director's Report (Nancy Vincent)

- Chautauqua – ongoing partnership between KPL, Historical Society and Horatio Colony Museum. This year: Abraham Lincoln and Stephen Douglas. Lincoln exhibit will be up for 8 weeks in KPL Kay Fox Room. Young Chautauqua – last week of July (Civil War)
- Budget update – the KPL budget was approved on June 16. Salary ordinance presented with a 3% pay increase. City Councilor Ruth Venezia emphasized that for the 3rd year in a row, the City Manager will not take a pay increase.
- Library roof – City qualified for grant money from Dept of Agriculture for a new roof which will give a 15% rebate. There will be criteria that need to be written into a new bid document for rebidding.
- Next Trustee meeting is the Annual Meeting on August 24th. There is no July Trustee meeting. Committee & Liaison reports due by August 9th to Nancy.

5. Old Business

- NH State Library Trustee Association (Lynn Simington) – unanimous support from Trustees to nominate KPL Trustee Sally Miller for NH Library Trustee of the Year. Sally has declined the nomination. On behalf of the Board, Lynn expressed sincere appreciation for Sally's extensive and committed service, and hopes to revisit Sally's nomination at a future time.
- New Board member search process (Sally Miller) – the Trustees are in need of a member with construction expertise (in light of future renovation of the Library Annex) and must be able to work well with a diverse group of Trustees. Sally asked that suggested names be sent to her directly.

6. New Business – none.

- Motion made to move into Executive Session – *passed unanimously.*

7. Executive Session

- 6:05pm - Meeting adjourned (after Executive Session).

**KEENE PUBLIC LIBRARY STATISTICS**  
**June-10**

**ADULT**

Fiction	6600
Nonfiction	4138
Magazines	455
Bks on cass/CD/playaway	1395
Videos/DVDs	5314
Music CDs	615
Laptop	159
Inter-library loan	244
Museum passes	26
Audio book downloads	308

**TOTAL 19254**

**YOUTH & YOUNG ADULT**

Youth fiction	5339
Youth nonfiction	1330
Youth magazines	103
Yth bks: cass/CD/playaway	386
Youth videos/DVDs	1605
Youth music cass/CDs	110
YA fiction	769
YA nonfiction	459
YA magazines	15
YA bks: cass/CD/playaway	99
YA videos/DVDs	470

**TOTAL 10685**

**GRAND TOTAL 29939**

Jun-06	25,522
Jun-07	24,683
Jun-08	25,781
Jun-09	28,145
Jun-10	29,939

**KEENE PUBLIC LIBRARY STATISTICS**  
**July-10**

**ADULT**

Fiction	7125
Nonfiction	4215
Magazines	560
Bks on cass/CD/playaway	1390
Videos/DVDs	5057
Music CDs	637
Laptop	147
Inter-library loan	210
Museum passes	25
Audio book downloads	414

**TOTAL 19780**

**YOUTH & YOUNG ADULT**

Youth fiction	6062
Youth nonfiction	1471
Youth magazines	132
Yth bks: cass/CD/playaway	423
Youth videos/DVDs	1792
Youth music CDs	102
YA fiction	1007
YA nonfiction	599
YA magazines	18
YA bks: cass/CD/playaway	109
YA videos/DVDs	468

**TOTAL 12183**

**GRAND TOTAL 31963**

Jul-06	24,368
Jul-07	26,614
Jul-08	29,135
Jul-09	31,443
Jul-10	31,963