

**Brooks Free Library Board of Trustees**  
**Wed. Jan. 5, 2022**  
**739 Main St., Harwich MA 02645**

**Agenda**

1. Call to Order/Attendance
2. Vote to Approve Regular Session Minutes of Dec. 1, 2021 Trustees Meeting
3. Public Comment
4. Reports:
  - A. Chair
  - B. Library Director
  - C. Assistant Director
  - D. Review of Other Staff Reports or Information in Meeting Packet
  - E. Building & Grounds Committee
  - F. Liaison from Board of Selectmen
5. Correspondence
6. Old Business:
  - A. FY21 Budget Submission- Review and Possible Vote
7. New Business
  - A. Draft Collection Management Plan - Review and Possible Vote
  - B. Vote to Accept Monetary Donations
8. Trustee Reports and Requests for Next Meeting's Agenda
9. Upcoming Meetings/Events
  - A. Library Board of Trustees – 7 pm on Feb. 2, 2022 and March 2, 2022
  - B. Capital Outlay Committee review of Library Projects - TBD
  - C. Friends of Brooks Free Library - Jan. 20, 2022 at 10 AM
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 – will be posted on the Town website, [www.harwich-ma.gov/brooks-free-library-board-of-trustees](http://www.harwich-ma.gov/brooks-free-library-board-of-trustees), and Library website, [www.brooksfreelibrary.org/brooks-free-library-board-of-trustees](http://www.brooksfreelibrary.org/brooks-free-library-board-of-trustees) on the Friday preceding the meeting.

*\* 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**  
**Wed. Dec. 1, 2021 at 7 pm**  
**739 Main St., Harwich MA 02645**

**DRAFT Minutes**

1. Call to Order/Attendance- the Chair called the meeting to order at 7:05 pm. Present were L. Cebula, J. McCarty, K. Remillard, W. Crowell, J. Wheeler, and B. Waystack. Selectmen Ballantine, Library Director Hewitt and Assistant Director Milan were also present.
2. **EXECUTIVE SESSION** – Pursuant to M.G.L. c.30A, § 21(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 the chair so declares – HEA Grievance
  - A. Ended at TIME 8:05pm
3. Vote to Approve Minutes of November 3, 2021: Passed unanimously.  
Motion: B. Waystack Second: W. Crowell
4. Public Comment- none
5. Reports:
  - A. Chair - none
  - B. Library Director- In addition to her written report, Hewitt provided an update on Youth Services programs. Youth Services Librarian Carpenter is offering a Send a Story program where adults can create a recording of themselves reading a story to a beloved child. The video or audio recording can then be linked to a QR code which the adult can include with a copy of the book and send to their little one. Herwitt also indicated that Carpenter has recently distributed a Winter Programming Survey through various channels targeting families and caregivers of young children to determine a course of action for programs now that the weather is making it difficult to continue with outdoor programs. Feedback indicated great interest in returning to indoor programs and, as of January, storytime will be moving back indoors.
  - C. Assistant Director- as written
  - D. Review of Other Staff Reports or Information in Meeting Packet- Chair Brown noted the thorough nature of reports included in this month's packet
  - E. Building & Grounds Committee- Wheeler indicated that the wreaths for the building have been purchased and a work order to hang them has been submitted to the Facilities Manager.
  - F. Liaison from Board of Selectmen- none
6. Correspondence- none
7. Old Business:
  - A.
8. New Business
  - A. Preliminary Review of FY23 Budget Submission and Possible Vote - Hewitt indicated that the message from the Town Administrator was to present a level funded budget for FY23. However, a level funded budget will not meet the MBLC's Municipal Appropriation Requirement. After brief discussion the Board agreed that the Library Director should submit a budget that meets the MAR so library certification will be maintained. Selectmen Ballantine agreed, noting that meeting the MAR impacts library certification.  
  
Chair Brown left and Vice Chair McCarty took over at 8:20 pm.

