

**Brooks Free Library Board of Trustees**  
**Wed. December 6, 2023 at 7pm**  
**739 Main St., Harwich MA 02645**

**Agenda**

1. Call to Order/Attendance
2. Vote to Approve Minutes of Nov. 1, 2023 meeting
3. Public Comment
4. Reports:
  - A. Chair
  - B. Library Director
  - C. Review of Staff Reports and Other Information in Meeting Packet
  - D. Building & Grounds Committee
5. Correspondence
  - A. 11.24.23 Email from Mass. Board of Library Commissioners re: potential changes to reporting requirements for Multiple Independent Libraries
6. Old Business
  - A. Draft job descriptions for Director and Deputy Director - discussion and possible vote
7. New Business
  - A. Trustee Section of Town Charter - discussion and possible vote
  - B. FY25 Budget Preparation – discussion and possible vote
  - C. Vote to Accept Monetary Donations
8. Trustee Reports and Requests for Next Meeting's Agenda
9. Upcoming Meetings/Events
  - A. Library Board of Trustees – Wed., Jan. 3, 2024 - 7 pm
  - B. Library Board of Trustees – Wed., Feb. 7, 2024 - 7 pm

Authorized posting officer

Posted by

Virginia A. Hewitt

Brooks Free Library

Town Clerk's Office

*Agenda submitted electronically to Town for posting.*

*\* 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.*

**Brooks Free Library  
Board of Trustees Meeting  
739 Main Street, Harwich, MA 02645  
Wednesday, November 1, 2023, 7pm**

DRAFT

1. Call to order/Attendance: Meeting was called to order at 7:07pm. Members present: B. Waystack, K. Remilliard, J. Brown, J. Wheeler, L. Cebula, J. McCarty, W. Crowell. Also present: V. Hewitt, Library Director
  
2. Vote to approve the minutes of September 6 and October 4, 2023  
M. J. McCarty 2nd B. Waystack. V. Unanimous
  
3. Public Comment: none
  
4. **Reports**
  - A. Chair. No report
  
  - B. Library Director, as submitted. Also Ms. Hewitt noted approximately 55 Trick or Treaters for the first ever Trick or Treating at BFL in addition to Halloween Parade
  
  - C. Staff Reports, as submitted
  
  - D. Building & Grounds: Jeannie spoke with Sean Libby regarding the roof. Estimates the roof will go through all necessary channels and work will be done in the spring. It was noted that the costs will remain the quoted ones even if material prices rise.
  
  - E. Liaison from the Select Board: none present
  
5. **Correspondence:** none
  
6. **Old Business**  
No new business
  
7. **New Business**
  - A. Reorganization of Library Staff Organization Structure: A discussion was had comparing the existing chart and its chain of command and how the proposed reorganization could look pending approval of a Deputy Director position.
  
  - B. Draft job description for new Deputy Director position: A discussion was had on this draft as a good starting point. It also makes it clear that we have a very outdated and inaccurate Library Director's position. It was agreed this must be revised to make clear

the differences, distinctions and the overlapping authority/responsibilities between the two.

C. Vote to Accept Monetary Donations: none

8. Trustees Reports and Requests for next meeting's agenda

9. Upcoming meetings and events

Library Board of Trustees Wednesday, December 6, at 7 pm

Library Board of Trustees Wednesday, January 3, at 7 pm

Motion to Adjourn at 8:16 pm

M. J. Wheeler 2nd. J. Brown. V. Unanimous

Respectfully submitted,  
Bernadette Waystack

Library Director's Report  
Dec. 6, 2023 Meeting of the  
Brooks Free Library Board of Trustees

prepared 11.30.23

## PERSONNEL

This month I revised the draft job description for the proposed Deputy position, incorporating changes discussed at your Nov. meeting, and am preparing an updated Director job description for your review. While not included in your packet, I will send these drafts prior to your meeting.

