

## Brooks Free Library Board of Trustees

Wednesday, Sept. 12, 2018 - 7 pm  
Thornton Room, Brooks Free Library  
739 Main St., Harwich MA 02645  
Agenda

1. Call to Order/Attendance
2. Approval of Minutes of August 8, 2018
3. Public Comment
4. Reports:
  - A. Chairman
  - B. Library Director
  - C. Building & Grounds Committee
  - D. Liaison from Board of Selectmen
  - E. Friends of Brooks Free Library
5. Correspondence:
6. Old Business:
  - A. Procedures for Payment of Trustees Stipend
  - B. Update on Exterior Preservation Project
  - C. Update on Pedestrian Safety
7. New Business:
  - A. Vote to Accept Monetary Donations
  - B. Vote to Dispose of Surplus Property
  - C. Proposed Revision to Gift Policy
8. Trustee Reports and Requests for Next Meeting's Agenda
9. Upcoming Meetings/Events
  - A. Community Preservation Committee - Thurs. Sept. 13, 2018, 6 pm - Town Hall
  - B. Library Board of Trustees –Wed., Oct. 10, 2018 - 7 pm – Brooks Library
  - C. Mass. Board of Library Commissioners' Trustee Workshop - Thurs., Oct. 11, 2018 - 6 to 8 pm at Eldredge Library, Chatham
10. Adjournment

**Authorized posting officer**

Virginia A. Hewitt  
Brooks Free Library

**Posted by**

\_\_\_\_\_  
Town Clerk's Office

Agenda submitted electronically to Town for posting. The full packet - Agenda, Minutes & Reports – is available on the Trustee section of Library website, [www.brooksfreelibrary.org/trustees.asp](http://www.brooksfreelibrary.org/trustees.asp).

*\* Per the Attorney General's Office: Boards/Commissions may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following "New Business"*

*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](mailto:brooksfreelibrary@clamsnet.org).*

## **Brooks Free Library Board of Trustees**

Wednesday, August 8, 2018 - 7 pm  
Thornton Room, Brooks Free Library  
739 Main St., Harwich MA 02645

### **DRAFT Minutes**

1. Call to Order/Attendance: Chair Mary Warde called the meeting to order at 7:01 p.m. JoAnne Brown, Jeannie Wheeler, Kathleen Remillard, and Joan McCarty were present along with Library Director Virginia Hewitt and Assistant Director Emily Milan. Ann Emerson and William Crowell were both absent.
2. Approval of Minutes of July 11, 2018: Joan McCarty made a motion to accept the minutes of July 11, 2018. Jeannie Wheeler seconded and the motion passed unanimously without discussion.
3. Public Comment: none
4. Reports:
  - a. Chairman: The Chair reviewed the paperwork the Trustees are required to fill out in order to receive their annual stipend.
  - b. Library Director: In addition to her written report, the Director reviewed the process for assessment and conservation of the Rogers Group statues.
  - c. Building & Grounds Committee: None
  - d. Liaison from Board of Selectmen: None
  - e. Friends of Brooks Free Library: None
5. Correspondence: none.
6. Old Business:
  - a. Update on Exterior Preservation Project: Progress has been made on the project and tests to determine the best method for stripping moving forward are in the process of completion at this time. Ms. Hewitt reported some issues with the exterior construction fence which have been reported and are being handled by Sean Libby, the project supervisor.
7. New Business:
  - a. Vote to Accept Monetary Donations: none
  - b. Potential Closing for the Harwich Cranberry Arts & Music Festival- Sept. 15, 2018: JoAnne Brown made a motion to close the library on Saturday, September 15th, Joan McCarty seconded and the motion passed unanimously.
  - c. Discussion of goals for upcoming year: The Chair reviewed the proposed list of goals for the upcoming year and discussion included the addition of a goal related to the evaluation of the library interior for possible renovation.
  - d. Library Director's performance evaluation: The Chair collected evaluations from board members and will be consolidating those into one document.
8. Trustee Reports and Requests for Next Meeting's Agenda: none

9. Upcoming Meetings/Events

- a. Brooks Free Library Board of Trustees – Wed., September 12, 2018 - 7 pm –  
Brooks Library

10. Adjournment : Kathleen Remillard made a motion to adjourn, seconded by Jeannie Wheeler. The Chair adjourned the meeting at 8:30 p.m.

