

Brooks Free Library Board of Trustees
Wed. April 2, 2025 at 7 pm
Thornton Room, Brooks Free Library
739 Main St., Harwich MA 02645

AGENDA

1. Call to Order/Attendance
2. Public Comment
3. Vote to Approve Regular Session Minutes of March 5, 2025 Board of Trustees Meeting
4. Reports
 - A. Chair
 - B. Library Director
 - C. Review of Staff Reports and Other Information in Meeting Packet
 - D. Building & Grounds Committee
 - E. Personnel Committee
7. Correspondence –
 - A. March 17, 2025 email from the Mass. Board of Library Commissioners re: the impact of the potential loss of federal funding on library services in Mass.
8. Old Business
 - A. Updates on FY26 Budget - discussion and possible vote
9. New Business
 - A. Vote to Approve New Three-Year Membership Agreement in the Cape Libraries Automated Materials Sharing (CLAMS) consortium, effective 7.1.25
 - B. Vote to Accept Donations
10. Trustee Reports and Requests for Next Meeting's Agenda
11. Upcoming Meetings/Events
 - A. Library Board of Trustees – April 2, 2025 – 7 pm
 - B. Library Board of Trustees – May 7, 2025 – 7 pm
 - C. Library Board of Trustees - June 4, 2025 – 7 pm
12. Executive Session

Pursuant to MGL c.30A section 21 (a)(3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the Town's bargaining or litigating position: Harwich Employees Association (HEA) - discussion and possible votes

Authorized posting officer

Posted by

Virginia A. Hewitt

Brooks Free Library

Town Clerk's Office

Agenda submitted for electronic posting to Town website.

* 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, March 5, 2025, 7pm**

1. Meeting was called to order at 7:02 pm. Members present: J. Brown, J. Wheeler, J. McCarty, L. Cebula, B.Waystack, P. Murray, W.Crowell (7:10) absent: V.Hewitt, Director
2. Public Comment - None
3. Vote to Approve Regular Session Minutes of February 5, 2025 Board of Trustees Meeting Motion: McCarty 2nd: Wheeler V. Unanimous

4. Reports:

- A. Chair. No report
- B. Library Director as submitted
- C. Staff Reports as submitted
- D. Building & Grounds: 1. Looking at outdoor furniture for our outside seating; investigated some cast iron but it is not as durable so will also be looking at aluminum which, while not as hefty, is more lasting. Motion to approve up to \$5000 from the gift account for this expense. M. McCarty. 2nd. Murray V. Unanimous. 2. Jeannie Wheeler is volunteering to pick up the leaves that have built up, as Town is strapped for help. 3. Jeannie will also speak to Sean about the piece of wood at the back entrance that appears to have been left from scaffolding.
- E. Personnel Committee: Have added a standing meeting the third week of the month. Tonight's report will be in the Executive Meeting.

5. Correspondence: None

6. Old Business:

- A. Updates on FY26 Budget - Still no word on whether we will need to meet with Select Board

7. New Business:

- A. Vote to accept donations - None this evening

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

9 Upcoming meetings and events

Library Board of Trustees Wednesday, April 2, 2025 at 7 pm

Library Board of Trustees Wednesday, May 7, 2025 at 7 pm

Budget Meeting with Select Board and Finance Committee - TBD

10. Executive Session

Motion to adjourn regular meeting at 7:15 pm and not to return after Executive Session.
M. McCarty 2nd. Wheeler V Unanimous

Respectfully submitted,
Bernadette Waystack,
Secretary, BFL Board of Trustees

Library Director's Report
for the April 2, 2025 Meeting of the
Brooks Free Library Board of Trustees

Prepared 3.27.25

PERSONNEL

Recognition to Staff Members

I recently received a letter from the Chair of the 2025 John Newbery Award Selection Committee acknowledging Circulation Librarian Kelly Depin's service on the committee and her contributions to their work. It is quite a professional honor to serve on this committee, which has a very competitive application process. Serving on the committee also requires a significant time contribution for the full year leading up to the award, so only the most dedicated librarians consider participating, so kudos to Kelly for volunteering for this! I've included a copy of the letter of appreciation in your packet.

Staff Librarian Alan Caughey was also recognized this month in an email sent to the Town Administrator by a visitor to Harwich complimenting several departments for the services they provide. She was very pleased with the help Alan gave her with technology.

