

**DPL Strategic Planning Subcommittee Minutes**  
**Meeting: 1:00pm Wednesday September 29<sup>th</sup>, 2021**

Meeting called to order at 1:00pm

Present: Celeste Snitko Julie Rizzo Meg Page Nancy Cayford Bess Haire Rachel Lovett

Regrets: Maureen Hulslander

Chair: Julie Rizzo

Welcome current and new members: Meg Page, Bess Haire

7-member Subcommittee meet monthly to

Discuss present/future Library goals and mission.

Gather data from community (via survey, focus groups, etc.) in order to create a planning document.

Share/present findings to Dublin Library Trustees & community.

Timeline to present recommendations by February 2022.

Handouts:

1. Rachel's Google Doc of Dublin Library Collection/Materials Circulation data During 2020 and Jan-Sept 2021 under headings: Fiction/Non-Fiction; Youth/Children; Multimedia/Other; Non-physical Items; Technology/Digital Items; Other Resources available to Patrons.

2. Celeste's Demographics info gathered from School Board Rep Alan Edelkin

3. Celeste's Population figures for Dublin 2019 and Cheshire County Census Data 2020 taken from Government website [nhes.nh.gov](https://www.nh.gov)

4. Julie's Outline of how to conduct an effective community survey including a 7 step Guideline how to create survey questions to yield useable data.

Opening discussion of figures and data to establish the task parameters.

Information shows that:

Dublin Library Patrons favor Fiction over Non-Fiction particularly mystery.

Inter Library loan system gets regular traffic.

Data does not include current numbers of Homeschoolers.

Largest category of Dublin population includes 45yrs and older

Dublin Advocate identified new residents to Dublin (40).

For next meeting Oct: Julie, Celeste and Nancy will verify data relating to number of new to Dublin households; number of Homeschoolers and number of Dublin residents attending ConVal High School.

Feedback from Bess re: Library visits Fri 3<sup>rd</sup> Sept 2021 to Frost Free Library, Marlborough NH and Jaffrey Public Library NH

Thanks to Library Director Kristin Readel in Marlborough and Library Director, Julie Perrin in Jaffrey for their cooperation and inspiration.

Photos collected as data saved as PowerPoint for discussion.

Notes shared on practical physical improvements/changes that can be undertaken right away with little or no expense.

See handout: Ideas for Libraries

Discussion about how to proceed. Julie shared info how to use step by step system to identify objectives in using a survey to collect data, creating effective questions, testing questions first on focus groups, ways to distribute a survey, gathering data, analyzing and acting upon results.

See handout: 7 Steps to Create Effective Surveys

Nancy shared previous experience of using survey with Community Center. Used snail mail, not signs or websites. Consider cost of mailing survey.

Julie asked for feedback re: DPL Subcommittee proposed timeline- is it feasible? Is more time needed to achieve this? Is it too compressed?

Agreement to keep Feb 2022 deadline. It can be changed in future if necessary.

Rachel joined meeting and shared copy of Survey from different NH town with a 3yr timeline to create strategic plan.

Bess shared sample survey to offer possible question types for discussion.

Meg reminder to remember to reach out & include those residents who did not use the Library.

Discussion of different survey question styles, formats etc..

Celeste recommended focusing upon questions that elicit ideas about concrete improvements/enhancements to Library rather than abstract questions that yield qualitative data. E.g. Staff friendliness, atmosphere, etc.

What should the Library do more of? Do less of?

Julie suggested selecting possible dates for focus groups to be written as article for inclusion in November Dublin Advocate. (Deadline October 15<sup>th</sup>)

Julie proposed circulating sample surveys, inviting committee member to devise questions suitable for Dublin Library and share suggestions online to create one survey for future discussion at next in person meeting. (Nov)

Next meeting to be held via invitation to Zoom online 11:00am Wednesday October 27<sup>th</sup>, 2021

End 2:25pm.