

Holmes Public Library

Director's Report

February 2012

Welcome, Priscilla Murphy, our newest Trustee. Priscilla is an avid reader and book club member, and we all welcome her contributions to the Library and Board. Laurel Borsari's term as Treasurer of the Friends of the Library will expire this spring and so the Friends are looking for a new Treasurer. This is a very important position, so please keep them in mind. Richard, Lisa, Jean and I attended the Wage & Personnel Hearing on January 24th, and we are hopeful that the Board will recommend our reclassification request.

We have a sign at the Circulation Desk announcing the Trustees' review of the Library's privacy policy, and I have attached some draft language. Phasing the policy in and addressing the staff's more pressing concern, which is the issue of patrons picking up library books for others, are our recommendations.

The annual report has been submitted to the Board of Selectmen and is attached. The most enjoyable part of writing the report is taking the time to reflect back over the year's accomplishments and on the many people who have helped us. I have also attached the 2010 circulation and programming statistics. The brave new world of eBooks is represented in these statistics, and hopefully over the next year libraries and publishers should iron out the legalities of electronic lending (see handout). The new Town web-site is live now, and I have moved all the minutes, agendas and reports there http://www.town.halifax.ma.us/Pages/HalifaxMA_Library/index

The Friends' Coffee Counter continues to be popular. The meet and greet for the Library Trustees and Friends of the Library is scheduled for Thursday, March 1 at 6:30. As last time, not only will the food be delicious but the conversations will be productive and inspiring. The Building Committee is discussing Capital Requests, and Gerry Elliott is proposing interior painting and carpet squares for our more highly trafficked areas. In addition, Mr. Elliott has identified someone locally who might take on the rust removal and painting of the exterior metal book return. I would like to request that the Trustees' approve spending up to \$300 from Trust Funds towards this project. Over the next few months, the Trustees might consider another joint meeting with the Building Committee.

Halifax Reads is in full swing, and Jean has done a sensational job with the publicity, working with Amy on the Banners, flyers and posters, and coordinating the bulk mailing of a postcard announcing the program to residents. Marie Coady has designed a Facebook page and continues to push content onto the site, thus keeping it exciting and fresh. There are already 49 patrons who "Like" this Facebook site. The Staff and I are discussing whether the Library should close on Wednesday evenings, March 14th and May 16th so that Staff can also participate in Michael Tougias' programs.

With all the excitement for Halifax Reads, regular Library programs and services continue. For Children's programs, Marie offers Children's story hours, Chess Club, a special Valentine's Day Party and a Hunger Games Trivia Night. 23 people attended Jean and Susan's evening pot luck book discussion two weeks ago. Elaine Wissell has completed her third tutor training session for the adult literacy program. The agency she works for, Citizens for Citizens, has reduced her hours again, and it is something for us to keep an eye on. Tax form season is also full in swing, and Susan and Amy are holding computer classes, email and Google workshops. Halifax Writes programs continue monthly as well.

In terms of the Long-Range Plan, I have spoken to Charlie Seelig about utilizing a page on the new web-site for a community information page, and we met with the Friends last month and discussed a New Resident Welcome Package, but have more work to do including writing a draft welcome letter. The Mass. Memories Road Show is scheduled for Saturday, November 10 in the All-Purpose Room at the Elementary School. The grant from the Boston Public Library to digitize Halifax materials is well under way. They are scanning 100 images from the Museum Collection and quite a bit from the Congregational Church. Already online are four books on Halifax History and the Silver Lake Regional High School Yearbooks <http://www.archive.org/details/holmespubliclibrary>

Respectfully Submitted, Debra DeJonker-Berry, Library Director



Privacy Statement

By State law, all patron card activity is confidential – that is even true for very young children, regardless of whether the parent has signed the children’s library cards or whether the parent is paying for overdue items. The Library will gladly mail a list of checked-out material to the cardholder’s home. With a library card number and PIN number, parents can also look up their child’s records using the “My Account” feature on the SAILS library catalog.

Patron Privacy Policy

The confidentiality of library records is governed by Massachusetts General Laws¹, and the Holmes Public Library follows the [Code of Ethics of the American Library Association](#) and/or (we currently state: “The Holmes Public Library is in accordance with the [American Library Association Policy on Confidentiality of Library Records](#).”)

Confidentiality extends to information sought or received, and materials consulted or borrowed, and includes database search records, reference interviews, circulation records, inter-library loan transactions, registration records, and all other personally identifiable uses of library materials, facilities or services.