Review of Personnel Bylaw Management positions

This month the Town began a classification and compensation study of positions in the Personnel Bylaw Management Plan. The goal is to ensure pay equity within the classification plan and to ensure the pay plan is competitive with others in the labor market. The library has two positions in this plan – the Library Director and Deputy Library Director. An online meeting was held last week to begin the process, which is expected to take 6 -8 months to complete.

The Deputy Library Director position description is accurate and up-to-date as it was recently created. As previously planned, I am working on an updated position description for the Library Director and will soon present it to the Trustees' Personnel Committee for their review. It will then come to the full Board for your approval.

While we won't need to rely on the study to update these job descriptions, including these two positions in the study will mean they are included in an overall assessment of the various management positions and any changes to the compensation plan.

Note: We are well aware that a review of all Library positions is needed but as the other permanent Library positions are included in the Harwich Employees Association bargaining unit, any studies or reviews are outside of our control. The HEA is one of 8 unions that is currently negotiating new contracts, to be effective July 1, 2025.

OPERATIONS

In response to concerns raised by a community member, we have taken several actions to improve the Library experience for neuro-divergent children. This month we purchased several sensory kits for children and adults. They'll be available for use during any library visit as well as during programs. We have also added a new page to the website What to Expect at Youth Programs, providing information on the location and environmental settings for programs, procedures for obtaining free tickets for large or popular programs, and information on alternate parking

locations as our parking lots quickly fill for popular programs. A print-out of the page is included in your packets.

BUILDING TECHNOLOGY UPGRADES

Assistive Listening/PA System in Meeting Room

As previously reported, Reference Librarian Jamie Thornton has done an extensive amount of research and planning on the project to replace the assistive listening system, which has only had limited usability for some time now, and associated technology improvements in the Thornton Room. She then followed the formal procurement procedure, preparing specifications and soliciting quotes from three vendors. This week we awarded a contract to Carlsson Audio, the lowest responsive and responsible vendor, and had an initial site visit to kick off the project. The Facilities Manager attended to review the locations for new electrical outlets with the contractor. He will be arranging for the electrical work and supervising that part of the project.

Kudos to Jamie for her excellent work on this time consuming and detailed project. Her work is thorough and she has been persistent in moving the project forward. Community members will soon have a much-improved experience attending programs in the meeting room as a result of her efforts.

Funding for this project is coming from multiple sources:

\$4013.20	2019 Technology article (this closes out this article)
\$6000	Gift Funds (see notes below)
\$3500	FY25 Budget Line for Library Supplies and Technology (leaves \$996 balance in this category of the budget line for technology in this line for April – June 2025)
\$1680.45	Building Gift Account (decades old account from the renovation project in 1998. This will close out this account.)
<u>\$2225.77</u>	May 2023 Technology article (remaining balance - \$22774.23)
\$17419.42	

A note regarding Gift Funds - Last spring you accepted a grant/donation of \$3000 from the Athens Fund of the Cape Cod Foundation, to be used for services for seniors and people with disabilities. This month we received another \$3000 from the Athens Fund, which you will be accepting at the April 2nd meeting. This second donation was also unexpected, but very timely, as it allows us to utilize the funds immediately. This reduced the amount of funds needing to come from the 2023 Technology article, leaving more funds in that account for technology needs over the next three to five years.

ART DONATIONS

We have received another offer to donate Rogers Groups to the Library. I have responding asking the donor to provide a detailed listing with photos of the pieces and any information she has on their condition or value.

FINANCIAL

FY25 Year-to-Date Accounting is included in your packets.

FY26 Budget

- Last month I noted in my written report that I had requested several budget increases for FY26. Following the 2% cost-of-living increase being added to department's salary and wage lines, I requested an additional \$3320 for the Library Materials so that we would meet the state's Material Expenditure Requirement of 16% of appropriations for Library Materials. I also requested an additional \$7000 for the FY26 Electric line as it current projections showed that line would be severely underfunded.
- The requested changes were approved and have been added to our FY26 budget.

State Aid Award

- This week we received notice from the Mass. Board of Library Commissioners that the second distribution of State Aid for Libraries is being sent to the Town. A spreadsheet showing the FY25 award and the Brooks Free Library share is included in your packet.
- Also included is a spreadsheet showing the current balance in the account.

Respectfully submitted,

Ginny Hewitt
Library Director

Deputy Director's Report
For the April 5, 2025 meeting of the
Brooks Free Library Board of Trustees

Staff training, assistance, scheduling:

I continue to offer supervision, guidance, and direction to many staff members on a daily basis and to follow up on ongoing projects (cataloging, programming, etc.) to make sure things are moving along.

