

Brooks Free Library Board of Trustees
Wed. Sept. 3, 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 Aug. 6, 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
8. Old Business
 - A. Update on Process for Strategic Plan
 - B. Recruitment Plan/Process for Next Library Director
9. New Business
 - A. Vote to Accept Donations
10. Trustee Reports and Requests for Next Meeting's Agenda
11. Upcoming Meetings/Events
 - A. Friends of Brooks Free Library Board of Directors – Sept. 18, 2025
 - B. Library Board of Trustees - Oct. 1, 2025 – 7 pm
 - C. Library Board of Trustees - Nov. 5, 2025 – 7 pm
12. Executive Session
 - A. 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
August 6, 2025

Members present: Joanne .Brown, Linda Cebula , William Crowell, Joan McCarty, Tricia Murray, Bernadette Waystack, Jeannie Wheeler

Others present Virginia Hewitt, Director , Lynn Budell

Meeting called to order at 7.00 pm by Chair Waystack.
Public Comment none

Motion to approve the regular session minutes for July 2,2025 with one correction
August 8 reference should be August 4
Motion by McCarty Second by Wheeler unanimous approval

Reports

Chair

- *provided copies of trustee Pocket Guide from MLA
- *Hewitt presented information at Non Resident taxpayers Meeting
- *Waystack and Hewitt completed annual performance review on 7/11
- *no executive session needed at end of today's meeting

Library Director no additional comments or questions on report included in packet
Hewitt Is planning on retirement June 2026.

Review of Staff Reports- no questions or comments on reports included in packet.

Building & Grounds

- *Refrigerator purchased and installed
- *people enjoying the new furniture
- *Brown and Wheeler met with Sean Libby of DPW. Bushes will be trimmed on bank street side of property, regular mowing in back areas.
- *Per Libby, painting of the side of the building will be done by DPW staff.
- *Custodial services have shown improvement
- *David Nixon, CPC chair, approached Hewitt concerning a larger sign on the property, Will be on a future agenda for a fuller discussion concerning historic district and other groups that support the library both financially and with volunteer services.

Personnel Committee No report this month

Correspondence none

Old Business none

New Business

A Goals and Project Timing

The current town Capital Plan has funds for the planning for interior modifications With a following year containing the funding for the construction. Hewitt suggested that, without an updated strategic plan, we should request that this project be deferred for a year. General consensus of trustees-agreed.

Strategic planning-after discussion for timing and planning, Brown and McCarty appointed as Strategic Planning Committee with Hewitt as additional member. Progress report to be provided for September meeting: hiring of a consultant, timeline, process to follow

B Review of draft Policy on Reciprocal Borrowing Privileges.

After discussion and concerns expressed on future funding issues , motion to approve draft policy with three modest changes by Murry, second by Brown, unanimous

C Motion to accept \$100 donation from Paul & Christine Lapuc in memory of Len Sarver. Motion by Wheeler second by Murray, unanimous

Trustee reports and requests for next meeting agenda

- *Crowell will arrange for the annual investment review for October meeting
- *Report from Strategic Planning Committee
- *Note that Waystack and Wheeler will not be attending October meeting.

Motion to adjourn at 7.53pm

Motion by Wheeler Second by McCarty unanimous

Minutes by Linda Cebula Secretary

approved _____

Library Director's Report
for the Sept. 3, 2025 Meeting of the
Brooks Free Library Board of Trustees

Prepared 8.29.25/VH

PERSONNEL NEWS

Circulation Librarian

- This month Deputy Director Jennifer Pickett and I completed the search for the vacant Circulation Librarian. I updated the screening tool used for the initial review of applications and created a Crediting Plan to be used after interviews to rate/rank candidates on objective factors related to various aspects of the position.
- We are pleased to announce that we have selected Kyle Brennan, an internal candidate, for this position. Kyle has been employed as a Senior Library Technician at Brooks Free Library for the past year. She has nine years of library experience, focused in Circulation, and ten years of lead/supervisory experience in another field. Kyle has the right mix of skills and experience, organizational ability, and leadership skills, along with a calm, approachable demeanor that is very important in this position. Circulation staff members enthusiastically supported Kyle's promotion.
- Kyle's promotion will be effective Sept. 8th.
- Kyle will begin a Masters in Library Science (MLS) program in January and have 3 years to complete that degree. A formal letter offering this promotion was signed by Kyle acknowledging the requirement that she obtain an MLS.

