

Holmes Public Library
Director's Report October 2011

We are very pleased with the reorganization of the Adult, Children's and Young Adult area and soon will be working on signage. There is so much more light and room for the patrons, and, as we look at our action plan for FY13, a lot of the ground work has been completed for merchandizing our collections and building the community information area. In addition, the roof is not leaking, and we are hopeful that the ceiling can be re-painted soon.

Miss Marie is looking forward to offering the Saturday Halloween party and "Scary Stories," a new multi-media program that she produced in PowerPoint, and all her other fall programs are up and running. Marie is working with Kathleen Nolan, who has offered to design a 3-D, hand-painted sign for the Children's Room.

Susan's fall Golden Opportunities series has begun with a genealogy series and a writers group. Amy has installed Ancestry.com library edition on our public pcs in support of the series. Next week, "Kilroy was here," a program about the legendary Kilroy and his Halifax connection, comes to the Library. Last week, Susan and I exhibited at TRIAD's Health Fair at the Country Club. The most popular items displayed were books on thyroid trouble and diabetes. The question most asked was about downloadable books.

The Friends of the Library are planning their Silent Auction. Remember to please have your donations at the Library by Monday, November 21. The bidding closes on Wednesday, Dec. 14th at 5:00 PM. Their fall newsletter will go out this week inviting all members of the Friends to donate an item. We are also gearing up for Holidays in Halifax which will be held this year on Saturday, December 10.

We are developing our annual wish list for the Friends and are looking at a Keurig coffee maker for coffee for patrons, an Acu-Cut machine for the Children's Room, and a multi-extension cordless phone (There is great need: Deb, Susan and Elaine are sharing an office with only one telephone. Paula also does not have a phone at her desk. Paula calls patrons to let them know their book is waiting.) We will also ask the Friends help us raise funds for several assistive-technology devices for those who are visually impaired and have trouble hearing. These devices are expensive, however, and we will need to look for other funding from grants.

Jean and I have provided Virtual Town Hall with the Library's content for the Town's new web-site. This is the link to the latest version http://halifaxma.vt-s.net/Pages/HalifaxMA_Library/index. Also on the technology front, Overdrive (SAILS' downloadable e-books) is finally available for Kindle users. SAILS will be unveiling a new public catalog, called e-Library, in November. Later this month, Library Staff will use the projector in the community room for a SAILS Webinar on the new catalog.

With all the work on making the building more comfortable and the collection more accessible, the Library is well on its way to accomplishing the activities on this year's action plan. Now, at the top of our list is policy review including this month: Library service to residents of non-certified communities and Homebound delivery. In addition, we will need to look at writing the survey, developing a new resident's package, finalizing a building, furniture and signage assessment and several other policies.

Respectfully Submitted,
Debra DeJonker-Berry, Library Director



LIBRARY SERVICE TO RESIDENTS OF NON-CERTIFIED COMMUNITIES-Existing Policy:

Residents from communities not certified to receive state aid to public libraries are welcome to use the resources of the Holmes Public Library in-house, including library materials. However, there will be no check-out or admittance to programs requiring registration to residents from communities not certified for state aid to public libraries. The Holmes Public Library Board of Trustees believes that each community is responsible for adequately funding its public library, and the failure to do so creates an unfair burden on the residents of a community that is meeting the state aid funding requirements.

Proposed Addition: In order to borrow material, non-Halifax residents patrons must present a library card that is in their own name.

Cell Phone Use in the Library (From Existing Patron Behavior Policy and Guidelines-Prohibited behavior):

Using audible devices without headphones or with headphones set at a volume that disturbs others. Using cell phones, pagers, and other communication devices in a manner that disturbs others. Cell phone and pager audible ringers must be turned off.

Guidelines

CELL PHONES: While the use of cell phones, per se, is not prohibited, loud voices and ring tones that may be disruptive to others may prompt library employees to request cell phone users take the phones away from other users and/or to a foyer, or shut them off

Homebound Delivery

Proposal: Material which library staff select for delivery to our homebound patrons is generally chosen from available items from the library collection. On the occasion when the librarian delivering materials receives a request from a homebound patron, the Library will, in the vast majority of the cases, attempt to purchase the item rather than request it from another library so long as library staff believe that the material purchased is of a general enough nature that other patrons will also enjoy the material.

Copyright

(The required compliance signs have been posted by the copier/printer and the reference desk)

Collection Development Policy (Existing policy from 2006)

Would like to broaden it and include specific guidelines for purchasing which will include reserves (additional copy will be purchased for every five Halifax library patrons (pick-up library); patron requests; e-books, databases, gifts, weeding, goals/intent, consistency)



Storm Closings

Existing Policy: On the first day of severe weather, the library will close when school is cancelled. On succeeding days, the library may be open if conditions warrant as determined by the library director. On days when school is not in session or in situations unrelated to school cancellation, we authorize the director to close the library. The director shall then take all prompt and reasonable efforts to contact members of the Board of Trustees of the closing. In all circumstances, the Town Administrator's office must be immediately informed of the decision to close the library. Library closings will be announced on radio stations WPLM and WATD. The library staff shall be paid for those hours that the building is closed that they would normally work.

Proposed change: On the first day of severe weather, the library will close when school is cancelled*.

Add this footnote: *For circumstances, when it is apparent the library should be open or have a delayed opening, the Library will open. (For example, school closed the Monday following Hurricane Irene, many Halifax residents had no power, but the library was fully functional, the Library opened that day and provided an important service).

Museum Pass Late Fees (Fines)—New Proposed Policy

A ten dollar late fee will be manually assessed to any patron's library card when a museum pass is not in the Library's book drop by the time the library opens the following day.

Meeting Room Policy –

We need to add a procedure stating that if multiple requests are received for the same time slot(s) for the community room, groups who have not used the room the previous year at that time will be approved, and, if there are still several requests, approval will be based on a coin toss or other random process.