Respectfully Submitted,

Emily Milan

Assistant Director

Library Director's Report  
Sept. 5, 2018

Pedestrian safety

I attended the Board of Selectmen's meeting on Aug. 6<sup>th</sup> when the subject of pedestrian safety in the areas adjacent to the Library was on their agenda and discussed our concerns. The Cape Cod Chronicle article, "Safety Concerns Raised About Brooks Library Crosswalks," reporting on the discussion at the BOS meeting was published on the front page of the Aug. 9<sup>th</sup> edition. On the evening of August 8<sup>th</sup> a roll-over accident occurred at the intersection of Oak St and Main St. (Rt. 39). I submitted a Letter to the Editor, published in the August 16<sup>th</sup> edition, thanking the Chronicle for bringing attention to our safety concerns.

The mid-road cautionary sign ordered by the Dept. of Public Works (DPW) arrived and was placed east of the Main St/Oak St intersection several weeks ago. It appears to be an excellent location to warn drivers to slow down and be aware of pedestrians in the crosswalk. The additional signage and re-painting of the crosswalks have made some improvement, but we are still observing near misses and receiving complaints from pedestrians about their difficulties crossing in the area.

The DPW Director has initiated the process for the Cape Cod Commission traffic engineers to do a study of pedestrian safety for all of Harwich Center.

The Traffic Safety Committee meeting on Sept. 10, 2012 (10 am at the Public Safety Building) will be discussing pedestrian safety in the areas adjacent to the Library.

State Reports

I completed the Annual Report and Information Survey (ARIS) and submitted it to the Mass. Board of Library Commissioners on Aug. 17<sup>th</sup>. A copy is included in your packet.

This month I also completed State Aid Financial Report for Brooks Free Library, due to the MBLC on Oct. 5<sup>th</sup>, and submitted it on August 31<sup>st</sup>. I will complete the consolidated financial report for all three public libraries in Harwich once the Harwich Port and Chase libraries have completed their individual reports. The consolidated report is due October 19<sup>th</sup>.

Capital Outlay Requests

Capital Outlay project requests are due Sept. 21st. The Town's Facilities Manager will re-submit the facilities projects already on the Capital Plan (roof in FY21, boiler in FY25) as well as any new facilities projects. We will be responsible for re-submitting the project for interior modifications, on the Capital Plan for FY21 for \$100,000, as well as a new non-facilities projects.

Exterior Preservation Project

Work is proceeding. Approximately 40% of the paint removal has been completed. The columns and rotted wood identified in the contract have been removed. As the paint is being

removed in additional areas, more rotted wood is being identified. The project has a balance of \$116,678 in uncommitted funds which is expected to be sufficient to cover the replacement of rotted wood above the estimated 10% in the contract specifications and to pay for any other contingencies. The project completion date is January 8, 2019.

### Community Preservation Act Projects

The Community Preservation Committee (CPC) has asked for written and verbal reports on the status of approved projects at their meeting on Thursday, Sept. 13<sup>th</sup> at 6 pm. A copy of the written report is included in your packets.

### Trust Funds:

Admin Assistant Megan Green and I continue to work on consolidating relevant records related to trust funds, their origination and history of use.

### Proposed Revision to Gift Policy

I have added a draft section on Guidelines for the Acceptance of Art and Artifacts to the Gift Policy for your consideration. A copy of the proposed policy is included in your packets.

### MIA insurance statement of values –

We recently received the annual request from Town Administration asking departments to verify information on the "Statement of Values" for insurance on Town properties. I responded as I have in the past, the Library building as well as the contents, collection, and art appear to be significantly undervalued on the listings. The building itself, for example, is listed at \$3.4 million when the renovation and expansion of the Library that was completed in 1998, cost \$4 million. For comparison purposes the recent Eastham library building project, completed in Nov. 2016, cost approximately \$9.8 million for a building that is slightly smaller (18,000 SF vs 20,000 SF).

I have previously been told that the Statement of Values does not list actual replacement costs of each building since the Town has a blanket policy and the Town would be covered to rebuild the Library and replace the contents regardless of the values stated on the listing. I remain concerned, however, that the values listed on the statement have some importance since the Community Center, which cost \$5 million dollars to construct in 1999 is now listed at \$9.7 million. I cannot understand how one building would have doubled in value and the other would have decreased over that same 20 year time span.

