

Eastham Public Library Board of Trustees
Saturday, November 4, 2017 @ 9 AM
190 Samoset Rd.
Greg Turner Room Eastham MA

Agenda

1. Minutes for October 5 & 7
2. Turnip festival update
3. Financial report
4. Directors report (town-wide preservation assessment, approve plan, programming schedule, common ground/ Emergency/evacuation plan, long-range plan & Project outcome, weeding, budget, memorial gifts, 2020 First Encounter programming, WOMM bookmarks, punch list & end of building warrantee
5. New Business
6. Old Business (policy list review, review meeting room Policy/procedure, landscaping: conservation commission review, tree removal/planting, solar update, first anniversary celebration, upcoming Chapel exhibit/fundraiser
7. Staff and volunteers
8. ELBFI
9. Friends
10. Other business
11. Upcoming meetings: Dec 2, CPC to be determined
12. Adjourn, staff brunch

The Eastham Public Library Board of Trustees met on Thursday, October 5, 2017 at 10:00 AM at the Eastham Public Library.

Attending were Norma Marcellino, Deb DeJonker-Berry, Mary Shaw, Al Alfano, David Payor, Sharon Krause.

The group gathered for a tour of the Eastham Public Library. No action or votes were taken.

The meeting adjourned at Noon.

Respectfully Submitted,
Sharon Krause,
Secretary

EASTHAM PUBLIC LIBRARY

TRUSTEE MEETING

OCTOBER 7, 2017

CALL TO ORDER: The meeting was called to order at 9:07 a.m.

MEMBERS: Norma Marcellino, Deb DeJonker-Berry, Mary Shaw, Dave Payor, Al Alfano, Sharon Krause

GUESTS: Debbie Abbott, Mimi Ace

MINUTES: Mary made a motion to approve the minutes of September 2, Al seconded, unanimous approval. The minutes of September 12, Scituate visit, were amended but accepted and approved. Mary moved, Al seconded for the October 5th minutes of the Kingston visit, unanimous approval.

FINANCIAL REPORT: Discussion addressed several items, i.e. Biblio-temp, supplies, books, materials.

MOTION – The Trustees request the town to deposit the sum of \$102,884, the library's share of the cost of the LEED award into the library construction project and deposit the difference (of the total award of \$128,884) \$26,000 into the general fund. Dave made the motion, Al seconded, unanimous approval.

DIRECTOR'S REPORT: The item on the agenda was to look at and vote on the Action Plan for FY19. A **MOTION** was made by AL to accept the Action Plan, Mary seconded, unanimously approved. The library assessment has been received and the committee is working in conjunction with the Historical Society, the Seashore and Town Hall, to develop a town-wide plan, a collaborative effort. Deb, Mary and Sharon will meet to review the plan to present to the Trustees at next meeting. Included in that assessment are recommendations for a disaster plan, which is currently being worked on. The library will be closed on Saturday, November 11 in honor of Veteran's Day. The 2020 First Encounter planning is in full swing after a meeting with Bill Burke on October 6th at the Seashore. **MOTION** - The library will close at noon on November 18 from 1- 4p.m. for the Turnip Festival at the high school. Mary made the motion, Dave seconded, unanimous approval. Library website is generating comments but is much improved. The Atul Gawande program was very successful, drawing in 170 people. Deb has permission from Nauset to digitize the yearbooks from the high school. She is requesting help in scheduling of programs, as it has gotten very difficult to handle. We need more discussion on the subject. Al offered to help with planning/scheduling. Parking is an ongoing concern.

OLD BUSINESS: The hours expansion sub-committee of Dave, Deb and Sharon worked on expanding the Library hours to open on Sundays from 11 to 4 p.m. to begin in March or April. Salaries will be funded by the Trustees until June 30th, the end of the fiscal year. The budget sub-committee of Mary, Al and Deb decided to stay with the cleaning service for the time being. Their budget reflects the inclusion of Sunday hours and CLAMS. Jeff Caton, from the Town has suggested to Deb that every year starting year 2020 she request \$5,000 for technology. Deb met with Bob Varley and worked up a more current cost list of taking care of the building. Dave has received 3 quotes for the installation of the bluestone patio at the rear of the building, Ponderosa, the best offer has quoted \$8,800 (approx) with some money built in for the

presentation to Conservation Committee. Al made the **MOTION** to spend up to \$10,000 for excavation, laying of foundation and installation of a bluestone patio at the rear of the building, upon approval of the Conservation Committee, to be paid from the Trustee's Interest Account. Mary seconded, unanimous approval. **MOTION:** For tree removal by A to Z Trees, not to exceed \$5,000 to be paid from the Trustee's Interest Account. Dave made the motion, Al seconded, unanimous approval. The LEED plaque has been installed, Thank You, Aimee! Deb will now send out a press release. Deb has reminded the group that we need to have another look at policies to make certain we are up to date. Norma and Sharon will look over existing policies. The trip to Scituate and the group visiting from Kingston provided some interesting talks and insights. Carpet cleaning quotes are still forthcoming.