- B. Review of FY23-27 Capital Plan Submission and Possible Vote- Hewitt noted that current library needs have changed due to pandemic and things haven't settled yet for us to determine how this will be used. Further indicating that some critical space needs were achieved using CARES Act funds during the building closure in 2020. After some discussion a motion was made to accept the Capital Plan request as submitted by Library Director Hewitt. The motion passed unanimously.  
Motion: L. Cebula      Second: B. Waystack
  - C. Vote to Accept Monetary Donations: A motion was made to accept a monetary donation to the library gift account in the amount of \$100 from Cheryl Murphy. The motion passed unanimously.  
Motion: L. Cebula      Second: J. Wheeler
8. Trustee Reports and Requests for Next Meeting's Agenda- Wheeler asked for clarification on the plans for staff appreciation suggesting plants or small plants for all. All board members agreed that this was the best course of action. There were no further requests for the next meeting.
9. Upcoming Meetings/Events
- A. Library Board of Trustees Annual Report to the Selectmen - December 13, 2021, report due by noon on Dec. 10th, 2021 any diets to written report please email
  - B. Library Board of Trustees – 7 pm on Jan. 5, 2022 and Feb. 2, 2022
  - C. Friends of Brooks Free Library - Dec. 16 at 10 AM
10. Adjournment: The Vice Chair adjourned the meeting at 8:32pm.  
Motion: B. Waystack    Second: W. Crowell    Vote: unanimous

Respectfully submitted,  
Emily Milan  
Assistant Library Director

Library Director's Report for Jan. 5, 2021  
Board of Trustees Meeting

12.30.21

CONTINUING IMPACT OF COVID19 PANDEMIC

Mask Requirement for Town Buildings

The Board of Health issued a mask order for municipal buildings, effective 12.30.21. A copy of the order is included in your packets.

COVID Sick Leave

This month Town Administrator provided a memo informing dept heads about the state's mandatory COVID Sick Leave. This memo mirrors information I provided to Library staff in October and verified that personnel should utilize the sample form on the state website, which we have been using, when utilizing COVID Sick Leave.

Health Dept. Testing Program

The Health Dept has been offering rapid COVID tests for Town employees, their family members and members of boards and committees. A number of our employees have utilized this service and it's been very helpful in reducing absenteeism that would have occurred if staff members were unsure of their health status and/or had to find an alternate location and get scheduled for a test.

New Disinfectant

The Town recently adopted a new disinfecting product that utilizes water which is briefly turned into aqueous ozone through an electrical charge. This product was recommended by the Health Director who studied it in her doctoral program. It is a technological improvement, applying a process that has been used by water bottlers, water treatment plants, food processing, and for surgery and wound care for many years. This product is less harmful to humans and the environment than traditional chemical disinfectants and will result in cost savings. Because information about the product was not communicated in advance several staff members had concerns about its effectiveness and its impact on the environment. A copy of my email to staff is included in your packet. I believe this has allayed concerns and Dr. O'Neill has offered to speak to anyone who would like more information.

ADMINISTRATION

FY23-27 Capital Plan

The Library was scheduled to discuss our interior modification plan, on the Capital Plan for FY25 and FY26, at the Capital Outlay Committee's Dec. 14th meeting. That meeting was canceled and we have not yet been rescheduled.

### FY23 Budget

The Town Administrator plans to meet with each department head to review their FY23 requests before he finalizes his budget recommendations to the Select Board. No date has been set yet for that meeting.

### State Library Certification

The Town has met all the standards for state library certification (the Municipal Appropriation Requirement, spending on library materials for the public, open hours, etc.) so the Massachusetts Board of Library Commissioners certified the Town of Harwich for FY22 at their meeting on Dec. 2, 2021. The initial award of State Aid to Public Libraries funds for certified municipalities is \$11,273.57 for the Town of Harwich. 25% of the award will be distributed to the Chase Library, 25% to the Harwich Port Library and 50% (\$5636.79) will be deposited into the Brooks Free Library State Aid Account. A second disbursement of FY22 State Aid Funds will be made in the spring.

### Draft Collection Development Policy

Assistant Library Director Emily Milan has prepared a draft Collection Management Policy which has been reviewed by our management team. It is included in your packets for your review and a possible vote to approve the policy.

### Friends of the COA Community Focus Group

On December 9th I participated in a retreat held by the Friends of the Council on Aging. Representatives of various community organizations serving seniors participated so it was a great opportunity to meet others working in this area, share information, discuss the needs of seniors in the community, identify gaps in services and potential solutions.

