

ETNA LONG RANGE PLAN  
MARCH 3, 1999

Mission statement:

The Hanover Town Library will be an active presence in the village, providing its services to the community in a personal manner while preserving its historic building.

Goals:

1. The Library will ensure its presence in the community by promoting its services and programs, fostering an awareness of the history of the library, and developing an interest in the significance of its present building.
2. The Library will ensure the maintenance and safe access to the building as well as the preservation of the integrity of the historic library building and its contents.
3. The Library will provide adult and children's programming and services that are appropriate to maintaining library presence in the community.

Long Range Planning Steps:

1. The Trustees will act as a Steering Committee, one Trustee responsible for each goal. They will develop a monitoring system to report committee progress and problems to the Librarian and the Board.
2. Each member will be assigned a goal and will create a Task Force to assist in this process. Each task force will be responsible for planning and implementation of one goal with input from the Librarian and Trustees.
3. The Librarian is responsible for the direction and implementation of the Long Range Plan.
4. The Trustees are responsible for the policies and operational decisions that arise from the Long Range Plan.



## Goal #1

The library will ensure its presence in the community by promoting its services and programs, fostering an awareness of the history of the library, and developing an interest in the significance of its present building.

- I. By June 1999, the library will have a promotional flier.
  - A. The flier
    1. Choose information to be included
    2. Decide on a design
    3. Determine the means of production
  - B. Plan for funding of the flier.
  - C. Audience
    1. Target residents of the Town of Hanover
    2. Target newcomers
  - D. System of delivery
    1. Investigate participating in the "Welcome Luncheon"
    2. Identify locations, organizations and institutions that are well-used and easily accessible to the target audience.
    3. Establish a group of volunteers to stock the identified distribution points with fliers on a regular basis.
  
- II. The library will identify and use opportunities for media coverage.
  
- III. By June 2002, a committee will be appointed to plan a centennial celebration for the library, including:
  - A. A promotional brochure
  - B. A traveling exhibit illustrating the history of the library and the significance of the present building.



ETNA LIBRARY LONG RANGE PLANNING

Goal #2

BUILDING

I. BUILDING MAINTENANCE

- A. Establish Schedule of Maintenance
  - i. With Town
  - ii. Within Library (ie trustees, library, public)
- B. "Inventory" Particular Areas, Problems
- C. Determine Any Legal and Code Requirements, ie fire, access, work stations

#1 II. FUTURE NEEDS

- A. Expansion of Building?
- B. Purchase Additional Land
- C. Parking
- D. Adaption to New Technologies, Different Collections, Different Use (more meetings, video, etc.)

III INTEGRITY OF BUILDING

- A. Determination of "Original" Building
  - i. Old Plans
  - ii. Old Pictures
- B. History of Building
- C. Preservation as Landmark
  - i. Officially, through some designation
  - ii. Unofficially, through board and town recognition



- D. Keeping style and historical features while meeting needs of library users
  - i. What can be done to re-establish historic characteristics
  - ii. What can be done to adapt old to future needs—retain (blend) function and historic integrity

IV. FURNISHINGS AND EQUIPMENT

- A. Inventory of Property
  - i. New equipment and furnishings
  - ii. "Old" furnishings with historic interest (decorative or practical)
  - iii. Old furnishings with no historic interest, as replaced can more compatible ones be found
- B. As above, adapt new to old; keep in mind both needs of library as well as preservation of appearance and historic role in town.

V. SHORT-TERM STEPS

- A. Work with town departments to establish maintenance schedule, act as liaison, set "our" priorities, not just "theirs"
- B. Outline needs of library in next few years, determine what, if any, structural changes will be needed
- C. Take a look at building, and its history, to what can be done to enhance its historical appearance and integrity, within practical needs of library
- D. Inventory furnishings and equipment; which enhance library, which do not; which can be replaced with those that are more compatible with its history, and which cannot

\* → E Parking issue  
①



ETNA LONG RANGE PLAN  
April 11, 1999

Goal : #3

The Library will provide adult and children's programming and services that are appropriate to maintaining the library's presence in the community.

