

Brooks Free Library Board of Trustees

Wednesday Sept. 9, 2015 7:00 pm
Thornton Room, Brooks Free Library
739 Main St., Harwich MA 02645

Agenda

1. Call to Order/Attendance
2. Approval of Minutes of Aug 12 2015 regular session
3. Public Comment
4. Reports:
 - A. Chairman
 - B. Library Director
 - C. Building & Grounds Committee
 1. Report on Aug. 27, 2015 presentation on assessment of Library exterior
 2. Management of project and funding requests - discussion and possible vote
 3. Schedule/Funding for repair to main electrical service –discussion and possible vote
 4. Furniture for Doane Room (Children’s Room) – discussion and possible vote
 - D. Liaison from Board of Selectman
 - E. Friends of Brooks Free Library
5. Correspondence:
6. Old Business:
 - A. Performance Evaluation of Library Director
7. New Business:
 - A. Request for Regular Meeting Room Use by Junior Girl Scout Troop
 - B. Acceptance of Donations
 - C. Vote to declare furniture as surplus
8. Trustees’ Report
9. Upcoming Meeting(s)
 - A. Next Trustees meeting – Wed. Oct. 14, 2015 at 7 pm
 - B. Preliminary meeting with Community Preservation Committee re: new application for exterior work – Thurs. Sept. 10, 2015 at 7 pm
 - C. Potential meeting with Historic District/Historical Commission re: exterior work – Thurs. Sept. 17, 2015 – time TBD
10. Adjournment

Authorized posting officer

Virginia Hewitt

Brooks Free Library

Posted by

Town Clerk’s Office

Agenda submitted electronically to Town of Harwich for posting

If you are deaf or hard of hearing or are a person with a disability who requires an accommodation, contact the Library at 508-430-7562 or brooksfreelibrary@clamsnet.org.

Minutes
Brooks Free Library Board of Trustees

Wednesday August 12, 2015
Thornton Room, Brooks Free Library
739 Main Street, Harwich, MA 02645

Draft

Call to Order: The meeting was called to order by Chair Mary Warde at 7:06 P.M. Present were Mary Warde, Jeannie Wheeler, Joan McCarty, Ann Emerson, Kathleen Remillard and Library Director, Virginia Hewitt.

Executive Session: Joan McCarty made a motion to enter Executive Session pursuant to M.G.L. c.30A, § 21 (a)(3) to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and will reconvene in Open Session. Jeannie Wheeler seconded. Roll call: Jeannie Wheeler yea, Ann Emerson yea, Joan McCarty yea, Mary Warde yea and Kathleen Remillard yea. Motion carried by unanimous vote.

The regular meeting of the Trustees of the Brooks Free Library reconvened at 7:41 pm

Approval of Minutes: Joan McCarty made a motion to accept the July 8, 2015 minutes. Ann Emerson seconded. The motion carried unanimous vote.

Reports:

Library Director:

- Joy Buhler has been hired as a substitute. Carla Burke attended a reception at the Massachusetts Commission for the Blind. The Commissioner will be at the library on September 22nd to give an overview of the VITAL Program Training.
- CPC funded study showed restorations to the library exterior will cost close to \$800,000. On August 27th the Library Director and the Building and Grounds Committee will meet with Town Administrator, Town Facilities Manager, Town Engineer and members of the Capital Outlay Committee, Finance Committee, Community Preservation Committee, Historic District/Historical Commission and Board of Selectmen for a public presentation by McGinley Kaslow Associates on the results of their Historic Preservation Assessment of the Library Exterior.
- There will be a second fire evacuation training for the staff to cover items missed in the first training session.
- Sean Libby does not have a date for electrical work to be done. \$20,000 has been encumbered.

Building and Grounds:

- Jeannie Wheeler showed the Trustees pictures of the chairs they are interested in for the Children's Room and fabric samples for covering the stools.

Correspondence:

- Harwich Cultural Council made a written request for continued use of the Thornton Room. Kathleen Remillard made a motion to approve additional meetings in October/November 2015 depending on room availability. Jeannie Wheeler seconded. The motion carried by unanimous vote.

Old Business:

- Chair Mary Warde reported the Lang Fund currently at Infinex at the Cape Cod 5 will now be fee based and that Treasurer William Crowell suggested the fund be moved to the Trust Department at Rockland Trust in Orleans, MA. Jeannie Wheeler made a motion to authorize Treasurer William Crowell to move the Lang Fund from Infinex at the Cape Cod 5 to the Trust Department at Rockland Trust. Ann Emerson seconded. The motion carried by unanimous vote.
- Chair Mary Warde has not had time to complete the Library Director's evaluation. She will have it ready for the Board's September meeting.
- Staff Appreciation will be the week of August 24th. Each Board member will bring food for the staff. Please sign-up for a day with Jeannie Wheeler.

New Business:

- Joan McCarty made a motion to close the library on September 19, 2015 for Harwich Cranberry Festival Music and Arts Fair. Ann Emerson seconded. The motion carried by unanimous vote.

Upcoming Meetings:

- McGinley Kaslow Presentation-Historic Preservation Assessment of Library Exterior August 27, 2015 @ 4:00 P.M.
- Next Trustees meeting Wednesday September 9, 2015 at 7:00 P.M.

Chair Mary Warde noted that there is a clerical error on the agenda listing a second Executive Session at the end of the meeting agenda. A second Executive Session was not held.

Adjournment: Joan McCarty made a motion to adjourn the regular meeting of the Brooks Library Trustees. Ann Emerson seconded. The motion carried by unanimous vote. The meeting was adjourned at 8:35 P.M.