## MIGRATION TO NEW TOWN PHONE SYSTEM

- As previously reported the Town is migrating to a new phone system, using Microsoft Teams to provide phone service.
- The Library appears to be the last department to be migrated. It has been on hold while some technical issues were resolved with the connection in this building (since resolved) and because Teams is not an accessible phone system for our employee with sight loss.
- The lack of accessibility appears to have been oversight when the decision was made to use the phone feature of Microsoft Teams to replace the current phone system.
- Staff Librarian Jamie Thornton and Assistive Technology Coordinator Carla Burke have worked with the IT Systems Specialist from Barnstable County, which is managing the migration on behalf of the Town. This team has spent countless hours over the past three months researching and testing accessibility options.
- Description of accessibility issues with the new system:
  - Microsoft Teams works with the JAWS screen reader on a Windows computer or laptop for a number of other functions, but it does not function properly with JAWS when using Teams as a phone. Freedom Scientific, the manufacturer of JAWS, and Microsoft could provide no solutions to make Teams (in a web browser or using the Teams app for PC's) function properly.
  - While the Town originally planned for employees to use their computers as a phone, physical "Teams phones" do exist and we will be using them at the Library. They do not function like traditional phones, however. The user must navigate screens to use the phone, which is what makes them not accessible for someone with sight loss. In addition, Teams does not assign extensions to users. Every user/desk location is assigned a 10-digit number. To place a call the user must start typing in the name of the person/location they want to call, then select the name from the choices that pop up on the display screen. The user must have sight to read the display screen to make a selection to place or transfer a call.
  - Staff experimented with "sidecar" attachments for the physical Teams phones. As it turns out, the sidecars do improve efficiency since some buttons can be pre-programmed to function as extension buttons - which was a great discovery and something Barnstable

County IT is now offering to staff in other departments to mitigate complaints about the inefficiency of using these phones - but the sidecars do not make a physical Teams phone accessible for someone with sight loss.

#### The Identified Solution

- After three months of investigating options we now have a solution – a town issued iPhone. Barnstable County IT can assign a Town phone number and configure Voice Over, a native accessibility feature of iOS devices, to work with the Teams phone system. The employee already utilizes (and teaches) Voice Over, to place, transfer and receive calls and easily access voice mail.
- This week the IT Director submitted a request for a request for new iPhone/service plan contract for the Library employee with sight loss. The phone is provided free by the carrier with an annual plan (approximate cost \$480/year) as part of the Town's mobile phone contract.
- This iPhone was not requested because of the nature of the employee's job (i.e., because they are out in the field or often conducting home visits, for ex.) or as a convenience for an employee. It was requested as an ADA accommodation. A team of IT professionals and a subject matter expert determined this iPhone is necessary to enable the employee to utilize the Town phone system, so I fully expect this request to be approved.
- The Town phone system was centralized over a decade ago with all expenses for the equipment and service paid from a line in the Town's IT budget. This iPhone is necessary for the employee to use the Town phone system so I have relayed my opinion that the expense should be paid from the central telephone expense line.

#### New Target Implementation Date

- If an iPhone is approved for the employee with sight loss we should be able to proceed with the new target date for migrating Library's phones, overnight on of Dec. 18<sup>th</sup>.
- Meeting the new target date will also depend on physical Microsoft Team phones and sidecars being provided to the Library with enough time to program the sidecar speed-dial-equivalent buttons and train staff on use of the new phones.

#### FY25 OPERATING BUDGET

- The Select Board approved a budget message requesting an increase of no more than 1.5% in the FY25 operating budget.
- It is understood that salary and wages are likely to exceed that increase due to negotiated contracts already in place for FY25, but the Town Administrator intends to present a comprehensive budget that adheres to those instructions.
- We have been instructed that our Expense budgets not exceed the 1.5% cap. Any increases above 1.5% that are to be listed as an Enhancement of Service request, even if it is for existing

obligations and services. We were also instructed to project a 10% increase in Electric and Gas, which will create more pressure in other areas of the Expense budget.

- Budget requests are due to be submitted in MUNIS by close of business of Friday, Dec. 8<sup>th</sup>.
- Due to other workload I expect to have difficulty meeting that deadline.
- As always, our budget request will not be final until approved by the Board of Trustees. I plan to present it to you for your review at your January 3<sup>rd</sup> meeting.

#### FY25 – FY29 CAPITAL OUTLAY PLAN

##### Interior Modification Project

- The approved FY24 – FY28 Capital Plan includes \$40,000 in FY27 for a space study and plans for our interior reconfiguration project and \$150,000 in FY28 for construction.
- We are not seeking any modifications to that project on the FY25 – FY29 Capital Plan.
- Trustee Building and Grounds Chair Jeannie Wheeler and I met with the Capital Outlay Committee on Nov. 28<sup>th</sup> to discuss the project.
- The meeting went well, with various aspects of Library operations and activities discussed, and they were very appreciative of the information packet we provided.
- A copy of the information we provided to the Committee is included in your packet.

