

**Brooks Free Library Board of Trustees
Annual Meeting with Board of Selectmen
Dec. 3, 2012**



Library Trustees

Mary Warde, Chair
Joan McCarty, Vice Chair
Bill Crowell, Treasurer
Diane Schoenfelder, Secretary
JoAnne Brown
Kathleen Remillard
Jeannie Wheeler

**15 Years since
the renovation
was completed.**

Updated 12/3/2012

Books & Other Items Checked Out:

| | Open Hours | Items Checked Out | Items Checked Out Per Open Hour | Inter-library Loans (loaned to & borrowed from other libraries) |
|------|------------|-------------------|---------------------------------|---|
| FY98 | 1937 | 103910 | 53.6 | 6756 |
| FY00 | 2060 | 111872 | 54.3 | 10992 |
| FY02 | 2076 | 128462 | 61.9 | 16744 |
| FY04 | 2066 | 145212 | 70.3 | 35206 |
| FY06 | 1848 | 156630 | 84.8 | 41900 |
| FY08 | 1980 | 193024 | 97.5 | 55546 |
| FY10 | 1978 | 225385 | 113.9 | 72532 |
| FY12 | 2004 | 235597 | 117.6 | 72848 |



Circulation has more than doubled since the renovation.

In the past 5 years, the number of items checked out has increased 22%.

Our Collection

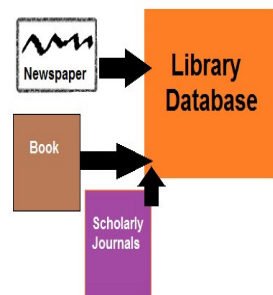
| |
|---------------|
| 1997 - 38,992 |
| 2000 - 51,984 |
| 2004 - 55,784 |
| 2008 - 68,620 |
| 2012- 81,688 |

Physical Collection

- * Books
- * Newspapers
- * Magazines
- * Audio-books
- * Movies
- * Music CDs
- * Video Games

Electronic Resources

- Periodical Databases
- Online resources
- Digitized local newspapers
- Downloadable e-books,
e-audio and music



E-Books & E-Audio

Copies in CLAMS:

E-Books – 6345

E-Audio - 3840



Check-outs by Brooks patrons:

FY13 thru 10/31 5593

FY12 6221

FY11 2309

Librarian: the original search engine

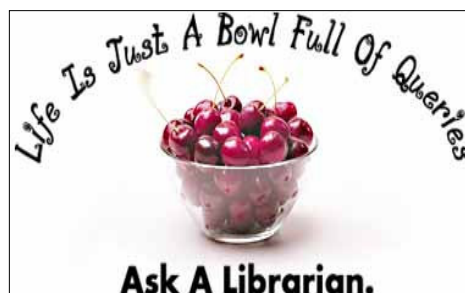
Simple, factual questions are easily answered online, so we see fewer of those questions these days. The volume of information online, however, can make it difficult for people to find what they want. Patrons often report they've looked online before bringing their questions to us. In addition, reference questions today are often technology-related.

Information today is often in electronic format, but our traditional “Information Literacy” function, i.e., teaching people how to locate information and evaluate sources, continues.

We continue to provide traditional reference services, locating and providing information to patrons, but we also show patrons how to target a search to narrow their results and to find reliable sources of information. We make them aware of other electronic and online resources and demonstrate how to use them.

Number of Reference Questions

| | |
|-------------|--------------|
| FY98 | 2472 |
| FY00 | 3955 |
| FY02 | 6053 |
| FY04 | 11416 |
| FY06 | 12126 |
| FY08 | 13183 |
| FY10 | 15471 |
| FY12 | 15861 |



24 Computers for Public Use

| | Public Computer Use Sessions |
|------|---|
| FY00 | 4395 |
| FY02 | 14722 |
| FY04 | 22784 |
| FY06 | 22124 |
| FY08 | 26400 |
| FY10 | 28342 |
| FY12 | 30794 |

Used for:

- CLAMS Catalog
- Internet access
- Homework and School Projects
- Email
- Word Processing
- Assistive Technology software
- Job Applications
- Filing for Government Assistance
- Accessing Government Information
- College Coursework
- Distance Education
- Electronic Resources
- Communicating w/ Family & Friends
- Social Media

24/7 Wi-fi continues to attract many visitors and residents to Harwich Center

| | Wireless Sessions |
|--------|-------------------|
| FY2006 | 5460 |
| FY2007 | 7790 |
| FY2008 | 7265 |
| FY2009 | 9052 |
| FY2010 | 10260 |
| FY2011 | 9692 |
| FY2012 | 9722 |