Respectfully,

Kathleen Remillard, Secretary
Brooks Free Library Trustee

Library Director's Report
Sept. 4, 2015

Administrative:

Staff Appreciation Week:

Staff members were very appreciative of all the refreshments provided by the Trustees for the Staff Appreciation Week last week. It's been a busy summer, preceded by the re-carpeting project in June, so the timing was great. It was nice to see staff members have the opportunity to come back into the office and have a few minutes to talk with each other while enjoying some treats, something they don't always have the opportunity to do. A good mix of healthy foods and sweets was provided, so we didn't add too much to our waistlines.

Monday Re-opening:

Plans have been developed for Monday re-opening, which begins Monday, Sept. 14. I have been working on personnel issues but staffing will be extremely tight as we have not been able to implement a reorganization yet and advertise the new position and additional part-time hours. We do have an interim Fall desk schedule in place now and are working on covering all the shifts. We have changed the loan rules in CLAMS to reflect the new days open so that due dates are properly assigned, updated our webpage, the CLAMS webpage and begun doing more publicity. Community members seem excited about the return of Monday hours.

Meeting Room Use:

The number of complaints about the lack of parking have increased this past year, and even this summer over previous summers. As I previously reported we are not planning to add any regular day-time programs on Mondays, which is expected to be our busiest day. We hope that the addition of Mondays as an open day will help spread out the visits so parking is not such a problem and we also need the time to evaluate staffing levels before adding any day-time programs. We will not be allowing any non-Library groups to book the meeting room during the day on Mondays for a least the first six months so that we have time to evaluate parking.

State Reports:

I prepared and submitted the Annual Report and Information Survey (ARIS) to the Mass. Board of Library Commissioners this month. (Copy included in your packets.) This annual report, one of two required to be submitted to maintain state certification, covers circulation and services. The second report is the Financial Report and is due October 9th.

FY15 Statistics:

A spreadsheet providing data on Library use and activity is included in your packets.

FY16 Budget:

The spreadsheet of year-to-date expenditures through Aug. 31st is included in your packet.

Operations:

New Fall 2015 After-school Schedule:

Lego Free Play will be moving from Tuesdays to Mondays this year and will be run by Miriam Massaad, a Monomoy Regional High School senior. The Youth Librarian has created a new STEM program, "Middle School Makers," for Tuesday afternoons. On Wednesdays we'll offer Early Release Movies, alternating with meetings of our teen and tween volunteer group, Teen Library Corps. This year we will again use the Lang Fund to pay the Harwich Junior Theatre to provide free drama workshops on Thursday afternoons. A copy of the middle school flyer is in your packet.

Collaboration with Monomoy Schools:

On Aug. 18 the Youth Services Librarian, Reference Librarian, Technology Librarian, Asst. Director and I met with Angelina Chilaka, the Wellness Coordinator for the Monomoy Regional School District to begin collaborating on wellness initiatives. We discussed a number of ideas for joint programs. Mrs. Chilaka will get back to us after school starts and she has a chance to discuss the possibilities with her team.

Outreach Activities:

This month Channel 18 was in need of guest hosts for their weekly Community Journal program as several of the regular hosts were away. Staff Librarian Emily Milan served as guest co-host for the August 21 -24 weekend program and Youth Services Librarian Ann Carpenter served as guest co-host for the Aug. 28 – 31 show. It was a great opportunity to discuss Library services and activities and to do more outreach in the community, and both did an excellent job.

The Youth Services Librarian attended the 5th Grade Orientation on Monday, Aug. 31st at Monomoy Regional Middle School. She spoke to parents and students about our homework center and many after-school activities. With our new Monday hours, middle school students will now be able to take the bus to the Library every day after school. A thank-you letter from the Middle School Principal is attached.

The Staff Librarian has resumed regular technology assistance visits at the Council on Aging.

Meeting room:

We've been unable to accommodate some recent requests for meeting room use because the time and days requested would interfere with normal library use by creating additional competition for parking spaces. The requestors have sometimes initially felt they were being treated unfairly because they see the meeting room being used by a Mah Jong group or Knit Lit or writers group and they didn't understand that those activities are Library programs. They're not occurring because an outside group has booked the room. The Library is coordinating and running those programs. I'm including this in my report so that you can be aware of this as you're speaking to community members about use of the room. While the policy allows use of the room by outside groups, the reality is that is pretty solidly booked by our own programs, particularly in the more desired 10 am to 3 pm time frame. We also don't allow use of the room by outside groups when

we have a major activity taking place, such as Story-time or Mother Goose on Loose, since parking is often limited for Library users during those times. When we do allow non-Library groups to use the room during open hours they have to agree to have most attendees park off-site. A copy of the "Meeting Room Availability and Parking Guidelines" I developed last spring to ensure staff consistency is provided again so you're aware of the specifics.

Building Maintenance:

Electrical Repairs:

The contractor does not yet have a firm date from Eversource for the repairs to the main electrical service. This work will require closing the Library for a day as the power will be turned off to the building. We will provide as much advance notice to the public of the closing as possible. The Facilities Manager has been assured by the Town Accountant that we'll be able to use the \$20,000 encumbered from FY15 so a FY16 Reserve Fund Transfer won't be necessary.

The Facilities Manager is also arranging for the annual inspection of the emergency light inverter.

Assessment of Historic Portions of Library Exterior

On Aug. 27 the Building and Grounds Committee held a public meeting where Doug Manley of McGinley Kalsow Associates presented his report to a room full of town staff members and representatives of Town boards and committees with responsibility for planning for and funding the work identified in the study. The draft minutes of this meeting are attached.