FRIENDS: Debbie Abbott reported that the library art committee has offered the Chapel in the Pines the use of library space to develop a fundraiser. A reception and silent auction of artwork will be held and begin on December 2 and end with an auction on December 16. She brought this to the table as a member of the Chapel committee. The Friends will have a table at the Turnip Festival. They have acquired an adapter for smart phones to be able to accept PayPal and credit card payments. They are also starting to plan for the year anniversary of the building's opening.

OTHER BUSINESS: The Staff breakfast will be held after the next Trustee meeting on November 4th hosted by the Trustees, from 11 a.m. until. Amnesty from fines will take place from November to December. Veterans parking space request was discussed but decided against as even as it is a nice gesture, it creates a precedent for many other requests. Trustees need to fill out and turn in the Ethics form emailed by Town Hall.

STAFF AND VOLUNTEERS: All good news!

ELBFI: Al, our newest Trustee has resigned as Chair of ELBFI to conform with the ethics code concerning conflict of interest, on the recommendation of the State's Attorney from the Commission on Ethics. Mimi will serve as interim Chair until elections in December. The group will stay intact for now, accepting some new members; they are also still receiving some donations. One final plaque will be mounted, thanking Vivien Cook for providing funding for the assistance technology for the hearing impaired. On September 5th, Al asked for an approval of gift acceptance from the Eastham Part-Time Residents Association, (EPTRA) in the amount of \$5,000 for benches in memory of Bob Overton, long time member of the group. All agreed. The Selectmen voted to move ahead with the investigation of solar panels for the library.

NEXT MEETING: November 4th at 9 a.m.

ADJOURNMENT: The meeting adjourned at 10:50 a.m.

11/2/17

Eastham Public Library									
Library Director's Financial Report To Trustees									
(FY2018)									
Town Budget									
	Line Item	Beginning	Payments/	Adjusted	Expenses	Balance			% Used
		Budget/	Adjustments	Budget					
		Balance							
Salaries		301,772.00	15,268.00	317,040.00	99,884.66	217,155.34			31.51%
Expenses									
Temp	16102-530000			5,460.00	2,317.79	3,142.21			42.45%
Bldg Repairs	16102-524000			2,000.00	0.00	2,000.00			0.00%
Communication	16102-534000			1,000.00	726.12	273.88			72.61%
Postage	16102-534200			100.00	13.06	86.94			13.06%
Office Supplies	16102-542000			1,400.00	867.40	532.60			61.96%
Bldg Maint Suppl(Dog Tax	16102-543000			2,500.00	534.19	1,965.81			21.37%
Books/Materials Supplies	16102-546500			2,000.00	1,654.94	345.06			82.75%
Materials	16102-558000			73,650.00	27,007.05	46,642.95			36.67%
In-State Travel	16102-571000			125.00	0.00	125.00			0.00%
Dues/Memberships	16102-573000			200.00	150.00	50.00			75.00%
Total Expended				88,435.00	33,270.55	55,164.45			37.62%
Cleaning (Town)	11932-530000			30,000.00	9,328.00	20,672.00			0.31
IT (CLAMS Town)	16102-573000			24,500.00	11,434.12	13,065.88			0.47
State Aid	1260 558000	10,407.14	0.00	10,407.14	0.00	10,407.14			
Materials Expenses									
Adult Books	J Books	Adult DVDs	J DVDs	Adult Audio	J Audio	Periodicals	Other	Total	
11,681.45	1,972.48	1,436.92	33.49	1,034.38	207.15	35.00	10,606.18	27,007.05	

11/2/17

Memorial Fund		Beginning Balance	Interest/De	Expense	Ending Balance	
Martha Johnston	1919 558000	4,184.67	4.59	0.00	4,189.26	
Other Funds		Beginning Balance	Interest	Expense	Expendable	Non-Exp Bal
					Balance	
Robert C Billings	Expendable	6,693.57	67.37		6,760.94	
8202 558000	Non-Expendable	14,000.00				14,000.00
Thomas B Cawley	Expendable	495.42	5.52		500.94	
8203 558000	Non-Expendable	1,275.00				1,275.00
Trustees Memorial Fund	Expendable	16,172.96	203.21	2,886.32	11,376.17	
8205 558000	Non-Expendable	48,821.81				48,821.81
Robert Sparrow	Expendable	355.68	27.78		383.46	
8206 558000	Non-Expendable	8,162.00				8,162.00
Campbell Mem Fund	Expendable	684.74	5.52		690.26	
8207 558000	Non-Expendable	1,000.00				1,000.00
Gertrude Zollinger	Expendable	1,032.57	6.44		1,039.01	
8216 558000	Non-Expendable	1,000.00				1,000.00
Vivian Andrist	Expendable	187.98	8.22		196.20	
8217 558000	Non-Expendable	2,290.00				2,290.00
Gertrude Nason	Expendable	2,718.22	17.11		2,735.33	
8209 558000	Non-Expendable	2,500.00				2,500.00
E & A Merrill	Expendable	725.97	3.68		729.65	
8208 558000	Non-Expendable	500.00				500.00
Winifred Franklin	Expendable	43,834.46	47.08	22,261.00	21,620.54	
1724	Non-Expendable					
Totals			391.93		46,032.50	79,548.81
Trustee Votes: Memorial Fund, Collection Updates \$5,000 on 9/24/16						

