

The Holmes Public Library

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Directors Report

November 2010

Long-Range Plan –The Long-Range Plan is ready for the Trustees approval. There is a significant role for the Trustees and Friends to plan from recruiting a Program Committee and Coordinator to New Resident packages to helping to raise funds for assistive technology to offering morning coffee and afternoon tea to encourage “community space” at the library. The Staff is already in the middle of the process of re-arranging the library to take on the new roles. Eventually, the Staff and I would like to use the Trust Funds to purchase some furniture and equipment as the needs become more evident. The first priorities will be new comfy chairs and book display units/tables for the new books/browsing area, re-configuration of the Play area in the Children’s Room, and some display materials and perhaps a touch pad computer for the community information section.

I am particularly appreciative of the work done by the planning committee and the facilitation skills of Luanne Teller.

Building – The contract for the roof/HVAC states that the work must be complete by December 1st. Gerry Elliott has reported that the roofers have hit a stumbling block concerning the roof overhang. This may delay construction until the spring.

Staff will spend a few hours on Veterans’ Day, when the library is closed, completing the first phase of the reconfiguration of the adult space: New books will move to the low stacks by the public computers so that they are immediately visible and can include various merchandising displays; computers will move to the reading table area; the reading tables will move by the windows; the OPACs will move in front of the Circulation Desk where staff can more easily help patrons; the CDs will move to where the OPAC computers currently are; and the DVDs will move to the former Reference area. A significant portion of the VHS collection has been weeded, and items from the Reference Collection, no longer up to date and replaced mostly by State-funded online databases and e-books, has been weeded or moved to circulation.

Capital Planning—The Selectmen have scheduled a meeting for Tuesday, November 23rd at 7:45. We might want to listen with an ear for new carpeting.

Programming Update—Children’s Librarian Marie Coady and the Library Staff went all out for Halloween with three programs. Highlights are on the Library’s Facebook page. Susan, Jean, Jo Schofield and I attended a planning meeting for the Next Chapter Grant. We need to brand the program and are brainstorming names and logos. Possibilities include: Seniority Rules! Hats off to Seniority! Seniority is tops! (Logo possibilities for branding include all kinds of hats or recognition items for service, such as a pocket watch). The equipment is all in place or ordered, and we are fine tuning the programs which will begin the end of January with an unveiling of the publicity during Holidays in Halifax.

Budget Update—Right now, the budget picture, though not glowing, is much better than many communities. Charlie Seelig is projecting level funding.

Friends Fundraising Auction- The Friends are planning a Silent Auction. Last spring, we had spoken about honoring the Friends of the Library at an event. The evening of the announcement of the Auction Winners would be a perfectly appropriate opportunity. The Trustees could add refreshments and some opening remarks, perhaps dedicating the evening to the Friends on that night.

The following is the Friends’ Silent Auction Plan: Friends, Staff, Trustees & Volunteers will solicit one donation each from local businesses or provide an item for the auction (something to make). A popular auction item can be the promise of a service (bake a cake, walk a dog, mow a lawn). The drawing will be Tuesday, December 14th at 6:30 PM at the Library. The goal of the auction is to raise funds for the Library and awareness of the Friends of the Library. We will need coffee cans for each item on display. A draft of all the forms have

been prepared (Description of the items, Gift Certificate Forms, Receipt Forms with “carbon” to bring to library to describe item, etc).

Here is the timeline:

* **Monday, November 22nd** --Solicitation and pick up of donations.

* **Friday, November 12th**--Publicity: Posters, Bookmarks, Web-site, Newspapers, Calendars (Comcast, Town, Buzz)

* **Wednesday, November 24th**—Auction is set up and ready to install. Items sorted, corresponding descriptive forms filled out and lot numbers assigned, coffee cans will be labeled and corresponding color-coded printed and cut up. A complete list of all items, with descriptions, lot numbers and values will be printed both for public use and for the night of the auction (to record the winner and the amounts)

***Friday, November 26th**—Silent Auction Opens

***Thursday, December 16th at 6:30 PM**—Highest bidders are announced. Refreshments will be served

***Friday, December 17th**—Winners, who are not present the night before, are called and a time is set up for them to pick up the item (Donors will call the winner of their donated item)

***Monday, December 20th**—Thank you letters to donors and press release announcing funds raised and thanking donors.

Holidays in Halifax—Here are the details: Library open 5:00 to 8:00 PM on Saturday December 11.

6:00-6:00 PM--Holiday Violin Music performed by Rebekah Beals, Emily Beals; Holly Beals; Hope Beals and Michael Shea. The violin music will be performed under the large Christmas Tree by the Plymouth Street windows.

To highlight the Next Chapter grant for programs for community members who are 55 and older, a table will be set up with information. We will also have set up a digital photo exhibit of Halifax Holiday events from the past to advertise the new equipment and program. We will like to include some of the images we have of Librarian Inez Gassett. Marie Coady will transform the wooden fire truck in the Children's Room into Santa's sleigh and families will be able to take photos of their children sitting in it (Dick Steele might like to read sitting there!) There will also be a Santa's Workshop for children to enjoy with stockings to color and then decorate with. Library Staff and volunteers will be transformed into Santa's elves. New this year will be Santa's elves (wearing stocking hats). Refreshments in the community room (warm cider and cookies).

Respectfully Submitted,
Debra DeJonker-Berry