### New Performance Evaluation Form

The current performance evaluation form has been difficult to work with, as you know. The Town Administrator is now using a much briefer performance evaluation form for department heads that report directly to him. I'd like the Trustees to appoint one or two Trustees to review the TA's new form and see if you would like to adopt it or to develop a Library-specific form.

Respectfully submitted,

Virginia A. Hewitt  
Library Director

## FY22 Budget Balances

12/21/2021

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$180.00	\$0.00	\$180.00	0%
Dues, Subs & Travel	\$3,524.00	\$618.00	\$2,906.00	18%
Library Materials	\$157,660.00	\$80,282.80	\$77,377.20	51%
Electric	\$25,741.00	\$15,822.56	\$9,918.44	61%
Employee Fringe Benefits	\$300.00	\$185.00	\$115.00	62%
Gas	\$10,601.00	\$774.33	\$9,826.67	7%
Library Supplies	\$13,000.00	\$6,612.38	\$6,387.62	51%
Maintenance & Repair	\$5,700.00	\$1,895.43	\$3,804.57	33%
Office Supplies	\$5,750.00	\$731.63	\$5,018.37	13%
Professional & Tech	\$50,973.00	\$43,354.33	\$7,618.67	85%
Water	\$1,391.00	\$410.17	\$980.83	29%
Total Library Expenses	\$274,820.00	\$150,686.63	\$124,133.37	55%
Wages & Salaries	\$737,977.00	\$328,049.46	\$409,927.54	44%
<b>TOTAL</b>	<b>\$1,012,797.00</b>	<b>\$478,736.09</b>	<b>\$534,060.91</b>	<b>47%</b>

# Massachusetts Libraries

## BOARD OF LIBRARY COMMISSIONERS

mass.gov/mbic

### FY2022 State Aid to Public Libraries Certified Municipalities and Initial Awards

Municipality	FY2019 Pop	Cert Date	LIG \$	MEG \$	NRC \$	Initial Award \$
DARTMOUTH	34,188	12/2/21	17,276.45	9,394.63	3,404.38	30,075.46
DEERFIELD	4,991	12/2/21	2,522.14	1,534.08	962.42	5,018.64
DENNIS	13,871	12/2/21	7,009.53	1,204.85	3,343.96	11,558.34
DIGHTON	7,967	12/2/21	4,026.02	2,719.08	230.57	6,975.67
DOVER	6,127	12/2/21	3,096.20	660.54	937.28	4,694.02
DUDLEY	11,773	12/2/21	5,949.33	6,024.80	580.71	12,554.84
DUNSTABLE	3,403	12/2/21	1,719.66	950.46	100.29	2,770.41
EASTHAM	4,906	12/2/21	2,479.18	368.93	1,769.84	4,617.95
EASTHAMPTON	15,829	12/2/21	7,998.98	7,040.14	969.42	16,008.54
EASTON	25,105	12/2/21	12,686.48	7,674.08	1,505.12	21,865.68
EGREMONT	1,205	12/2/21	1,263.34	156.76	191.43	1,611.53
ERVING	1,750	12/2/21	1,263.34	159.51	443.85	1,866.70
EVERETT	46,451	12/2/21	23,473.40	15,290.97	1,291.41	40,055.78
FALMOUTH	30,993	12/2/21	15,661.90	3,628.94	7,008.05	26,298.89
FITCHBURG	40,638	12/2/21	20,535.88	27,347.45	487.85	48,371.18
FLORIDA	715	12/2/21	1,263.34	139.90	99.14	1,502.38
FOXBOROUGH	18,399	12/2/21	9,297.69	4,643.03	4,194.80	18,135.52
FRAMINGHAM	74,416	12/2/21	37,605.14	24,850.24	4,090.09	66,545.47
GILL	1,465	12/2/21	1,263.34	614.73	0.00	1,878.07
GLOUCESTER	30,430	12/2/21	15,377.40	6,092.42	1,483.13	22,952.95
GOSHEN	1,059	12/2/21	1,263.34	321.43	29.72	1,614.49
GOSNOLD	75	12/2/21	1,263.34	1.22	0.00	1,264.56
GRAFTON	18,883	12/2/21	9,542.28	6,224.60	367.57	16,134.45
GRANVILLE	1,611	12/2/21	1,263.34	614.44	59.43	1,937.21
GROTON	11,325	12/2/21	5,722.94	3,142.57	1,710.41	10,575.92
HADLEY	5,342	12/2/21	2,699.51	1,284.26	964.42	4,948.19
HAMILTON	8,051	12/2/21	4,068.47	1,838.72	2,531.54	8,438.73
HAMPDEN	5,177	12/2/21	2,616.13	2,016.20	151.14	4,783.47
HANCOCK	696	12/2/21	1,263.34	74.74	29.86	1,367.94
HARDWICK	3,057	12/2/21	1,544.82	1,719.47	70.14	3,334.43
HARWICH	12,142	12/2/21	6,135.80	1,148.25	3,989.52	11,273.57
HAWLEY	334	12/2/21	1,263.34	107.13	4.86	1,375.33
HINGHAM	24,679	12/2/21	12,471.21	3,820.32	3,633.95	19,925.48
HINSDALE	1,911	12/2/21	1,263.34	562.35	100.72	1,926.41
HOLLAND	2,482	12/2/21	1,263.34	833.05	68.86	2,165.25
HOLYOKE	40,117	12/2/21	20,272.60	33,691.48	369.57	54,333.65
HOPKINTON	18,470	12/2/21	9,333.57	3,815.02	1,067.42	14,216.01