11/2/17

Bank Accounts									
Name	Acct #	Begin Bal	Interest	Receipts	Standard Expenses	Encumbered Expenses	Total		
Seamen's	9305	250,492.51	221.07				250,713.58		
CC5	2994	15,254.25	16.29	1,489.94	8,887.85	6,966.00	906.63		
MMDT	7413	46,369.38	150.89				46,520.27		
TOTAL		312,116.14					298,140.48		

Trustees Interest Encumbrances									
	Date	Voted Amount			Encumbered	Expended	Balance	Expendable	
Staff Development	2/11/17	5,000.00				1,415.00	3,585.00		
Choi Photos	8/5/17	1,000.00				1,000.00	0.00		
Landscaping (patio, trees)	10/7/17	15,000.00			0.00	0.00	15,000.00		
Ponderosa Trees	7/1/17	1,775.00			0.00	1,590.00	185.00		
LEED Plaque	7/1/17	2,000.00			0.00	822.00	1,178.00		
SJ Serv Window/Carpet	8/5/17	2,139.00			2,139.00	2,139.00	-2,139.00		
Mills Family FNChildren's	1/6/15	1,000.00			0.00		1,000.00		
Totals		27,914.00			2,139.00	6,966.00	18,809.00		

Gift (Bohlen/ELBFI)									
	Beginning		Receipts	Standard Expenses	Encumbered Expenses	Total			
1905 558000	Bohlen Balance								
	12,205.81		522,133.85	487,283.95	0.00	47,055.71			
Gift (Bohlen/ELBFI) Encumbrances									
	Date	Voted Amount		Encumbered	Expended	Balance	Expendable		
Police Station Monitor	2/15/17	10,000.00		7,914.66	0.00	2,085.34			
Security Fobs/Fiber Compl		3,129.30		3,129.30	0.00	0.00			
Network Completion		1,440.00		1,440.00	0.00	0.00			
Brailier/JAWS		8,962.50		8,962.50	0.00	0.00			
Totals		23,531.80		21,446.46	0.00	2,085.34			

11/2/17

Bond	Beginning Balance		Deposits/Gifts	Interest	Expenses	Balance
		1,150,891.00	8,080,538.00	5,211.56	8,708,645.04	527,995.52
3012 5310-00 Legal					3,564.50	
3012 5890-01 OPM					281,980.00	
3012 5890-02 Archt					773,088.00	
3012 5890-03 Archt Reimb					7,009.64	
3012 5890-04 Archt Add Services					106,320.00	
3012 5890-05 OPM Reimb					21,464.56	
3012 5890-06 Eng/Permit					0.00	
3012 5890-10 Misc					117,052.53	
3012 589011 Well Expense					20,555.50	
3012 589012 Moving Expense					87,401.50	
3012 589013 Temporary Space					119,170.40	
3012 589014 Construction Expense					7,171,038.41	
3012 589015FF&E					355,575.59	
3012 589016Security					52,050.32	
Totals		1,150,891.00	8,080,538.00	5,211.56	8,708,645.04	527,995.52

Notes: \$283,000 repayment to Trustees to be made in future plus \$1,506 legal expenses (Feb 21, 2013)

Deposit Gifts include \$4,500,000 Bond; \$115,000 CPC; Gift Fund ELBFI Deposits \$17,846 Circ desk top

\$22,261 Wn Franklin Children's Circ Desk

\$78,243 Cape Light Compact Rebate to General Fund

\$129,900 LEED MBLC Grant anticipated, expense \$84,550, \$18,334 commissioning

Trustees interest application fee \$2,500

Funding		Appropriated	Trustees Funds	Gifts	Rebates	Grants	Totals
Town Meeting		4,500,000					4,500,000
MBLC Construction Grant						4,331,923	4,331,923
Trustees' funds 2013			283,000				283,000
Architect/Project Manager							
Trustees' funds 2013			1,506				1,506
Legal							
CPC						115,000	115,000
Trustees funds 2013			2,500				2,500
LEED appli	LEED application						
Directed Gift Funds				486,832			486,832
Rebate (Energy)					78,243		78,243
Deposited in General Fund							
Trust Funds			22,261				22,261
MBLC Green Incentive Grant						129,900	129,900
MBLC Grant Interest						5,212	5,212
Total Available Funds		4,500,000	309,267	486,832		4,582,035	9,878,134
Unavailable funds					78,243		78,243
Total Funding							9,956,377

Director's Report
November 4, 2017

The library has slowed down now that summer is over, and we are delighted to be able to tackle the projects we have not been able to get to since before the trailers! We are weeding, re-organizing the Eastham Room and look forward to reorganizing the CD collection. The Children's Room is also deeply working on barcoding errant books and updating their collection.