Objectives:

1. Administer questionnaire to assess programming and services needs and interests within the context of library resources.

- Tasks:  a) Develop questionnaire (*Barbara by June 4, 1999*)  
 b) Distribute questionnaire with return procedure at: Library, Etna Store, Hanover Town office, Etna PO, Howe Library, Trumbull Hall  
 c) Compile questionnaire information (*by September 1999*)  
d) Provide recommendations regarding findings (*by April 2000*)

2. Establish volunteer program committee

- Tasks:  a) Poll current volunteers for interest (*Patti in May 1999*)  
 b) Place sign-up sheet in Library for interest (*Patti in May 1999*)  
c) Place ad in Volunteers Needed section of Valley News if necessary  
 d) Committee established by Fall 1999

3. Initiate adult programming in keeping with the Library's mission

- Tasks:  a) Compile a list of local presenters and authors (*Patti, Becky June 1999*)  
b) Investigate interest in book discussion groups (*Program C'tee, Fall 1999*)  
 c) Organize one or two adult programs per year, beginning in the winter of 2000 (*Patti and Program Committee*)

4. Develop a technology plan in keeping with the Library's mission

- Tasks:  a) Establish a technology plan task force (*Becky by June 4, 1999*)  
b) Bring recommendation to Trustees by April 2000



Long-Range Planning Committee  
Information on the Etna Library

OVERVIEW

Formal name is the Hanover Town Library; official public library for the town of Hanover. Built 1905.  
Has traditionally served the Etna-Hanover Center community and few patrons from "downtown." Though still true, more people who used to exclusively use Howe Library are coming here as well.  
Town owns only the footprint of the building; library sits on private land. The purchase deed, dated 1903, states the building must be used as a library or the land returns to owner of the surrounding property.  
3 Trustees are responsible for budget; policies; overseeing operation of library; selecting, hiring and supervising librarian.  
Total # items in the library: approx. 6000  
1997, building named to National Register of Historic Places.

FUNDING

Budget comes entirely from taxes.  
Trust fund earns approx. \$900/yr interest (used for major purchases, i.e. light fixtures)  
Gift fund accumulates approx. \$1000/yr (generally used for books, cassettes, etc.)

RELATIONSHIP TO HOWE LIBRARY

Etna Library is not a branch of Howe Library. They are independently funded and operated. Howe is part public, part private.  
Traditionally the relationship has been cordial, but cautious. Always a fear of Etna being "taken over" by Howe, or closed by the town.  
1995, Howe introduced new computer system and invited Etna to go on-line with them. Consortium was formed.  
1996, computerization at Etna completed. On-line catalog and circulation; combined databases with Howe.  
1997, "Libraries of Hanover, NH" library cards first issued. One card good at both libraries.  
Etna and Howe now share resources and co-ordinate some children's programming.  
Howe provides technical expertise and professional support to the Etna librarian.



Hanover Town Library  
P.O.Box 207 130 Etna Road  
Etna, NH 03750

June 10, 1998

Dear

Thank you for agreeing to be on the Long-Range Planning Committee for the Etna Library.

The Trustees of the Etna Library are continually seeking ways to maintain and improve the library's services. We believe that our efforts will be greatly assisted by the establishment of a long-range plan, developed with broad community input. The charge of the Long-Range Planning Committee will be to study the needs of the residents of Hanover, Hanover Center, and Etna for library services in Etna and to evaluate the current services offered by the library. Based on the findings, the committee will review the library's mission statement and develop a plan that includes goals and objectives for the library for the next 3 to 5 years. The long-range plan will be presented to the Trustees for final approval and implementation.

The planning committee will be comprised of approximately eight community members, the librarian, and at least one trustee. The committee will begin work in September 1998 and, at this point, plans are to be finished by Spring or early Summer 1999. You will be contacted in late summer with the date of the first meeting.

Again, thank you for being willing to participate in this important project. We look forward to working with you!

Sincerely,

*Nancy Collier*

Nancy Collier, Chair  
on behalf of the  
Etna Library Board of  
Trustees