January Youth Services Report  
December 28, 2021

Winter Vacation Programming

During the school vacation period I ran two special programs aimed at youth. Because of rising COVID cases on the Cape I designed both programs to be hybrid. Participants could either come into the library and complete the activity/craft together as part of a group, or sign up to receive a kit with all of the materials to complete the activity/craft at home. For the Cat Craft we had six children sign up for kits and three sign up to do it in person. For the Mini Art Exhibition, marketed towards both adults and children, we had 34 people sign up for kits and 3 people sign up to do the craft in person.

Send a Story

The Send a Story program got a lot of publicity, including a request by the Chronicle to write an article about it. Send a Story involves having an adult create a video or audio recording of themselves reading a story and then making a QR code sticker to put into the book, and sending the book to a child. We had eight appointments before the holidays, and will be partnering with the Council on Aging to run several more sessions during January and February.

Preschool Programming

After reviewing the results of the Winter Programming Survey, I determined that there was a desire to have indoor children's programming. Starting in January we will have an Indoor Story Time on Tuesdays. We will be changing our Outdoor Preschool Projects program to be indoors, as crafting with mittens on, and with seasonal high wind, was becoming challenging. Outdoor Story Time on Thursdays will remain outdoors for the duration of the season so that parents and caregivers who are not comfortable indoors with children who are not old enough to be vaccinated and, in many cases, not yet old enough to reliably wear masks, will have access to a Story Time.

Middle School Programming

The Escape Room Design Club that I ran at the MRMS has completed its run. We had an average of 17 students involved each week for 12 weeks. I have signed up to run a new club at the middle school, Cardboard Engineering, which will run for 11 weeks. The school has not yet informed me of how many students (in any) have signed up for that club.

Shelf Markers

We have created new shelf markers for the children's nonfiction collection. These markers stick out slightly from the edge of the shelf and display a picture and word to describe the subject of the books on that shelf. The markers are intended to help children locate books on high interest topics.

Respectfully submitted,  
Ann Carpenter  
Youth Services Librarian



# Long-distance Bedtime Stories? Brooks Library Program Connects Faraway Grandkids



by Alan Pollock  
Cape Cod Chronicle Thurs. Dec. 30, 2021, page 1

HARWICH - For many local seniors, their beloved grandchildren live too far away to pop by and read them a bedtime story. And with many people hesitant to travel during the pandemic, staying connected with distant relatives is more challenging than usual. A new program of the Brooks Free Library offers a high-tech solution to that problem.

Using a model suggested by other librarians around the country, Brooks Library's Youth Services Librarian Ann Carpenter created the Send A Story program locally, using a very simple model. The reader makes an appointment and visits the library, where Carpenter records a simple video of them reading a book aloud to their loved one. The video is then uploaded to an unlisted page on You-Tube, and the reader gets a link to the video in the form of a sticker with a QR code that can be affixed inside the cover of a new book sent as a gift, or sent to the recipient so they can put it with their own copy of a favorite book.

"Even very young children can use the mom's phone" to scan the QR code and see the video, and "watch their favorite grown-up reading a story to them," Carpenter said.