I completed a first draft of a 'master summer schedule'. This will be the first summer we are fully staffed and the first year of several staff being in new positions which will mean we can't just do what was done previously. It is a complex task and I am trying to provide adequate staff in the children's department to handle the massive increase in volume there, as well as the needs/desires of some staff related to family/life issues.

Furniture purchases, suggested Friends projects:

Town staff picked up the large items we disposed of except for the rusted tables and chairs that are still outside (Kara McWhinney at the 204 is arranging for these to be transported to the 204).

The four new tables I ordered arrived and were put together as was arranged and expected. I scrubbed down the remaining flip top tables, and put the most damaged 2 tables in the electrical room. We may want to buy a few more flip top tables in the future, and I am gathering quotes to give to the Friends to consider for funding. I have also suggested the Friends could provide a photocopy machine/with a service contract and/or a renovation of the downstairs kitchen area as possible future projects. With the help of our Reference Librarian Jamie Thornton, I am gathering more information about prices for large photocopy machines. We are starting this current round of info gathering by asking other town departments what machines they are using and who they are leasing/buying from. So far there are at least three different companies that other town departments are using.

Technology Programming:

Jamie and I will run another session this month of our successful Email management program (April 29th). Some patrons let us know they were interested but could not attend at that particular date/time so we hope to reach more folks this time.

Clams Censorship Meeting:

I attended this meeting on March 25th at the Eldredge Public Library. Senator Julian Cyr gave an update on bill No.2328 and there was a lot of helpful discussion and information shared by Cape librarians in all positions.

Respectfully submitted,
Jennifer Pickett, Deputy Director

Reference Librarian
April 2025
Report to the Trustees of Brooks Free Library

Technology

In February, I discussed some strategies on multi-factor authentication for staff access to Koha with Brendan Lawlor, Systems Manager at CLAMS. The board chose not to offer the solution I requested, so a different method will be used, which will require some testing. As I have limited time to spend on this, primary testing will be in Circulation. In March, I began preliminary searches for a new public copy machine and asked Town staff for information on companies and machines they use. I passed this information on to Deputy Director Jennifer, who will compare services to those she collected in the past few years.

Meeting Room Upgrade

After much back-and-forth and paperwork, I selected Carlson Audio Visual to perform our meeting room upgrade as the lowest responsive and responsible bidder. On March 24th, I met with Dave from Carlson AV and Facilities Manager Sean Libby to finalize plans and discuss electric work. We have set a deadline and will be planning dates in the near future.

Reference

I had two Book-a-Librarian meetings in March, one on job application assistance and another on phone navigation. I have seen a decrease in need for Book-a-Librarian appointments simply because we now have such a strong staff on Reference. Many technology questions can be answered anytime the library is open, and our Wednesday tech help sessions have been successful as we have more staff available. That being said, some people will need more extensive one-on-one help now and then, and that's where Book a Librarian comes in.

We have new tables for our public computer stations, which are much nicer and sturdier. I have received several compliments, and I think it makes that space look much more open and comfortable.

I signed our library up for LanguageLine, a free interpretation service provided by the Massachusetts Library System. This can be used as an alternative to Google Translate, where staff can speak to a live interpreter if the patron they are helping has limited spoken English.

Programs

Deputy Director Jennifer and I ran a program about cleaning up emails on February 27th, and we had about eight attendees. Much of that program involved extensive one-on-one help, and we saw a need to offer a program like this again. We will host a similar one again at the end of April.

I also scheduled a program for September, which I am looking forward to, for Library and Town staff on understanding government services for people with disabilities.

Collection Development

In February, I purchased 56 adult ebooks and 23 adult e-audiobooks. Last month's report on Cost Per Circ revealed that 45 ebooks and 26 e-audiobooks were borrowed in January.

In March, I purchased 68 adult ebooks and 47 adult e-audiobooks. Last month's report on Cost Per Circ revealed that 45 ebooks and 27 e-audiobooks were borrowed in February

Future Work

I plan to continue preparations for the meeting room upgrade and keep in contact with Carlson AV as needed. Once we have our funds set for this upgrade, I will also continue investigating some technology purchases. I am considering at least one Meeting Owl, which would make hybrid programs easier. I see a future need to replace the self-check stations and the public wireless printer/copier/scanner. I will also help as needed with the copy machine selection and setup.

Respectfully submitted,
Jamie Thornton
Reference Librarian

Youth Services Report

3/27/25

Programming Accommodations

In response to a patron complaint that our calendar listings and website did not adequately convey the information he needed to make an informed decision about which programs would be the best fit for his daughter's needs, I created a new page on our website: Youth Programming: What to Expect. A copy of this document is in the trustees packet. A link to this page of the website will be included on all of our calendar listings.

