

# The Holmes Public Library

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Directors Report

May 2010

## Planning

Luanne Teller has agreed to facilitate the planning process. We have slowed down our time-line in order to work with Luanne's schedule, but should be able to have a new plan on file by October 1 as required nonetheless. Attached are copies of a Library Community Survey which will be available at Town Meeting and other locations. In addition, a link to the survey will be emailed and will be available on the Library's web-site.

## Personnel and Budget

The request to change the Adult Services Librarian's position to Assistant Director will be delayed. According to Charlie Seelig: this request is not a request to simply reclassify a position since this will be a different position with a different job description than the previous position so the request has been submitted to Wage & Personnel for their January hearing and ultimate Town Meeting vote in 2011. Our budget request has been approved by the Finance Committee. We await Town Meeting vote.

## Building Update

The Building Committee has had the HVAC system reviewed, and they are hoping to have both units replaced so that the services of a crane are required only once. The Finance Committee has approved their request and so it is now up to Town Meeting. Comcast has completed the move of the outdoor cabling and now all the Library's cables run only a short distance down the school hallway. We have also moved the cable modem to the technology closet, a more stable location (because of UPS backup power supply) and the router and public printer to the circulation desk, a more convenient spot for patrons and more secure in the sense that staff can monitor the printer.

## Friends Book and Bake Sale

The Book and Bake Sale is scheduled for Saturday, June 5 from 10-2. A list of volunteer tasks and times will be developed. Publicity has been placed, and we are not accepting donations.

## Summer Reading Program

Along with designing the puppets for the "Company H" Puppet Troup, Marie has been working hard creating another exciting selection of programs for summer reading. The theme for the publicity material surrounds a castle and folklore and fairy tale characters. Marie has scheduled a very ambitious slate of programming including Big Ryan, David Bates & Roger Tinknell, Uncle Moe, a rock 'n roll band for the entire family, Science Magic, the Annual Pet Show, Cinderella's Knight Ball and the Family Picnic. The school has distributed the reading list books, and Rose will be cataloging them soon. Jean suggested a special book mark be developed for each grade which will give these books the familiar feel of the other reading club book selections! Last week, Marie and Jean made a presentation to the incoming kindergarten class. The presentation included describing our library, reading to the children and distributing book bags inviting the children to the Summer Reading Kick-off.

## Grant Activity

We have been notified that we have received the We the People Book shelf grant. Although the programming isn't scheduled until spring 2011, the books and publicity material have already arrived. In addition, Shelley Quezada from the Board of Library Commissioners has contacted us twice with requests for us to revise our budget for the Next Chapter grant. These requests are a very good sign that favorable action will be taken, and we will hear the good news in June. As a result, Jean and I have prepared a budget summary outlining all out technology needs in order to ensure that we have the funds to purchase the equipment that will represent our match to the grant funds.

#### Annual Calendar

To help us plan better, attached, is a blank calendar for us to fill out important annual events.

#### Proposed Policy

I would like to request that the Trustees adopt a policy stating that "Library Staff, on the approval of the Library Director, be permitted to work from home for a specific project for not more than 5 hours per week on a project-by-project basis."

#### Peg McCormick Garden clean-up

This memorial garden needs sprucing up. Trustee Carole Julien is not able to do the labor but has volunteered her expertise and supervision of some children or young adults who might volunteer. I am hoping that we can ask the local scouting groups to help out.

Respectfully submitted,

Debra DeJonker-Berry,  
Library Director