The Preservation Plan is in your packets for your approval, so now we can begin to work on policies for the Eastham Room. I attended the first workshop from the Common Ground Disaster Planning series, and the assignment is to meet with our local fire and police chiefs and do a risk assessment which I am working on.

Also attached is an outline of the programs that the Programming Committee is working on. Of course, this is only a small piece of all the programs that the community spaces hosts each month. Much discussion and collaboration is already happening in anticipation of the 2020 Commemoration.

I've purchased a few copies of Sandra Nelson's long-range planning guide and have also joined Project Outcome which will help us compile statistics and seek input for our upcoming long-range planning sessions. We should all agree to a timeline and outline of tasks to complete for this process.

The Turnip Festival is around the corner. The Library will have a booth and introduce our WOMM (word of mouth marketing) campaign – The Eastham Public Library, for Every Chapter of Your Life. We also have the upcoming exhibit/auction for the Chapel in the Pines to look forward to, as well as our beautifully restored Chapel neighbor next season.

We have submitted our budget with the Town which includes the request for Sunday hours. We are receiving gifts in memory of Nancy Hinner Heller. The circulating telescope is here, and we will be providing information about borrowing it (and scheduling a program) this month.

November 14th marks our One Year Anniversary in the new library as well as the end of our warrantee period. I have been busy emailing outstanding concerns, including two small flat roof leaks with Capeway Roofers. Nauset is planning on repairing the VIS Library next week as well. The engineers are still working on their recommendations for the mechanicals, but with the heat on, humidity concerns are diminished. The Barnstable County Inmates will be here on Wednesday, November 22 to help prepare the grounds for winter. Everyone is welcome to come help (pointing out things to do, deadheading the garden, etc.) The Con Com review of the bench/patio work against the building (pond-side) is scheduled for Nov. 14 at 6 PM.

A year into the new library also brings reviewing existing practices. The first that comes to mind is the meeting room. I'd like to find a better way to track individual use of the small meeting rooms as well as to encourage more usage of them.

Town Hall is closing on Friday, December 22nd at Noon (agreement with the union). I'd like to request the Library close at Noon on Saturday instead of Friday. This is a "holiday" the staff have to take and cannot accrue so we do need to close early.

Respectfully Submitted,
Debra DeJonker-Berry

Nov-June as of 10/26/17

NOV

Saturday, Nov. 4, 2 pm, Cape Cod Poetry Group, Poems & Songs of Love and Loss

Tues., Nov. 21, 6:30 pm, Book Group, Beautiful Ruins (Walter

Weds., Nov.15, 2:30, Progr. Group

Tuesday, November 28, 6 pm Diseased Ship

("Anniversary of Library", cider and donuts, date?)

DEC

Tues., Dec. 5, 6 p.m., Movie, "Joyeux Noel"

Sat., Dec. 9, Holiday Open House/John Clark: Child's Christmas in Wales/Mimi/Dinah Mellie

Tues., Dec. 19, 6:30 pm, Book Group, Samurai's Garden (Tsukiyama)

Weds., Dec. 20, 2:30, Progr. Group

(possibly a visit from NRHS singers on a weekday)

JAN 2018

Thurs., Jan 4, 5:30 pm, Hitchcock film series: Sabotage

Thurs., Jan. 11, 5:30 pm, Hitchcock film series: Spellbound

Tues., Jan. 16, 6:30 pm, Book Group, Only Time Will Tell (Archer)

Weds., Jan 17, 2:30, Progr. Group

Thurs., Jan. 18, 7 pm, Chandler Travis Three-O

Thursday, Jan. 25, 5:30, Hitchcock film series: Dial M for Murder

FEB

Local authors' "love letters to library" exhibit – Opening Day Anniversary Party

Thurs., Feb.1 , 5:30 pm, Hitchcock film series, Marnie

Sat., Feb. 3, 1 pm, Winter Music, Ken Silvia

Tues., Feb. 20, 6:30 pm, Book Group, Tiger's Wife (Obrecht)

Weds., Feb 21, 2:30, Progr. Group

Sat., Feb. 24, Winter Music, Fred Fried and Michael Lavoie

MAR

Sat., March 3, 1 pm, Winter Music, Cape Cod Ukulele Club

Sat., March 10, 1 pm, Winter Music, Thom Dutton

Sat., March 17, 1 pm, Winter Music, Linda Shuster

Tues., March 20, 6:30 pm, Book Group, Love Anthony (Genova)

Weds., March 21, 2:30, Progr. Group

Thurs. Mar 22, 5:30 pm HOW CREATORS CREATE with Fred Magee

Sat., March 24, 1 pm, Winter Music, Kim Moberg

Thurs. Mar. 29, 5:30 pm HOW CREATORS CREATE --- Lynne Johnson

Sat., March 31, 1 pm, Winter Music, Martin and Susanne Salem-Schatz

APR

Thurs., April 5, 5:30 pm HOW CREATORS CREATE

Thurs., April 12, 5:30 pm HOW CREATORS CREATE with Jeannette deBeauvoir

Tues., April 17, 6:30 pm, Book Group, City of Dreams (Martin)