##### Library HVAC work

- The approved FY24 – FY28 Capital Plan includes \$590,000 in FY28 under Facilities Maintenance for HVAC work at the Library – the replacement of the chiller, air handlers and related work. The Facilities Manager did not request any changes in the timing or the amount for the FY25 – FY29 Plan. That project was discussed a prior meeting of the Capital Outlay Committee when they met with the Facilities Manager.
- At our meeting with the Committee this week they discussed needing to move some projects forward from FY28, to reduce a large jump in total capital expenditures that year. In responding to questions, we discussed our desire to have the HVAC work done as soon as possible as the potential for high humidity levels in the building to cause a mold bloom in the collection is and has been a big concern.
- The next day the Facilities Manager was contacted to ask if the Library HVAC work could be moved up from FY28 to FY27. He advised me that he responded that he was unable to do that as he'll be managing several other projects that year. He said if the Committee or Town Administrator decide the project is one that needs to move it could be moved back a year to FY29.
- As of this writing I do not know if the Library HVAC work will be moved from FY28.
- The draft FY25- FY29 Capital Plan will be presented to the Select Board on Mon. Dec. 4<sup>th</sup> but modifications to the Plan are likely and it will not be final for several months.

- Pushing our HVAC project back a year is concerning but if conditions change or serious problems occur in the intervening years (the chiller begins to fail, for ex.) the Trustees and/or Facilities Manager can ask that the project be moved up on the Capital Plan and funding can be sought in an earlier year.

#### CHRISTMAS IN HARWICH – “DICKENS OF A CHRISTMAS”

- This year the Chamber of Commerce has added to the Christmas in Harwich weekend by adding a live theater event in Harwich Center based on Dickens’ A Christmas Carol on Sat. Dec. 2<sup>nd</sup> (12 to 5 pm) and Sunday, Dec. 3<sup>rd</sup>. (2 to 5 pm).
- The Library is one of the Harwich Center venues hosting scenes. The Doane Room (children’s picture book room) will be the setting for “the Ghost of Christmas Past” scene.
- Set-up of the bedroom furniture, lighting, etc., will take place on the afternoon of Friday, Dec. 1<sup>st</sup>. Several “showings” will occur on Saturday and another on Sunday afternoon.
- In a related, support event we will be showing The Muppets Christmas Carol continuously in our meeting room on Saturday and Sunday. This will give families with children an opportunity to come in and warm up for a time.
- The Friends of Brooks Free Library will be offering extended hours of their Bookstore (10:30 AM – 5 PM on Saturday and 2 to 5 PM on Sunday.)
- Our librarians have been involved in multiple meetings with the Chamber and the production staff, and working to prepare for and accommodate this event. As expected for a new event, plans have changed several times.
- Audience members will enter through the Main St. front doors to view the Ghost of Christmas Past, which will make the scene much easier to view than the producer’s original plan of having audience members peer in the two narrow windows on the front porch, but it presents more difficulty for the Library in ensuring the public does not wander around the building on Sunday, when we are closed.
- Some staff members will be working late on Friday while set-up occurs and several will stay late on Saturday as the movie and Book Sale will run until 5 pm. Another staff member and I will work the event on Sunday. It would be helpful to have a third Library person here on Sunday to ensure visitors don’t begin exploring other areas of the Library as they enter and exit but no other staff members are available to work.

Respectfully submitted,

Ginny Hewitt  
Library Director

## **Acting Assistant Director/Reference Librarian's report for December 2024**

### Programs/Events:

Plans for the "Dickens of a Christmas" event took some time this month with several meetings, many questions and many changes happening at each meeting. I tried to assist with communications with everyone involved and made arrangements for staff to work extra hours for this Chamber run event.

I wrote a column for the Chronicle that appeared in the paper on 11/16 that mentioned the new "Books and more" thematic discussion group that was meeting that month. Two patrons who had never attended the group before specifically said that they had decided to come after reading this article (snacks were mentioned!). The new group has been slow to get going and consumed more time for me this month than intended. I will be running the meeting in December and I recruited one of our newer staff members Shanaz Petty to run the group in January. I plan to nail down the themes and leaders for Feb-May and then re-assess the future of the group at that time. With the staff member running the other book group (that also meets in the evening) leaving in April, it seems May would be a good time to look at and reconsider our book group programming.

### Personnel Duties:

While Ginny was on vacation, I held a librarian's meeting and shared the agenda and notes with Ginny and with all in attendance. I handled several difficult patron issues and some minor facilities issues while I was the person in charge. I made an effort to be more 'present' in public areas over that time period and tried to increase my communications with all the staff overall.

I have started to write down lists of duties and responsibilities that could be used for possible new job descriptions for staff at all levels but most urgently for the next two full time positions that will be available soon (staff librarian level). There has been, and will likely be more, shifting of duties between positions that has already (and will) occur over the next 6 months so staff need to be aware of what the expectations are for their positions and the process for officially changing the written job descriptions needs to be started ASAP so that evaluations can be based on clearly communicated expectations. I do not expect the staff or the union to object to these steps as the new job descriptions will be a much closer match to what the staff in these positions are already doing.

