

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

Agenda

1. Call to Order/Attendance
2. Annual Meeting with Rockland Trust re: trust funds - discussion and possible vote
3. Vote to Approve Minutes of August 2, 2023 meeting
4. Public Comment
5. Reports:
 - A. Chair
 - B. Library Director
 - C. Review of Staff Reports and Other Information in Meeting Packet
 - D. Building & Grounds Committee
 - E. Liaison from Board of Selectmen
6. Correspondence
 - A. Email from Town Clerk re Open Meeting Law training - Sept. 28
7. Old Business
 - A.
8. New Business
 - A. Vote to Accept Monetary Donations
9. Trustee Reports and Requests for Next Meeting's Agenda
10. Upcoming Meetings/Events
 - A. Library Board of Trustees – Wed., October 4, 2023 - 7 pm
 - B. Library Board of Trustees – Wed., Nov. 1, 2023 - 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
Wednesday, August 2, 2023
739 Main Street, Harwich, MA 02645**

1. Call to order/Attendance

Meeting was called to order by the chair at 7:00PM. Members present: J. Brown, J. Wheeler, B. Waystack, J. McCarty, L. Cebula. Also present: G. Hewitt, Library Director

2. Vote to approve the minutes of June 7, 2023 M. McCarty. 2nd Wheeler. V. Unanimous.

3. Public Comment: None

4. Reports as submitted in the packet

A. Chair had no report

B. Library Director: Additionally Ginny noted that the staff appreciation week was great timing given the hectic summer and how busy things have been for them. There was also a brief discussion of staff information/updating re: policies and procedures. Ginny has recently sent memos to staff with reminders about expectations.

C. Staff Reports as written

D. Building & Grounds: Compliments to the DPW for re-arranging the Reference area

E. Liaison from the Select Board: none

5. Correspondence:

A. Thank you from Carla Burke for Staff Lunches

B. Thank you from Ginny for the same as above

6. Old Business

A. Vote to approve Historical Society to use Thornton Room on the 3rd Friday of the month from 10AM to 12 PM through June 2024. M. McCarty 2nd. Wheeler.
V. Unanimous

7. New Business;

A. Vote to accept monetary donations: none

B. Vote to use funds from the Fial Gift Account to purchase octagonal book display for Reference area. M. Brown 2nd: McCarty V. Unanimous

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

J. Brown commented on an old book in the collection which mentioned Rogers Statues

9 Upcoming meetings and events

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

Library Board of Trustees Wednesday, October 4, at 7 pm

Motion to adjourn at 7:50PM. M. McCarty. 2nd. Wheeler. V. Unanimous

Respectfully Submitted,

Bernadette Waystack

Library Director's Report for
Sept. 6, 2023 Board of Trustees Meeting

8.29.23

ANNUAL REPORT & INFORMATION SURVEY (ARIS)

- This annual report is one of two required by the Mass. Board of Library Commissioners for the Town to maintain library certification and eligibility for State Aid to Libraries.
- The ARIS focuses on holdings, circulation, electronic resources, services, programs, open hours, staffing and other non-financial data.
- It is always time consuming to prepare this report but with data from two automated systems this year I expected it would take longer. Thankfully Assistant Director Jennifer Pickett volunteered to help me with this.
- I focused on circulation and use of electronic resources while Jennifer completed all the other sections of the report. Jen's assistance was invaluable, and it enabled us to meet the August 17th deadline.
- A spreadsheet showing data from FY97 to FY23 is included in your packets.
- I'm including an additional spreadsheet that breaks out circulation numbers so you can see the circulation of books, audiobooks, videos and other materials by format and by age group, and as compared to FY22 counts.

STATE AID FINANCIAL REPORT

- The second report required to maintain library certification is a Financial Report.
- This report documents that we meet the Municipal Appropriation Requirement, the Materials Expenditure Requirement, and other certification criteria.
- The Financial Report is due Oct. 1st so I'll be working on it this month.
- Once all three Harwich libraries have submitted their individual reports I'll complete a Compiled Financial Report and submit it by the Oct. 6th deadline.