VITAL Vision Impaired Technology Assistance at the Library

2 computers with software for people with vision loss - JAWS, ZoomText, Guide, Kurzweil, Dragon

Free, individualized one-on-one instruction

CCTV magnifier

Braille embosser

Information & Referral

Resource Center with brochures and catalogs

Talking Books

BARD – digital download of talking books



Library Programs

On-going Programs

5 Book Groups
 Writers' Group
 Knit-Lit Discussion Group
 Scrapbooking
 Mah Jong
 Assistive Technology Instruction
 E-Book Help
 Story-Time
 Creative Movement
 Teen Library Corps
 After-school –Wii Sports, Legos
 Homeschoolers Activity Club

Special Programs

Friends “First Sunday”
 Series, Oct thru May
 Lectures
 Author Talks
 Concerts
 Dramatic Readings
 Puppet Shows
 Story-tellers
 Magicians
 Craft Programs
 Movies

Library Programs

| | Adult Programs | Adult Program Attendance | Children and Young Adult Programs | Children & Young Adult Program Attendance | Total Programs | Total Program Attendance |
|--------|----------------|--------------------------|-----------------------------------|---|----------------|--------------------------|
| FY1998 | 8 | 1430 | 119 | 3419 | 127 | 4849 |
| FY2000 | 10 | 335 | 172 | 4769 | 182 | 5104 |
| FY2002 | 71 | 673 | 234 | 8255 | 305 | 8928 |
| FY2004 | 341 | 2592 | 284 | 6759 | 625 | 9351 |
| FY2006 | 602 | 2608 | 254 | 7317 | 856 | 9925 |
| FY2008 | 323 | 2460 | 286 | 8306 | 609 | 10766 |
| FY2010 | 575 | 4047 | 359 | 6814 | 934 | 10861 |
| FY2012 | 534 | 4340 | 360 | 7650 | 894 | 11990 |

Services for Children & Youth

- Pre-school and infant/toddler Story-times
- Creative movement
- Homework Center & free, drop-in After-school Activities
- Computers for homework, projects and recreational use
- Summer Reading Program – special activities & performances
- Parenting and Teacher's Sections
- Field trips for Library Orientation and Instruction
- Collaboration with teachers on projects and themes
- Institution Card for Teachers - to support curriculum & supplement classroom libraries. Longer loans, no fines.

Youth Librarian outreach

- Summer 2012 – weekly visit, Monomoy School's Extended Day Summer Camp
- Monthly Story-Time at Make Way for Kids, Harwich Elementary School
- New program– outreach visits to local pre-schools
- Harwich grades K through 5– fall and spring field trips
- 3rd grade classes Harwich Elementary – every Friday
- Laurel School – 5th grade – monthly
- Holy Trinity pre-school
- Homeschoolers Book Club & Activities

Collaboration with other organizations

- * We support the Chamber of Commerce by providing a number of free events to attract visitors during Fall for Harwich and Christmas in Harwich.
- * Historical Society - support their exhibit with research and contribute materials. Collaborate on 3 or 4 joint programs/year
- * This year we worked w/ Historical Society and Cape Verdean Historical Trust on the So Sabi exhibit. We expanded our Cape Verdean Collection and held spring and fall programs at the Library on Cape Verdean history, culture, language and genealogy.

New This Year...Brooks Free Cinema

- Outdoor movies in Brooks Park on Thursday evenings in July
- Family-centered, all ages
- Very successful
- Thanks to
 - Jeremy Gingras and Chamber
 - Selectmen McManus
 - Youth Counselor Sheila House & Committee
 - Recreation Dept.
 - Highway & Maint. Dept.

Re-designed website launched in June 2012

- Text Only/ Accessible Version
- Fully Mobile Version Coming Soon
- Program Calendar
- New Items Display



www.brooksfreelibrary.org

Also this year, we

- * Greatly expanded number of E-Book Help sessions and assistance with BARD digital audiobook downloads for people w/vision loss in response to increased interest & demand
- * We started a new book group this fall, Greatest Generation Speaks, focused on WWII and the Korean War
- * Held 6-week instruction sessions for Mah Jong in the Spring & Fall. Weekly play continues.