Circulation, registration information, and information retrieval records may not be disclosed except to:

-The cardholder (with the card or a replacement card with proper id). NOTE: This is regardless of age or relationship. Parents cannot be told what materials a child has checked out without the child’s consent.)

-Staff of SAILS Network members and SAILS staff acting within the scope of their duties.

-Persons authorized by the cardholder to access the individual’s records identified by a signed note of permission given by the card holder and flagged with a sticker on the individual’s library card.

-Representatives of any local, state, or federal government, pursuant to subpoena or to civil, criminal or investigative power. Upon receipt of any such subpoena or search warrant, the Library Director will consult with legal counsel to determine if the

¹ “That part of the records of a public library which reveals the identity and intellectual pursuits of a person using such library shall not be a public record.” Confidentiality extends to books and information sought or received and materials consulted and borrowed, and extends to all personally identifiable uses of library materials, facilities or services by Library patrons of all ages. For example, the Library Trustees and Staff are reviewing procedures for picking up reserve books

and other materials or providing information as to what is checked out or placed on reserve to other than the library card holder. January 2012



subpoena or search warrant is in proper form and if there is a valid basis for its issuance before providing confidential information.

The Library does not sell, lease or otherwise distribute or disclose patron name, email address, telephone number or other personal information to outside parties but may, on occasion, use patron contact information to inform community members of Library services.

Frequently Asked Questions

Can someone else pick up my reserve materials for me? Yes, if you write a note giving permission. Once the note is written, library staff will also place a sticker on your library card so that they can use your card to borrow materials for you.

Can you tell me what items are out or overdue on the card of my child? No, but we will gladly mail a printout to the card holder. In addition, accounts can be viewed from home on the SAILS catalog with the library card number and card holder's pin number.

If I forget my library card, can I still borrow materials? Unfortunately, a valid library card is needed for checkout. With proper identification, a replacement library card can be easily purchased for \$1.00.

An alternative from Wayland:

The Library recognizes that instances may arise when it may be necessary for a parent or legal guardian to be provided with information about his or her child's library records (for example, when a child's library materials have incurred fines, or the material has been misplaced.) In this case there are procedures that will enable parents or other parties, who are financially responsible for the child's library materials, to obtain information about the records of a minor child age eight years or under. Upon statement of the above reasons, the parent or legal guardian will receive the information verbally or printed on paper. It is advised that parents encourage children, who have library cards, to obtain a PIN (personal identification number) at the library, so that the child can access his/her borrowing record privately at a library or online home computer.



HOLMES PUBLIC LIBRARY

The Staff of the Holmes Public Library look forward to greeting and helping every patron who visits the Library. This year, the Library loaned 49,693 items; 4,361 attended 302 children's programs and 1,132 attended 107 adult programs.

The community room was used by 809 community members, and 46,392 patrons visited the library. The museum passes were borrowed by 323 families, and our public computers were used 3,846 times. Through her "Corner Office," Adult Services Librarian Jean Gallant made certain that everyone who visited the Library was greeted with a smile and left with their questions answered. Cataloging and processing more than 5,000 new items, Technical Services Librarian Rose Ruel makes sure that patrons waiting for new books and videos get them as quickly as possible.

Using specially donated funds from the Sandra LaCivita Children's Arts Fund, Children's Librarian Marie Coady and the cast and crew of Company H held two performances this year. In May, the troupe performed a trio: "Little Miss Muffet," "Jack and the Beanstalk," and "The Three Little Pigs. The May performance was so successful that the troupe moved to Town Hall's Great Hall for their August performance to accommodate a larger crowd, performing "Old MacDonald and his Farm," "A Puppet Magic Show," "Rapunzel" and "Duck Meets the Pirates and An Undersea Adventure."

Summer Reading was as much fun as ever with programming linked to a national Summer Reading theme "One World-Many Stories." Mr. MagicHead kicked off the series in June, and the library offered daily programs as well as "Monday Night Madness" with visits from performer Big Ryan, the Museum of Science and an all-time favorite the "Hokey Pokey Dance Party." Adult Services Librarian Jean Gallant reads to the kindergarten classes every month offering both Library Staff and patrons a special treat seeing these young future library patrons visit the library.

The Library Staff are especially grateful for the support the Friends of the Library provide in sponsoring Summer Reading and for bringing many special programs to the Library such as last June's very special author event "Books and Ballet" with the dancers from the Dance Workshop of Hanover and based on the children's book "Gwendolyn the Grateful Pig" by David Rottenberg. Marking the sesquicentennial of the Civil War, and as part of a "We the People Bookshelf" grant, the Library purchased a collection of books on the Civil War, enjoyed a tour of the Civil War Monument and historical talk by Jack Mather, and exhibited historic Halifax objects, generously loaned by the Halifax Museum and from the personal collection of Richard Janhala. Elaine Wissel continues to train retired teachers and other educators as English as a second language tutors for the Adult Literacy program.