Weds., April 18, 2:30, Progr. Group

AFTER APRIL? "FROM THE TOP" classical music students

Apr – May, dates TBA, 4-part series on Birding with Phil Kyle

MAY

Tues., May 15, 6:30 pm, Book Group, A Gentleman In Moscow (Towles)

Weds., May 16, 2:30, Progr. Group

JUNE

Tues., June 19, 6:30 pm, Book Group, Inheriting Edith (Fishman) or, The Given Day (Lehane)

EASTHAM PUBLIC LIBRARY CIRCULATION STATISTICS (CLAMS) 1992 -

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
January	6770	6379	5699	5660	5380	2885	2728	5,317			
February	6182	5976	6068	5539	5127	3205	2662	4912			
March	6604	6898	6142	5556	5105	3496	3110	5507			
April	6884	6471	5115	5412	5377	3131	3188	5675			
May	6717	6213	6367	6344	6193	3350	2965	5781			
June	10015	9178	9444	8505	6608	4652	4536	7737			
July	15418	13028	12624	12480	11519	7129	5779	11679			
August	13873	12287	12577	11953	7257	5868	5580	12065			
September	8247	7591	6841	6071	3120	4133	3502	6794			
October	7414	6663	6372	6188	2568	3358	3004	5317			
November	6468	6214	6051	5737	2639	2626	5564				
December	5917	5848	5097	4854	3135	3133	5339				
TOTAL	100509	92746	88397	84299	64028	46966	47957	70784	0	0	0

EASTHAM PUBLIC LIBRARY CIRCULATION STATISTICS (OVERDRIVE & AXIS 360) 1992 -

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
January	143	278	458	574	521	706	786	973			
February	137	238	477	465	476	659	735	868			
March	138	233	512	615	568	715	830	1000			
April	135	263	377	625	603	674	716	897			
May	143	273	475	500	554	707	770	255			
June	155	302	477	493	541	764	779	984			
July	135	293	533	535	753	906	853	986			
August	166	380	563	537	810	824	883	1089			
September	148	332	523	415	681	846	775	980			
October	190	394	513	554	546	731	793				
November	188	324	493	471	593	635	802				
December	237	502	435	469	656	672	803				
TOTAL	1915	3812	5836	6253	7302	8839	9525	8032	0	0	0

September 2017

Door Count	7743 <i>Oct. 5504</i>
Adult Programming/Attendance	50 programs / 688 People
Children's Programming/Attendance	12 Programs / 119 People
New Titles	173
Withdrawn Items	87
New Patrons/Library Card Registrations	66 CLAMS / 13 Overdrive
Web-site Hits	2092 Sessions ; 3663 pageviews; 1040 users
Gale Databases	2 Sessions ; 2 searches;
ZINIO	2 new borrower/ 31 checkouts



Debra DeJonker-Berry <ddejonkerberry@clamsnet.org>

Eastham 2020

1 message

Debra DeJonker-Berry <ddejonkerberry@clamsnet.org>

Wed, Nov 1, 2017 at 2:12 PM

To: Jacqueline Beebe <jbeebe@eastham-ma.gov>, Laura Gillespie-Lee <admin2@eastham-ma.gov>

Jacqui,

Here is a brief summary:

An exploratory group made of of members from the Historical Society, Chamber of Commerce, Town Clerk's Office, CCNS, library and other interested parties has been meeting monthly since the summer. Our purpose has been to do research, find out what other communities/groups are doing, and begin to reach out to them to discuss partnership potentials.

The group has also been brainstorming programs, events, publicity and other ideas. We have agreed that we want this to be an educational opportunity highlighting Eastham history and including the stories of the Pilgrims and Nauset peoples. We also want to have the programs begin in 2018 and continue beyond 2020. We believe this commemoration could revitalize the interest in the history of this area and have impact similar to that of the Bi-Centennial, so we are all very excited.

We believe the peak period for us is the fall of 2020. Provincetown is planning a series of activities, "Exploration Five-Path of the Pilgrims-Thursdays, November 12, 2020-December 16, 2020" that will explore this area. Their program outline is attached. We feel we can help host and augment this series and are meeting with David Weidner on November 27th at 10:30 to discuss collaboration. David is also in charge of Provincetown 400.

This is a list of some of the ideas that we have discussed:

- programs such as genealogy workshops, a panel of historians outlining historical events, possibly a series talking about the implications of migration in 1620 and the historical relevance today, an historical re-enactment, walks encouraging us to visualize the 1620 landscape, and a One Book One Town series
- exhibits (crafts, photos, art, history) - some possibly using social media
- broadcasting some programs and using soundbites for PSAs
- audio/bike tour, pamphlet, web-site
- community events such as a community dinner
- possible events sponsored by local restaurants
- a new commemorative plaque or other possibilities at First Encounter Beach

We meet the last Monday of each month at 10:30 at the Library and invite anyone who is interested to join us. Ultimately, we would like to make organizational recommendations for going forward, such as a committee and potential funding to support the commemoration of the 400th anniversary, but feel we need more time to develop a timeline and outline of the events we want to recommend we pursue.

