Received for Record
March 30, 2012
Town Clerk

Huntington Public Library
Board of Trustees
Minutes of February 21, 2012

Present: Paula Kelley, Liz Greenberg, Lorrie Richland, Harvey Schugar, Heidi Racht

Others: Anne Dannenberg

The minutes of January were approved as corrected.

Discussion of UMH budget: It was decided to add the cleaning of the furnace to the budget request for the UMH for FY 2013.

Director's Report:

- It was decided to purchase a book for the library and donate it in the name of Nancy Stoddard as a thank you for her volunteer work preparing the library for KOHA.
- High Mowing Seeds may be donating sunflower seeds for sale at Town Meeting.
- Discussion on a thank you for Wendy for the hours spent on KOHA. Anne will research possibilities.
- Discussion on the possibility of continuing the extra hour of time per week for Wendy after June 30. This would not add to the hours the Library was open. Discussion tabled until March.
- Discussion on size of indoor curtains for the inside front (street side) doors. Both curtains will be the same size.
- Discussion on thank you for Dave Ruscitto for building the periodical racks. It was decided to add $300 to his invoice.

Next meeting will be March 27, 2012 at 7:00 pm at the Library.
Lorrie Richland

DIRECTOR'S NOTES
FEBRUARY 21, 2012
JANUARY STATISTICS

LIBRARY

ADULT VISITS: 417	CHILD VISITS: 210
ADULT BOOKS: 267	CHILD BOOKS: 692
ADULT AUDIO: 45	CHILD AUDIO: 9
ADULT DVD: 28	CHILD DVD: 40

Ill: IN – 15 OUT = 21
MUSEUM: 6
PROGRAMS: 7 ADULTS: 48 CHILDREN: 49

COMMUNITY CENTER: EVENTS: 9 HOURS: 21
ADULTS: 44 CHILDREN: 24

1. KOHA is in place. Wendy has trained most volunteers and Anne. We will use the two programs until all books checked out under Destiny are returned. Please see attached information sheet for additional information.

2. Wendy suggested that Nancy Stoddard be recognized for her invaluable and time intensive volunteer work she did to help us make the transition.

3. The Seed Library is functional and will be highlighted at Town Meeting. Additionally, the Library is collaborating with the Community Garden group to involve residents in The Great Sunflower Project – a citizen science program to monitor bee pollination nation-wide. We are purchasing the particular sunflower seed and will offer it for sale ($1/pkt).

4. On Sunday, March 18th, Anne Miller will present a workshop on how to save seeds. Following her presentation there will be a seed swap.

5. Insulated door curtains –

6. Budget/Town Meeting -

KOHA Quick Reference Sheet
Huntington Public Library

What's New

Ability to customize your account and change your settings. To get to your account go to http://hpl.kohavt.org and click log in to account in the upper right.

Place holds on books yourself.

View your reading history. Check to see if you've already read that book!

Create book lists to remind you of books you want to read (the cart) or view public lists.

Use the shortcut from our catalog to Amazon in order to read book reviews.

Searching the Catalog

Visit http://hpl.kohavt.org or click the Search Catalog button on our website huntingtonpubliclibrary.org

Select *Title* or *Author* from the *Search* drop-down list. If you don't select either one of these choices, you will automatically search by *Keyword* and may get unexpected results.

Enter the search text and click Go.

If you want to see when the item is due, click the item's link, find the row for Huntington Public Library and look at the date in the *Date Due* column.

Click a book cover or the book title to view detailed information about the item. Click the book cover again to Look Inside the item at amazon.com.

Place a Hold

Once you have searched the catalog and located the item you wish to pick up you may place a hold on the item if you wish by selecting the action *Place a Hold.* The item will be pulled from the shelf and kept for you at the Circulation Desk.

You can only place a hold on an item from the Huntington Library.

Your Cart

The Cart is a holding place for items that you may want to refer to later. When viewing an item if you wish to save it to your cart simply click on that *Action*

To view your cart, click *Cart* at the top of the search results list.

To delete items from your Cart, place a check next to the desired items and click *Remove.*

Overdue Reminders

You will receive an email reminder when your item is due.

You will receive an email reminder or call when your item is 2 weeks overdue

You will receive an email reminder or call when your item is 5 weeks overdue

You will receive an email or mailed reminder/bill when your item is 8 weeks overdue. Your card will be restricted within the Homecard system at this point until all overdue items are returned or paid for.

Notes

Click the KOHA logo on any page to return to the catalog home page.

You can search our catalog 24/7 on the Web.

Please contact us any time with your questions. 434-4583 or hpl@gmavt.net.