Senior Library Technician

- We have also been recruiting for a vacant part-time Senior Library Technician. With Kyle's promotion, we now have another part-time Senior Library Technician opening. We are still working off the same job posting so we won't need to do a new internal job posting before considering external candidates.
- Deputy Director Jennifer Pickett will manage the recruitment and interview process for these positions and will include Reference Librarian Jamie Thornton and Circulation Librarian Kyle Brennan on the interview and selection panel as Jamie is the direct supervisor of one position and Kyle will be the direct supervisor of the other.

Library Assistant

- We had a notice advertising an on-going recruitment for Library Assistants on our webpage but have now modified that since we don't need to add to the substitute pool at this time and don't anticipate hiring for those positions this summer or fall.
- The posting on our Employment is now clear that we don't currently have openings but states people can apply at any time to be in the applicant pool for consideration when we do have an opening.

ANNUAL REPORT AND INFORMATION SURVEY (ARIS)

- The Annual Report and Information Survey (ARIS) is one of two annual reports required by the Mass. Board of Library Commissioners (MBLC) for a municipality to be eligible for state library certification.

- Deputy Director Jennifer Pickett completed most sections of the ARIS – staffing, salaries, collection holdings and electronic resources, programming, volunteers, etc., while I focused on the circulation and use of electronic resources.
- A snapshot of the FY25 data, in comparison to prior years, is included in your packet.
- This is the third year preparing the ARIS report using data from the “new” automated system, but there are still areas of concern with certain aspects of the data provided. Other library directors have expressed similar concerns. Analyzing circulation data, trying to verify data, and investigate issues extended the time required to complete the ARIS report this year.

INPUT RE; THE LOCAL COMPREHENSIVE PLAN

- On Aug. 5th I attended the Local Planning Committee’s public meeting regarding the draft Local Comprehensive Plan to provide feedback related to the Library and similar departments that provide community services (services and resources, not just the more specific term being used, “programming”), the cultural heritage community and Historic Harwich Center.
- As requested, I am following up to provide those comments in writing to the Committee.

POTENTIAL IMPACT OF PENROSE DEVELOPMENT (MARCELINE PROPERTY)

- Department heads were asked to submit written feedback to the Acting Town Administrator by August 26th on potential impacts of the Penrose Development, the Harwich Affordable Housing Trust project on Queen Anne Road.
- A copy of my response is included in your packet.

PLANNING PROCESS FOR THE STRATEGIC PLAN

- This month I spent significant time investigating options for the planning process/model to be used. Some consultant options, while excellent, were significantly more expensive than anticipated.
- I have been working this week on a model to do the plan in-house, without the services of a consultant.
 - This would be a streamlined process using data gathered for other local planning initiatives, supplemented by our own surveys, interviews, and/or smaller focus groups.
 - I would be the primary person responsible, and with input from staff, would develop the plan, with review and discussion by the Board of Trustees at various points in the process, and public input on the draft plan before it is finalized and approved by the Board.
 - More details and a written description of the process will be provided at your meeting on the 3rd.
- I just become aware of a highly recommended consultant who may be more affordable, however, and have contacted her to inquire about her availability and for a quote, so the potential for utilizing a consultant has not yet been ruled out.
- In the meantime, I have also begun reviewing data on the community from the draft Local Comprehensive Plan and the COA Needs Assessment.

