

Holmes Public Library
Director's Report September 2011

Summer is over, and we are in the midst of reorganizing the Young Adult area and Children's Room with fantastic shelving bargains from Borders. Jean, Rose, Susan and I worked with Gerry, Tom and Brenda one Saturday in July switching the adult fiction and non-fiction collections around. Everything is much better organized, and on the adult side, the only remaining items are the purchase of a newspaper stand, new over-sized signage and configuring the new community information area (as outlined in the new long-range plan).

As always, the Summer Reading program was highly successful, and Miss Marie not only ran the usual series, including Monday night madness. As well as six-weeks of program-packed/theme-based events using the Nation-wide Summer Reading theme "One World, Many Stories." Another first was a very professional Thursday morning puppet show in the Great Hall at Town Hall. The Hall was packed with more than 150 children and adults! The Library Staff is very grateful to the Friends of the Library for funding the Summer Reading program.

While we had a small leak above the men's rest room last week, Gerry Elliott is certain that the problem is related to flashing around the HVAC and that another application of flashing will give us a water-tight roof. Once we are sure, he has some funds for painting the library and is asking that we supplement his funding. This may be possible. The Library Staff is indebted to Gerry, Tom and Brenda for moving the Borders shelving from Kingston to Halifax (many trips!) and for the installation. Planning for Aj's (Andrew LaGambina) Eagle Scout landscaping project has been delayed until the fall.

We have added some equipment over the summer including a people counter to help us plan library hours, a replacement pc for one of the staff and new wireless network equipment (ASA/router and Wireless Access Point (WAP)).

The Library has been awarded a \$7,500 One the Same Page LSTA Grant for a Community Read. We will be reading Michael Tougias' "Overboard" probably in the late spring 2012. In addition, the Massachusetts Memories Grant Road Show has accepted our application, and so we will be a Road Show site in October/November 2012. Golden Opportunities programming continues this fall with a writers group forming, tech cafes and other workshops. In addition, both the evening and afternoon Book Clubs have fully functional blogs so that those who cannot attend the meeting can still discuss the books.

In preparation for some of the activities of our new long-range plan, Amy has created a beautiful library brochure which we can include in our "Welcome to Halifax" kits as well as a handout when we issue library cards and distribute at various events.

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.

