

Brooks Free Library Board of Trustees
Wed. August 4, 2021 at 7 pm
739 Main St., Harwich MA 02645

Agenda

1. Call to Order/Attendance
2. Vote to Approve Minutes of July 7, 2021
3. Public Comment
4. Reports:
 - A. Chairman
 - 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
 - A.
6. Old Business:
 - A. Review of Open Procurement Projects
 - B. Vote to Dispose of Surplus Property
 - C. Feedback on Traffic Calming and Pedestrian Safety Improvements - discussion and possible vote
 - D. Library Director Evaluation and discussion of FY22 Goals
7. New Business
 - A. Discussion of Potential FY23 and FY24-27 Needs, Projects and Priorities
 - B. Committee Assignments
 - A. Building and Grounds
 - B. Finance - or "Budget Development"
 - 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 – 7 pm on Sept. 1, 2021 and Oct. 6, 2021
 - B. Non-Resident Taxpayers Meeting - TBD
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, and Library website, www.brooksfreeibrary.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 brooksfreeibrary@clamsnet.org.*

Brooks Free Library Board of Trustees
Wed. July 7, 2021 at 7 pm
739 Main St., Harwich MA 02645

DRAFT Minutes

1. Call to Order/Attendance: 7:05 pm - not present Bernadette Waystack, responding present were J. Brown, L. Cebula, W. Crowell, J. McCarty, K. Remillard, J. Wheeler. Library Director Hewitt, Assistant Director Milan, Youth Services Librarian Ann Carpenter were also present.
2. Vote to Approve Minutes of June 2, 2021:
 - A. motion: L. Cebula second: J. McCarty passed unanimously
3. Public Comment- none present
4. Reports:
 - A. Chairman
 - B. Library Director- In addition to her written report, Ms. Hewitt also discussed upcoming in-person Board meetings. Ms. Hewitt reported having difficulty locating a space where meetings could be held and recorded. The Community Center is currently closed after 4pm and Town Hall meeting spaces aren't yet available as administration is still working on a procedure to ensure regulatory committees get preference. There may be meeting space available for August. Ms. Hewitt also indicated that custodians have been redistributed across town departments and this is the first time we've had adequate coverage as in the past we had no custodial coverage on Saturdays. The Town Administrator and Finance Director are meeting with small groups to discuss budget forecasting for one, three and five years. Typically, the library is grouped with Community Services but this year we have been grouped with Information Technology, Natural Resources and the Harbormaster. Lastly, Ms. Hewitt described a new Library of Things collection with a working name of Caregiver Collection. This collection includes personal safety and assistance items to lend to caregivers so people can "try before they buy" in order to ensure the product meets their needs.
 - C. Assistant Director- In addition to her written report, Ms. Milan explained current staffing issues and expressed gratitude for the Library Assistants who worked under extenuating circumstances throughout the pandemic. She explained that the reliance on per diem and part-time staff creates complications as we begin to resume pre-pandemic services. Ms. Milan also relayed the need to hire new Library Assistants with CLAMS library experience.
 - D. Review of Other Staff Reports or Information in Meeting Packet, and In-person Update from Youth Services Librarian Ann Carpenter - Ms. Carpenter reported on in-person picnic with Zoom classrooms from Harwich Elementary School. She also shared that she visited every single middle school classroom remotely during the last week of school to share information about the summer reading program. After those visits, she issued 60-70 new library cards. She also virtually visited elementary classes. Summer reading 170 signed up, three programs, two role-playing groups and storytime. Ms. Carpenter reported that in-person outdoor storytime is going well. She indicated that attendance in the first three 3 was 30, 50 and 70 respectively. Lastly, Ms. Carpenter shared that the library has deposit collections at both the YMCA and Harwich Recreation summer programs and that she visits both programs weekly to update materials.