Each month, Jean Gallant and Reference Librarian Susan Scott moderate a book discussion, and twice a year the groups join forces for a pot luck dinner and discussion. Participants are beginning to share their thoughts about their books online using the library's writers' blog as well. In 2012, residents can all enjoy a community read through another LSTA (Library Services and Technology Act) grant entitled Halifax Reads.

This fall, the Library introduced an Inter-generational chess club and continued the Golden Opportunities series with programs by Bill Alberti on creative writing and poetry, and Michael Brophy's "Beginning Genealogy" and "Kilroy was here, a genealogical study of a World War II phenomenon." Advisory Committee members Jo Schofield, Rev. Joe Wadsworth and Betsy Randall provided invaluable input to Susan Scott as she and Library Staff planned these series. An Adult Writers Group now regularly meets at the library as a result. The \$7,500 LSTA Golden Opportunities Grant also enabled the Library to purchase a SmartBoard, projector and 6 used laptop computers, creating a lab that patrons can use during library programs and for one-on-one training with Library Staff. The Library now also has a subscription to ancestry.com as a result of patron requests. Also on the technology front, demand for e-Books is so strong that staff are regularly answering questions about eReaders and seeing long waiting lists for eBooks. Kindle users can now borrow



eBooks from the Library as well. SAILS introduced a new online catalog which offers many features, such as a mobile application, reviews, tagging and improvements to the My Account feature. These improvements are a result of input from SAILS' user surveys.

The Friends of the Library are a dedicated group of volunteers who hold fundraisers, such as the annual and ongoing book sales, a December Silent Auction and fund special library programming. This year, the Friends purchased an AccuCut machine for the Children's Room, cordless telephones for the office and a Keurig Coffee station for patrons to enjoy. The Friends also purchased copies of the Silver Lakes Regional High School Summer Reading selection, Laurie Halse Anderson's novel "Speak" as a convenience for residents and to promote Friends membership. Technology Coordinator Amy Tull re-designed the Library's brochure which beautifully promotes all the services offered by the Library Staff and Friends. In addition, this collaboration was honored by the Massachusetts Library Association's Public Relations Committee for publicity material in the categories of Summer Reading, Bookmarks and Social Networking Projects.

The coffee station is part of the Library's implementation of the Long-Range plan, directing the Staff and Trustees to make the Library as comfortable and "home-like" a place as possible. As a result, the Trustees used Library Trust Funds to purchase shelving units and furniture from the Borders Books liquidators, purchase new comfortable lounge chairs for the adult reading area, and generally re-organized the library, making the more popular collections, such as large print, new book and audio books, more readily accessible; the public computer stations more private and comfortable; and enlarging the young adult area. Thus, the Library is a more open and attractive space. This reorganization could not have been done without the enthusiastic support, hard work and determination of both the Library Staff and the Buildings and Grounds Department, Gerry Elliott, Tom Schindler and Brenda Pettingill. Ensuring that the Library's technology is reliable, the Staff have completed the upgrade of the public's wireless network, the conversion of internet service lines to Comcast, and, with the help of the Communications Committee and the Police Department, the conversion of our phone lines to the Town's Centrix system.

The Library Trustees and Staff want to thank Kim Cicone, Kathleen Carbonara and Lisa Gilbert for their many years of service as Trustees. For 2013, the Library Trustees are reviewing library policies, including patron privacy; working with the Friends to establish a new resident Welcome Package; and overseeing the activities outlined in the Library's Long-Range Plan. We are looking forward to Halifax Reads, our new Digital Library of Halifax History (a joint project with the Halifax Historical Society and Museum and the Boston Public Library), and bringing the Massachusetts Memories Road Show to Halifax in 2012.

It is our pleasure to serve the citizens of Halifax.

Respectfully submitted,

Debra DeJonker-Berry, Director

For the Library Trustees ,

For the Library Staff

Kim Cicone, Chair
Richard Conley, Vice-Chair
Diane Wilmarth, Secretary
Lisa Arcuri
Carol Julian
Stacy Rancourt

Marie Coady, Children's Services
Jean Gallant, Adult Services
Rose Ruel, Technical Services
Susan Scott, Reference Librarian
Amy Tull, Technology Coordinator
Paula Walker, Library Aide
Elaine Wissel