- I have had several discussions with Trustees JoAnne Brown and Joan McCarty, who agreed to help me evaluate options between your meetings, and we will meet next week prior to your meeting to review the options.

FINANCIAL

State Aid Financial Report

- This month I will be working on the other required state report, the Financial Report for FY25. The due date for submission is Oct. 3rd.
- The Chase and Harwich Port Libraries will provide me with copies of their Financial Reports so I can consolidate the information and submit the Compiled Compliance Financial Report for the Town of Harwich by the Oct. 10th deadline.

FY27 Budget

- In most years completing the State Aid Financial report enables me to calculate the projected Municipal Appropriation Requirement for the following year.
- With the Harwich Employees Association contract not yet settled, however, I will not have our final appropriation for FY26 yet.
- This will complicate preparing our FY27 budget request, which must be high enough to meet the projected FY27 Municipal Appropriation Requirement.

FY27-FY31 Capital Plan

- I have just received instructions for updating projects on the Capital Plan and submitting new requests.
- Submissions are due to the Town Administrator by Friday, Sept. 19th.

Respectfully submitted,

Virginia A. Hewitt
Library Director

Library Deputy Director's Report
For the September 2025 meeting of the
Brooks Free Library Board of Trustees

ARIS:

I worked with our director to complete the ARIS report. The state made many changes to this report over the past year and that added to the complexity of this task. As I collected and compiled the data, I continued to improve our processes for data collection and reporting and communicated with all the staff about errors that needed to be corrected.

The Friends public copy machine:

I worked closely with the Friend's Treasurer, Barbara Obrig, to get the required insurance documents for the new leased copy machine to avoid the Friends being charged extra to insure the machine. A third and fourth company was involved and separate contracts needed to be signed but Barbara and I were persistent and completed this task. The staff will receive more training on how to use this machine when front desk traffic slows down a bit this fall.

Management:

I met with our Reference Librarian for an update on progress with Windows and Office updates to our computers and to set up some short term goals - taking on the nonfiction collection development duties and hiring a new Senior Library Technician to work some shifts at the Reference desk. A new library-wide Reference question survey needs to be done this Fall to update previous statistical ratios used for ARIS.

I met with our Youth Services Librarian to address some Fall programming decisions that needed to be addressed before September. Ann worked very hard over the past few months to tweak the program registration system she used this summer for the first time. Overall, I think the attendance was very strong at all our summer programs, with clear expectations for those who attended and less negative feelings for others (other library patrons and staff).

I was more than pleased to interview and hire Kyle Brennan as our new Circulation Supervisor. She was universally welcomed by the entire staff upon her promotion. She will 'hit the ground running' with a start date of September 8 and she will immediately start working with myself and Reference Librarian Jamie Thornton, to hire new Senior Library Technicians. Beyond hiring and training new SLT's, I have a training plan ready to go to smoothly transition her into her new role and I am looking forward to mentoring her professional development.

Respectfully submitted,

Jenifer Pickett, Deputy Director

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

Technology

In July I helped collect usage statistics for our website and public computer usage for the ARIS report, and in August I replaced the public Word Processing computer. This new computer is running Windows 11 and Office 2024, has three usb ports (one USB 3.0), a usb-c port, a headphone jack, a disc player, and a SD card reader right on the front of the computer. This also resolved a long issue where the computer would only print in black and white, so users will now have more freedom to print in color. This update offers more options for patrons and potentially less work for reference staff. In making this upgrade I also updated staff directions in case this duty were to be passed on, and I troubleshooted some issues with Reboot Restore. This is part of my work in updating all windows computers in the library to Windows 11 and Office 2024, and I am making steady progress for the October deadline. It is likely that not all devices will be updated by October due to the limited time I have to dedicate to these upgrades, but all of the major devices used by the public and staff are upgraded.

I also began to work on adding more features to our new copy machine by the Circulation desk with little luck. I spent several hours this month attempting to change settings to make it possible for patrons to scan to or from a USB drive or scan to an email address. Neither update worked and I plan to work with the copy machine vendor to see if we can add these features, which would be a great help in freeing up our all-in-one printer in Reference.