Respectfully submitted,

Virginia A. Hewitt
Library Director

Brooks Free Library Statistics Since Renovation

	Open Hours	Items Checked Out (Physical items, eBooks & eAudio)	Checkouts per Open Hour	Use of Electronic Resources not counted in checkouts	Inter-library Loans	Items in Collection (Physical collection & eBooks)	Number of Cardholders	Harwich Residents w/ Library Card	Reference Questions
FY1997	2025	92285	45.6		4354	38992	8907		2219
FY1998	1937	103910	53.6		6118	42603	9322	<i>not</i>	2472
FY1999	2013	110487	54.9		8630	45199	10562	<i>counted</i>	4360
FY2000	2060	111872	54.3		9624	51984	12313		3955
FY2001	2108	123401	58.5		12275	54684	13540		4613
FY2002	2076	128462	61.9		14677	58439	10867		6053
FY2003	2078	132869	63.9		24363	56833	12094	7811	8955
FY2004	2066	145212	70.3		29264	55784	11661	7838	11416
FY2005	2038	151871	74.5		33236	59565	12308	7574	12263
FY2006	1848	156630	84.8		37849	63041	13108	8043	12126
FY2007	1796	169529	94.4		44147	66393	13370	8289	13866
FY2008	1980	193024	97.5		52435	68620	14298	8457	13183
FY2009	1970	211719	107.5		61304	70454	11936	8682	15035
FY2010	1978	225385	113.9		65829	72620	12606	9014	15471
FY2011	1993	233533	117.2	<i>New item in</i>	71517	76093	12702	8983	15626
FY2102	2004	235597	117.6	<i>state report</i>	70730	81688	12573	8814	15861
FY2013	1981	235941	119.1	<i>for FY2015</i>	68663	85450	12379	8898	16472
FY2014	1940	237565	122.5		66801	90739	12511	8948	16656
FY2015	1922	237876	123.8	24564	62515	93757	13231	9555	16840

	Library Visits	Adult Programs	Adult Program Attendance	Youth Programs	Youth Program Attendance	Children's Programs	Children's Program Attendance	Total Programs	Total Program Attendance
FY1997	64492	5	110			119	3551	124	3661
FY1998	74263	8	1430			119	3419	127	4849
FY1999	64114	51	1076			161	3446	212	4522
FY2000	69654	10	335			172	4769	182	5104
FY2001	75240	80	520			196	6019	276	6539
FY2002	82569	71	673			234	8255	305	8928
FY2003	83627	235	1916	<i>included in</i>	<i>Adult counts</i>	285	8338	520	10254
FY2004	85677	341	2592	<i>until</i>	<i>FY2010</i>	284	6759	625	9351
FY2005	86990	496	2826			249	5939	745	8765
FY2006	82334	602	2608			254	7317	856	9925
FY2007	113584	396	1065			269	7303	665	8368
FY2008	129326	323	2460			286	8306	609	10766
FY2009	141852	534	3776			304	7701	838	11477
FY2010	151008	575	4047	42	273	317	6541	934	10861
FY2011	156535	602	3638	40	244	336	6775	978	10657
FY2102	157849	534	4340	30	519	330	7131	894	11990
FY2013	158081	701	4121	35	242	283	6357	1019	10720
FY2014	159388	572	4396	29	305	305	8493	906	13086
FY2015	159377	532	5097	65	348	257	7146	854	12591

**Brooks Free Library Trustees
Building and Grounds Committee**

739 Main St
Harwich MA 02645

Minutes of Aug. 27, 2015

DRAFT

Public Presentation by McGinley Kalsow Associates on their assessment of the exterior of the historic portions of Brooks Free Library. Attended by Trustee Building and Grounds Co-Chairs JoAnne Brown and Jeannie Wheeler, Trustee Chair Mary Warde, Trustee Vice Chair Joan McCarty, Library Director Ginny Hewitt, Town Administrator Christopher Clark, Town Facilities Manager Sean Libby, Town Engineer Robert Cafarelli, Historic District & Historical Commission members Greg Winston, Jeanne Steiner and Gayle Carroll, Finance Committee members Dana DeCosta and Jack Brown, Community Preservation Committee members Robert MacCready, Daniel Tworek and David Nixon, Selectmen Linda Cebula, Peter Hughes and Michael MacAskill, and Capital Outlay Committee members Rich Larios, Peter Wall and Joe McPartland as well as several members of the public.

The presentation began at 4 pm. Library Director Ginny Hewitt introduced Doug Manley of McGinley Kalsow Associates who gave a power point presentation of the findings included in their report. A question and answer period followed and discussion ensued regarding the recommended methods to accomplish needed work, estimated at costing \$800,000 in FY16 dollars, and the timeline and options for seeking funds. The following is not a transcript of points raised or questions but is a compilation of the major themes of the discussion.

It was agreed that work to repair the base of the columns may require immediate action as the consultant indicated they are deteriorating and should be shored up for safety reasons. The Facilities Manager and Town Engineer will investigate whether the columns are structural supports and if they are, the consensus was that immediate funds should be sought for those repairs. Options discussed were a Reserve Fund Transfer request to the Finance Committee for funding for the engineering work/specifications and the cost of the repairs. It was also noted that \$38656 remains in a May 2012 Community Preservation article for work on the historic parts of the building but the CPC will need to determine if that work is an appropriate use of those historic preservation funds before they could be used for this purpose. No action will be taken to initiate funding requests until the Facilities Manager and Town Engineer have determined whether or not the columns are structural and assessed whether they require immediate repair.

