GREAT BARRINGTON LIBRARY BOARD OF TRUSTEES
July 11, 2019   5:30 pm
Mason Library   231 Main Street   Great Barrington, MA 01230

I. Call to Order AT 5:32 pm
A. Attendance L. Clarke arrived at 5:40 pm

B. Approval of June Minutes: MOTION TO APPROVE JUNE MINUTES: 2nd NO DISCUSSION
                              VOTE: 5 – 0

C. Friends Report: Due to a change of the opening date for the "Green Inspiration" art show at Mason Library, a new Motion was needed for the Beer and Wine license.
MOTION MADE TO ASK THE SELECTBOARD TO APPROVE A ONE DAY BEER & WINE LICENSE FOR SUNDAY AUGUST 11th,2019, FROM 4-6PM FOR THE OPENING OF THE "GREEN INSPIRATIONS" ART SHOW SPONSORED BY DAVIS GREGORY ART AND THE FRIENDS OF THE GB LIBRARIES.
2nd. DISCUSSION. VOTE: 6 – 0

D. After Hours activity and policy: MOTION MADE TO LIMIT THE AFTER HOURS POLICY TO TOWN COMMITTEES ONLY. 2nd. DISCUSSION. VOTE: 1 YES, 5 NO. MOTION FAILED.

E. New Landscaping Maintenance: Who, What and When

F. Library hours revisited

II. Reports of Officers, Boards, and Standing Committees
A. Buildings & Grounds - K. Plungis

B. Director's Report -- A. DeGiorgis   (LC left at 6:54 pm)

C. Treasurer's Report – K. Plungis

III. Unfinished Business
A. Website update

B. Building Program discussion/vote: MOTION TO APPROVE THE LIST OF THREE CONSULTANTS TO BE APPROACHED FOR QUOTES FOR SERVICES FOR THE WRITING OF THE RAMSDELL BUILDING PROGRAM. IN ALPHABETICAL ORDER: MARY BRANEY, ROB CULIN, RUTH KOWAL) 2nd DISCUSSION.   VOTE: 5 - 0

C. Library Programming

D. Citizens Speak
IV. New Business

A. By The Book outreach   SK LEFT AT 7:14 pm

VI. Adjournment: MOTION TO ADJOURN AT 7:14 pm. 2nd. VOTE: 4 - 0

Great Barrington Libraries Board of Trustees   July 11, 2019   5:30 pm
Mason Library   231 Main Street   Great Barrington, MA 01230

I. Call to Order: at 5:32 pm
A. Attendance: Patrick Hollenbeck Kathy Plungis Jane Stanhope Lauren Clarke(5:40 pm)
        Margaret Heilburn Samara Klein   Amanda DeGiorgis, Director
        Audience: 0

B. Approvals: June 2019 Minutes KP: MOTION TO APPROVE JUNE 2019 MINUTES.
              MH: 2nd.   NO DISCUSSION.   VOTE: 5 – 0

C. Friends: PH: 500 books were given away at the July 6th Farmers Market. The Friends summer
book sale is now on in the main lobby at Mason. The art exhibit proposed by Sharon Gregory will
open on Sunday, Aug. 11th with a reception at Mason. Last month, the Trustees approved to ask the
Selectboard for a one day beer-wine license for the event. However the original date was for Aug. 18th.
The event will now take place on Aug. 11th necessitating a new Motion.
KP: MOTION TO ASK THE SELECTBOARD TO APPROVE A ONE DAY BEER AND WINE
LICENSE FOR SUNDAY AUGUST 11TH FROM 4-6 PM FOR "GREEN INSPIRATIONS" ART
SHOW OPENING, SPONSORED BY THE FRIENDS OF GB LIBRARIES AND DAVIS GREGORY
ART. LC 2nd. DISCUSSION. That the Friends will pick up the marketing costs associated with the
Show and that the Friends of the GB Libraries will be benefit from a portion of any sale of art work.
A discussion ensued as to how the artists will be solicited for the Show, who will set up and take down
the Show. VOTE: 6 - 0

D. After Hours Activity and Policy: ADeG: Handed out a draft of the proposed Policy. Discussion
centered on the use of the Mason Community Room by outside groups or to just limit to town boards
and committees. Security re issuance of a key to the library was discussed.
KP: MOTION TO LIMIT AFTER HOURS POLICY TO TOWN COMMITTEES ONLY.
LC 2nd. DISCUSSION.   VOTE: 1 YES, 5 NO   MOTION FAILED.
ADeG was directed to come back to the Board at our August meeting with a rewritten Policy per our
suggestions.

E. New Landscape Maintenance: Who-What-When:
ADeG noted that the contract for the planting did not include watering and maintenance.
PH was concerned about the look of the garden, weeds have begun showing up and due to the
dry weather, the garden needs constant watering. Holly Hamer has undertaken this endeavor
and has spent considerable time on this. The Trustees asked ADeG to put out a "callout on the library
website" for volunteers to assist with the watering and weeding of the garden. ADeG will also contact
the DPW Supervisor to budget for fertilizer and mulch for the garden in the FY 2021 budget.