SUMMER OPERATIONS

- The second half of the summer went smoother than the beginning.
- The weather improved and overcrowding at children's programs and use of the Library in general was reduced to more manageable levels, i.e. the usual heavy summer volume.
- The latency (lag time between transactions) was fixed in Koha in early August, resulting in fewer "missed" check-ins and check-outs.
- The regular schedule has worked well but we continue to face difficulties filling shifts when someone is ill or on vacation.
- More information on August activities will be provided in the librarians' reports.

ISSUES RELATED TO KOHA

In addition to the more routine data cleanup expected after migration to a new system our librarians continue to work to get issues with the functioning of the new system addressed. We are documenting how Koha is not functioning as planned or as it should, relaying this to CLAMS and advocating for system repairs and modifications. This work continues to occupy a significant portion of librarians' time. Once the system is functioning as intended over the next year we will work on implementing new features consortium-wide and other improvements.

TRUSTEE WORKSHOPS AND MEETINGS

The following professional development opportunities are coming up this fall. Registration is available on the Calendar section of the Mass. Board of Library Commissioners website, <https://mblc.state.ma.us>. (Chose ABOUT, then select Calendar from the drop-down display.)

Trustee Orientation - Thurs. Oct. 5, 1:30-3:30 in Eastham

- The Mass. Board of Library Commissioners has resumed in-person Trustee Orientations and they've a completely updated content from prior years' sessions.
- The orientations are run by MBLC staff who support library trustees, Library Advisory Specialist Maura Deedy and Head of Library and Advisory Development, Rob Favini.
- Topics will include trustee roles and responsibilities, best practices for relationship building with the library director and community, and trustees role in advocacy.
- New and experienced trustees and library directors are invited to attend.
- A tour of the Eastham Library will be available after the meeting. The "new" Library opened in 2016 so this would be a great opportunity to see all of it, which could be useful as we look towards our interior modification project.
- The monthly Board meeting of the MBLC will be held at the Eastham Public Library from 10 – 1 the same day. This meeting is open to the public.

Mass. Library Trustees Assn Meeting & Trustee Orientation – Sat, Oct. 21st in Shrewsbury

- The Mass. Library Trustees Association's annual conference will be held on Sat., Oct.21st at the Shrewsbury Public Library from 10 am – 1 pm. The theme of this year's conference is "Finding Joy in Tumultuous Times."
- Another session of Trustee Orientation will be presented by the MBLC from 1 to 3 pm, so it provides the opportunity to "make a day of it" and attend both meetings.

APPROVED POLICIES

Last month we discussed posting and access to the policies approved by the Board of Trustees so I am including this information. Policies approved by the Board of Trustees are posted on the Library website, www.brooksfreelibrary.org under the About tab so they're readily available to staff, Trustees, Town officials and community members.

Brooks Free Library will be closed on Monday, September 4th for Labor Day



CLAMS Catalog

My Account

Search



Catalog Website

Policies

- Overview
- Kids
- Teens

Brooks Free Library Policies

The following policies have been approved by the Brooks Free Library Board of Trustees

- Assistive Listening Policy
- Child/Teen Safety Policy and Internet Permission Form
- Collection Management Policy
- Customer Service Policy
- Gift and Donation Policy
- Internet Use Policy
- Library Response to Law Enforcement Inquiries Policy
- Meeting Room Policy (More info on room use, parking restrictions and application form)
- Posting and Distribution of Non-Library Materials
- Social Media Policy
- Staff Use of Technology Policy
- Standards of Conduct
- Trustees Statement on Pandemics and Public Health, Natural Disasters and Emergencies
- Use of the Library for Non-Library Sponsored Group Activities
- Volunteer Policy



Policies are also posted on the Board of Library Trustees' page on the Town website:



TOWN OF HARWICH MASSACHUSETTS

CONT

Brooks Free Library Exterior Assessment Report by McGinley, Kalsow and Associates

Brooks Free Library's COVID-19 Resumption of Services Plans

Library Long Range Plan

Library Policies

Library Webpage

Trustee Agendas, Minutes and Reports

Trustee Bylaws

Home » Boards & Committees

Brooks Free Library Board of Trustees

Brooks Free Library is the municipal library for the Town of Harwich and is governed by a seven-member elected Board of Trustees. The Town Charter charges the Trustees with responsibility for the administration and operation of the Library. The Board of Trustees meets on the first Wednesday of the month at 7 pm in the Thornton Room of the Library, unless otherwise posted. The public is invited to attend.