We invested in some Sensory Kits that include noise canceling headphones, sunglasses, and a fidget toy. One is located at the front desk, one at the children's desk, and one in the basement so it will be handy for programs. I also bought three sensory "wobble cushions" that are useful for many neurodiverse children. My intention had been to keep them in the meeting room for use during programs, but as soon as I had finished unpacking them in the children's area, several students immediately wanted to use them, so instead I will keep them upstairs in the homework center and move them down to the meeting room during programs.

Mock Stonewall Book Discussion Group

I held the first meeting of the new Mock Stonewall Book Discussion Group. The group will read books that are eligible for the 2026 Youth Stonewall Book Awards, discuss the books with reference to the official rubric that the actual award committee uses, and then vote for what we think should win in January 2026 just before the official award is announced. During this initial meeting we reviewed the rubric, voted to read books in both the Childrens and Young Adult categories, voted for the first book we would like to read in both categories (Bea Mullins Takes a Shot for the children's category, to be discussed in April, and Recommended Reading for the YA category, to be discussed in May.) We had two participants attend, with another two people emailing me ahead of time to vote in absentia as they could not make the first meeting. I had hoped that this group would be made up of both teens and adults, but so far only adults have joined.

Destination Imagination

I coached two teams for Destination Imagination, a creativity contest. One team was for homeschoolers and had kids ranging from 7 to 12. The other team was open to Monomoy middle or high school students or homeschoolers, but it ended up being all homeschooled students. The younger team won second place and the older team won third place at the state-wide competition.

Collection Development

In addition to ordering books through Ingram and digital materials through OverDrive this month, I also met with a vendor from Gumdrop Books, who represents about a dozen different nonfiction publishers. His prices are consistently less than when I purchase through Ingram, and by meeting with him I am able to peruse the books before I buy them to ensure that their design and layout are in line with my expectations.

Professional Development

I attended a meeting of the Cape Cod Youth Services Librarians Roundtable at the Eldredge Public Library in Chatham. This group meets regularly to discuss topics related to youth services. I presented briefly on the importance of youth services librarians being a part of ordering ebooks and e-audiobooks.

Respectfully submitted,

Ann Carpenter
Youth Services Librarian

Staff Librarian - Programming
March 2025 Report for
April 2nd, 2025 Trustees of Brooks Free Library Meeting

Programming

I am still in the process of finishing training with Jamie Thornton on BFL website management and other functions I will be carrying out in coordinating programming and outreach. Throughout March, I worked on placing posts on our social media feeds and also put together the newsletter for patrons - an April newsletter is being finalized and will be sent out by 3/31. I am also working on coordination of monthly Cape Cod Chronicle library columns (and communication to the Chronicle about events, along with other BFL staff) and of the bimonthly column for the Harwich COA newsletter. I am also continuing to work on getting programming planned for April (and future months) - have an agreement in place for a musical program lined up for May with an indigenous musician and composer who received a Cultural Council grant to compose a piece to be performed for free; we also have other music options (pending final decision on which to work on agreements with) and have a poetry workshop planned for May with Judith Partelow. In addition, I am working on a Master Gardener event, possible authors events, and a writing workshop. I will be presenting in early April at the Council on Aging in a joint event on streaming services and we will also have a booth at the Harwich Health Fair which we are preparing for.

Circulation Transition

I have continued to review any Circulation items, as needed, with Kelly Depin.

Personal Development

I completed a one-month course on Change Management for my MLIS (San Jose State Univ) in early March and started a two-month course on Adult Services in March, which has been relevant and useful to my current work at BFL. I also continue to plan on taking advantage of any other relevant online trainings offered by CLAMS, MBLC and other organizations, as time permits.

Respectfully submitted,
Gavin Williams, Staff Librarian - Programming



Virginia Hewitt <vhewitt@clamsnet.org>

[pubdir-announce] Executive Order re IMLS - effects in MA

1 message

Amyot, Maureen (BLC) <Maureen.Amyot@mass.gov>

Mon, Mar 17, 2025 at 2:36 PM

Reply-To: "Amyot, Maureen (BLC)" <Maureen.Amyot@mass.gov>

To: "pubdir-announce@mblc.state.ma.us" <pubdir-announce@mblc.state.ma.us>

Dear Directors:

Apologies for cross-posting. I wanted to be sure everyone got this information.