- E. Building & Grounds Committee- V. Hewitt provided an update regarding recent humidity issues in the building, noting that we experienced a problem with the air conditioning after a drain pan cracked resulting in a damp, moldy smell in some part of the building. Staff noticed humidity issues with measurements indicating humidity up to 75% in some areas. Ms. Hewitt noted that chillers do not remove humidity like the direct expansion AC system and that the Library is the only town building with a chiller. The temporary fix is the use of dehumidifiers but the long term solution is to replace the air handlers and chiller with direct expansion which would address humidity issues in the future. Ms. Hewitt also noted that the air handler and chiller are reaching end of their life status and need to go on the capital plan to be replaced. Facilities Manager Sean Libby will look into potential improvements to see what can address both issues. The current energy management system can be used to record readings for support of future proposals.
- F. Liaison from Board of Selectmen- not present
- 5. Correspondence
 - A. Invitation to Community Preservation Committee Public Information Hearing - Thurs. July 15, 2021, 6 pm in the Griffin Room at Town Hall
 - B. June 7, 2021 Email from Mary Rose Quinn, Head of State Programs /Government Liaison, Mass. Board of Library Commissioners re: Open Hours Requirement for FY22
- 6. Old Business:
 - A. Library Director Evaluation - V. Hewitt is revising her self-evaluation and will send it via email.
- 7. New Business
 - A. Staff Spotlight: Youth Services Librarian - see previous section 4D.
 - B. Reorganization of the Board - by-laws say reorganization should occur the first meeting after election and the Charter says July.
 - A. Same slate as before, one change, idea to add L. Cebula as budget reviewer.
 - JoAnne Brown, *Chair*
 - Joan McCarty, *Vice Chair*
 - William D. Crowell, *Treasurer*
 - Kathleen Remillard, *Corresponding Secretary*
 - B. Motion to keep slate of officers, with one change, corresponding secretary: L. Cebula
 - C. Second: W. Crowell
 - C. Vote to Accept Monetary Donations in the amount of \$250 in memory of Nancy Hatch as follows Mary Larkin \$50, Michelle S. Brown \$25, Joan Flash Davis \$75, Melissa Hale-Spencer \$50 and Florence S. Stowe \$50.
 - A. Motion: J. Wheeler
 - B. Second: J. McCarty
 - C. Unanimous
 - D. Vote to Dispose of Surplus Property- postponed until next meeting
- 8. Trustee Reports and Requests for Next Meeting's Agenda

9. Upcoming Meetings/Events

A. Library Board of Trustees – 7 pm on August 4, 2021 and Sept. 1, 2021

10. Adjournment

- a. Time: 8:25
- b. Motion J. McCarty
- c. Second J. Wheeler
- d. Unanimous

Respectfully Submitted,

Emily Milan

Library Director's Report for
August 4, 2021 Board of Trustees Meeting

7.28.21

Town Dept Head Meetings:

In addition to monthly department meetings, the Town Administrator has begun meeting with smaller groups of department heads each month. This should aid in communication and will also help ensure more centralized direction. Our first meeting in July focused on the following areas:

A. Project Management:

The vacancy in the Town Engineer position has prompted a change in procurement responsibility. The responsibility for managing projects and procurements will return to department heads. (Note: this is expected to be a permanent change.)

We worked for over a decade to establish a centralized building maintenance function, with staff with the requisite experience and expertise to manage these projects, so I have concerns about again assuming responsibility for projects in those categories. I will be looking for your guidance when we discuss this at your meeting.

B. Status of Open Projects

List attached of the current status of Library articles. The CPC article on the conservation of the Rogers Groups should be completed this fall, the carpet and flooring projects are in the queue for DPW action, and Sidewalk Repair and Replacement is waiting for further engineering work and the Technology article is currently in use.

C. Input from Boards and Departments for FY23 and FY24-27

1. FY23

All FY23 Capital Plan projects, staffing requests, Town Meeting articles and CPC requests will be submitted to the Town Administrator first for a centralized review. The Town Administrator will ensure the requests are complete and approve and prioritize requests that can move forward.

2. FY24 – FY27

- We have been asked to submit information to the Town Administrator on projects, funding requests, staffing changes and other needs for FY24-27, which he will use to prepare his five year financial plan.
- The TA is not looking for full-blown proposals but would like to know if there are major operational changes, new services or staffing, equipment replacements, etc., expected in the next 5 years, along with potential costs.
- I will have a list of potential requests for discussion at your meeting, but would also appreciate your input on any projects, new or expanded operations or organizational changes you envision.

3. Selectmen will use this information to craft budget instructions.

Community Preservation Committee (CPC) meeting

On July 15th I attended the CPC's Public Information Session to express our appreciation for previous funding. I also provided input on the importance of funding historic preservation projects on historic buildings. Without CPC funding, municipalities would find it difficult to fund historic preservation, which is expensive, and our community heritage would not be protected. I also thanked the Committee for the extra effort they have made to post the full applications for every project received, including multiple amendments, on their page on the Town website. Our Reference staff is often asked for the details on these projects and now that information is readily available.