I continue to work 2 shifts a week at the circulation desk as well as lunch coverage shifts in Reference and I filled in more over this past month while others were out. I still find the Koha system to be in need of much refinement and I regularly report issues and suggestions to 'support' at the Clams office with mixed results coming back. I completed another annual evaluation of one of our Senior Library Techs and will be preparing a self-eval soon for my own anniversary date in December.



Collection Duties:

I have not been able to do more work with the materials spending plan but should be able to put more time there next month. I placed several very large orders for Nonfiction and Fiction/Mystery/Sci Fi as well as Large Print and Nonfic DVD's. Analysis of the collection and the selection process will continue over the next several months. Gavin and I have talked about the need to do more clean-up work related to long billed/lost items that may or may not have been withdrawn from the system. I need to start looking at the spreadsheets I saved before the change to Koha to make sure 'the system' is not withdrawing or purging items without our knowledge. I am most concerned with items that are of local interest, as well as out of print titles that are not easily replaced.

Other updates:

I was contacted by a reporter from the Cape Cod Times about current legislation involving ebooks and libraries (something that I have a long history of experience with and feel strongly about) and a lot of my interview was used in an article that was on the front page of the CC Times on November 10. *(copy attached)*

[https://infoweb.newsbank.com/apps/news/openurl?ctx\\_ver=z39.88-2004&rft\\_id=info%3Asid/info.web.newsbank.com&svc\\_dat=NewsBank&req\\_dat=0F74011974895E72&rft\\_val\\_format=info%3Aofi/fmt%3Akev%3Amtx%3Actx&rft\\_dat=document\\_id%3Anews%252F19538182AB1B7238](https://infoweb.newsbank.com/apps/news/openurl?ctx_ver=z39.88-2004&rft_id=info%3Asid/info.web.newsbank.com&svc_dat=NewsBank&req_dat=0F74011974895E72&rft_val_format=info%3Aofi/fmt%3Akev%3Amtx%3Actx&rft_dat=document_id%3Anews%252F19538182AB1B7238)

Also my Confidential Corner project proposal was accepted to be presented at the Massachusetts Library Association annual conference in May 2024 in Framingham.

Respectfully submitted,

Jennifer Pickett, Acting Assistant Director/Reference Librarian

Massachusetts librarians are calling for more affordability and flexibility in obtaining licenses for digital content, a proposal Cape Cod librarians say would benefit visually impaired patrons and save them time and money.

A bill filed with the Massachusetts Legislature would require publishers provide e-books and digital audiobooks to libraries at consumer prices and include an option to purchase a license that never expires. Usually, libraries pay five to six times the consumer cost for licenses, which can expire after one to two years, in contrast to physical books, where libraries have discounts, according to the Massachusetts Library Association.

"We pay so much more money than the public does, but then not only are we paying more, we don't get to keep the book," Jennifer Pickett, the acting assistant director and reference librarian at Brooks Free Library in Harwich said. "For us in libraries, it's just extremely frustrating ... you can't build this collection the way you would have a physical collection."

Filed by Rep. Ruth B. Balsler, D-Newton, the measure aims to improve library access to electronic books and digital audiobooks, addressing the challenges that libraries face in maintaining access to digital content and ensuring that licensing and contractual agreements between libraries and publishers contain fair and equitable terms.

"After a certain amount of time, we continually have to repurchase the same materials if we want to have them permanently in our collections," said Melanie McKenzie, the library director at Eastham Public Library. "Fewer and fewer publishers are offering permanent lending models, so again, we're constantly having to re-spend the same money on the same books over and over again."

These challenges affect people with visual impairments who rely on font sizes or those who cannot physically visit libraries.

"We want to make sure that libraries can continue to meet their mission (of improved access) in the 21st century," Balsler said at a recent hearing. "If a company does license with libraries in Massachusetts, the terms have to be fair, and we want to make sure that libraries have full access to this material."

Other benefits of improved access to electronic content include environmental advantages.

"Kids in school today do most of their research online," Pickett said. "They get the Chromebooks, they have the technology skills and it should be cheaper since we're not printing books and we don't have to recycle the paper ....there are lots of good things about e-books."

The redrafted bill was based on a popular Maryland bill, which was followed by a lawsuit filed by the Association of American Publishers. Balsler's updated proposal is said to adhere to federal regulations. However, opponents say the bill remains in disagreement with the U.S. Copyright Act and could diminish the value of authors' intellectual property.

Terry Hart, the general counsel for the Association of American Publishers, opposes the bill.