On Friday, March 14, President Trump signed an executive order that targets federal funding to libraries and museums through the Institute of Museum and Library Services (IMLS). IMLS is the single largest source of critical federal funding for libraries. IMLS' entire program of service costs 87 cents per person (US population July 2024).

From the executive order:

This order continues the reduction in the elements of the Federal bureaucracy that the President has determined are unnecessary.

The non-statutory components and functions of the following governmental entities shall be eliminated to the maximum extent consistent with applicable law, and such entities shall reduce the performance of their statutory functions and associated personnel to the minimum presence and function required by law.

Why this matters to you and to Massachusetts libraries:

The Massachusetts Board of Library Commissioners receives \$3.6 million from IMLS' Grants to States Program. **The MBLC uses these funds for statewide services for everyone, including:**

- MBLC staff: 13 of the MBLC's 23 staff members are at least partially funded through IMLS (5 fully funded, 8 partially funded)
- Statewide research databases
- The Commonwealth Catalog (ComCat)
- Summer Reading
- The Statewide eBook Program (Library eBooks and AudioBooks-LEA) Funding for the eBook platform and some eBook content.
- Statewide trainings for librarians to increase access for people with vision loss
- Data collection and reporting
- Federal funding also supports the E-Rate program

Key Points to remember:

- IMLS' Grants to States Program (which is how Massachusetts and every other state gets federal funding for libraries) is in statute, Chapter 72 of Title 20 of the U.S. Code, so we'll be getting more information to clarify the impact of this executive

order.

- EveryLibrary has provided helpful statutory information: https://www.everylibraryinstitute.org/imls_shall_may_language
- The MBLC has been contingency planning for several months and if federal funds are eliminated or greatly reduced, it will act to preserve the core library services it provides.
- **Everyone can take action to stop the targeted attacks on libraries.**
 - Empowered by Libraries (MBLC)
 - Show Up For Our Libraries (ALA)
 - State legislators: FIND MY LEGISLATOR
 - Federal legislators: <https://www.congress.gov/members/find-your-member>

Questions about MBLC services:

Is the State Aid to Public Libraries Program affected by federal funding?

State Aid Grant Awards that public libraries receive through the State Aid to Public Libraries are fully funded by the annual state budget line 7000-9501. Not federal funding. However, all staff who work in the State Aid Unit are funded in part through federal funding. Data reporting through ARIS will continue.

What do I do if I have an LSTA grant from the MBLC?

If you received a federal grant (LSTA) from the MBLC in July 2024, your grant is secure and you should proceed with your intended service. For libraries that recently were awarded Explore Grants, the MBLC is proceeding with grant disbursement as planned. Should that change the MBLC will reach out to individual grant recipients.

Are the grants from Massachusetts Public Library Construction Program (MPLCP) affected by federal funding? The MPLCP is not federally funded. Governor Maura Healey and the State Legislature included \$150 million for the MPLCP in the Economic Development Bill.

Are any of the MBLC services going to be immediately affected? Right now, statewide databases, ComCat, and the other services the MBLC provides (mentioned above) will continue. Should that change, the MBLC will notify the library community immediately.

The executive order raises many questions about which programs are statutory, and which are discretionary. In the days ahead, the MBLC will work with our state and federal partners to determine a course of action and provide you with more information as it becomes available. Please reach out with questions anytime.

Sincerely,

Maureen Amyot

Director

Massachusetts Board of Library Commissioners

90 Canal Street, Suite 500

Boston, MA 02114-2018

857-286-0887 (work cell/text, best method)

617-725-1860 x222 (office)

<https://mbic.state.ma.us/>



Phillips Brooks School

Virginia Hewitt
Brooks Free Library

Dear Ms Hewitt,

2/25/2025

Please accept my congratulations and gratitude for your support of Kelly Depin upon completion of her term on the Association For Library Services To Children's Newbery Award Selection Committee.

We announced the winners on January 27 and it was an incredibly exciting time.

Well over 20,000 trade books are published for children each year and many, many of those fall within the age group for the Newbery Award. It is an enormous professional commitment to be involved in the intense and time consuming selection process. Kelly read, evaluated, and discussed hundreds of titles to be ready for our selection meetings. Finding the year's most distinguished books is a huge project!

The 2025 committee met at the American Library Association's conference in Phoenix, Arizona to make our final selections. The awards were announced at the Youth Media Awards ceremony and will be officially presented to the winners at the ALA Annual Conference in Philadelphia in June 2025.