MIIA Property Insurance Valuation

As discussed in previous years, this year I have again expressed my concerns at the relatively low valuation of the Library on the Town's property insurance listing. I'm including in your packet a copy of my recent email with the chart I prepared illustrating why I have concerns, and the 2019 letter I submitted questioning the replacement value listed..

Pedestrian Safety and Traffic Calming Measures in Harwich Center

The Town is interested in feedback on the pedestrian safety and traffic calming improvements in Harwich Center. The Library is a major stakeholder in the Center so I hope the Trustees will consider sending a letter to the Selectmen about this. In addition to the changes made with the Shared Streets grant, the Selectmen are considering a request for CPC funding for period style lighting in the Center and may consider non-CPC articles for further safety improvements such as speed humps at crosswalks, permanently narrowing the turning radius at intersections and/or creating permanent pedestrian refuge islands in crosswalks, if requested.

Annual Report and Information Survey (ARIS)

A major project this month will be the completion of the FY22 ARIS report (FY21 data), due at the end of the month. The ARIS is one of two annual reports required to be submitted to the Mass. Board of Library Commissioners in order to maintain state library certification. This report covers holdings, circulation, use of resources, staffing, education, programming and other non-financial statistics. The financial report is due in October.

Respectfully submitted,

Ginny Hewitt
Library Director

FY22 Summary: Annual Town Meeting Articles

as of 7.14.21/ VH

Article		ATM	Article #	Org/Object	Original Amount	Current Balance	Status
Carpet	carpet replacement	2014	23	01610A2/614023	\$112,000.00	\$4,000.00	Awaiting DPW action
Library Maintenance/ Flooring	flooring replacement	2013	31	01610A2/613031	\$25,000.00	\$25,000.00	Awaiting DPW action
Facility Maintenance	repair/replace brick sidewalk and remove and replace sidewalk trees	2019	12	01610A2/619012	\$90,000.00	\$90,000.00	Awaiting Engineering action
Technology Hardware & Software for Brooks Library		2019	28	01610A2/619028	\$21,322.55	\$10,296.88	In process.
				Total remaining in Library articles:		\$129,296.88	
CPC ARTICLE							
CPC Rogers Statues		2015	31	80271292/15031	\$23,000.00	\$19,850.00	In process. To be completed Oct 2021.

MIIA - Schedule of Locations

Virginia Hewitt <vhewitt@clamsnet.org>

Wed, Jul 21, 2021 at 4:02 PM

To: Meggan Eldredge <meldredge@town.harwich.ma.us>

Cc: Patti Macura <pmacura@town.harwich.ma.us>, Joanne Brown <joanne3brown@comcast.net>, Jeannie Wheeler <jswheelscc@gmail.com>, Emily Milan <emilan@clamsnet.org>, Megan Green <mgreen@clamsnet.org>

Hi Meggan -

As I mentioned earlier this week, the Library building has been significantly undervalued on the MIIA Statement of Valuation for more than a decade, ever since the current Town Administrator first sent the listing to department heads to verify the information in 2011. I have repeatedly questioned this and while the building's value was increased in 2019, it is still significantly undervalued on the schedule.

I understand that the full replacement value might not be listed as the Town is covering buildings with a blanket policy, but it is concerning to me that the values listed for other large buildings have increased significantly during that time and I wouldn't be doing my due diligence if I didn't express my concerns once again.

The renovation of two historic buildings and construction of an addition to the Library, completed in 1998, cost \$4 million. Yet until 2019 the building was listed with a value that was lower than that. By contrast, the Community Center was constructed in 2000 at a cost of \$5 million dollars. It is now listed on the Statement of Values at \$10 million. I'm attaching a chart I prepared for major buildings in town showing the valuations from 2012 to 2021 since it might be easier to understand my concern if you see it visually.

The replacement valuation for the Library also appears significantly under value when compared to the construction costs for similar size libraries in recent years: Brewster Ladies Library (currently being planned) \$9 million, Eastham Library 2017 - \$9.2 million, Mashpee Library 2010- \$8.3 million.