"If enacted, this legislation would devalue the intellectual property of authors and harm their right to seek market compensation," Hart said. "This legislation threatens the entire creative economy that is so critical to Massachusetts and the nation (because) .... they can be easily copied, made perfect copies, made unlimited number of copies."

Despite the challenges and opposition, libraries continue to commit to improving access to electronic content, driven by the core mission to provide information and knowledge to community members.

"We want to educate the people of our towns in our states, we want to share information, we want them to be able to read," Pickett said. "I know that people need to be paid .... but there are other ways to do it and I just really hope that the organizations can work together, and different entities can do something that is for the good of everyone."

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Youth Services Report  
11/30/23

Dinovember

We created a new Imagination Station theme of dinosaurs/dinosaur museum that has been very well received. Our Dinosaur Party had 30 people in attendance. Decor in the library was dinosaur themed, and we had a dinosaur scavenger hunt.

Winter Holiday Programming

For the school break at the end of December we have several special activities planned. On Tuesday we'll be showing the movie Elemental. On Wednesday we will have Lego free play all day, and Senior Library Tech Shanaz Petty will be running a pajama storytime in the evening. Thursday we will be making a "pudding parfait" with instant pudding and crushed up cookies. Friday the live animal program Amazing Animal Ambassadors will be presenting a live animal show. Finally, on that Saturday we will have our annual Noon Year's Eve party for the younger kids who can't stay up until midnight. Because New Year's Eve is on a Sunday this year the party is slightly out of sync with the actual holiday, but I think we will still have a good attendance.

Ebooks and Eaudio for Youth

This fiscal year I have taken on ordering ebooks and eaudio for youth. While the demand for e-materials for children lagged behind that of adults, the past several years have been a tipping point and we are seeing more and more use of these materials. In the six months that I have begun purchasing e-material we have seen a 700% increase in the use of our OverDrive Advantage titles for children and teens.

Respectfully Submitted,

Ann Carpenter  
Youth Services Librarian

Staff Librarian - Circulation  
November 2023 Report for  
December 6th, 2023 Trustees of Brooks Free Library Meeting

Circulation

Circulation activities in November have continued to include clean up activities, given the return to off-season numbers of patrons (though there have continued to be some larger deliveries going out/into the library, reflected in current circulation numbers, with approximately 14,000 total items checked out or renewed in November). Weeding of non-circulating and duplicate items in fiction continued in November and will be carried out over the next few months. We have continued to send "long overdue/lost" bill notices to patrons, averaging approximately 50 per week (this includes items that have just become long overdue and also batches of items that have been overdue for over three months). We have sent approximately 200 notices in November, which includes items overdue from March 2020 to February 2022. Due to the migration of bills that existed prior to the update to Koha, duplicate bills are being generated in accounts (once items are marked as "Bill Sent") - I am working with CLAMS on updates to the system to resolve this issue.

Patron Services

Quipti, the new state online e-card registration system/form for CLAMS, was activated before the Thanksgiving holiday and is available to patrons to register for e-cards. The new form should better ensure that only Massachusetts residents are applying for e-cards. We will continue to monitor new e-card registrations to check on (and delete) non-Massachusetts registrants.

Circulation/Library Communication

Circulation Circular emails were sent in late October and early November with information on returned billed items (how to update them so they do not still appear in patron's accounts), signing patrons up for the Brooks e-newsletter, and updating claim returned items (to "Resolved") when they are returned to the library.

Future Work

We will continue to work on checking for items that are currently showing as "Missing" in the system, to confirm they are not actually on the shelves and carrying out ongoing work on patron account clean up, including Institution cards.

Personal Development

I continue to work on my coursework for the online MLIS program at San Jose State University and still plan on taking advantage of any other relevant online trainings offered through MBLC and other organizations, as time permits.

Respectfully submitted,  
Gavin Williams, Staff Librarian - Circulation

Staff Librarian - Technology  
December 2023  
Report to the Trustees of Brooks Free Library

Technology

I continued to work with Barnstable County IT and VITAL Coordinator Carla Burke on finding accessible phone options, and we have come to the agreement that the best option will be to provide Carla with an iPhone, with a mobile plan to be paid monthly by the Town of Harwich. This is by far the most accessible option, granting Carla the ability to make phone calls and access her voicemail without jumping through too many hoops. As long as the town approves this change, we are in good standing to make the system change on December 19th.

I also communicated with Barnstable County IT to ensure that staff are granted access to town emails, and helped coordinate which phones will be used and where in the building they will be located.

I have selected a number of computers and printers that are far past their end of life, to be disposed of. Staff Librarian Suzanne Martell also had two Library of Things items to dispose of as well. The list is attached in this packet.

