AGENDA
Exeter Public Library
Long-range Plan Committee Meeting
Thursday, October 15, 2026
5:15 PM
Meeting in Mezzanine Conference Room
Zoom Link: https://us06web.zoom.us/j/82195010036

1. Rollcall - 5:24 PM
    a. Julia Lanter, Amanda Kelly, Grace Gautreau, Shelby Lennon, Cathleen Toomey, Chandra Boudreau (via Zoom)
2. Review Minutes
    a. September Minutes
    b. Tabled for November meetings due to no quorum
3. Discussion of Data
    a. Shelby introduced the compiled survey data starting with library use data.
        i. Amanda recommended using the top responses from the report, possibly the top 10 or top 15 responses. She noted that this percentage, or the top number, might vary depending on the individual question. Cathleen agreed with this.
        ii. Amanda noted that the top responses are in the triple digits and asked what the committee is building from. She said a cutoff point needs to be set and raised the question of what data would be statistically relevant.
        iii. Amanda mentioned that the top 20% of responses would correspond to the top 10 responses. The group agreed the remaining responses would be included in the appendix at the end of the report, so they would still be accounted for.

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iv. The group discussed the matter and decided top 15 would be appropriate, agreed by Amanda, Cathleen and Shelby for the question of Library use.

b. The group discussed how to reflect the data collected and agreed that the bulk of the data should be in the form of bar graphs.
   i. Later discussed whether the graphs should be vertical or horizontal bars. Amanda drew examples and the board discussed. Members Cathleen, Amanda, and Julia agreed that vertical bars were the most familiar to people. Consensus was that this could easily be changed to horizontal if the board changed their mind. For consistency, most of the data will be vertical bar graphs.

c. In regards to the question, "rate this value for the community", the group discussed formatting.
   i. The group wanted to shorten the replies, by removing the graphics, and include the number of responses.

d. The question, "preferred time(s) to come to the library" was discussed.
   i. General consensus was to stick to the vertical bar graph.
   ii. The group reviewed the open-ended responses, all data points were 3 or less than 3. Similar to the earlier discussion (3a-ii), these responses were briefly discussed and the group deemed them not statistically relevant overall.
   iii. These open-ended responses will still be noted in the appendix at the end.
   iv. Julia requested a copy of the hours graph for the next Trustees meeting.

e. The question of demographics, board briefly discussed age and following previous discussions, determined age should be a bar graph.

f. For the language data, Shelby showed the misspellings and combined data. There were a total of 544 English speakers, and only 6 responses of any other languages.

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i. Amanda thought the bar graph of this data would seem dismissive of other languages. Other members Cathleen, Shelby, and Julia agreed.
ii. Amanda recommended using a table to display English and "Other languages".
iii. Julia thought it was interesting that there were not more languages.
iv. Amanda suggested the lack of diversity could mean the survey missed these groups of people, especially in comparison to the demographics of Exeter.
v. Amanda proposed that we compare these demographic results to recent census data of Exeter to see how they compare.

g. The group quickly agreed that gender should be a table in the same way language is. Also compare the Exeter census statistics to our survey results.
h. Household income was quickly agreed to be a chart.
i. Regarding the questions of "best ways to share information", the board discussed the top results. The top 11 responses were double or triple digit responses. Everything after that was 3 or less responses. Board agreed the top 11 were the most impactful.
    i. When discussing social media, Cathleen suggested the library should make a TikTok account. Julia stated that other libraries have found TikTok can get many eyes on the library but out of those viral hits, a very small percentage of the library's following are actually local patrons.
    ii. In regards to the number of responses for "library email newsletter", Amanda stated the high number is likely because the newsletter was used to promote the survey. Amanda asked the question, "how many users are there in the newsletter and are getting it?"
    iii. Shelby confirmed the newsletter has over 3,000 people and at least 2,500 receive the weekly emails.
    iv. Amanda brought up the point that later planning groups should consider how to reach the people not on the newsletter. The boards

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need to work on communication to people that don't receive the newsletter.

j. Executive summary of Response Count.
    i. Cathleen thinks people will read the summary.
    ii. Amanda says don't use AI for summaries but this created data is helpful. Number 1 physical books and change to, Physical and e-books. Amanda says lets go back and do the digital services.
    iii. Let's brainstorm new categories for open-ended. Parse through the technology and add to number 1.
    iv. Public computers/ wi-fi as a new category. Amanda and Cathleen do not want technology as a category, julia thinks we should keep the tech as it shows the importance, if under 5 responses, remove it as not statistically relevant.
    v. Are people saying intellectual freedom and how much or is it assuming things. Julia and Amanda like free access Hub. Free access not intellectual freedom. Free access decided as the better category.
k. For the question, "What do you want the library…do more… less"
    i. Julia says there were likely few people who want less.
    ii. Amanda says to give AI terms to look for and have it comb through the open-responses to find those terms.
    iii. Leave percentages out of all pieces because it may not.
    iv. Julia states we don't need to incorporate the survey source in the public part. Amanda wants to know what is public and what is for the committee.
    v. Do we want a summary and graphs to begin, agreed by Cathleen and Julia said okay after stating not wanting to sway the committee. Amanda wants the graph for the survey source.

4. Future business and report format
    a. Julia thinks the director's note is not needed.
        i. Amanda agrees.

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    ii. The director's note has been removed.
b. Julia recommends 2 meetings for this group in November.
    i. The group agrees.
c. Bar charts and data are to be sent as soon as possible via email.
d. The early December meeting is planned for Thursday, December 10.
e. Cathleen discussed the Trustee survey. The survey will be discussed at the next Trustees meeting. Julia and Cathleen are creating the questionnaire, which will be reviewed.
f. Amanda said the summary should be changed to "goals and process."
    i. Shelby agrees. A summary may be incorporated at a later time or in another area.
    ii. Amanda recommended placing the "At a Glance" section toward the end of the document. The At a Glance report should be a double-sided handout and could be added to the Town Report.
    iii. To be in the Town Report, we must be done by December 15 per Julia. Amanda said we might not make that deadline so we will not strictly adhere to that.
g. A teen category was added to the document.
h. The accessibility summary, staff responses, and Trustee responses will be sent. Updated graphs will be provided for the next meeting.

5. Meeting ended 6:32 PM
6. Next Meetings
    a. November 19 at 5:15 PM
    b. December 10 at 5:15 PM

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