Discussion was held on how and when to fund this work, which is not currently on the Capital Plan. It was noted that the Library roof is on the Capital Plan for FY17 but the consultant assessed the roof as being in good condition and the Facilities Manager reported that while there have been some recurring leaks, the roof could be moved back several years on the Capital Plan, which would save some funds in FY17. The possibility of using Library trust funds for repairs to the columns or the larger project was raised by some attendees but the Trustees indicated that the some trust funds are restricted to use of interest only and others cite particular purposes which limit what the funds can be used for, but that even trust funds not restricted in this way would generally not be appropriate for this type of work. They were donated to provide long term supplemental funding for materials and services that are not

included in the Town budget such as programming or purchases of computers before they became a regular recurring expense. Donors did not leave the funds for use for routine operating expenses or building repairs. It was also noted that the Friends of Brooks Free Library contributed \$500,000 to \$1 million dollars for the 1996-1998 renovation and no longer have significant funds. Funds they raise are used for the purchase of materials for the collection and museum passes, children's programs and support for our assistive technology program for people with vision loss. The Friends should not be expected to be a source of funds for this project.

Any request for Community Preservation Act funds will be considered by the CPC, which will determine if the work meets the guidelines for historic preservation, but CPC Chairman MacCready indicated they would be unlikely to fully fund a project of this size. Others indicated that this means that the full amount will need to be requested on the Capital Plan and that this amount could be reduced after the CPC decision, which will occur before the Capital Plan is finalized.

Capital Outlay Committee Chair Larios noted that placement on the Capital Plan does not mean funding has been found for a project. Once the Capital Plan is presented to the Selectmen by the Town Administrator, he and the Board of Selectmen and Finance Committee seek to find a funding source for projects that are on the Plan.

There was some discussion of whether the work could be accomplished in phases, which would spread the cost out over a period of years, but it was also noted that that also increases the costs associated with set-up, staging, etc. and would increase the overall cost of the project.

The consultant responded to the environmental concerns related to use of chemical strippers saying that they are regulated, safety procedures need to be adhered to, and run-off or discharge would need to be collected and disposed of. He stated citrus-based strippers now in use are less caustic than the first generation of chemical strippers and that is what they would be recommending. The newer strippers require more time and effort for the contractor but they are more benign. He indicated it would be more expensive to replace the clapboards than to use chemical strippers. He also stated the old wood clapboards are in good condition since they were made from old growth wood. They are much more resistant to decay than any new clapboards we would use today. Similarly, most of the wood shingles on the roof "skirting" (Brooks Block, above the first floor) are in good condition and only a small number will need to be replaced. He also noted the columns themselves are in good condition and except for the base, they do not need to be replaced.

The desire of some to return the historic buildings to their original paint colors was also discussed. The original bank building and Brooks Block are from different time periods and of different styles and would therefore be painted in different colors if that option is chosen. The addition constructed in the 1996-1998 renovation was designed in the same Italianate "stick style" as the adjacent Brooks Block so that it blends in and appears part of the historic building. It was noted that the cost of painting the addition, which comprises a third of the Library, is not included in the consultants' cost estimate for painting the historic sections of the building. There was consensus from attendees that if the historical paint color option is chosen then funds should be included in the project request to paint the addition in the same colors as the adjacent Brooks Block rather than accomplishing that work piecemeal over 4-5 years using the annual funds budgeted for exterior painting. There was no consensus on whether returning the buildings to the historic paint colors was appropriate or preferred. Since some sections of the addition will have been painted several years ago and the paint on those sections may have aged or faded, some

attendees expressed the opinion that funds should be requested to paint the entire building even it remains white so the entire building will have a consistent color and appearance.

The consultant identified \$15,000 in work needed on the windows in the historic sections of the building. As with paint colors, it was noted that a number of the windows in the addition also have similar problems and the cost to repair those was not included in the consultant's cost estimate. Some attendees suggested the possibility to removing the windows from the larger project and funding the work on all the windows separately, perhaps at a different time.

The deadlines for submission for the Capital Outlay Plan and Community Preservation Act funding were discussed. The Library will submit those requests based on the assessment and cost estimates provided by the consultant, but the Facilities Manager, Town Engineer and Town Administrator will work with Capital Outlay, CPC, Finance Committee and Selectmen on how that work can be segmented or accomplished in phases and over what time period if funding is not expected to available to complete the work as one project. This work will continue over the next few months.

The meeting adjourned at 6 pm.

Respectfully submitted,

Virginia Hewitt
Library Director

Brooks Free Library

739 Main St., Harwich MA 02645
508-430-7562, www.brooksfreelibrary.org
Email: brooksfreelibrary@clamsnet.org

Meeting Room Availability and Parking Guidelines

Community members seeking to use the Library often face competition for the limited number of parking spaces. These guidelines have been developed to supplement the Meeting Room Policy approved by the Library Board of Trustees and ensure consistency when evaluating whether room requests can be accommodated. Please refer to the Meeting Room Policy for information on the restrictions and conditions on use of the Meeting Room and the priority list for approving requests.

Use By Non-Library Groups

The Meeting Room Policy allows use of the Thornton Room by community groups when such use would not impact library operations. As the volume of Library activity has grown, it has become more difficult to accommodate non-Library groups during our open hours without impacting Library operations. In addition, we regularly schedule meetings of our own book groups, writers groups, activity and discussion groups and after-school youth programs in the meeting room as well as special one-time events such as author talks, musical performances, cultural events, educational lectures and craft activities. With 900 – 1000 Library programs offered per year, there is often limited time available for non-Library groups to use the Meeting Room.