Debbie



Debra DeJonker Berry <ddejonkerberry@clamsnet.org>

Thoughts on long-range plan - outline/topic for future Board meeting

Language

Debra DeJonker-Berry <ddejonkerberry@clamsnet.org>

Fri, Oct 27, 2017 at 7:22 AM

To: "nmarcellin@aol.com" <nmarcellin@aol.com>, Dave Payor <payorda@comcast.net>, "jshaw850@comcast.net" <jshaw850@comcast.net>, Sharon and Earl Krause <sharmkrause@gmail.com>, Al Alfano <al.alfano@comcast.net>, Judy Sebastian <gussiejs@gmail.com>, Debbie Abbott <djabott@comcast.net>, Marianne Sinopoli <msinopoli@clamsnet.org>, Karen MacDonald <kmacdonald@clamsnet.org>, Mimi Ace <imace@verizon.net>, Fran McLoughlin <fmcloughlin@clamsnet.org>, Aimee Eckman <aimeeeckman855@comcast.net>, Freya Hemley <fhemley@clamsnet.org>, Connie Wells <cwells@clamsnet.org>, melanie fernandes <mfernandes@clamsnet.org>

Good morning

As you know, last weekend, I went to the NELA conference to begin to formulate a plan for our upcoming planning process.

I went to two sessions - one on statistics and the other from a professional facilitator (and a librarian with 20+ years doing planning)

Cathy Hakaka Ausperk, a consultant, "Libraries Thrive"

<http://librariesthrive.com/New/>

I took detailed notes on one of the best presentations (in one hour) I've ever sat in. The one hour brought back the four (I think) long-range plans I've written over the years and the process.

To have impact:

- the planning team should be part of the entire implementation of the plan
- plans should be 3 years (MBLC I believe wants 5 years but we can write a 5 and then write a new one after 3)
- most of what she said is written down in the planning book I've used three times and will purchase copies for all of us to look at and go over one day in the future, Sandy Nelson's Strategic Planning for Results https://www.elearnlibraries.com/workforms/strategic_planning_for_results.html
- Our plan should be graphic (data)
- The process should take about 6 months (we will have an exact calendar listing every meeting and what we will accomplish at each)

Facilitator:

I don't think I've ever suggested hiring a consultant but Cathy really impressed me. Having said that, I really think the process I've used the last 3 times is still right for us. Find someone from the community (but not directly related to the library, a library patron but not me or a member of the Trustees for example) to work be the facilitator with me with the text. My role would be more of support. I step back and let others do the talking (I really can do that!) The text outlines all the steps very well. (I would certainly support hiring Cathy for one of her workshops, perhaps to bring her to MLA the next time it is in Hyannis). The one question I'm thinking about emailing Cathy is how we are encouraged to chose roles (Community Living Room, Information Center, Childhood Literacy Center, etc)

Data Driven Programming and Planning:

Cathy spoke a lot about using data and also saying "No." A plan should have three goals (absolutely no more than five) and "No" means we cannot do everything.

By Data Driven, really she means "Outcome Driven" and not bean counting data. She strongly recommends we purchase SurveyMonkey as part of the process. Survey questions should be well-thought out (A yes/no response to "Are you male or female?") and meaningful (and not too many questions on a survey). The other question I would like to ask is how to you prevent survey burnout from patrons - so I think you look at the year-long programming schedule

and selectively choose say two or three programs a year from various categories?

Lastly, the other workshop I attended was the Public Library Association's Project Outcome <http://www.ala.org/pla/initiatives/performance measurement> and have signed up for it. The session was only one hour and normally it is a day-long (So I'm considering going to the PLA Conference in March (Philly). The Initiative is a way to survey your community on 6 facets of program attendance (there is also a follow up survey which no one has the time to do but would be well worth the effort.)

- Civic/Community Engagement
- Digital Learning
- Economic Development
- Education/Lifelong Learning
- Early Childhood Literacy
- Job Skills
- Summer Reading

I can see us using the Education/Lifelong Learning module, perhaps the Civic/Community Engagement, building up to the Economic Development and Digital Learning. Fran may consider trying the Summer Reading.

There is not a lot of added work, patrons can complete the surveys online or on paper. So, the one piece would be to find volunteers to enter the data from the printed surveys.

I'm thinking we might start using this before we start the planning process. The 6 facets range from job center programming to summer reading (Summer Reading is probably the most used) but the key to this is that the surveys are somewhat adaptable (there are I think 3 open-ended questions we can add). Everything is recorded online at the web-site and builds a nation-wide database which gives comparable data.

So lots to think about and talk about...

And, the first thing is when do we want to do this (July/August 2018-January 2019). I'm thinking that would give us access to both year-round and summer patrons. Actually begin to select our facilitator and Team say by May/June?