I have received several compliments about the meeting room upgrade and it is great to see the new technology being used and appreciated. I reached out to Carlson AV to update some settings to make things easier, and replaced the HDMI cord with a longer one that will make the room more modular for programs.

Reference

I met with Deputy Director Jennifer this month to discuss taking on the nonfiction collection and to give updates on my progress. The reference team has been busy this summer, with nearly 700 reference questions answered in the months of July and August. I am seeing an uptick in questions about different generative AI apps, but we are mainly assisting with printing, device settings, e-resources, and website navigation. I have heard nothing but good things from patrons about our reference staff Alan Caughey, Gavin Williams, Christine George and Olivia Appleton, and it is great to know we have a strong staff. I also look forward to hiring a new Senior Library Technician to take on some additional reference projects and offer more consistency on the desk.

Collection Development

In July I purchased 95 adult ebooks and 77 adult e-audiobooks.

In August I purchased 73 adult ebooks and 38 adult e-audiobooks. I also updated our cost per circ items extensively, which will lower the hold time for some of the more popular titles.

Future Work

I look forward to training with deputy director Jennifer and taking on the nonfiction collection in the future. As part of the Hiring Committee I also look forward to reviewing and interviewing Senior Library Technician candidates. Other future work includes adding more features to the copy machine and continuing upgrading our devices to Windows 11 and Office 2024.

Respectfully submitted,
Jamie Thornton
Reference Librarian

Youth Services Report
8/27/2025

Summer Reading Update

As of 8/27/25, we had 359 people signed up for our Summer Reading Program, and 237 of those people had returned to redeem a prize, which is in line with our expected enrolled/returned ratio. Combined, students read 2,440 hours, with four more days of the program to go. This is slightly lower than last year, but still puts 2025 as the second highest of the last five years.

Summer Programming Update

Over July and August we ran 22 special children's summer programs (10 of which were funded by the Friends, and 12 run by librarians) with over 1,000 people attending, 28 regular children's programs (story times, legos, etc) with another 1,000 people, and 12 passive activities that about 800 people participated in. As of 8/27 we had 2,887 people attend children's programs, with a handful of programs still to come. The number of programs, and attendance at programs is very similar to last year.

We also ran 19 programs for teens and tweens, with an attendance of 114. This is a slight increase from last year.

Collection Development

We weeded the children's graphic novels in August. We have been slowly working on weeding the children's nonfiction books during August, and are on track to complete that project in September.

I purchased 9 e-audio and 31 ebooks in August. I also purchased 180 children's fiction, 65 children's nonfiction, 48 young adult fiction and 7 young adult nonfiction physical books in August.

Respectfully submitted,

Ann Carpenter
Youth Services Librarian

Staff Librarian - Programming
August 2025 Report for
September 3rd, 2025 Trustees of Brooks Free Library Meeting

Programming

Throughout August, I worked on placing posts on our social media feeds and am working on putting together the newsletter for patrons - the September newsletter will be sent out at the end of August. 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). I submitted a column to the Chronicle this month on the New York Times' Best 100 Movies of the 21st Century list and promoted Hoopla, Kanopy and our DVD/BluRay movie collections in the column. I am also continuing to work on getting programming planned for the fall. A fall gardening program (with Master Gardener program and Harwich Garden Club) is planned for the end of September. And I am working with Carla Burke and Mass Audubon on a "Birding by Ear" program in early October; we will also have Dr. David Martin give a presentation on his book on the American Revolution and Cape Cod in early October. I am planning on working on cooperative programs with the Harwich Historical Society (with an American Revolution theme leading into next year's Semiquincentennial in July), along with other informational and music programs. Jamie Thornton and I are still planning to continue my training on BFL website management and other functions I will be carrying out in coordinating programming and outreach.