On behalf of ALSC I thank you for your support during this exciting year. Kelly made major contributions to our work. She had so many insightful things to say and, I am sure, brought back new skills to the workplace. I loved getting to know her and working with her- you are lucky to have such a committed, thoughtful, enthusiastic colleague.

Thank you again for your support of Kelly and the Newbery Medal.

Sincerely,

Maeve Visser Knoth
Chair, 2025 John Newbery Award Selection Committee

Youth Programming - What to Expect - Brooks Free Library

[General Information](#) | [Special Programs](#) | [Regular Programs](#)

General Information about Programs

Many of our programs are popular. Please be aware that you may have to park across the street at the Town Hall or at Brooks Park. All of our programs have a limited capacity, though not all programs reach that capacity. It is best to call ahead to find out more information about whether there will be a need to register, or how free tickets will be distributed. Popular programs may feel crowded or loud, and will incorporate children of many ages and abilities who may make unexpected movements or unexpected noises. The lights in the library are a combination bright fluorescent and LED lights. The lights cannot be turned off for safety reasons. All programming spaces at the library are wheelchair accessible.

Our Event Calendar listings contain descriptions of individual programs. If you would like additional information, have questions about a particular program, or would like to ask us about possible accommodations for your child, please email Youth Services Librarian Ann Carpenter at acarpenter@clamsnet.org one week in advance. Every child is different, so accommodation possibilities are best communicated through clear, written discussion. We will always try to make requested accommodations if we are reasonably able to make them, but time may not always permit us to do so if they are made less than a week in advance. Sensory Kits are available with noise-canceling headphones, fidget toys, and sunglasses, though we encourage families who know they will need these items to bring their own, both because familiar items may be more successful and because we have a limited supply.

This page is intended for use in determining what a young person can expect at a program. For more information about our child safety policy and policy on behavioral guidelines for minors, visit the [Child Safety Policy page](#).

Special Programs and Ticket Information

Special programs are any program that do not occur on a monthly or weekly basis, and can be a wide variety of program types from magicians and storytellers to live animal programs. These programs typically take place in our large meeting room. While capacity is limited (see the information below on obtaining free tickets for these events), these events are usually very popular and you can expect a large number of children and families, as well as crowded conditions on the main floor of the Library before the program begins. If you have questions about a particular program, or would like to ask us about possible accommodations for your child, please email Youth Services Librarian Ann Carpenter at acarpenter@clamsnet.org.

Tickets for special programs are free and are given out at the Youth Services Desk starting 30 minutes prior to the start of the program. Please be aware that our parking lots quickly fill and you may need to park across Main St. at Brooks Park or

behind Town Hall so you should plan the time for that into your arrival so that you are at the Youth Services Desk 30 minutes prior to the start of the program and in time to receive tickets for your family. This is especially true for programs held on holiday weekends, during school vacation weeks and during the Summer Reading Program. For popular programs where we may have to turn some people away we ask that families try to limit the number of adult family members attending to be proportional to the number of children they are bringing to the program. This will enable other families and their children to enjoy the program.

Audience Style Programs

Audience style programs include, but are not limited to: live animal programs, magic shows, storytellers, science programs, jugglers, circus acts, mimes, musicians, the Harwich Mariner storytime, puppets, and any other program where the primary purpose of the program is for children to watch a performance/presentation given by one or more presenters. While there may be opportunities for children to volunteer as “assistants”, these programs will require the child to sit on the floor or in a chair for the duration of the program. Popular programs mean children will be sitting very close to one another.

Many of our programs are loud and exciting, and frequent bursts of laughter or other audience responses are normal, but there is an expectation that the children will not unduly disrupt the presenter by vocalizing, moving out of their seat, or otherwise disrupting the experience for other audience members. Because youth programs are often high energy, audience members should expect to be exposed to sudden loud noises, sudden or unexpected movement by the presenter or their animals, and the possibility of bright lights. We will not knowingly host a performer using strobe lights or any other light effect that might cause seizures.

Craft/Art/Interactive Programs

Craft/art/creation programs include but are not limited to: craft programs, theme parties, cookie decorating, slime making, food preparation, art, origami and any other program where the primary purpose of the program is for the children to actively participate in creating or interacting with something. There is an expectation that some of these programs may be messy and may include materials that will stain. Food based programs have an inherent risk of choking. Any family who has a food restriction should contact Ann at acarpenter@clamsnet.org 48 hours before the program to ensure that an appropriate substitution will be available.