Deb

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Project Outcome measures the following library service areas:



**CIVIC/COMMUNITY
ENGAGEMENT**



DIGITAL LEARNING



**EARLY CHILDHOOD
LITERACY**



**ECONOMIC
DEVELOPMENT**



**EDUCATION/LIFELONG
LEARNING**



JOB SKILLS



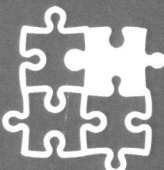


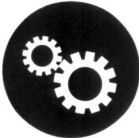

SUMMER READING

About Project Outcome

Wherever public libraries are working, possibility lives. Project Outcome is a **FREE** toolkit designed to help public libraries understand and share the impact of essential library programs and services by providing simple surveys and an easy-to-use process for measuring and analyzing outcomes. Project Outcome also provides libraries with the resources and training support needed to apply their results and confidently advocate for their library's future, helping them turn better data into better libraries.

What It Measures

Project Outcome helps libraries easily measure their patron outcomes, which is just one piece of the evaluation puzzle. An outcome is a specific benefit that results from a library service or program. Outcomes can be quantitative or qualitative, and are often expressed as changes that individuals perceive in themselves. Measuring outcomes helps libraries answer the question, "What **GOOD** did we do?"

What Good Did We Do?	Helping Libraries Measure Four Key Outcomes			
	 Knowledge	 Confidence	 Application	 Awareness

How It Works

The Project Outcome toolkit provides libraries with **FREE** access to quick and simple patron surveys, an easy-to-use survey management tool to collect their outcomes, custom reports and interactive data dashboards for analyzing the data, and various resources to help move libraries from implementing surveys to taking action using the results. Project Outcome provides three tools for libraries to measure their outcomes:

Immediate Surveys

Measure:
Patron-Reported
Learning

Follow-Up Surveys

Measure:
Patron-Reported
Adoption/Application

Outcome Measurement Guidelines

Measure:
Deeper Analysis &
Long-Term Benefits

Learn more at www.projectoutcome.org! Join the conversation on Project Outcome's Peer Discussion Board, Facebook, and Twitter @ProjectOutcome! Project Outcome is managed by the Public Library Association (PLA), funded by the Bill & Melinda Gates Foundation, and builds upon the work of PLA's Performance Measurement Task Force.

Eastham Public Library Five-Year Preservation Plan: January 1, 2018 - December 31, 2023				
YEAR	ACTIVITY	STRATEGIES & STEPS	MEASURES OF PROGRESS	TARGET DATE
1	A-V Storage	Remove VHS and audiocassettes from non-ventilated drawers and cabinets	Off-gassing materials (e.g. film, tape, negatives, blueprints) are not stored in unventilated storage drawers	January 1, 2019
1	<u>Cleaning</u>	Develop a schedule for regular cleaning of collection storage areas (inside the cabinets and drawers), at least annually. Work with volunteers	Collections are cleaned annually	January 1, 2019
1	Climate control	Document basic in-house thermostat operations for staff and dedicated personnel use. Install lock box for the thermostat.	Staff is familiar with use of thermostats	January 1, 2019
1	Collection Access	Establish specific access hours for collections in the Eastham Room, especially during high season.	Patrons have controlled access to the Eastham Room collections during posted times	January 1, 2019
1	Collection maintenance	Immediately replace the moldy red three-ring binders with newly purchased archival binders.	Bindings are replaced	January 1, 2019
1	Define Eastham Room Collections	Separate the room name from the collection names in policy, on the web-site and in staff	Collections are renamed	January 1, 2019
2 T-W	Disaster Plan	Attend Common Ground workshops in 2017/2018; write and distribute Disaster Plan in 2019	Attend workshops; publish and distribute plan	January 1, 2020

Eastham Public Library Five-Year Preservation Plan: January 1, 2018 - December 31, 2023				
1	Disaster Preparation	Consider installing a water alarm near the Eastham Room window (perhaps only when extraordinary storms or snow are expected). The Room's location on the lower level and facing a low-lying area puts it at risk for water incursion from flooding.	A water alarm will be included in the Disaster Plan	January 1, 2019
1 T-W	Disaster Preparation	Partner with the Fire Department to conduct regular fire drills for the Library.	Fire drills and extinguisher training will be included in the Disaster Plan	January 1, 2019
1 T-W	Disaster Recovery Kit	<u>Assemble a kit of disaster recovery supplies</u>	Kit is available for use	January 1, 2019
1 T-W	Preservation Collaboration	Reach out to surrounding communities to exchange information. Hold trainings in Eastham for disaster training, grantwriting, fundraising and preservation. Bring in the roving archivist and possibly the NEHGS	Expand Eastham meetings to other communities, when appropriate	January 1, 2019