I'd be happy to meet with you to discuss this. I'm working a later shift tomorrow so I'm in at 1 and I'm free all day Friday. I'm on vacation next week but I will be in on Monday to attend the Designer Selection Committee meeting for Brooks Academy if you have time to meet before or after that meeting. I would only need a few minutes of your time - it just might be easier for me to explain in person.

Thanks,
Ginny

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Virginia A. Hewitt, MSLIS
Library Director
Brooks Free Library
739 Main St., Harwich MA 02645
Internal Town extension: 6102
508-430-7562, ext 8
cell: 508-237-8848
www.brooksfreelibrary.org

COMPARISON OF MIIA VALUATIONS FOR INSURANCE

7.21.21 VH

	BROOKS LIBRARY	COMMUNITY CENTER	TOWN HALL	FIRE & POLICE	ELEMENTARY SCHOOL	MIDDLE SCHOOL/ CULTURAL CTR
	1996-1998 renovation and expansion	New construction. Completed in 2000.			2001-2003 renovation and expansion	
Cost	\$4 million	\$5 million			\$12.2 million	
	(\$1.8 Town, \$1.3 State Grant, remainder from Friends, Trusts)					
MIIA Statement of Values						
11.16.12	\$3,060,092	\$8,573,940	\$4,022,984	\$13,540,253	\$13,768,147	\$12,751,529
6.16.16	\$3,328,579	\$9,326,202	\$4,375,953	\$14,728,250	\$14,976,139	\$9,068,957
7.5.17	\$3,395,151	\$9,512,726	\$4,463,472	\$15,022,815	\$15,275,662	\$9,250,336
After I continued to question the Library valuation each year the Town agreed to ask MIIA to re-assess Library and other buildings. MIIA did a site visit 1.16.19. Library value increased on Statement of Values dated 7.1.19 but after I continued to question it, it was raised again on 10.1.19. I submitted a letter dated 11.6.19 questioning this valuation as still not sufficient but rec'd no response.						
7.1.19	\$4,500,000	\$9,628,100	\$6,480,700	\$15,323,272	\$29,871,800	\$16,541,100
10.1.19	\$5,208,600					
7.1.21	\$5,472,285	\$10,115,523	\$6,808,785	\$16,099,012	\$31,384,060	\$17,378,493

Brooks Free Library
739 Main St., Harwich MA 02645
508-430-7562, vhewitt@clamsnet.org

Virginia Hewitt

From: Virginia Hewitt, Library Director

To: Patti Macura, Administrative Secretary, Town Administrator/Selectmen's Office

CC: Brooks Free Library Board of Trustees

Subj: Insurance Valuation for Brooks Free Library

Date: Nov. 6, 2019

Encl: MIIA form - Town of Harwich Valuation Update for Brooks Free Library dated 10.1.19

We received this MIIA form to be signed in our Town Hall mailbox with no information on who to return it to so I am not sure who to contact about this. Given the statement "MIIA property contract requires 100% cost valuation to retain blanket coverage" on the form I do not feel comfortable signing this. The replacement value of the Library certainly exceeds the \$5.2 million dollars listed. I'm including the rationale for this below so that you can pass the information along to the appropriate Town staff member.

The 1996-1998 renovation and expansion of the Library cost \$4 million dollars yet the Library has been significantly undervalued on the MIIA listing and we have been raising this issue for over 10 years. Until last year the building was listed at \$3.2 million. After raising this issue yet again MIIA or the Town contracted with an outside vendor to do an evaluation. I was not provided a copy of their report last spring but when we received the "Schedule of Locations" in July the Library building valuation has been increased to \$4.5 million, which is still insufficient. The personal property was increased at the same time to \$2.4 million, which is much more in line with the value of the collections and contents of the building. From the form we just received it appears the valuation for the Library building is being increased again, this time to \$5.2 million. While I appreciate that this is an increase, I do not believe it represents the replacement value of the 20,312 SF Library. That low of a valuation is not consistent with other Town facilities and other library construction projects.

The construction of the Community Center, completed two years after the Library in 2000 cost \$5 million dollars. It is now listed on the MIIA valuation at \$9.6 million. Town Hall is listed on the "Statement of Locations" received in July at \$6.5 million.