We are in the process of printing the documents and creating binders for all the public service desks /work areas so staff members have ready access to them in print to refer to as needed. If you're interested in having one we can prepare a set for each Trustee when we sent the material out to the printer.

NEW CREATIVE WRITING SERIES

- Ann Clark Tucker has volunteered to lead a new creative writing program for the Library, called Pen, Pad and Prompt.
- This 10-week series will be held on Thursdays from 6 to 8 pm beginning Sept. 14th and is open to experienced writers as well as those who have an interest in writing but may be out of practice or aren't sure how to get started.
- Participants will write from a prompt for a few minutes, then may choose to share what they wrote with the group. This approach helps participants be creative and practice expressing their thoughts and ideas in writing.

FY24 ACCOUNTING

A spreadsheet of FY24 expenditures through the end of August is included in your packets.

BUILDING MAINTENANCE

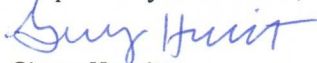
Roof Replacement Project

- The bid period for the Library roof project closed recently.
- It is expected the Select Board will be asked to award the contract at their next meeting.
- The contractor will have until the end of December to complete the project, subject to the availability of materials.

Rotten Wood on Mezzanine

- Last week the DPW Facilities Dept. staff removed and replaced rotted wood on the exterior of the building, around the south facing windows on the Mezzanine.

Respectfully submitted,



Ginny Hewitt
Library Director

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

HIGHLIGHTS OF FY23 CIRCULATION DATA FROM ARIS REPORT

8.15.13

DIRECT CIRCULATION

Items checked out at Brooks Library (includes items borrowed from other libraries)

FY23	FY22	Difference	%
226682	220282	6400	2.9%

ITEM CIRCULATION

Check-outs of items owned by Brooks Library (includes check-outs of Brooks items at other libraries)

FY23	FY22	Difference	%
252451	238069	14382	6.0%

By age group

Adult

Young Adult

Childrens

FY23	FY22	Difference	%
168419	158750	9669	6.1%
7065	7528	-463	-6.2%
76967	71791	5176	7.2%

BOOKS

Adult

Young Adult

Childrens

Total

FY23	FY22	Difference	%
82001	74797	7204	9.6%
5909	6156	-247	-4.0%
69651	64759	4892	7.6%
157561	145412	12149	8.4%
9958	9071	887	9.8%
25352	28780	-3428	-11.9%
33409	30115	3294	10.9%
19719	17282	2437	14.1%

AUDIO

VIDEO

e-BOOK

Downloadable Audio

USE OF ELECTRONIC COLLECTIONS

online newspapers, periodical databases and online collections provided by Brooks Library, CLAMS & MBLC

FY23	FY22	Difference	%
192742	186572	6170	3.3%

TOTAL USE OF COLLECTIONS

FY23	FY22	Difference	%
445193	424641	20552	4.8%

Acting Assistant Director/Reference Librarian Report for September 2023

ARIS report -

It was completed and Ginny submitted. There was a big learning curve for me and everything was also different this year with Koha/Clams reports and next year it should take significantly less time but it will always be a huge task.

Koha/Circulation issues -

I have been taking a more active role with circulation issues and ongoing Koha problems. This month I ran reports, wrote directions, and distributed work to circ staff so we could push back the expiration dates of more than 400 active patrons whose cards were set to expire (by Clams) the day after Labor Day. These patrons would have been instantly shut off from borrowing Ebooks and this would have created a flood of phone calls to the Reference desk all at once.

I plan to attend the Clams Public Services committee meeting this month along with Gavin to help move the agenda along and attempt to get resolution on the most important ongoing issues that are still not functioning properly. I will also be attending the Clams Bibliographic Services committee meeting this month in place of Suzanne who will be away on vacation. Heading into Fall it is very frustrating to see so many issues still unresolved with the new system and the lack of updates from Clams adds to this frustration. I hope that my presence and active participation at these meetings can help to facilitate change and communication.