The following guidelines have been developed for approving room requests from non-Library groups:

- To ensure sufficient parking for Library patrons during the busy summer period, non-Library groups will not be allowed to use the Meeting Room from mid-June through Labor Day.
- There will also be regular time periods from September through mid-June when a high volume of activity is expected, such as on the first day of the week or when Story Times are scheduled, that the Thornton Room will not be available to non-Library groups. These restricted periods will be evaluated and revised periodically as Library needs and program schedules change.
- Meetings with expected attendance of 1 – 7 attendees may be allowed under conditions specified in the Meeting Room Policy.
- Meetings with expected attendance of 8 - 12 attendees may be allowed under conditions specified in the Meeting Room Policy if the sponsor agrees that attendees who are physically able to walk from off-site parking will not park on-site. No more than 7 vehicles per non-Library meeting may be parked on-site during Library hours. Additional public parking is available across Main St at Brooks Park and behind Town Hall. The meeting sponsor is responsible for notifying attendees and monitoring compliance with this requirement. Failure of attendees to abide by this agreement will result in denial of future meeting room requests.
- Meetings with expected attendance of more than 12 will not allowed during Library hours.

Use By Library-Sponsored Groups

Coordinators of Library-sponsored groups and events are asked to inform attendees of the above guidelines and encourage them to observe these restrictions if they are physically able to park off-site. This will assist us in not having to limit the number of community members that can participate in book groups, writers groups, Knit-Lit, craft groups and other Library activities.

FY16 Budget Balances
8.31.2015

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$160.00	\$0.00	\$160.00	0%
Dues, Subs & Travel	\$2,625.00	\$0.00	\$2,625.00	0%
Electric	\$32,795.00	\$4,933.23	\$27,861.77	15%
Maintenance & Repair	\$56,382.00	\$8,274.94	\$48,107.06	15%
Library Supplies	\$13,250.00	\$679.70	\$12,570.30	5%
Educational Supplies	\$140,867.00	\$22,303.30	\$118,563.70	16%
Gas	\$17,076.00	\$44.64	\$17,031.36	0%
Office Supplies	\$4,300.00	\$1,825.26	\$2,474.74	42%
Professional & Tech	\$43,313.00	\$38,035.93	\$5,277.07	88%
Water	\$950.00	\$0.00	\$950.00	0%
Employee Fringe Benefits	\$625.00	\$125.00	\$500.00	
Total Library Expenses	\$312,343.00	\$76,222.00	\$236,121.00	24%
Wages & Salaries *	\$574,544.69	\$72,938.23	\$501,606.46	13%
TOTAL	\$886,887.69	\$149,160.23	\$737,727.46	17%

Trustees Report
 from the Assistant Library Director
 September 2015

Circulation :

Circulation Comparisons Summer 2014/2015

Checkouts	July 2014	July 2015	difference	% decrease
Direct (here)	23,775	21,455	-2320	9.8%
In CLAMS	26,417	23,715	-2702	10.2%
eBooks/eAudios	1126	1453	+327	

	Aug 2014	Aug 2015		
Direct	20,158	19,402	-756	3.8%
In CLAMS	22,832	22,121	-711	3.1%
eBooks/eAudios	1181	1381	+200	

Summer

	2014	2015		
Direct	43,933	40,857	-3076	7.0%
In CLAMS	49,249	45,836	-3413	6.9%
eBooks/eAudios	2307	2834	+527	

System-wide

Total circulation

	July 14 359,030	Aug 14 320,090
	July 15 324,585	Aug 15 304,933
Difference	-34,445	-15,157
% decrease	9.6%	4.7%

These numbers do not include additional electronic items available for use here or at home.

Volunteers: We had 36 wonderful volunteers this summer who helped us keep up with the shelving and registering new patrons for cards. Without our volunteers, it would have been very difficult to keep up with the heavy volume of the summer. Although many of these volunteers are here only for the summer or into the fall, we have more than in past years who will be staying to help during the winter months. Without our dedicated volunteers we would not operate as smoothly as we do.

Programming: Additional programs for adults will increase in October and the winter months. We have booked a local group, Frank & Chev, who perform Jazz, Blues & Soul on Saturday, September 26 at 2:00 p.m. The Friends of Brooks Free Library will begin their Sunday programs on October 4th @ 2:00 p.m. with a repeat performance by Mark Bornfield and D'Jamin Bartlett who perform highlights from musical Broadway shows. I have also booked Kathleen Sullivan, a fashion advisor and wardrobe consultant, to do 2 workshops in October and November. One will be on tying Scarves and accessorizing with jewelry and the other is about which are the best colors for each individual to wear.

Respectfully submitted,

Suzanne Martell

Reference Report
September 2015

It was another busy summer up here on the second floor but our new carpet, reliable WiFi, and our Windows 7 public computers seemed to meet the needs of everyone who visited. There was never more than a 15 minute wait for a computer and the waiting lines were usually less than 3 people so our waiting area shrunk a bit. Each year it seems more and more people have their own devices and are connecting to our WiFi without having to use our computers. Emily and I have discussed the possibility of adding fax/scanning services as well as wireless printing as these are the services people are asking about now.

Early September is the time when I reevaluate things like databases, periodicals, and standing orders. After looking at circulation statistics and getting feedback on usage from volunteers, patrons, and staff we decided to add 5 new magazines this year and we dropped about 10. We are also considering adding a digital option for magazines. There are products such as Zinio that offer patrons with mobile devices full-color digital versions of their favorite magazines, but the prices for these products are fairly steep so before we buy we need to have a better idea how well they might be used.

Our patron usage of the Ancestry.com database doubled over this past year, despite this being our only database that is for in-library use only. Other databases such as Mango (for language learning) have had a drop in usage so I am looking into other options such as a Rosetta Stone language learning product. All of the above topics are things that I frequently discuss at our Cape wide Reference Roundtables and I will be bringing these agenda items to our next meeting on September 16th.

Respectfully submitted,

Jennifer Pickett
Reference Librarian

Youth Services Report
Sept. 3, 2015

We had 206 children and 53 tweens/teens register for the summer reading program. 149 children and 33 teens returned for a prize at least once, which is an increase from last year, despite slightly lower numbers of registrations over all. They read for a combined 1,845 hours, or roughly 10 hours per participant.