I am currently working on two all-in-one computers to replace circulation stations.

Reference

As stated in my previous report, I continue to work a number of additional hours on the reference desk, answering questions and helping the public find the information they need, which takes up most of my time.

PR

I worked on a number of social media and website postings, including notifying the public on the status of the new CLAMS app, seeking volunteers for the VITAL program, holiday events and book sales.

Collection Development

In October and November I selected and purchased 59 ebooks and 41 e-audiobooks.

Future Work

- Continue to work with Barnstable County IT to get our new phone system up and running, and to help Carla navigate her new town-issued phone.
- Finish setting up the two computer stations for circulation and work on an additional two more stations.

Respectfully submitted,  
Jamie Thornton  
Staff Librarian

## 5. Correspondence

### possible changes to Multiple Independent reporting format for the next state aid cycle

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Quinn, Mary Rose (BLC) <maryrose.quinn@mass.gov>

Fri, Nov 24, 2023 at 3:25  
PM

To: "amyandreasson@clamsnet.org" <amyandreasson@clamsnet.org>, "ccullen@clamsnet.org" <ccullen@clamsnet.org>, "bstokes@falmouthpubliclibrary.org" <bstokes@falmouthpubliclibrary.org>, "vhewitt@clamsnet.org" <vhewitt@clamsnet.org>, "director.paigelibrary@gmail.com" <director.paigelibrary@gmail.com>, Miki Wolfe <mwolfe@minlib.net>, "director@forbeslibrary.org" <director@forbeslibrary.org>, "lwheeler@cwmars.org" <lwheeler@cwmars.org>, Susan Tower <smtower522@gmail.com>, "vallard@clamsnet.org" <vallard@clamsnet.org>  
Cc: "Ng, Uechi (BLC)" <uechi.ng@mass.gov>, "Inglis, Jennifer (BLC)" <Jennifer.Inglis@mass.gov>, "kkvarace@cwmars.org" <kkvarace@cwmars.org>, "shevener@clamsnet.org" <shevener@clamsnet.org>, "Quinn, Mary Rose (BLC)" <maryrose.quinn@mass.gov>

Hello All,

I hope you had a good Thanksgiving. I am writing to you as the Coordinating or Compiling library responsible for completing the Multiple Independent Library forms for State Aid. Please communicate with the other library directors and their trustee boards within your respective systems. If you are not the person who is the Coordinating/Compiling Library representative, please contact Uechi immediately with updated details.

Some background: Of the 350 municipalities in Massachusetts that have libraries or the 348 participating in the State Aid Program, we have only 10 remaining that have multiple independent systems. Two municipalities reorganized library services in the last grant cycle, and another reorganized a few years back. If you are contemplating this type of consolidation, please let us know so that we can start the process. If not, we still want to encourage you to work more closely with your counterparts on things like budget preparation, collection development, and hours, and coordinate your services through regular communication between the libraries and trustee boards. We also want to encourage you to work together when filling out the forms and surveys for the State Aid application and share the completed forms with all the member libraries and their trustee boards.

As far as the State Aid Program is concerned, there continue to be reporting issues with the individual responses and consequently with the compiled surveys, resulting in lengthy review and complex corrections on the part of MBLC staff. We are working with Baker and Taylor to find a reporting solution that will automate the calculations and other final steps in the compilation process. However, there are no turnkey solutions since Multiple Independents are unique to Massachusetts. We are also exploring the possibility of completely revamping the surveys and reporting processes for the Multiples in the coming year. This could entail additional and separate trainings for all Multiple Independent Libraries (this spring) and more

coordination (including documentation) among the libraries within the systems when completing the surveys.

I will be retiring in six days after nine years at the MBLC and 33 years working with public libraries in Massachusetts. My successor will take on the issue of Multiples as one of the first tasks in the upcoming months. More details will follow after the completion of the current State Aid grant cycle.

FYI - All 10 Multiple Independent Libraries systems will be presented for certification at the January Board meeting.

Thank you.

Mary Rose

*Mary Rose Quinn*

Head of State Programs  
Massachusetts Board of Library Commissioners  
90 Canal Street, Suite 500  
Boston, MA 02114-2018

[maryrose.quinn@mass.gov](mailto:maryrose.quinn@mass.gov)  
857-488-7155 (cell)  
617-725-1860 x220 (office)  
1-800-952-7403 x220 (in state)  
[mass.gov/mblc](http://mass.gov/mblc)



**Library Interior Modifications Packet  
for Capital Outlay Committee 11.28.23 Meeting**

updated 11.25.23/VH

Summary

FY27: \$40,000 for a space study and development of plans

FY28: \$150,000 for construction work

- This project is on the current, approved FY24 - FY28 Capital Plan
- No changes are being sought to what is on the FY24- FY28 Capital Plan.