The program is just two weeks old, but Carpenter has recorded eight reading sessions using an impromptu studio in the library's basement meeting room.

"Anybody can do it," she said. "The majority of people who've been doing it are grandparents," though they've also had some younger readers come in to record stories for faraway nieces and nephews. The books chosen by readers range from a book about skiing to standards like "Make Way for Ducklings" and "Twas The Night Before Christmas," "from classics to things that were especially printed with the child's name," Carpenter said.

Sometimes the books are special gifts mailed with the QR code, and other times the reader comes to the library and borrows a copy of the youngster's dog-eared bedtime favorite.

"It's been great, because we had the initial idea, and it's been used in ways we didn't even think of," Carpenter said.

Send A Story has already been a heartwarming experience, she noted.

"It's often people whose grandchildren are quite far away. And especially with the pandemic, I've had people tell me they've only met their grandchild once or twice, which is so hard," Carpenter said. COVID-19 is prompting people to find new and creative ways to stay connected to family members, she noted.

The recorded video, hosted on YouTube or downloaded to a thumb drive, can also be a treasured keepsake years from now, she noted.

"It's something you can have forever," she said.

Readers have the option of recording a video or simply the audio of them reading a book, which some prefer, particularly for older recipients. Carpenter rings a little bell when it's time to turn the page.

"It's actually been quite fun," she said with a chuckle.

The fun is spreading to the senior center, thanks to a new partnership with the council on aging. Director Emily Mitchell learned about Carpenter's program and invited her to visit every other week to tape stories.

"It's great that we can collaborate with another department," Carpenter said. Starting Jan. 13, she'll bring her recording equipment to the council on aging every other Thursday from 2 to 4 p.m. Readers can be any age – they don't have to be seniors

– and must sign up for a recording session. They can either bring a book they have purchased, borrow one from the library, or pick up a gift book from the Friends of the Brooks Free Library's ongoing book sale. There are plenty of great children's books for sale for 50 cents or \$1, "and some of them look like new," Carpenter said.

For information or to book an appointment, call the library at 508-430-7562, or the council on aging at 508-430-7550.

*Email Alan Pollock at [alan@capecodchronicle.com](mailto:alan@capecodchronicle.com) Twitter: @CCCAlanPollock*

Info on new disinfecting product being used

Virginia Hewitt <vhewitt@clamsnet.org>

Mon, Dec 20, 2021, 12:32 PM

To: Library staff

Good morning, all:

I've heard concerns have been expressed by several staff members regarding the new disinfecting and cleaning product, O3Waterworks, being used by the Town so I wanted to provide some information I've gathered. Please know that this product was adopted by the Town on the recommendation of Dr. Katie O'Neill, the Town's Health Director. It is less harmful to humans and the environment (it is considered a "green product" and highly recommended by environmental organizations) than traditional chemical disinfectants while also being as effective, if not more so, and easier to use.

Here's a simple explanation about how the product works from a Real Simple article from Sept. 24, 2020

"When water goes through the filter's proprietary electrolytic cell, an electron charge briefly turns water O<sub>2</sub> molecules into O<sub>3</sub> molecules that readily oxidize and destroy harmful microorganisms. After coming into contact with the surface (you can wipe it up or let it evaporate), it reverts back to its original O<sub>2</sub> form (water) after a few minutes. This means that unlike other bleaches, disinfectants, and detergents, you don't have to worry about lingering chemicals left behind."

This product is a technological advancement that utilizes a method already in use by water treatment plants, water bottlers, food treatment, storage and processing facilities, among other larger scale uses. It uses a process that is regarded as safe by the FDA and as safe and effective by the National Sanitation Foundation.

While I can't accurately summarize and relay the science behind this product, all of this information is available on the company's website, <https://o3waterworks.com>. The homepage is designed with marketing in mind so if you're looking for more details on the science behind this and how and why the product is both a disinfectant and a cleaner you'll find good information on the Frequently Asked Questions page, <https://o3waterworks.com/pages/faq>. The How It Works page also has good info: <https://o3waterworks.com/pages/science>.

The User Manual can be found at: <https://manual-hub.com/manuals/o3waterworks-sb-100hd-01-pdf-manual>. I've printed a copy and put it on the bulletin board in the Circulation Office.