Some interactive programs, especially the theme parties, feature multiple stations with things to do, which means that children will be moving freely from station to station and moving in unpredictable ways in a possibly crowded environment. Noise levels tend to be medium to high at all art/craft/interactive programs because participants will chat with one another as they work, reminiscent of a school cafeteria (though rugs and lower ceilings mean that there is not as much acoustic echoing as in a cafeteria).

Regular Programming

Regular programming is held weekly or monthly and follows a regular pattern such that any one week's program will be very similar to another week's program, differing

only in details. If you have questions about a particular program, or would like to ask us about possible accommodations for your child, please email Youth Services Librarian Ann Carpenter at acarpenter@clamsnet.org.

Storytime

Our Tuesday and Thursday storytimes are designed for ages 0-5, but all ages are welcome. Because many of our storytime participants are very young, there is no required expectation that they will sit for the entire program. Attendees should be prepared for unexpected movement and noises from other young children. Some storytimes, particularly those in the summer months, can be quite crowded, with an attendant rise in the noise level as many voices sing together. Shakers, scarves, and bubbles are used as part of the program, and there is a parachute that is covered in soft balls that are flung around the room at the end of the program.

STEM Storytime, when it is running, is aimed at preschool students. Because this program is intended for preschoolers, there is an expectation that they will sit for 5-10 minutes at a time to listen to a story or engage in a craft. Some STEM Storytime crafts can be messy, and some are sensory based. Because the other participants are also young children, attendees should be prepared for unexpected movement and/or unexpected loud noises.

Legos

Lego days are for all ages. Children can freely build with blocks from our unsorted bins of lego blocks. Because Lego building lasts for multiple hours, attendance can vary widely over the course of the day, from one child to a dozen at a time. Participants can expect to share the space with others, engage in shared access to the bins of lego blocks, and to direct their own playing without librarian assistance. The lego program is held in our picture book room, which also houses space for very young children, so in addition to the typical noise level and movement of a group of children playing with lego blocks, participants can also expect that in the same room there will be very young children who may make unexpected noises and unexpected movements.

Food and Fun

Our regular food and fun program is for middle school and high school students in grades 5 and above. Participants will make a food item and play games or do crafts. Attendees with food restrictions should inform Ann at acarpenter@clamsnet.org 48 hours before the program to ensure that an appropriate substitution is available. This program can be messy and can sometimes involve getting materials on participants hands. Participants can anticipate the sorts of movement and noises associated with small to large groups of tweens and teens.

Other Teen/Tween Programming

Other regular teen/tween programming includes, but is not limited to: book groups, Magic: The Gathering, Destination Imagination, writing clubs, etc. These programs often, but not always, supply snacks to the participants. Attendees with food restrictions should inform Ann at acarpenter@clamsnet.org 48 hours before the program to ensure that an appropriate substitution is available. Participants can

anticipate the sorts of movement and noises associated with small to large groups of tweens and teens. Many, though not all, of these programs have conversation as a key element to the program, such as discussing a book or arguing about the rules to a game.

FY25 Budget Balances

As of 3.28.25

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$180.00	\$0.00	\$180.00	0%
Dues, Subs & Travel	\$3,400.00	\$934.00	\$2,466.00	27%
Library Materials	\$185,935.00	\$136,993.61	\$48,941.39	74%
Electric	\$32,000.00	\$30,361.00	\$1,639.00	95%
Employee Fringe Benefits	\$756.00	\$0.00	\$756.00	0%
Gas	\$10,550.00	\$8,932.08	\$1,617.92	85%
Library Supplies	\$13,300.00	\$7,524.41	\$5,775.59	57%
Other Purchased Services	\$6,500.00	\$5,186.97	\$1,313.03	80%
Maintenance & Repair	\$5,962.00	\$1,450.24	\$4,511.76	24%
Office Supplies	\$7,850.00	\$5,386.29	\$2,463.71	69%
Professional & Tech	\$51,655.00	\$47,868.69	\$3,786.31	93%
Water	\$1,170.00	\$936.89	\$233.11	80%
Total Library Expenses	\$319,258.00	\$245,574.18	\$73,683.82	77%
Wages & Salaries	\$853,139.00	\$562,376.54	\$290,762.46	66%
TOTAL	\$1,172,397.00	\$807,950.72	\$364,446.28	69%

FY25 State Aid to Libraries Award to the Town of Harwich**3.24.25**

	Population	Library Incentive Grant	Municipal Equalization Grant	Non-Resident Circulation Offset	Total Award	Brooks Free Library share of Town award
1st Distribution of State Aid Award - Jan. 2025	13,647	\$11,032.57	\$2,239.04	\$3,383.43	\$16,655.04	\$8,327.52
2nd Distribution of State Aid Award - March 2025	13,647	\$11,032.56	\$2,307.79	\$3,401.18	\$16,741.53	\$8,370.77
Total FY25 Award to Town of Harwich	13,647	\$22,065.13	\$4,546.83	\$6,784.61	\$33,396.57	\$16,698.29