Tax forms/Reference -

I just put in the order with the IRS for the tax forms that will arrive hopefully in late January 2024

I held the first meeting of our new discussion group- I branded it "Books and more". It went well but I hope to have more new members show up for the next session on "True crime on Cape Cod" with a new date of the third Tuesday at 6:30pm. Alan has some great historical themes coming up for October and November.

Collection responsibilities plan/ Materials budgets-

At our librarians meeting last week I distributed a new schedule designating which staff persons would be selecting and ordering materials from which collection. Some assignments in this area had been carried forward from the time when Emily left and needed to be reassigned. I am now responsible for the ordering of all Fiction/Mystery/Sci books, All Large Print books, Non-fiction Adult books and Non-fiction DVDs.

Over the next few months I want to analyze the current standing order plans (for large print) and the possible standing order plans for Fiction. Most other larger libraries use some standing order plans to make ordering more efficient. For example there are certain authors (James Patterson) whose books we will always buy, and there are ways to automate that so that we don't miss ordering a book that we know will be a bestseller.

The second part of this collection responsibilities chart will include target budget amounts for each section. I will work with Carey in the coming weeks to determine our fixed costs and then I will create a complete Materials Spending plan that will allocate amounts for each category of the collection. I broke down the categories more than in the past so there will be set amounts for almost everything so Music CD's for example will have a specific defined budget and not be grouped in with 'other A/V'. I will closely analyze the circulation statistics for each category of materials to help determine the budget for each collection.

Schedule/ Paid and unpaid Breaks -

I have been working to try to clarify our procedures and policies for taking lunch and other breaks. There has been a lot of variation over the years in terms of what different staff are doing that has led to some inequalities and could lead to bad feelings as well as complications with time sheets. I strongly believe it will improve staff morale to clarify these issues so that all the staff feel they are being treated fairly. I am trying to talk to all staff individually to get their direct feedback on their individual preferences for breaks/lunches. I hope to be able to accommodate staff preferences that are in line with our union contract as long as public service is not negatively impacted.

School is starting next week and so we must look at changing schedules again to plan for certain events but less overall foot traffic. I have tried to remind everyone that we are still short staffed and that people will need to be somewhat flexible so that desks can be covered and essential work can be completed and hopefully soon when we are fully staffed, we will have more consistent schedules.

Respectfully submitted,

Jennifer Pickett, Acting Assistant Director/Reference Librarian

Youth Services Report
8/31/23

Summer Programming Wrap-up

With three days of programming left as I write this, we have had 2,678 people participate in children's programs from the end of school until August 30th. Last year in the same period we had 2,409 people participate. About half of the increase in attendance is due to interactive programming (also called passive programming) such as scavenger hunts. The other half of the increase in attendance is largely due to school getting out several days earlier this year, which meant that we were able to run 65 programs this summer, versus 57 last year.

For middle school and high school aged youth we had 50 tweens/teens participate in 16 programs. Last year we had 23 kids participating in 7 programs. Our previous record for tween/teen participation, with 49, was in 2018.

Summer Reading Wrap-up

There are still three days left in the Summer Reading Program as I write this. We had 402 people sign up and 251 people follow through with completing at least 2.5 hours of reading and returning to the library to receive their prize. Last year we had 315 sign up and 230 return for a prize. Combined, the students read for 2,185 hours. Last year they read for 2,202 hours. I would expect with three days left in the program that we will roughly equal that amount of time.

School Year Programming

With the school year starting we will begin our school year programming the week of September 11th. Storytime on Tuesdays and Thursdays at 10:30 will continue throughout the year. Preschool Projects on Wednesdays at 10:30 will begin again.

New this year we are adding a Lego Free Play Day to Wednesdays from the end time of the HES school day until 7:00. Every other Wednesday is a Monomoy early release day.

For middle and high school students we will have three new programs. On Tuesdays we are starting a Magic: The Gathering Club for students to play, and learn to play, the card game. On Thursdays we will continue the Food and Fun program we ran this summer and which was popular with this age group. We are also introducing a new program, Junior Librarians, that will meet once a month on Saturdays. The Junior Librarians will help to plan and prep for programs, and will have the opportunity to assist at large programs, such as Interactive Movies or the Stuffed Animal Sleepover, or Fort Night as my "assistants".