One thing not on the website that should improve your comfort level with this product is that Dr. O'Neill studied this process in her doctoral program in epidemiology. She told me this morning that aqueous ozone is used a lot in surgery and wound care, so it's definitely safe for humans, and this product is approved by the state's Toxic Use Reduction Institute (TORI), because it's safer for the environment. Chemicals in traditional disinfectants and cleaners can be harmful to humans - you all probably remember reading about this and discussing this a lot when the pandemic first started - so this is a much safer alternative.

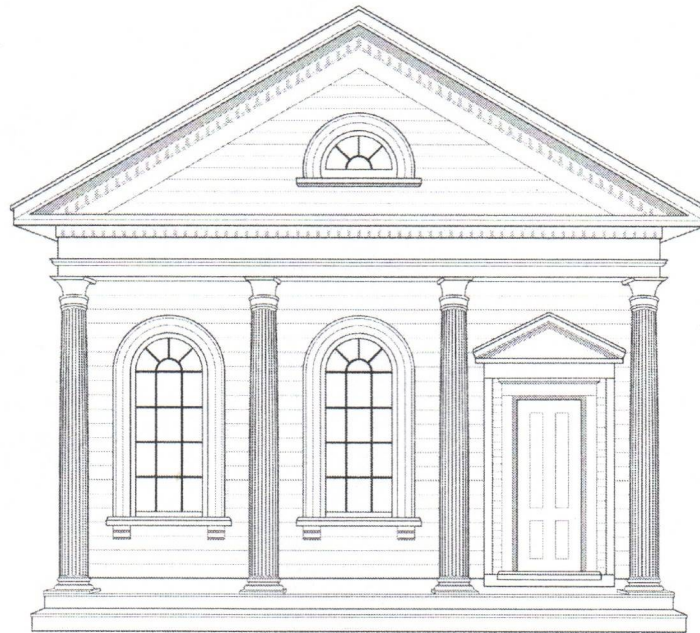
Katie has great confidence in the process used, this product and the company or she would not have recommended the Town adopt this system. If you have any questions or would like more information, Katie would be happy to speak to you. On the Town phone system she can be reached at ext. 3354. From outside the Town phone system you can reach her at 508-430-7509.

Best,

Ginny

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Virginia A. Hewitt, MSLIS  
Library Director  
Brooks Free Library  
739 Main St., Harwich MA 02645  
508-430-7562, ext 8  
[www.brooksfreelibrary.org](http://www.brooksfreelibrary.org)



## **Brooks Free Library**

*Providing access to a world of ideas in the heart of the community*

DRAFT Collection Management Policy

Prepared by Emily Milan March 2021  
Reviewed by Management Team December 2021

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## About the library

Established in 1880, Brooks Free Library was the first free public library in Harwich. Founded by Col. Henry C. Brooks and originally known as the Broadbrooks Free Library, the Library is part of a broader legacy left to the town by the Brooks family. The Library has been owned and operated by the Town of Harwich since 1910 and is governed by a 7-member elected Board of Trustees.

Today the Brooks Free Library provides a complete range of library services, including access to popular materials and resources in print and electronic formats. Additionally, the library provides programming for both children and adults, public access to computers, 24/7 wireless Internet access and a comprehensive assistive technology instructional program for individuals with vision loss. The Library is the second busiest member library in the Cape Libraries Automated Materials Sharing (CLAMS) consortium.

**Mission Statement:** The mission of the Brooks Free Library is to promote full and equal access to information and ideas, the love of reading, the joy of learning, and engagement with the arts, sciences and humanities.

**Vision Statement:** Brooks Free Library provides access to a world of ideas in the heart of the community.

**Address:**  
739 Main Street  
Harwich, MA 02645

**Website:**  
[brooksfreelibrary.org](http://brooksfreelibrary.org)

## Community Demographics

The Brooks Free Library serves a year-round population of approximately 13,440 and a summer population of approximately 37,000. However, it is important to note the recent impacts Covid-19 has had on the seasonality of that population. As a result of the pandemic, community leaders have noted that many part-time, seasonal residents returned to the Cape earlier and stayed longer in 2020 and 2021. The higher than normal population in the off-season is likely a result of the many part-time residents who have elected to stay in their seasonal homes while working or attending school remotely during the pandemic. Although exact numbers of part-time residents remaining year-round have yet to be identified, anecdotal evidence suggests the increase was significant.