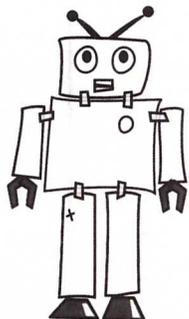
We had 2,001 people attend our summer programs. This is comparable to the numbers from FY 12 and FY 13, but down significantly from the last two years. Some of the difference may be the beautiful weather we had all summer. Our craft programming attendance was a fraction of last year's "science crafts" to go along with the theme, which had a cumulative effect on attendance. An increase in teen programming (where our attendance more than doubled from last year) also meant taking time and resources away from children's programming which tends to more consistently draw larger crowds.

We are gearing up for the after school programs. I attended the 5th grade orientation at the Monomoy Middle School to help share information about what we have to offer. The Lego Club, HJT Explorer, Teen Library Corpse, and Early Release Movie programs we had last year will all be continuing. In addition, we are adding Middle School Makers, a program for students to use tools and technology to become "makers". A copy of the flyer of after-school activities is attached.

Respectfully submitted,

Ann Carpenter
Youth Services Librarian

Middle School/High School Programs at Brooks Free Library



New! Middle School Makers: Middle School students will be part of the Maker Movement by working with technology or making things by hand. Anticipated projects include stop motion movies, brush bots, and cupcake decorating.

Early Release Movie Matinee: Every other Wednesday, on the early release days, we'll show a movie at 2:30 for middle and high school students. Have a favorite you'd like to see? Let us know!



HJT Explorer: Members of the Harwich Junior Theater creative team will lead introductory classes to middle and high school students to explore programs the HJT has to offer. Meets every Thursday

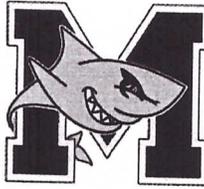
Teen Library Corps: Open to middle and high school students, the Teen Library Corps helps to plan future library functions, assists at programs for younger children, and lends a hand with library activities. meets on non-early release Wednesdays at 3:15.

All programs are provided free of charge. No advance registration is required.

Brooks Free Library 739 Main St., Harwich MA 02645
508-430-7652 www.brooksfreelibrary.org
Open: Mon-Thurs. 10 am-7 pm, Fri. & Sat. 10 am-4 pm

Mark Wilson
Principal
mwilson@monomoy.edu

Adam O'Shea
Assistant Principal
aoshea@monomoy.edu



Kristen Hayden
School Counselor
khayden@monomoy.edu

Amy Sullivan
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asullivan@monomoy.edu

Brendan Case
Athletic Director
508-430-7200 x5838
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Monomoy Regional Middle School

425 Crowell Road
Chatham, MA 02633
Phone 508-945-5140
Fax 508-945-5110

August 31, 2015

Dear Ann Carpenter,

Thank you for assisting with our 5th grade / new student orientation this morning!

By volunteering your time as a representative of the Brooks Free Library, you helped our incoming students and their families familiarize themselves with your department's programmatic offerings, offerings which help make this community so unique and so special. I am a firm believer in strong school-community partnerships, and very much appreciated your participation in our school orientation. In fact, I received a number of compliments from parents about how informative and helpful the orientation session was for their children and, with your assistance, our students and families will enjoy a smooth transition to their new school.

Best wishes for a great year, and please do not hesitate to reach out if we can be of assistance!

All the best,

A handwritten signature in black ink, appearing to read 'Mark Wilson', written over a faint circular stamp.

Mark Wilson, Principal
Monomoy Regional Middle School

Monomoy Regional Middle School

Technology Report
Sept. 3, 2015

Programs:

Device Advice is back on a new night. Starting in September the program will run from 5-6:15pm on Thursdays in the Reference Area. I will, once again be doing outreach at the Council on Aging on the first Tuesday of each month and will plan another visit to the Pine Oaks community for one of their coffee hours.

The first Tech Talk of the fall is scheduled for Saturday September 5th and will be a “Tech Show and Tell” event. Reference Librarian Jennifer Pickett and I are hoping to get a sense of what devices patrons are interested in and/or have questions about so that we can plan the rest of our events on the topics and devices of greatest interest.

Tech Talk email newsletters are now produced using a service called Smore, a website that allows you to design and send newsletters and event PR to a specified list of recipients. Monomoy Regional High School is currently using this product with great success, and the library decided to give it a try as well. The first Tech Talk Newsletter, distributed in mid-August, has received just over 180 views despite the fact that the email list only contains about 90 recipients. I think the service will be very helpful in the coming year and could possibly be utilized for other newsletters and event postings in addition to the technology programming.

Staff and Public Computers:

Our change in hours in the coming month will necessitate some changes to our public computer configurations. Public computers are currently set to enter a maintenance mode on Mondays which disables Deep Freeze, our protective software. On Saturday the 5th I will begin reconfiguring all of the public computers to eliminate Monday maintenance.

As mentioned in previous reports, the final phase of our technology replacement plan required us to upgrade our Homework Center computers. We are in the final stages of labeling and preparing our six HP Chromebooks and will be testing printing capabilities before putting them out for public use.

It is with much enthusiasm that I can report that, thanks to our wireless upgrade prior to the summer, our wireless internet connection was stable throughout the summer. In the previous two summers, we have spent a great deal of staff time on both network outages and rebooting the access points daily to avoid outages. Fortunately, neither action was necessary this summer.