We will have two programs for homeschooled children. Fridays at 10:30 will have an Activity Club run alternately by myself and Senior Library Tech Shanaz Petty. We are also hoping to put together a Destination Imagination team that will meet on Tuesdays at 1:00.

Respectfully Submitted,
Ann Carpenter, Youth Services Librarian

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

Technology

We received new scanners for Circulation that I ordered, and they have worked well for the summer. I also set up our new self-checkout stations which have a better-sized screen to show the patron more information. I added a third self-checkout station next to the OPAC/catalog computer now that Koha speeds have vastly improved and we have more confidence in the system.

I created a lending agreement for our in-house use laptops, collaborating with Acting Assistant Director/Reference Librarian Jennifer and Senior Library Technician Alan. I also created a staff and patron guide on these items. Our circulating laptops have always required a lending agreement to check out, so this provides more consistency.

I purchased a number of printers, one to replace the failed printer in Staff Librarian Suzanne's office, one to eventually replace the public Youth Services printer, and one as a backup. I also purchased a new all-in-one black and white printer and scanner for the Director's office, and finalized the setup for Acting Assistant Director Jennifer's computer, adding printers and transferring files.

There were a number of significant issues with our Useful OPAC/Self-Checkout stations after a power outage while I was on vacation, which persisted for several days. I was able to make final fixes upon my return.

I worked with Useful to set up our new printing system for the public, where patrons will now pay at the reference desk for their print jobs rather than using the coin machine and struggling with releasing their print jobs. This has significantly cut down on staff time helping patrons with printing from our Useful computers, and we have heard nothing but appreciation for an easier system. I also created a static IP for the printer, which will limit downtime in the event of a power outage.

I have spent a lot more time in Reference this summer, and after the reference desk has been moved I have been working on better organizing the space. This included the initial running of wires for the staff computer, printer, and phone, and implementing some cord management. I also looked into solutions for handling cash as staff are handling more since the printing changes, and came up with some solutions. I also found some sturdy clear desk pads to protect the judges bench and provide a better work surface.

On August 24th Carla and I demoed the library's Phonak system. I am pushing for more staff use of the Phonak system for programs to ensure that they are accessible for hard of hearing individuals. I emailed this to our book group staff and gave some training and refreshers on the system.

This summer Reference has been significantly busier since years' past, and feels more like our pre-Covid days. Much of my time is spent helping patrons with technology, research and other information questions, as well as assisting with wireless printing and scanning.

Collection Development

In July and August I purchased 86 ebooks and 36 audiobooks as well as 65 feature films. I will be placing a graphic novel order in September and am happy to pass on the feature films ordering to Staff Librarian Suzanne.

Future Work

I will be replacing our circulation computers with new models in the fall, and plan to replace the youth services printer once the ink we have in the current model runs low.

I would like to focus more efforts on technology programs for the fall, including encouraging discussion on topics like AI and ChatGPT in our monthly discussion group.

I am also researching potential upgrades to the Phonak system and the meeting room technology as a whole, and considering options like a new projector and sound system.

Respectfully submitted,
Jamie Thornton
Staff Librarian

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

Circulation

August continued to be a busy time for the circulation team, with heavier summer activity starting to wind down over the last week of August. New patron registrations continued to be high, with around 110 new patrons signed up in the period between the end of July to the end of August. A significant development with Koha at the beginning of August was the resolution of the slow speed issue with check outs (and check ins), both at self checkout and circulation desk stations. CLAMS reported that ByWater determined there was a setting causing the issues and turned the setting off. Circulation staff, and patrons, were extremely happy about the update and significant improvement in processing times. The number of "not checked out" items (including those from the hold shelf) has decreased, although it will take some time to catch up with items that are "missing" from shelves because of pre-update check out (and check in) issues. Staff did carry out a shelf check for missing items over the last two weeks of August. Circulation staff continued to do well in managing with the increased number of patrons coming to the library during the first three weeks of August.