Circulation and Other Activities

Given staffing changes in Circulation, I have spent more time assisting in covering the desk and also worked on making some needed updates to the Museum Passes (and will continue to manage the passes for the time being).

Personal Development

I have started my Reference and Information Services course for my MLIS (San Jose State University), which will be relevant 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

Assistive Technology Coordinator's Report
August 28, 2025

We continue to offer both in-person and remote VITAL assistive technology training to patrons who are blind or who have low vision. Books from the Braille and Audio Reading Download (BARD) website that are downloaded for patrons by VITAL volunteers or staff are checked out at the circulation desk or delivered through the Books on Wheels home delivery program. VITAL resource and referral services are available in-person, or via the telephone, email, and mail.

During the month of August 2025:

Assistive Technology Training

All training was in-person.

Patron Training:

Training sessions: 4

Hours of training: 3.75

One patron received VoiceOver screen reader training on the iPhone.

One patron received training on the Clover 6 video magnifier.

One patron received training on the NLS digital player.

BARD Downloads

Number of books downloaded: 63

Hours of downloading: 12.5

Demonstrations

All demonstrations were in-person.

Number of demonstrations: 4

Total hours: 3

One patron received a demonstration of the NLS digital player and talking book, the Victor Reader Stream, and VoiceOver screen reader and Siri on the iPhone.

One patron received a demonstration of the NLS digital player and talking book and the Clover video magnifier.

Two patrons received a demonstration of the NLS digital player and talking book.

Living Fully with Vision Loss

Our monthly Living Fully with Vision Loss program took place on August 21. The topic was "Household Tasks." I discussed various tips and techniques for cleaning the home, making up a bed, grocery shopping, and cooking. I also demonstrated adapted items that could be used when performing these tasks. I played Hadley's "Sweeping" workshop and recommended participants register with Hadley if they haven't already done so, and then listen to other Hadley workshops having to do with performing household tasks.

A number of attendees suggested tips, techniques, and adapted items that they use when shopping, cleaning, and cooking. It was a very interactive program with quite a bit of discussion. Each attendee was given a list of books specific to today's topic that can be ordered from Perkins Library or downloaded from BARD. They were also given a handout with information about the American Printing House for the Blind's ConnectCenter website, and a jar grip opener. There were twenty-four attendees. Six VITAL volunteers assisted at the program.

Reference Questions

Number of questions answered: 17

Hours answering reference questions: 2.25

Volunteers

Seven different students from the Monomoy Regional High School volunteered in the VITAL program while the Extended School Year program was in session. They performed clerical and other tasks in our VITAL area.

A student from Byram Hills High School in Armonk, New York volunteered in the VITAL program during July and August. She is vacationing in Harwich for the summer. She volunteered an average of ten hours a week performing clerical and other tasks.

We currently have three VITAL volunteer instructors available to provide assistive technology training.

This month three VITAL volunteers downloaded BARD books for patrons.

Respectfully submitted,

Carla Burke
Assistive Technology Coordinator

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

From: 
Library Director Virginia Hewitt

To: Town Administrator Anthony Schiavi

CC: Assistant Town Administrator Meggan Eldredge

Subject: Library Information re: the impact of the Harwich Affordable Housing Trust/Penrose proposed housing development

Date: Aug. 26, 2025

As requested I am providing information from the perspective of Brooks Free Library for consideration by the Town in preparing its response the Harwich Affordable Housing Trust - Penrose housing development on Library operations and services.

Minimum Open Hours for State Certification

Summary

State certification standards for libraries set minimum open hours based on the municipal population. When the population of Harwich reaches 15,000 the Town will need to have 50 unduplicated hours of library hours per week - 2 additional hours per week. This can easily be accomplished at no cost or minimal cost, as detailed below, so this requirement should not be considered a detrimental effect of this proposed development. I am including this information solely to make all parties aware of the requirement.