Eastham Public Library Five-Year Preservation Plan: January 1, 2018 - December 31, 2023				
2	Collection Development Policy for the Special Collections	Name the Collections and create policies for the circulating Cape Cod Collection, Eastham History Collection, Genealogy Collection, and Eastham Art Collection. These policies will include accession and de-accession guidelines	Collections are named, reclassified, re-shelved. Appropriate signs are installed and publicity reflects changes	January 1, 2020
2	Access Policy	Establish a policy that outlines which materials may be handled by patrons and where (e.g. at an open table, in the small conference room, and/or in the Eastham Room itself), which materials can be used	Patrons have controlled access to the Eastham Room collections	January 1, 2020
2	Control Temperature and Relative Humidity	Raise the temperature in the Eastham Room to a level that is comfortable for researchers and staff while not being so warm that it accelerates aging of the collections. Monitor Dataloggers. Adjust Eastham Room HVAC unit appropriately.	Climate in the Eastham Room is within acceptable limits	January 1, 2020
2 T-W	Digitization Guidelines	Create guidelines for selection of items to be digitized	Staff have a set of criteria for items to be selected for digitization	January 1, 2020
2	Handling Policy	Develop a handling policy for the Special Collections	Policy is written and staff/volunteers are trained	January 1, 2020

Eastham Public Library Five-Year Preservation Plan: January 1, 2018 - December 31, 2023				
2	<u>Handling Policy</u> (Staff)	Procedures will be written for handling the collections. For example, shelve books upright instead of stacked horizontally. Consult online resources	Staff and volunteers are trained in proper shelving techniques	January 1, 2020
2	Perform Emergency Preparedness Checks	Review the library's opening and closing procedures for emergency preparedness checks; e.g. checking that small appliances are turned off or unplugged at the end of each day, checking the lower level doors and windows for water incursion after storms, checking that windows are closed at end of day	Checklist is written and implemented. Checklist is included with Disaster Plan	January 1, 2020
2 T-W	Preservation Collaboration	Collaborate on preservation training, supply purchases, public events, disaster preparedness, fundraising and grant writing training or campaigns, information sharing, exhibits, etc	Begin to centralize purchasing to augment discounts and to save on shipping costs.	January 1, 2020
3	A-V Storage	Consider moving photographs, tapes and the art collection to proper housing in the cooler, climate-controlled IT room	A-V and art are properly stored	January 1, 2021
3 T-W	Digital Preservation Guidelines (off-site)	Work with the library's repositories to make sure digital files are backed up and refreshed	Off-site library digital files are maintained over time	January 1, 2021

Eastham Public Library Five-Year Preservation Plan: January 1, 2018 - December 31, 2023					
3	Gifts policy	Develop a Gifts Policy and make it easily accessible to donors	Gift policy is posted on the library web-site and utilized on acceptance of Gifts	January 1, 2021	
3 T-W	Loan Agreements	Create a single agreement between the library and other institutions/committees/groups for the storage of their collections. Have Town Counsel review.	Loan agreements are implemented	January 1, 2021	
3 T-W	Local Digital Preservation Guidelines (on-site)	A copy of original digital files are stored off-site at sister institutions, such as the EHS	Copies of unique local digital files are held off-site. These files are reviewed every five years to ensure that they are in a format that is readable	January 1, 2021	
4 T-W	Budget	Funds are sought to establish a line item for preservation supplies	There is a line item for preservation supplies	January 1, 2022	
4 T-W	Collaborative policies	Hire NEDCC to facilitate a meeting on collaborative policy development. Share policies.	Town groups have a common collection of policies, including deaccessioning. One Form/One Town	January 1, 2022	
4 T-W	Conservation Treatment	Develop a rubric to prioritize materials for conservation treatment	The Library has a plan to conserve materials	January 1, 2022	

Eastham Public Library Five-Year Preservation Plan: January 1, 2018 - December 31, 2023					
4 T-W	Exhibits	Purchase or build an exhibit case, display cubes and other exhibit equipment. Consider group purchase or sharing opportunities. to display statues	The Library has secure space to exhibit smaller items	January 1, 2022	
	4 Preservation Plan	Write a Preservation Plan that includes these factors (use, quality of storage, condition, value, format) and specific criteria (impact, feasibility, urgency)	A Preservation Plan will guide staff in decisions such as purchase of supplies and selection of priorities for preservation work. It may guide decisions for digitization in order to relieve	January 1, 2022	
4 T-W	<u>Staff Training</u>	<u>Hold an annual staff meeting highlighting preservation training. Send staff to workshops/webinars.</u>	Staff are knowledgeable about access to and the care and handling of the collections	January 1, 2022	
	4 Staffing/Volunteer s	Key responsibilities for the collection are distributed amongst staff members	Each staff member/volunteer knows assigned area of expertise/responsibility	January 1, 2022	
5	Describe the Collections	Consider a secondary inventory system, catalog or finding aid for special collections in the cases where the OPAC capabilities do not meet the Library's needs	The collections are fully discoverable.	January 1, 2023	

Eastham Public Library Five-Year Preservation Plan: January 1, 2018 - December 31, 2023				
5 T-W	Digital acquisition	Scan, with permission, and provide access to collections owned by individuals, returning originals to owners. Provide assistance to local organizations to digitize their important resources. Consider purchase or partnership	Patrons have access to as many important local collections as possible	January 1, 2023
5	Digitized files	Acquire TIFF copies of the library's digital files for exhibit and publication	Library staff have high quality files for reproduction	January 1, 2023