Respectfully submitted,
Emily Milan
Staff Librarian

Brooks Free Library

Youth Programs

739 Main Street Harwich, MA

508-430-7562

www.brooksfreeibrary.org

September 2015

Brooks Free Library Youth Programs Sept. 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Open 10-7 on Mondays starting in September!	1	2	3 Homeschool Book Club 11:00	4 Mother Goose on the Loose 10:30	5
6 <i>Closed</i>	7 <i>Closed for Labor Day</i>	8 Story Time 10:30	9 Creative Movement 11:15	10	11 Mother Goose on the Loose 10:30	12 Go have
13 <i>Closed</i>	14 Lego Free Play 4:00-5:00	15 Story Time 10:30 Middle School Makers 3:15-4:00	Science Storytime! 11:15 Movie Matinee 2:30 Home	17 Homeschool Activity Club 11:00 HJT Explorer 3:15-4:15	18 Mother Goose on the Loose 10:30	19 CLOSED for Cranberry Festival
20 <i>Closed</i>	21 Lego Free Play 4:00-5:00	22 Story Time 10:30 Middle School Makers 3:15-4:00	23 Creative Movement 11:15 Teen Library Corps. 3:15-4:00	24 HJT Explorer 3:15-4:15	25 Mother Goose on the Loose 10:30	26
27 <i>Closed</i>	28 Lego Free Play 4:00-5:00	29 Story Time 10:30 Middle School Makers 3:15-4:00	Science Storytime! 11:15 Movie Matinee 2:30 Spongebob the	Library Hours: Sun.: CLOSED Mon, Tues., Wed., Thurs.: 10am-7pm Fri., Sat.: 10am-4pm		Open 10-7 on Monday days starting in Sep-

Children's Programs at the Brooks Free Library : September 2015

Story Time is held every Tuesday at 10:30. We will read stories and sing songs. This program is designed for children ages birth to five, but all children are welcome. No registration is required.

Mother Goose on the Loose: Join us as we sing songs, recite nursery rhymes, and play with musical instruments every Friday at 10:30!

Creative Movement: This popular program is held at 11:15 on the second and Fourth Wednesday. Lisa Canto will lead preschoolers in rhythm and music activities. No registration is required.

Science Storytime: Preschoolers and young children can explore STEM (Science, Technology, Engineering, Mathematics) concepts.

Homeschool Activity Club: Meeting every third Thursday, the Homeschool Activity Club makes crafts, does experiments, and generally engages in a variety of activities, sometimes pure fun, sometimes educational.

LEGO Free Play: Children of all ages are invited to join us for free play with Lego blocks! We will bring out our zillions of Lego blocks and let creative interaction with the popular toys begin.

Teen Library Corps.: The TLC is a group for middle school and high school students who want to help with some of the "fun" aspects of library service helping to decorate the library, prep for craft programs, and have the opportunity to volunteer to work with younger children.

HJT Explorer: Members of the Harwich Junior Theater creative team will be giving brief introductory classes to exposure middle and high school students to some of the programs the HJT has to offer. Each week will feature different techniques and activities .

Early Release Day Movie Matinee: Every other Wednesday, on the early release days, we will show a movie at 2:30 for middle and high school students. Some of the first movies we have lined up include The Goonies, Back to the Future, ParaNorman, Gremlins, Princess Bride, and many others. Have a favorite movie you'd like us to show? Let us know!

Special Programs

New! Middle School Makers: Middle School students will be part of the Maker Movement by working with technology or making things by hand. Anticipated projects include stop motion movies, brush bots, and cupcake decorating.



September 2015 Programs for Adults

BROOKS FREE LIBRARY
Programs for Adults
739 Main Street Harwich MA 02645
508-430-7562

Hours: Tuesday, Wednesday, and Thursday 10am–7pm & Friday and Saturday 10am–4pm
(beginning Sept 14 hours: Mon., Tues., Wed., 10 am-7 pm & Fri., Sat., 10am–4 pm)

BEGINNING MONDAY SEPTEMBER 14 WE ARE OPEN 6 DAYS A WEEK!

THE LIBRARY IS CLOSED SATURDAY, SEPTEMBER 19 FOR THE CRANBERRY FESTIVAL

SPECIAL EVENTS

Saturday, September 5—Tech Talk—10:30 a.m.—12:00 p.m.- This drop-in event will feature a show and tell of various digital devices such as ereaders, tablets and basic laptops. If you're considering purchasing one of these devices feel free to come and test them out, read reviews and learn the pros and cons of different models and brands. For those who already own a device, visit our help table to find quick guides and other resources such as online tutorials that will help you make the most of the device you own. This program does not require registration and patrons can drop in and spend as little or as much time as they like browsing through our resources.

Sat., September 12—10:00 p.m.—3:45 p.m.—Friends of Brooks Free Library Book Sale
Located in the Thornton Room (basement level) of the library. Proceeds help support programs for youth.

Sat., September 26—2:00 p.m.—Frank & Chev: Jazz, Soul & Blues - Frank Poranski and Chev Hardy have been performing together for five years on and off the Cape. The cool, stripped-down jazz, soul, and blues sounds of Chev Hardy and Frank Poranski have thrilled Cape Cod audiences for four years now. Don't miss their beautiful vocals, spare guitar, and jazzy vibe!

WEEKLY PROGRAMS AT THE LIBRARY

Knit-Lit Group: Every Wednesday from 12:30- 2:00

Experienced knitters and novices are invited to bring their needles and yarn and to share knitting stories and experiences with other knitters.

Device Advice: Thursdays from 5:00—6:15 p.m.

Bring your device (tablet, laptop, ereader, cell phone, etc) and get your questions answered. Whether it's how to adjust the settings, perform a specific function or just to get a quick overview. We will do our best to help you learn more about your device. If you have multiple questions or think you need one-on-one tutoring, ask about our Book-a-Librarian program. (see back for more information on Book-a-Librarian)

Mahjong Group: Every Thursday from 10:30-12:00 p.m.