Categories in Grant Award

Library Incentive Grant - based on population

Municipal Equalization Grant - based on property vales (EQV)

Non-Resident Circulation- X amount for each item loaned to patron who was not a resident of the municipality

Requirements for Municipalities to receive state Library certification

(Note: the municipality receives certification, not the individual library)

- 1 Be open to all Mass. residents under the same conditions as residents.
- 2 Make no charge for normal library services.
- 3 Be open a minimum number of hours per week. (For Harwich, it is 40 unduplicated hours per week between the three libraries, with some Saturday and some evening hours.)
- 4 Employ trained library personnel – in a town of over 10,000 the Library Director must have a Masters in Library Science and a certificate of professional librarianship issued by the Board of Library Commissioners.
- 5 Expend a reasonable portion of library's total budget on library materials. For Harwich, this is 16% of appropriated funds.
- 6 Lend books to other MA libraries in certified municipalities (interlibrary loan)
- 7 Extend privileges to residents of certified towns (those residents can use your library in person)
- 8 File an annual report with the Mass. Board of Library Commissioners.
- 9 Municipal appropriation for library service must be greater than the average of the last three year's appropriation plus 2 ½ %. This is the Municipal Appropriation Requirement (MAR).

Account 12406102 Brooks Free Library State Aid

updated 3.27.25

FY13		\$34,261.51	beginning balance
	transfer in	\$11,543.57	transfer in to correct distribution in prior years (Trustee letter Aug 9 2012)
	2.4.13 expended	-\$33,150.00	payment to Rise Engineering for new chiller - Town/ local
			contribution towards larger Cape Light Compact energy
	transfer in	\$6,076.92	Brooks Free Library portion of FY13 State Aid Award to Town of Harwich
		\$18,732.00	6.30.13 Balance
FY14	transfer in	\$6,218.10	Brooks Free Library portion of FY14 State Aid Award to Town of Harwich
		\$24,950.10	6.30.14 Balance
FY15	transfer in	\$7,294.55	Brooks Free Library portion of FY15 State Aid Award to Town of Harwich
		\$32,244.65	6.30.15 Balance
FY16	transfer in	\$7,457.90	Brooks Free Library portion of FY16 State Aid Award to Town of Harwich
		\$39,702.55	6.30.16 Balance
FY17	transfer in	\$7,678.49	Brooks Free Library portion of FY17 State Aid Award to Town of Harwich
		\$47,381.04	6.30.17 Balance
FY18	transfer in	\$7,586.62	Brooks Free Library portion of FY18 State Aid Award to Town of Harwich
		\$54,967.66	6.30.18 Balance
FY19	transfer in	\$7,972.99	Brooks Free Library portion of FY19 State Aid Award to Town of Harwich
		\$62,940.65	6.30.19 Balance
FY20	transfer in	\$8,165.16	Brooks Free Library portion of FY20 State Aid Award to Town of Harwich
		\$71,105.81	6.30.20 Balance
FY21	transfer in	\$9,256.68	Brooks Free Library portion of FY21 State Aid Award to Town of Harwich
		\$80,362.49	6.30.21 Balance
FY22	transfer in	\$11,276.29	Brooks Free Library portion of FY22 State Aid Award to Town of Harwich
		\$91,638.77	6.30.22 Balance
FY23	transfer in	\$14,108.61	Brooks Free Library portion of FY23 State Aid Award to Town of Harwich
		\$105,747.38	6.30.23 Balance
FY24	transfer in	\$15,501.62	Brooks Free Library portion of FY24 State Aid Award to Town of Harwich
		\$121,249.00	6.30.24
FY25	1.6.25	-\$1,560.00	CleanGreen -deep cleaning/sanitization (authorized by Trustee vote 12.4.24)
	transfer in	\$16,698.29	Brooks Free Library portion FY25 State Aid Award to Town of Harwich
		\$136,387.29	Balance as of 3.30.25

Notes:

- 11.26.12 Select Board voted to continue historic practice of dividing the Town's State Aid to Libraries awards as follows: Brooks Free Library 50%, Chase Library 25%, and Harwich Port Library 25%.
- 2.13.19 Board of Trustees voted to designate State Aid to Libraries funds for interior modification project currently on Capital Plan.