Project Description:

- The purpose of project is to reconfigure the interior floor space of the Library to accommodate changes since last major renovation was completed in 1998.
- We're not seeking major renovation but are instead planning more modest changes to the floor plan, within the existing building footprint.
- The goal is to accommodate changes in library services, patterns of use and the needs and interests of community members and to improve the efficiency of operations.

Benefits of this project

Project will benefit the community by reconfiguring public spaces: Areas of focus include:

- improving discoverability of materials and resources through the consolidation of collections, better functional locations, improved shelving and display areas
- separation of quiet spaces from areas that accommodate interactive activity
- consolidate tweens & teens collections and provide a dedicated Young Adult area
- providing modern, functional furnishings appropriate for each space
- adding small group study and video-conferencing rooms
- improved technology assistance spaces
- more efficiently designed and located public service desks (smaller footprint of some service desks, more centrally located)

Staff will benefit from much needed additional work and storage areas and/or improved design of current work spaces. Areas of focus will include:

- consolidation of administrative offices
- improved building infrastructure (lack of power outlets & data jacks in many areas)

page 1 of packet given to Capital  
Outlay Committee

- space/desk design for more efficient processing of inter-library loans
- storage solutions/space for materials, technology, and collections

Other potential sources of funds:

- Project is not a major renovation; would not qualify for Library Services & Technology Act construction grant from the Mass. Board of Library Commissioners.
- Project would not qualify for Community Preservation Act historic preservation funds.
- Despite inflation, we are not requesting an increase of the amount on the Capital Plan at this time due to supplemental funds planned to help defray the cost of the project
  - On 2.13.19 the Library Trustees voted to reserve our portion of the Town's annual State Aid for Libraries award to provide supplemental funds for this project.
  - Current balance in Acct 12406102 Brooks Free Library State Aid- \$105,747.

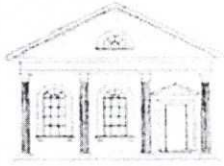
Consequence of delaying the project

It has been over 25 years since the last major renovation of Brooks Free Library was completed in 1998. Much has changed in Harwich, in the world we live in, and in public libraries since that renovation was planned in the early to mid-1990's.

This project is intended to make improvements to the configuration of the public spaces and service points to better accommodate patron use and activity, to ensure the Library meets the needs and interests of community members, to rectify inadequate and/or poorly designed work and storage areas, and to remedy electrical and telecommunications deficits within the building.

Not doing this project or delaying it will impact the Library's ability to provide modern library services and would mean operational problems caused by inadequate and poorly designed staff work areas, lack of storage space and building infrastructure issues would continue. Some incremental changes may be possible without this project but such changes would be piecemeal and not conducted in a coordinated manner as part of comprehensive improvement plan.

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Capital Outlay Committee



## Brooks Free Library

739 Main Street  
Harwich MA 02645  
508-430-7562  
vhewitt@clamsnet.org

From: *Virginia Hewitt*  
Virginia Hewitt, Library Director

To: Joseph Powers, Town Administrator

CC: Kathleen Barrette, Finance Director

Subj: Library Response Re: Projects for FY25- FY28 Capital Plan Projects

Date: Oct. 24, 2023

This letter is in response to your instructions that departments submit modifications to existing projects and/or new project requests for FY25 - FY28 years of the Capital Plan between Oct. 18<sup>th</sup> and Nov. 3<sup>rd</sup>.

Brooks Free Library has two projects on the current, approved FY24 - FY28 Capital Plan - \$40,000 for design plans in FY27 and \$150,000 in FY28 for interior modifications. These projects are listed on the Capital Plan under Facilities Maintenance, not under Brooks Free Library.

The Library is not submitting any new project for the FY25-FY28 years of the Capital and is not seeking any changes to the two existing projects currently on the Capital Plan for FY27 and FY28.

Please note: For FY28 there is a total of \$740,000 under Facilities Maintenance for Brooks Library.

- \$150,000 of that is for the interior modification project and was submitted by the Library. My response relates only to the Library initiated portion of those funds.
- The remaining \$590,000 in FY28 for facilities maintenance at the Library is work proposed by the DPW Facilities Manager. Any modifications related to that work will be submitted by the Facilities Manager.