The planned renovation and expansion project for the 20,000 SF Brewster Ladies Library is currently \$9 million. The renovation and expansion to 17,000 SF of the Eastham Public Library, completed in 2017, cost \$9.2 million. The 21,000 SF Mashpee Public Library project, completed in 2010, cost \$8.3 million.

I appreciate your assistance, Patti, in determining what staff member in Town Hall is working on this and returning the unsigned form to him/her.



TOWN OF HARWICH
VALUATION UPDATE
10/1/2019

Loc. #	Location/Description	Address	Current Value	Updated Value	Difference
86	Public Library - Brooks Free Library	739 Main Street	\$4,500,000	\$5,208,600	\$708,600
TOTAL			\$4,500,000	\$5,208,600	\$708,600
Total Additional Premium					<u>\$975</u>

Accepted By: _____
Signature: 
Title: _____
Date: _____

Note

(1) MIIA property contract requires 100% replacement cost valuation to retain blanket coverage.

BUILDING DETAIL REPORT

MIIA



CBIZ Valuation Group, LLC

TOWN OF HARWICH

Inspected: 1/16/2019

Insured 121 Tour Guide Sean Libby
 Site 002 - Brooks Free Library
 Building 093 - Brooks Free Library
 Address 739 Main Street
 City, State, Zip Harwich, MA 02645
 Latitude N 41.68619900 Longitude W -70.07239200

INSURABLE VALUES	
Building	\$5,208,600
Contents	\$0
Site Improvements	\$0
Separately Insurable	\$0
Total	\$5,208,600
Per SqFt Rate	\$173

UNDERWRITING DATA

Occupancy 100% Library (Public)
 Stories above Grade 3 Year Built 1850
 Superstructure SqFt 22,040 Vacant No
 Substructure SqFt 7,985
 Total SqFt 30,025
 ISO Class 100% 1 - Frame
 Foundation Type Masonry Basement
 Exterior Wall Finish 100% Siding, Wood on Frame
 Roof Pitch 45% High (15:12 to 24:12 Pitch), 35% Medium (8:12 to 12:12 Pitch), 20% Low (2:12 to 6:12 Pitch)
 Roof Geometry Complex
 Roof Frame Type Wood Purlins
 Roof Materials 100% Shingles, Asphalt
 Heating System 5% Electric Baseboard or Wall Unit, 10% Gas, Oil or Electric Suspended Unit Heater, 85% Steam/Hot Water with Radiators
 Cooling System 100% Forced Cool Air
 Electrical Yes Plumbing Yes
 Passenger Elevators 1
 Freight Elevators 0
 Sprinkler System Yes Type Deluge Automatic Fire Detection Yes Type Central
 Manual Fire Alarms Yes Type Central Entry Alarms Yes Type Central



NOTES:

Youth Services Report
July 27, 2021

Summer Reading Program

As of July 27th, we have 267 young people signed up for our summer reading program, who have together read a combined 1,501 hours of logged time.

Programming

Our outdoor story time has continued to be extremely popular, with 80 people attending the program on August 22nd. Participants continue to be vocal about their appreciation for having an outdoor program they can participate in with their young children.

We are excited to announce that crafts and performers will be coming back to the library summer reading program experience for August. We will be doing a craft led by myself every Tuesday in August at 10:00 in the upper parking lot. The crafts will be bagged up so that if it rains we will be able to hand out the craft supplies. We have two performers booked for Tuesday afternoons at Brooks Park so far: Big Ryan's Tall Tales, and the Sciencetellers. I have emails and voicemails sent to several other performers, so by the time you read this we will likely have other performers booked as well. The short notice and surprisingly busy summer for performers has made scheduling performers difficult. The craft supplies are being purchased with library funds. The Friends of the Brooks Free Library have generously offered to pay for any performers we are able to hire this summer.

Respectfully submitted,

Ann Carpenter
Youth Services Librarian

Staff Librarian
August 2021
Report to the Trustees of Brooks Free Library

Social Media/PR: I was able to fix an issue with our Facebook and Instagram pages, where the connection was broken and we were unable to take full advantage of publishing tools and other resources. In addition, I signed all the staff who post on social media into Facebook Business Suite, a new platform where we can schedule facebook and instagram posts and see accurate statistics on page usage and how well our posts are doing.