Details

- Brooks Free Library is currently open 48 hours per week.
- There are two association libraries in Harwich, but their open hours coincide with hours Brooks Free Library is open and therefore they don't count as unduplicated hours.
- A no-cost solution to add 2 unduplicated hours per week would be for the association libraries to shift their open hours so they are open two hours that Brooks Free Library is not.
- Should the Town not reach an agreement with the association libraries for this, Brooks Free Library would require a minimal amount of funding for staff hours to be open the additional 2 hours per week.
- The Town will have 3 years to meet the new requirement once the population reaches 15,000, so we have years of notice and plenty of time for advance planning.

Other Impacts on the Library

Summary

I do not anticipate that Library operations and services would be significantly impacted by this proposed project. The proposal is not a senior-only development so community members living there would be expected to have a wider variety of ages, interests, incomes and backgrounds, which means no one area of Library use or services should be unduly impacted. Residents are likely to have varying daily schedule schedules based on their occupation, composition of the household, etc. so Library use by residents of the proposed development would be spread out over all open hours and days of the week. More specific information is provided below:

Details

1. Use of Materials, Resources and Services

- Wait lists for popular item are not expected to be significantly impacted. The benefit of belonging to the CLAMS consortium is the ability to borrow materials from other libraries. As one of the larger libraries in CLAMS we have more patrons placing holds, so longer hold lists on popular items. As soon as smaller libraries' have filled holds from their patrons, however, their copies of bestsellers start filling holds from patrons of other libraries. There is a whole Cape-wide collection to draw from and any additional waiting time for a particular item would be minimal.
- Community members living in the development would not be expected to use the Library at the same time or for the same purpose, so this should not present a problem. The additional workload is expected to be accommodated with existing staff.

2. Programs

- We have no limits on the number of attendees in on-going programs for young children such as Story-Time and Pre-school Projects or adult programs such as Book Discussion Groups, Knit-Lit, etc.
- The addition of several more participants in a discussion group or other program can be easily accommodated by staff, and with more attendees there are often more vibrant, and interesting discussions and programs.
- We sometimes limit registration for special programs but with the expected diversity of ages and interests we don't expect the residents of the proposed development to make it more difficult for residents already living in town to attend or participate in our programs.

3. After-school Attendance and Programming

- The Library has been a popular destination for tweens and teens after school for decades. The students are not in our custodial care so there is no charge to families and registration is not required. Monomoy Regional Middle School students may take the bus to the Library afterschool, and Monomoy Regional High School students may walk to the Library.
- Any increase in the number of teens and tweens coming to the Library after school due to the proposed development can be easily accommodated and would, in fact, make it easier to offer more organized activities for them. A program or activity is often more fun and appealing to tweens and teens if there are more participants.
- For these reasons even if the proposed development results in more tweens and teens using the Library after-school we do not foresee any adverse impacts and expect it would help improve programming and services for that age group.

4. Library as Employer

- We've been fortunate at Brooks Free Library to have had little turnover of our professional librarians but the impact of lack of housing on recruitment has been a growing problem for years. I regularly hear from my counterparts in other libraries that they have been unable to fill positions; often the successful candidate eventually declines the job offer because they cannot find housing.

- The quality of services for the public will decline if we are not able to hire our first or second choice but are simply choosing from candidates who are already here. I know this is happening already, in libraries and in many other occupations, with both private and public employers.
- A newer concern in recent years has been recruiting for and retaining employees for our 12-14 part-time positions. Late afternoon/evening and Saturday shifts are required. Historically many of these positions have been filled by those who actively sought to work those hours, when a spouse was available and they did not need to pay for childcare. These positions are becoming much harder to fill as the number of working-age families on the Cape shrinks due to lack of housing. By providing homes for working-age families, this project should help employers who rely on employees who are available for night and weekend shifts.