Major Building Maintenance Projects This Year

- Emergency Light Inverter System – installation completed in Oct. 2012. Work continues to resolve problems with environmental conditions. Article may be needed for funding separate AC and venting.
- Chiller replacement & other HVAC work - partially funded by Cape Light Compact. After summer without working AC, control system is working & project is substantially complete. Other repairs for baseboard heat needed.
- Parking Lot - Reconfiguration completed June 2012. Addition of lighting to unlit upper parking lot is in process.
- Plumbing - preventive maintenance & water heater replacement, completed Oct. 2012.

Major Maintenance Projects continued...

- New sign on Main St. - Gift of the Friends of Brooks Free Library, installed last winter. Lighting contracted for, not yet installed. Sign posts need to be painted.
- Cape Light Compact-funded replacement of 108 problematic CFL light fixtures will begin Dec. 10, 2012.
- Security alarm upgraded and several motion detectors and panic alarms were added. Work completed July 2012.
- Transfer of fire alarm monitoring - from Fire Dept. to private alarm company. Required installation of new communicator. Work completed July 2012.

Plans for Coming Year

Building Maintenance

- Complete current projects and identified HVAC repairs
- seek funding for other preventive maintenance
- Begin Phase I Exterior Preservation & Restoration work (Brooks Block)
- Seek funding Phase II of Exterior Preservation & Restoration work (Cape Cod Five Bank building)

Technology

Seek funds to implement Technology Replacement Plan - one-time investment with article May ATM. Replacement schedule will then be sustainable in the budget.

Staffing

Finalize and implement staffing re-organization-
Address need for assistance with administrative functions and technology/ electronic resources to the extent possible within existing funding

•Long Range Plan

finalize, approve and implement

•Assistive Listening System

for people with hearing loss. Develop procedures and begin using in our meeting room. Gift of the Friends.

•Brooks Free Cinema

Outdoor movies in Brooks Park. Expand from 4 to 8 weeks this summer.

Friends of Brooks Free Library

- Summer Reading Program activities
- Santa's visit
- "First Sunday" program series
- Passes to Museums and Attractions
- Leased collection of bestsellers
- Books on Wheels homebound delivery program

Recently purchased:

- \$7000 assistive listening system
- large screen TV for meeting room
- New computer for VITAL program

Services & resources you might not be aware of:

Boopsie

- Mobile app, reformats CLAMS catalog for smart phone or mobile device
- Download from www.clamsnet.org
- Book Look – scan a barcode, check CLAMS and place a request
- Libraries near your location - website, hours, email, phone, address & maps

Advance Requests

Don't wait for publication or release date

Book Page –
free copies at the Library

Website –
Resources for Readers



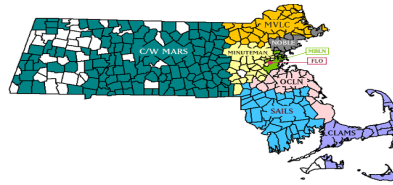
CLAMS

36 member libraries
1.3 million items



Virtual Catalog

order materials from
libraries across Mass.



National Inter-library Loan

available through our Reference Dept.

ELECTRONIC RESOURCES



Ancestry.com

Free in-house use on our
Research computer



US Census and other
historical records

Available for use in
the library and online



- **Print subscription**
 - 1 set can be checked out
 - 1 set at Reference Desk
- **Online subscription**
 - Allows access to paid content on website
 - Start search from our website

Newsbank Boston Metro collection

free access to current and archived articles
from local papers, including Cape Cod
Chronicle, Cape Codder, Cape Cod Times,
Harwich Oracle & more

P4A Antiques Reference

Career Transitions

Mango Languages - 8 languages

State-wide databases including:

Books & Authors, Health & Wellness,
Newstand – Boston Globe & NY Times
Mass. History Online, Business Resources

Coming up ...

Gadgets, Gizmos and Gifts –

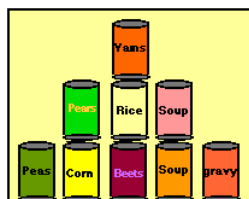
In preparation for holiday gift giving, attendees can test and compare e-readers and other devices and get book recommendations. Thurs., Dec.6 - 10 to 12, Community Center.

Visit from Santa – Sat. Dec. 15th at 1 pm

January - Additional E-Book Help Sessions and Ancestry & Heritage Quest workshops

VITAL – 10 years, celebration Spring 2013

Annual Holiday Fine Amnesty



Non-perishable food for
the Family Pantry

New picture book for
HECH's Children's Center