Technology: I set up a staff chromebook for Knit Lit use for patrons who are unable to physically be at the meetings. I also replaced the reference computer and moved the old reference computer to the local history room as Jennifer's workstation for off-desk work. In addition, I replaced two receipt printers in circulation and one at Suzanne's workstation, and solved an issue where a receipt printer was printing out unnecessary status reports. I worked with Suzanne to establish a single lending agreement for our Library of Things items that require one, including the chromebooks and hotspots. I also purchased new chromebooks and headphones for Youth Services, for when we eventually set up the YS homework center again.

VITAL: I was trained on Zoom Text, with plans for me to train future VITAL volunteers so that they may train patrons with some sight loss. Zoom Text allows users to enlarge the view of their computer screen, change the color of the screen for those with color blindness or light sensitivity, and other accessibility options. I also worked with Carla on a new accessible app for the library VITAL iPad and iPhone called Supersense, which reads and identifies objects that the camera faces. We determined that Supersense would be a useful app for training and purchased it.

Staff: I helped train two of our new substitutes, Alan Caughey and John Parker on Brooks circulation and made myself available for any questions that may arise.

Future work

I investigated an issue with our public computers, where "ghost" sessions were showing in our statistics. Currently awaiting a response from Useful, and plan to see if we can minimize or eliminate the "ghost" sessions entirely. I established my goals for the next quarter and will be updating and organizing the staff google website, investigating Useful settings and training staff so we can take advantage of all major functions to control our public computers, and ensure that all staff are able to access and use Facebook Business Suite for updating our Facebook and Instagram posts.

Respectfully submitted,
Jamie Thornton
Staff Librarian

FY22 Budget Balances

7/29/2021

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$180.00	\$0.00	\$180.00	0%
Dues, Subs & Travel	\$3,524.00	\$350.00	\$3,174.00	10%
Library Materials	\$157,660.00	\$8,003.71	\$149,656.29	5%
Electric	\$25,741.00	\$2,682.37	\$23,058.63	10%
Employee Fringe Benefits	\$300.00	\$0.00	\$300.00	0%
Gas	\$10,601.00	\$0.00	\$10,601.00	0%
Library Supplies	\$13,000.00	\$412.34	\$12,587.66	3%
Maintenance & Repair	\$5,700.00	\$896.18	\$4,803.82	16%
Office Supplies	\$5,750.00	\$113.02	\$5,636.98	2%
Professional & Tech	\$50,973.00	\$40,911.33	\$10,061.67	80%
Water	\$1,391.00	\$0.00	\$1,391.00	0%
Total Library Expenses	\$274,820.00	\$53,368.95	\$221,451.05	19%
Wages & Salaries	\$737,977.00	\$50,632.58	\$687,344.42	7%
TOTAL	\$1,012,797.00	\$104,001.53	\$908,795.47	10%

FY22 Brooks Free Library Organizational Chart

7.19.21

Board of Trustees

JoAnne Brown, Chair
Joan McCarty, Vice Chair
William Crowell, Treasurer
Kathleen Remillard, Secretary
Jeannie Wheeler, Chair, Buildings & Grounds
Bernadette Waystack
Linda Cebula

Library Director - Ginny Hewitt

Assistant Library Director - 35 hours-
Emily Milan

Executive Assistant - 35 hours
Megan Green

Staff Librarian (Grade 7) - 35 hours - Jamie Thornton

Circulation

Shift Supervisor (Grade 5) - 17 hours - Phil Inman

Senior Library Technicians (Grade 4) - part-time *

Joanne Clingan, Lee Kelley, Pam Paine

Circulation Assistants - 22 hours/wk & substitutes (PT3)

Ian Caughey, Caroline Crowell, Lauren Elliott-Grunes,
Sue Henken, Cathy Howard, Jackie Leach, Pam North
Judy Nichols, John Parker, Kimberly Sauter, Melissa Stello

Reference

Reference Librarian (Grade 8) - 35 hours - Jennifer Pickett

Assistive Tech Coordinator (Grade 6) - 14 hours - Carla Burke

Senior Library Techs (Grade 4) part-time *
Jack Sheedy, Vacant

Youth Services

Youth Services Librarian (Grade 8) - Ann Carpenter

Senior Library Technician* (Grade 4) * - Carey Sims

Technical Services

Staff Librarian (Grade 7) - 35 hours - Suzanne Martell

* Note: Senior Library Technicians -may work in multiple departments; 110 hours/week total in all departments