Community Impacts

- Library staff members see the impact of the housing crisis every day on community members as we respond to reference and informational requests and provide other Library services and get to know patrons and hear their stories.
- In addition, Harwich has been fortunate to not be a "bedroom community," where residents work elsewhere and are only here to sleep, with no real sense of belonging or connection to others in the town. We are, however, looking at a very real possibility of becoming a place where residents live here but the workforce – if we can attract them – doesn't live here or even close by. Residents will then be receiving services from and interacting with people at places of business who are employees, not fellow community members with who they share a sense of connection and common interests. That doesn't make for a true community.
- Additional housing – affordable and workforce, rental and home ownership – is needed if we are to reverse this trend and remain a vibrant, sustainable year-round community.

Overall Summary on Impact

While this project undoubtedly comes with traffic and other concerns, it is a very much needed step in addressing the growing housing crisis that threatens our ability to remain a sustainable year-round community. This project will not negatively impact library services and will positively impact the community as a whole by providing safe, comfortable, affordable homes for community members.

I would be happy to provide any additional information on the effect on Library operations and services if needed.

**BROOKS FREE LIBRARY
FY05 - FY25 STATISTICS**

	Open Hours	Items Checked Out	Use of Electronic Resources	Total Use of Collection	Inter- library Loans	Reference Questions	Number of Cardholders
FY05	2038	151871			33236	12263	12308
FY06	1848	156630			37849	12126	13108
FY07	1796	169529			44147	13866	13370
FY08	1980	193024			52435	13183	14298
FY09	1970	211719			61304	15035	11936
FY10	1978	225385	not counted prior to FY15		65829	15471	12606
FY11	1993	233533			71517	15626	12702
FY12	2004	235597			70730	15861	12573
FY13	1981	235941			68663	16472	12379
FY14	1940	237565			66801	16656	12511
FY15	1922	237876	24564	262440	62515	16840	13231
FY16	2192	229141	32328	261469	61328	17770	13801
FY17	1931	218229	25028	243257	60831	17738	13831
FY18	2357	223840	25278	249118	55670	18304	13410
FY19	2367	227722	30629	258351	56550	18780	13617
FY20	1669	196445	69206	265651	37989	13146	12810
FY21	371	170589	97869	268458	47139	11941	9897
FY22	2382	238069	182050	420119	39107	12051	9709
FY23	2376	252451	189526	441977	51078	14233	9722
FY24	2375	298878	227493	526371	70397	11213	10236
FY25	2233	288448	390231	678679	64058	12010	9567

	Adult Programs	Adult Program Attendance	Youth Programs	Youth Program Attendance	Children's Programs	Children's Program Attendance	Total Programs	Total Program Attendance
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
FY24	424	2606	81	439	334	13343	839	16388
FY25	436	2049	89	555	298	12628	823	15232

FY26 Budget Balances

as of 8.29.25

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$180.00	\$0.00	\$180.00	0%
Dues, Subs & Travel	\$3,400.00	\$446.00	\$2,954.00	13%
Library Materials	\$195,615.00	\$32,957.10	\$162,657.90	17%
Electric	\$42,000.00	\$4,179.33	\$37,820.67	10%
Employee Fringe Benefits	\$750.00	\$0.00	\$750.00	0%
Gas	\$14,000.00	\$79.43	\$13,920.57	1%
Library Supplies	\$13,300.00	\$43.18	\$13,256.82	0%
Other Purchased Services	\$6,500.00	\$660.60	\$5,839.40	10%
Maintenance & Repair	\$5,962.00	\$749.00	\$5,213.00	13%
Office Supplies	\$7,850.00	\$1,617.98	\$6,232.02	21%
Professional & Tech	\$51,453.00	\$0.00	\$5,897.84	0%
Water	\$1,710.00	\$0.00	\$1,710.00	0%
Total Library Expenses	\$342,720.00	\$40,732.62	\$301,987.38	12%
Wages & Salaries	\$886,875.00	\$127,328.98	\$759,546.02	14%
TOTAL	\$1,229,595.00	\$168,061.60	\$1,061,533.40	14%