Based on data from the 2020 Census, the population of Harwich is relatively homogenous in terms of race and ethnicity. There is a slightly higher female population which is in line with both county and statewide data. Approximately 31.4% of the population is over the age of 65, 50.1% between the ages of 65 and 18, and 18.5% are age 18 or below<sup>1</sup>. Some unique aspects of the Harwich community specifically, and the Barnstable County community at large, include vibrant and active Cape Verdean and Wampanoag communities which are not accurately reflected in the data.

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<sup>1</sup> U.S. Census Bureau (2020). American Community Survey 5-year estimates. Retrieved from Quick Facts Profile page for Harwich town, Barnstable County, MA  
<<https://www.census.gov/quickfacts/fact/table/harwichtownbarnstablecountymassachusetts.barnstablecountymassachusetts/POP010220>>



## Selection Process

The library provides materials and services that reflect the diverse educational, informational, and recreational needs of its users. Access to content is provided through print, electronic, and multimedia materials and is intended to serve a wide-ranging audience of all ages. Librarians use a variety of resources to select materials, including professional review journals, popular print and broadcast media, Integrated Library System (ILS) reports, vendor lists, publisher catalogs, as well as patron and staff recommendations. Librarians exercise judgment relying on experience and expertise in order to make acquisition decisions.

Evaluation of a material includes the entire work, not just individual parts of the work. The primary factor for inclusion in the library collection is a material's overall contribution to the collection as a whole. Additional criteria considered when evaluating a material for inclusion are outlined below. It is important to note that each criterion carries different weight in different circumstances and no single criterion can be used to determine the value of the contribution made by any material.

### Criteria for Materials Selection

- Relevance to the existing collection's strengths and weaknesses
- Mirror and window (reflecting back the interest and experiences of users as well providing insight into the interests and experiences of others)
- Level of funding for materials including factors related to price and availability from established vendors and municipal purchasing parameters
- Relevance to the library's mission and goals
- Educational, informational and recreational needs of users
- Appeal and relevance to community interests
- Authority and accuracy including high standards of quality in both content and format
- Accessibility, durability, and ease of use
- High demand titles
- Relevance to the history of Harwich or Cape Cod
- Importance as a record of the times
- Availability from another library or source (i.e. Interlibrary loan, Commonwealth Catalog)
- Space considerations

## Additional Considerations

### Gifts and Donations

Topics related to gifts or donations either of physical materials or financial contributions intended for material selection are covered in the *Brooks Free Library Gift and Donation Policy* approved and adopted by the Board of Trustees on October 18, 2018.

### Patron Requests

Patron requests for purchase are fulfilled when they meet our general guidelines for selection specifically as it relates to meeting the needs and interests of a wide variety of community members. Requests for materials that were not recently published or do not meet the library collection's goals may be fulfilled for the patron by borrowing from another CLAMS Library or by requesting an interlibrary loan using the Commonwealth Catalog.

### Self-Published Materials

The Library will accept a single copy of a self-published book for inclusion in the Local Author Collection if it is written or illustrated by a local author or is about the Harwich area. The Library may also acquire self-published books if they fit the scope of the Library's collection and meet the selection criteria. As with the rest of the collection, materials are de-selected and withdrawn when circulation reports indicate very little to no patron activity or interest over time.

## Collection Evaluation Process

Library staff evaluate the collection on a continual and ongoing basis in order to ensure that the collection provides materials which reflect the diverse educational, informational, and recreational needs of its community members. Access to content is provided through print, electronic, and multimedia materials and is intended to serve a wide-ranging audience of all ages. Librarians use a variety of resources to evaluate the collection including but not limited to Integrated Library System (ILS) reports, list checking, environmental scans, and diversity audits.

### Methods of Evaluation

#### Integrated Library System (ILS) Reports

Circulation statistics are used to obtain quantitative data related to the use of materials in order to provide a snapshot of collection usage and determine areas of heavier use. Quantitative data is useful in both collection development as well as allocation of the materials budget.

#### List Checking

Librarians also use a method called list checking to ensure that the collection is current and keeps up with trends. Such lists include best sellers and award winners among others. This method helps to identify collection gaps as well as strengths.