### Materials Challenge

This month we received a request for reconsideration for a book in the Children's collection. After reviewing the book and considering the concerns raised we decided to leave the book in the collection. We have moved it to the Young Adult collection parents of younger readers will be aware that the title deals with more adult themes and/or may be better read with an adult who can provide context and insight into the issues raised. We advised the patron of the results of his request for reconsideration and that he may appeal this decision to the

Board of Trustees. The patron has indicated he does not intend to appeal this decision, but should he decide to do so in the future the matter would be included on the agenda for your next meeting.

#### Raffle to Support our VITAL program

Our Knit-Lit group has once again given a beautiful afghan to the Friends of Brooks Free Library for them to raffle off as a fundraiser to support our VITAL program. They have asked the Chair of the Board of Selectmen to pick the winning ticket.. The Trustees are invited to attend the drawing, which will take place at 1:30 pm on Wed. Sept. 12th

#### Trustee Orientation

This is a reminder that the Mass. Board of Library Commissioners will be holding an informational session for Trustees on Thurs., October 11<sup>th</sup> from 6 to 8 pm at Eldredge Library in Chatham. You can register at <https://mblc.libcal.com/event/4283659?hs=a> or let staff know and we'll register for you.

#### FY19 Budget

A report on FY19 spending year-to-date is included in your packets.

#### FY18 Library Use:

The spreadsheet of Library use and activity since the renovation in 1998 has been updated with FY18 data. A copy is included in your packet.

#### Summer Activity

The number of items checked out was down 5.1% across the CLAMS consortium in July and August 2018, We are pleased to report that Brooks Free Library continues to be the second busiest library in CLAMS. 43,946 of our items were checked out in July and August, a reduction of 3.9% from last summer. This slight decrease is not surprising considering the prolonged period of good beach weather for most of July and the fact that we had reduced parking available on-site this summer since 4 to 6 spaces were reserved for the exterior preservation contractors.

Competition for parking spaces was more pronounced this summer as was competition for table and desk space among patrons using the library to study, read, work and tutor. We received some complaints about noise levels and the volume of activity and referred patrons in need of quiet work space to the designated quiet area in the Non-Fiction stacks. Staff members also dealt with several incidents of problematic behavior by patrons, reacting appropriately to prevent the situation from escalating. We also received numerous compliments from patrons about our Summer Reading Program as well as friendliness of staff members and the quality of the collection and readers advisory services.

### Voter Registration/Information Sessions

We will be offering two voter registration/information sessions this fall, on Wednesday Sept. 12th and Wednesday, October 10th, from 10 am to 7 pm. Library staff members will assist patrons to register to vote by completing the paper form or filing electronically on the Secretary of State's website. We'll also show voters how to locate information on the Town website, sign-up for News and Agendas, watch Channel 18, and how to research local issues using the free access provided by the Library to local and regional newspapers. This is a drop-in program. No registration is required. Patrons who are unable to come to either of these sessions are welcome to stop in any time during the Library's open hours and come to the Reference Desk on the second floor where we will help them register to vote and/or learn about resources that provide information on local issues so they can be informed voter.

Respectfully submitted,

Virginia A. Hewitt  
Library Director

## FY18 Budget Balances

8.31.2018

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$160.00	\$0.00	\$160.00	0%
Dues, Subs & Travel	\$3,500.00	\$0.00	\$3,500.00	0%
Educational Supplies	\$152,725.00	\$23,161.53	\$129,563.47	15%
Electric	\$32,500.00	\$5,706.39	\$26,793.61	18%
Employee Fringe Benefits	\$393.00	\$0.00	\$393.00	0%
Gas	\$11,980.00	\$101.71	\$11,878.29	1%
Library Supplies	\$12,600.00	\$947.45	\$11,652.55	8%
Maintenance & Repair	\$5,600.00	\$0.00	\$5,600.00	0%
Office Supplies	\$5,650.00	\$555.26	\$5,094.74	10%
Professional & Tech	\$47,977.00	\$40,084.61	\$7,892.39	84%
Water	\$1,026.00	\$0.00	\$1,026.00	0%
Total Library Expenses	\$274,111.00	\$70,556.95	\$203,554.05	26%
Wages & Salaries	\$669,740.91	\$104,794.44	\$564,946.47	16%
<b>TOTAL</b>	<b>\$943,851.91</b>	<b>\$175,351.39</b>	<b>\$768,500.52</b>	<b>19%</b>