Patron Services

Due to a decision by CLAMS earlier in the year regarding a number of CLAMS patrons who were set to expire around the time when the system was being migrated, approximately 450 of Brooks Free Library patrons' expiration dates were updated by CLAMS to occur on 9/4/23 (Labor Day). In order to avoid having hundreds of patrons calling and/or coming in around Labor Day to renew their accounts, staff updated these patron's expiration dates for a year (from their original registration dates), in order to stagger the renewal dates and alleviate a possible rush of renewals.

Work is also occurring on cleaning up Self Registration (i.e. eCard) patrons, many of whom have accounts that expired a number of months ago (and who have not come into the library to update their temporary accounts to full-access library cards, as required on the BFL website). These lapsed accounts were deleted. Non-Massachusetts eCard holders were also removed from the system as they did not meet the requirements for registering for a BFL/CLAMS eCard. An email is being sent out to remaining eCard holders asking them to come into the library to switch their accounts to full-access cards, with expiration dates being reduced to two (2) weeks, after which their accounts will expire (and eventually be deleted).

Circulation/Library Communication

I have continued to send Circulation Circular emails to circulation and other BFL staff with updates, reminders, tips and as a forum for questions/comments. As with July, given the increased activities in the summer, the Circular went out once in August (on August 24th) - my goal is to return to more regular, bi-monthly Circulars. Reminders included information on new patron registration (i.e. Koha sometimes auto-filling the registration date with the year as 2026

and the expiration date as 2029 - CLAMS was informed), using the duplicate feature when adding multiple patrons from the same family (in which address and other shared information can be duplicated in a new account), and information on the self registration project referenced above.

Future Work

I plan to put together a Circulation staff meeting to review procedures/processes and allow for discussion/questions - specific timing is still pending, but the goal is to determine a good time for the majority of staff in September. As referenced above, we will also 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 following up on long overdue items/billing.

Personal Development

I started coursework for the online MLIS program at San Jose State University in early August and continue to 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

Open Meeting Law Training Sessions

harwichma <cmsmailer@civicplus.com>
Reply-To: cmsmailer@civicplus.com
To: vhewitt <vhewitt@clamsnet.org>

Mon, Aug 28, 2023 at 12:41 PM

Open Meeting Law Training Sessions

For Town Boards, Committees, & Commissions

On **Thursday, September 28, 2023**, KP Law, in collaboration with the Town Clerk and Town Administrator, will be holding two Open Meeting Law Training sessions. **The sessions are open to all members of Town Boards, Committees, and Commissions.** Staff are also invited to attend.

Harwich Community Center

Multipurpose Room
100 Oak Street, Harwich, MA 02645

Session 1: 2 – 4 PM

Session 2: 5 – 7 PM

*Attendance is **strongly encouraged** for all members, even for those who have attended prior training sessions.*

Advanced registration is required. Please register with the Town Clerk's Office no later than September 27, 2023 at 4 PM by phone at 508-430-7516 or email to Assistant Town Clerk Jennifer Clarke at jclarke@harwich-ma.gov.

We look forward to seeing you there!

FY24 Budget Balances

As of 8.30.23

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$180.00	\$0.00	\$180.00	0%
Dues, Subs & Travel	\$3,600.00	\$391.09	\$3,208.91	11%
Library Materials	\$173,019.00	\$24,246.53	\$148,772.47	14%
Electric	\$31,000.00	\$6,125.09	\$24,874.91	20%
Employee Fringe Benefits	\$600.00	\$0.00	\$600.00	0%
Gas	\$9,445.00	\$45.11	\$9,399.89	0%
Library Supplies	\$18,000.00	\$3,451.30	\$14,548.70	19%
Maintenance & Repair	\$5,907.00	\$143.98	\$5,763.02	2%
Office Supplies	\$5,850.00	\$312.75	\$5,537.25	5%
Professional & Tech	\$51,397.00	\$44,160.95	\$7,236.05	86%
Water	\$1,402.00	\$0.00	\$1,402.00	0%
Total Library Expenses	\$300,400.00	\$78,876.80	\$221,523.20	26%
Wages & Salaries	\$819,809.00	\$120,335.48	\$699,473.52	15%
TOTAL	\$1,120,209.00	\$199,212.28	\$920,996.72	18%