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Capital Outlay Committee*

BROOKS FREE LIBRARY STATISTICS

	Open Hours	Items Checked Out	Use of Electronic Resources	Total Use of Collection	Items in Collection	Reference Questions	Number of Cardholders	Harwich Residents w/ Card
FY97	2025	92285			38992	2219	8907	
FY98	1937	103910			42603	2472	9322	<i>not</i>
FY99	2013	110487			45199	4360	10562	<i>counted</i>
FY00	2060	111872			51984	3955	12313	
FY01	2108	123401			54684	4613	13540	
FY02	2076	128462			58439	6053	10867	
FY03	2078	132869			56833	8955	12094	7811
FY04	2066	145212			55784	11416	11661	7838
FY05	2038	151871			59565	12263	12308	7574
FY06	1848	156630			63041	12126	13108	8043
FY07	1796	169529			66393	13866	13370	8289
FY08	1980	193024			68620	13183	14298	8457
FY09	1970	211719			70454	15035	11936	8682
FY10	1978	225385			72620	15471	12606	9014
FY11	1993	233533	<i>New item in</i>		76093	15626	12702	8983
FY12	2004	235597	<i>state report</i>		81688	15861	12573	8814
FY13	1981	235941	<i>for FY2015</i>		85450	16472	12379	8898
FY14	1940	237565			90739	16656	12511	8948
FY15	1922	237876	24564	262440	93757	16840	13231	9555
FY16	2192	229141	32328	261469	93159	17770	13801	9950
FY17	1931	218229	25028	243257	131973	17738	13831	9906
FY18	2357	223840	25278	249118	138677	18304	13410	9709
FY19	2367	227722	30629	258351	107511	18780	13617	9613
FY20	1669	196445	69206	265651	103803	13146	12810	9203
FY21	371	170589	97869	268458	109704	11941	9897	7560
FY22	2382	238069	182050	420119	123989	12051	9709	7054
FY23	2376	252451	189526	441977	117158	14233	9722	7078

	Adult Programs	Adult Program Attendance	Youth Programs	Youth Program Attendance	Children's Programs	Children's Program Attendance	Total Programs	Total Program Attendance
FY97	5	110			119	3551	124	3661
FY98	8	1430			119	3419	127	4849
FY99	51	1076			161	3446	212	4522
FY00	10	335			172	4769	182	5104
FY01	80	520			196	6019	276	6539
FY02	71	673			234	8255	305	8928
FY03	235	1916	<i>included in</i>	<i>Adult count</i>	285	8338	520	10254
FY04	341	2592	<i>until</i>	<i>FY2010</i>	284	6759	625	9351
FY05	496	2826			249	5939	745	8765
FY06	602	2608			254	7317	856	9925
FY07	396	1065			269	7303	665	8368
FY08	323	2460			286	8306	609	10766
FY09	534	3776			304	7701	838	11477
FY10	575	4047	42	273	317	6541	934	10861
FY11	602	3638	40	244	336	6775	978	10657
FY12	534	4340	30	519	330	7131	894	11990
FY13	701	4121	35	242	283	6357	1019	10720
FY14	572	4396	29	305	305	8493	906	13086
FY15	532	5097	65	348	257	7146	854	12591
FY16	540	4222	92	512	319	7883	951	12617
FY17	567	3482	84	428	561	12814	1212	16724
FY18	551	4046	59	592	668	13589	1278	18227
FY19	620	3786	47	324	584	15376	1251	19486
FY20	361	2240	53	254	562	10882	976	13376
FY21	187	2545	24	653	138	2188	349	5386
FY22	205	1392	16	92	225	10577	446	12061
FY23	271	2252	33	176	294	13973	598	16401

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## FY24 Budget Balances

As of 11.30.23

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$180.00	\$0.00	\$180.00	0%
Dues, Subs & Travel	\$3,600.00	\$411.09	\$3,188.91	11%
Library Materials	\$173,019.00	\$72,472.51	\$100,546.49	42%
Electric	\$31,000.00	\$13,220.71	\$17,779.29	43%
Employee Fringe Benefits	\$600.00	\$0.00	\$600.00	0%
Gas	\$9,445.00	\$1,236.94	\$8,208.06	13%
Library Supplies	\$18,000.00	\$9,000.51	\$8,999.49	50%
Maintenance & Repair	\$5,907.00	\$830.69	\$5,076.31	14%
Office Supplies	\$5,850.00	\$1,825.30	\$4,024.70	31%
Professional & Tech	\$51,397.00	\$45,263.34	\$6,133.66	88%
Water	\$1,402.00	\$521.88	\$880.12	37%
Total Library Expenses	\$300,400.00	\$144,782.97	\$155,617.03	48%
Wages & Salaries	\$819,809.00	\$299,700.57	\$520,108.43	37%
<b>TOTAL</b>	<b>\$1,120,209.00</b>	<b>\$444,483.54</b>	<b>\$675,725.46</b>	<b>40%</b>