Assistant Director's Report  
September 4, 2018

Programming

We are excited to bring back our Adult programming series including the Adventurers' Club, Music Series and Movie Matinees. There are a few changes including a new day of the week for the "It's Showtime!" Movie Matinee which has been moved to Thursday to accommodate a youth services program earlier in the week. Movies will begin in October and the theme for the month is "Memoirs to Movies" and includes We Bought a Zoo, Eat Pray Love, Glass Castle, and Wild.

We have also modified the Adventure Series program and are putting out a call to residents to submit suggestions for programs that they might present based on their own adventures. Those who are selected to present will receive two Book-a-Librarian appointments during which they can fine tune their program outline and get assistance on creating a visual presentation via Google Slides. The first two Adventure programs are scheduled to allow time for the review of resident submissions. We will begin on September 7th with a visit from Elizabeth Trummel who will be discussing her recent literacy work in Zambia. Ms. Trummell will be followed by Alan Rothman who presents on his experiences metal detecting on October 5th.

The Music Series is also slated to begin in October when we will welcome Jerry Lagadec, Native American Flutist on Saturday, October the 13th. The final change is the reduction of book groups being offered by the library.

After careful consideration we have decided to end the "America: Then and Now" book group. The group will host their final meeting in October. There are no plans to add any additional book groups in place of this group as we were discovering a good deal of overlap in titles selection among all of our book groups. I plan on launching a book group survey at some point this Fall to help us refine our book group offerings in the future.

AED

We are very grateful to the Harwich Fire Association for their assistance in procuring a state of the art Automated External Defibrillator. The new defibrillator, which is currently stored in the circulation office, comes with a storage unit that can be mounted in a central location for easy access. The storage cabinet is alarmed to prevent any unauthorized removal of the AED. This unit is fully accessible and includes audible instructions which walk the user through the process of using the machine without requiring any further training. The staff is incredibly grateful to the Association for their assistance in procuring this device.

Library Insight

Senior Library Technician Joanne Clingan and I attended a training webinar with our Library Insight representative this past month. The training covered the museum pass aspect of the new software. Ms. Clingan has begun entering our data and setting up the product so that we can

begin testing. I will be scheduling training on the other modules of the software for the month of September.

#### Cranberry Festival

As voted by the trustees, the library will be closed on Saturday, September 15th for the Cranberry Festival. Staff scheduled to work that day will be staffing an outreach table at the festival where we will be handing out library cards and promotional materials as well as selling books and book bags for the Friends.

#### Christmas Stroll Committee

I am currently serving on the Christmas Stroll planning committee organized by the Harwich Chamber of Commerce. We have had several meetings so far to plan and discuss all of the wonderful events taking place around town. The library is planning to offer a "Cookies & Carols" event on Saturday, December 1st at 2 p.m. We are currently looking for a volunteer song leader and pianist if anyone on the board is so inclined.

#### New Collections

This summer we introduced a new circulating collection called "Binge Boxes" with great success. The Binge boxes each contain a half dozen themed movies and circulate for two weeks. The original 22 boxes released in June and July circulated over 60 times this summer! We have since added an additional 12 boxes, 7 of which were just released in late August. We are very happy with the success of the boxes and expect them to continue to be very popular especially as cooler weather and longer nights arrive. We are currently working on the cataloging specifics for book group kits which we hope to release in the next few months. These kits will include 12 copies of a title along with a list of questions to guide book group discussion and information and tips on how to successfully lead book groups. We will be using these kits for our own internal book group as well as loaning them out to private book groups.

Respectfully submitted,  
Emily Milan  
Assistant Director

Youth Services Report  
September 5, 2018

Summer Reading Program

The Summer Reading Program was extremely successful this year. We had 473 students sign up for the program, our second highest ever signup rate. 73% of the students who signed up followed through with the program to earn at least one prize. Together the students read 5,245 hours, beating last year's previous record by almost 1,000 hours.