Come meet to play the ancient Chinese game of mahjong. No instruction will be given at this time but individuals not knowing how to play could come and watch the game being played by those who do know.

Memoir Writing: Fridays from 10:30-12:00 p.m.

Come join Dr. Jay Anderson to learn about writing down your memories.

Low Vision Current Events Discussion Group: Every Friday at 2:00 pm

Join us for reading and discussion of current topics. Readers and topics vary each week. Co-Sponsored by the Harwich COA.

MONTHLY PROGRAM AT THE LIBRARY

Memories in Scrapbooks and Cards: 1st Thursday of each month from 6-9 pm: Bring your own materials and photos and join the group for advice, and sharing of tools & techniques while socializing.

TECHNOLOGY TOPICS

Saturday, September 5—Tech Talk—10:30 a.m.—12:00 p.m.- This drop-in event will feature a show and tell of various digital devices such as ereaders, tablets and basic laptops. If you're considering purchasing one of these devices feel free to come and test them out, read reviews and learn the pros and cons of different models and brands. For those who already own a device, visit our help table to find quick guides and other resources such as online tutorials that will help you make the most of the device you own. This program does not require registration and patrons can drop in and spend as little or as much time as they like browsing through our resources.

Basic Ebook Help—Saturdays 1:30-3:00 pm.

Library Staff will be on hand to assist you with questions you have about downloading books onto an eReader. We will do our best to help you with your iPad, Kindle, Kindle Fire, Galaxy Tab or other tablet.

Book-a-Librarian

Need help browsing the Internet, creating an email address or downloading an ebook? Just ask!

Library cardholders can book a thirty minute appointment with one of our qualified staff members to learn more about many technology related topics such as email, browsing the internet, etc.

Once you have completed the request form, please allow 1-2 business days for a response. Appointments are made based on your preferred appointment time and staff availability. Preference is given to Harwich residents.

Go to <http://www.brooksfreeibrary.org> and fill out a quick Book-a-Librarian Request Form and we will contact you to book your appointment! In addition to the initial 30 minute appointment, cardholders can also receive one follow-up appointment covering the same topic.

Book Groups

Our Book Groups are open to new members. Copies of the current month's selections are on reserve at the Circulation Desk. For more information contact the Library.

1st Tuesday at 6:30 p.m. – Evening Book Group

Sept. 1 : Perfectly Miserable by Sarah Payne Stuart (nonfiction)

Oct. 6: How We Got To Now by Steven Johnson (nonfiction)

2nd Tuesday at 11:00 a.m.— Morning Book Group

Sept. 8: The Light Between Oceans by M. K. Stedman (fiction)

Oct. 13 : Cleopatra: A Life by Stacy Schiff (nonfiction)

4th Tuesday 6:30 p.m. - Literary Diners

Please bring a pot luck dish and a personal place setting.

Sept. 22 : The Provence Cure For the Brokenhearted by Bridget Asher

Oct 27 : The Hundred-Foot Journey by Richard C. Morias

3rd Friday 1-2 p.m.—The Greatest Generation Meets

“The Greatest Generation” is a term coined by Tom Brokaw that pays tribute to the men and women who served our country, both overseas and at home, during World War II. If you are a member of this generation, or are interested in this period of history, join our discussion and share your ideas and experiences. Harwich residents needing transportation should call the Council On Aging van at (508) 241-1566 by 11am the day before each Friday to make a reservation.

Sept 18: Citizens of London The American's Who Stood With Britain in Its Darkest, Finest Hour
by Lynne Olson

Oct. 16: Hitler's Pope : The Secret History of Pius VII by John Cornwell

For more information on Children's and Young Adult programs, stop by the library and pick up a calendar or access the complete calendar online at the website below!

www.brooksfreeibrary.org



Virginia Hewitt <vhewitt@clamsnet.org>

Meeting Room use for Girl Scouts

1 message

Carey Sims <careyvsims@gmail.com>
To: vhewitt@clamsnet.org

Wed, Sep 2, 2015 at 12:37 PM

Hi Ginny

Below, I have listed the dates the we are planning on meeting with our Junior Girl Scout Troop.

Friday, September 25th
Friday, October 16th
Friday, October 30th
Friday, November 20th
Friday, December 11th
Friday, January 15, 2016
Friday, January 29th
Friday, February 12th
Friday, March 4th
Friday, March 18th
Friday, April 8th
Friday April 29th
and
Friday, May 13th

It's a total of 13 dates during the 2015-2016 school year. Most of our Girls Scouts would be riding the bus from Monomoy Middle School, and we would also have a 2 girls riding the bus from Harwich Elementary School. With myself and my co-leader, there would be about 15 of us using the room on any given date.

Please let me know if you need any additional information. I have also submitted a request on-line to use the meeting room.

Many thanks - Carey Sims

Surplus Furniture From Book Sale/Mending/Storage Room

Sept. 2, 2015

Unstable shelving was removed from the Book Sale/Mending/Storage Room in the basement as part of the re-carpeting project. The Friends have purchased new shelving for the room, which will be delivered this month.

Assistant Director Suzanne Martell offered the following furniture to other Town departments via email on Thurs., Aug. 13, 2015. No Town departments were interested. She also offered it to the Harwich Historical Society. We are asking the Trustees to vote to declare the following items as surplus.

3 - 3 shelf adjustable particle board shelves 48"W X 70" H X 9" deep



small wooden desk 45"W X 27"D X 32 1/2" tall

large wooden 2-sided book shelf 42 1/2" W X 54" Tall X 24"depth (4 12" deep shelves)



Yellow Cabinet (wardrobe?) 47"W X 69"H X 23"D 2 shelves, 2 drawers & a coat rack with a small shelf