#### Environmental Scans

Environmental scans of the library's collection and its usage within the building allow staff to obtain qualitative data. This is of particular use in regards to print newspapers and magazines which are often utilized in the library building and, therefore, do not generate circulation statistics. Additionally, environmental scans assist librarians in determining which areas of the collection are most heavily utilized, identifying areas of the collection that may need deselection to make room for newer titles, and considering the most efficient use of the collection space.

#### Diversity Audit

To ensure that the library collection acts as both a "mirror and a window" (reflecting back the interest and experiences of users as well providing insight into the interests and experiences of others), diversity audits are also employed. Diversity audits seek to ensure that the library's collection is representative of the full spectrum of human experience and interest.

## Deselection Process

To maintain a collection that is current, reliable, in good condition, well used, and which relates to the needs and interests of library users, materials are evaluated on an ongoing basis utilizing a systematic approach.

The library staff relies heavily on item usage statistics (circulation statistics) when evaluating materials in the collection. Additionally, staff utilize the MUSTIE method of evaluation. These six criteria are found in *CREW: A Weeding Manual for Modern Libraries*, maintained by the Texas State Library & Archives Commission <https://www.tsl.texas.gov/ld/pubs/crew/index.html>. The guidelines in the CREW manual represent a common universal practice among libraries. The library withdraws materials which no longer meet the selection criteria outlined in the sections above or when they meet any of the MUSTIE criteria for deselection.

### MUSTIE criteria:

- Misleading or factually inaccurate material
- Ugly or unusable material that is beyond mending or rebinding
- Superseded--the material has been superseded by a new or updated item
- Trivial--the item does not have merit in context of the library's collection
- Irrelevant to the needs and interests of the library's community
- Elsewhere--the material can easily be obtained from another library

With the permission of the Library's elected Board of Trustees, the library may transfer withdrawn items to the Friends of Brooks Free Library who sell withdrawn materials at their book sale. Revenue from the sale of withdrawn materials supports future collection development as well as library programs. Staff also store withdrawn juvenile and young adult materials to be used as prizes in the annual summer reading program. De-selected materials may be offered to other town departments, libraries, schools, colleges or non-profit institutions. Outdated or unusable materials with no remaining value are discarded, donated to charity, and/or recycled when possible.

## Reconsideration Process

In the interests of protecting the individual's right to have access to materials, the Library's elected Board of Trustees has voted to support the American Library Association's Library Bill of Rights<sup>2</sup> and the Freedom to Read Statement<sup>3</sup>. Brooks Free Library does not promote particular beliefs or views. Rather, the library provides a resource for a diversity of opinions, traditions, viewpoints, and beliefs. Many materials included in the collection address topics which are important, complex, and, at times, controversial. Therefore, the collection may include materials which could be viewed by some as including unpopular and unorthodox ideas.

Language or subjects that may be offensive to some community members do not disqualify material which, in its entirety, is judged to be of value to the collection. Furthermore, the library does not label controversial material or restrict its use in any way. The library recognizes parents and legal guardians as the parties responsible for the reading and viewing habits of children. Therefore, the selection of material for the collection is not restricted by the possibility that children may obtain or view materials their guardians consider inappropriate.

From time to time, individuals may take issue with materials that do not support their personal tastes or views. Concerns about materials in the library's collections may be directed to any staff member and library users may fill out a 'Reconsideration Form' (Appendix A). The Reconsideration Form is available on the library's website or from any of the library's public service desks.

Once submitted the Reconsideration Form will be reviewed by the Collection Management Committee which include the Library Director and all material selectors. A response will be issued within 15 business days.

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<sup>2</sup> <https://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf>

<sup>3</sup> <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

**Brooks Free Library**  
*Request for Reconsideration of Library Materials*

The Brooks Free Library Trustees have provided this form for you to voice concerns about specific library materials. Please return the completed document to the Library Director. You can expect a written response within 15 business days.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_

Phone #: \_\_\_\_\_

Type of material you would like to be reconsidered (circle one):

Book  
Movie  
Audio

Digital Resource  
Newspaper  
Magazine

Other: \_\_\_\_\_

Title: \_\_\_\_\_

Author/Producer: \_\_\_\_\_

What brought this material to your attention?

\_\_\_\_\_  
\_\_\_\_\_

Have you examined the entire resource? If not, what sections did you review? (use the reverse side if needed). \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What are your concerns about this material? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What actions are you requesting be taken? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_