Summer Activities

In addition to the Summer Reading Program, we also run a slew of special summer programs. This year we had 53 programs during July and August. Our total attendance at these programs was 2,118 people. This is slightly less than last year's 2,400, but is still the third highest attendance of the last ten years. Most of the drop in attendance was intentional: our advertising this year was more strategic to cut down on the number of times that our shows "sold out" and required us to hire the performer for a second show so as not to turn away large numbers of unhappy people. We also cut one of our regular preschool programs for the summer because we felt that running too many programs meant that we were both competing with ourselves and creating a strain on the staff.

Beach Day

The library will be represented at the annual Harwich Beach Day this year. Senior Library Technician Carey Sims and I will be running a craft booth for children to make buttons. The library is also sponsoring Trevor the Juggler as a performer. Harwich Beach Day is a long-running tradition that engages the year-round community and helps to bring us together as a town.

Fall and After-School Programming

For the fall preschool program we have moved Mother Goose on the Loose to Mondays. This means we are running preschool and/or toddler programs on Monday, Wednesday, and Friday mornings.

Our after-school programs will begin the second week of September and include a Theater Explorer program run in conjunction with the HJT for elementary and middle/high school students, the Middle School Makers program, and a Lego Club for elementary school students.

School Partnerships

Several members of the BFL staff will be facilitating book discussions as part of the Monomoy Regional High School summer reading program on September 13th. This is the third year in a row BFL staff have participated in the MRHS program.

I will be visiting elementary school classrooms again this year. So far 17 classroom teacher have contacted me to come in on a weekly, biweekly, or monthly basis. During each of these visits we read and discuss a picture book in the context of the Caldecott award criteria and then I booktalk two nonfiction books, two fiction books, and one graphic novel, all of which are left in the classroom until my next visit.

Respectfully submitted,

Ann Carpenter  
Youth Services Librarian

### Brooks Free Library Statistics Since Renovation

	Open Hours	Items Checked Out (Physical items, eBooks & eAudio)	Use of Electronic Resources	Total Checkouts & Use of Electronic Resources	Inter-library Loans	Items in Collection (Physical collection & eBooks)	Number of Card-holders	Harwich Residents w/ Library Card	Reference Questions
FY97	2025	92285			4354	38992	8907		2219
FY98	1937	103910			6118	42603	9322	<i>not</i>	2472
FY99	2013	110487			8630	45199	10562	<i>counted</i>	4360
FY00	2060	111872			9624	51984	12313		3955
FY01	2108	123401			12275	54684	13540		4613
FY02	2076	128462			14677	58439	10867		6053
FY03	2078	132869			24363	56833	12094	7811	8955
FY04	2066	145212			29264	55784	11661	7838	11416
FY05	2038	151871			33236	59565	12308	7574	12263
FY06	1848	156630			37849	63041	13108	8043	12126
FY07	1796	169529			44147	66393	13370	8289	13866
FY08	1980	193024			52435	68620	14298	8457	13183
FY09	1970	211719			61304	70454	11936	8682	15035
FY10	1978	225385			65829	72620	12606	9014	15471
FY11	1993	233533	<i>New item in</i>		71517	76093	12702	8983	15626
FY12	2004	235597	<i>state report</i>		70730	81688	12573	8814	15861
FY13	1981	235941	<i>for FY2015</i>		68663	85450	12379	8898	16472
FY14	1940	237565			66801	90739	12511	8948	16656
FY15	1922	237876	24564	262440	62515	93757	13231	9555	16840
FY16	2192	229141*	32328	261469*	61328	93159	13801	9950	17770
FY17	1931	218229*	25028*	243257*	60831	131973	13831	9906	17738
FY18	2357	223840	25278	249118	55670	138677	13410	9709	18304

	Library Visits	Adult Programs	Adult Program Attendance	Youth Programs	Youth Program Attendance	Children's Programs	Children's Program Attendance	Total Programs	Total Program Attendance
FY97	64492	5	110			119	3551	124	3661
FY98	74263	8	1430			119	3419	127	4849
FY99	64114	51	1076			161	3446	212	4522
FY00	69654	10	335			172	4769	182	5104
FY01	75240	80	520			196	6019	276	6539
FY02	82569	71	673			234	8255	305	8928
FY03	83627	235	1916	<i>included in</i>	<i>Adult count</i>	285	8338	520	10254
FY04	85677	341	2592	<i>until</i>	<i>FY2010</i>	284	6759	625	9351
FY05	86990	496	2826			249	5939	745	8765
FY06	82334	602	2608			254	7317	856	9925
FY07	113584	396	1065			269	7303	665	8368
FY08	129326	323	2460			286	8306	609	10766
FY09	141852	534	3776			304	7701	838	11477
FY10	151008	575	4047	42	273	317	6541	934	10861
FY11	156535	602	3638	40	244	336	6775	978	10657
FY12	157849	534	4340	30	519	330	7131	894	11990
FY13	158081	701	4121	35	242	283	6357	1019	10720
FY14	159388	572	4396	29	305	305	8493	906	13086
FY15	159377	532	5097	65	348	257	7146	854	12591
FY16	167987	540	4222	92	512	319	7883	951	12617
FY17	152760	567	3482	84	428	561	12814	1212	16724
FY18	156688	551	4046	59	592	668	13589	1278	18227

*Service notes: renovation complete - Feb 1998. FY06 - closed Mondays. FY16 - Mondays restored; closed 3 weeks due to emergency light failure. FY17 - closed twice, 6 weeks total, due to emergency light failure.*

## Brooks Free Library

739 Main St. Harwich MA 02645

508-430-7562, email: [vhewitt@clamsnet.org](mailto:vhewitt@clamsnet.org)

[www.brooksfreelibrary.org](http://www.brooksfreelibrary.org)

*Virginia A. Hewitt*  
From: Virginia A. Hewitt, Library Director  
To: Community Preservation Committee  
Subject: Report on the Library's open Community Preservation Act projects  
Encl: June 12, 2018 Status Update on Brooks Free Library CPC projects  
Date: Sept. 5, 2018

As requested the following information is provided on the Library's open CPC funded projects. This updates the information provided in our June 12, 2018 status report on prior year projects and adds the two articles from this year's Annual Town Meeting.

### Exterior Preservation Project

This project is being funded by three CPC articles:

Article 41 of May 2012 ATM for \$39,000  
Article 39 of the May 2016 ATM for \$540,000  
Article 51 of the May 2018 ATM for \$300,000

Total approved: \$879,000  
Total expended to date: \$200,033.48  
Remaining Balance: 678,966.52

Total committed to date: \$762,322.00  
Uncommitted funds available for contingencies: \$116,678

### Project status:

The contract for the construction phase was signed by the Selectmen in June. The historic preservation architectural firm of McGinley Kalsow and Associates is providing construction oversight. The Town's project coordinator is DPW's Facilities Manager.

Work began on the project on July 9, 2018 and is currently in process. Approximately 40% of the paint removal has been completed. The columns and rotted wood identified in the contract have been removed. As the paint is being removed in additional areas, more rotted wood is being identified. The project has a balance of \$116,678 in uncommitted funds which is expected to be sufficient to cover the replacement of rotted wood above the estimated 10% in the contract specifications and to pay for any other contingencies. The project completion date is January 8, 2019.

### Rogers Groups Statues

This project is being funded by Article 31 of May 2015 Annual Town Meeting

Total approved: \$23,000  
Total expended to date: \$0  
Total committed to date: \$3,150  
Remaining balance for conservation work: \$19,850

#### Project status:

This project is underway. As noted in our 6.1.18 report, a contract was signed this past spring with a conservator for the first phase of the project, the assessment of the 26 statues in our collection and the development of a conservation treatment plan. The conservator conducted a two day site visit on July 25 and 26 to assess and document the condition of each piece. He is now preparing the assessment report and conservation treatment plan, which is expected by Sept. 30<sup>th</sup>. We will then contract with a conservator to do the conservation work on the statues. The project is in on target to be completed this fiscal year.

### Digitization of the Harwich Oracle newspaper

This project is funded by Article 50 of May 2018 Annual Town Meeting

Total approved: \$10,340  
Total expended to date: \$688.50  
No additional funds have been committed to date  
Remaining balance: \$9651.50

#### Project status:

This project is in process. The newspapers have been organized, inventoried and moved into archival storage boxes, which is required prior to transferring the collection to the vendor. We have spent \$688.50 on archival boxes to store the original newspapers. We expect to finalize the contract with the digitization vendor this month and transfer the original newspapers to them. The project is in on target to be completed this fiscal year.