F. Library Hours Revisited: ADeG: (Refer to the attached sheet) Per last year's consultant
recommendation that Ramsdell's hours should reflect hours different from Mason, she presented the
Trustees with 2 scenarios. Prior to drawing up the new schedules, she referenced area libraries and
their hours (most are closed on Mondays, Mason is open). ADeG Ramsdell should continue to be open
1 night a week. A discussion ensued. LC suggested a Thursday through Sunday schedule. KP noted
that the Sunday hours have enabled Ramsdell to keep the yearly attendance steady with past years.
Without the Sunday hours, the attendance would be down. PH noted that working people would
appreciate later and weekend hours. The library needs better programming (per the consultant's
recommendation) and that specific programming be scheduled for Friday evenings (until

Ramsdell is handicap accessible that may not happen). JS asked what are the goals for the new hours schedule (greater attendance). KP noted that the new scenarios would have a decrease of 4 hours per week. She is in favor of this, she is keeping in mind the Budget. When asked about the decrease in hours at Ramsdell, ADeG responded that she would use the Staff to work on other projects, outreach and catch up on other tasks such as weeding, collection department and maintenance. It was noted in order to increase night hours that it would need to be addressed through Union bargaining.

LC left at 6:54 pm.

ADeG will email the Trustees at a later date with additional info re Ramsdell hours.

II. Reports of Officers, Boards, and Standing Committees

A. Buildings & Grounds- K. Plungis: Gave an update on the prior month's statement by the director and DPW Superintendent that an architect would be needed re security camera(s) outside the Mason Library entrance on Pleasant Street. She contacted a Historical District Commission member and was told that No, an architect was not needed. Any security company contacted would take into account the location and style of camera that would be appropriate to the building and provide the DPW, Commission, Trustees with photos of such and of such placement.

KP noted that the Trustees are an advisory group pertaining to the possible DuBois statue placement on library grounds, that no design has been submitted yet.

ADeG stated that the DPW Supervisor has submitted an RFP re the Ramsdell project.

B. Director's Report – A. DeGiorgis: See attached report. ADeG noted that the Ramsdell Library was the recipient of the Library Services and Technology Act (LSTA) grant administered through the Massachusetts Board of Library Commissioners (MBLC) in the amount of $9,624.00. She and her Staff were commended on their work in pursuing this grant. She will put out a press release on this.

C. Treasurer's Report: K. Plungis: See attached report. The past Fiscal Year ended with just over $100 left.

III. Unfinished Business:

A. Website – See the Director's Report.

B. RFP Building Update: PH: Handed out a list of possible consultants for the Ramsdell Building Program. Overview of the list.

PH: MOTION TO APPROVE THE LIST OF 3 CONSULTANTS
(listed alphabetically: Mary Braney, Rob Cullin, Ruth Kowal) TO APPROACH FOR QUOTES FOR THE RAMSDELL BUILDING PROGRAM. JS 2nd. DISCUSSION. VOTE: 5 - 0

C. Library Programming: On going.

D. Citizen Speak: None

IV. New Business:

A. By the Book Outreach: ADeG noted that last year's consultant had recommended that Ramsdell have a specific location in the library that feature the "Classics". She will order various Dickens novels in larger print for Ramsdell to start and will be meeting with MH to work on this further.

JS asked about the progress on researching an automatic book check-out station. ADeG stated that she
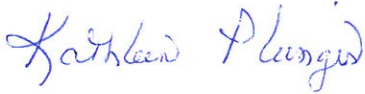
has not had enough time to research due to staffing.

SK left at 7:14 pm.

V. Adjournment.   KP: MOTION MADE TO ADJOURN AT   7:14 pm   PH: 2nd.   VOTE: 4 - 0

Next Trustee meeting to be held August 8, 2019

Respectfully submitted:

Kathleen Plungis

Kathleen Plungis, Trustee

Director's report for July 2019   **August 8, 2019**

Statistics: July

	Total Patrons	Adult programs	Children's programs	Computer use +iPad	Quiet/ study	Meeting room	Circulation
Ramsdell	614 [545]	6 programs 62 attending [2/4]	4 programs 15 attending [1/3]	24 [2 iPads] [30]	0	-	1,280* [1,082]
Mason	11,818 [12,724]	9 programs 102 attending [5/47]	programs attending [26/482]	1,264 (254 kids) [1,436]	163 [165]	50 [37]	11,235* [10,464]

*Book: 877   Audio: 84   DVD: 289
**Book: 7,785 Audio: 999   DVD: 2,384
OverDrive/Libby: 1,061

News, Projects and Proposals:

❖ **Website:** Finished draft of the RFP is appended below. Samara, Laurie, Donna and I would like the Board's approval to begin sending it to website designers.

❖ **Computers**: The public computers at Mason were replaced on July 20th. We now have bigger screens, faster computers and are restored to the full amount we had in the beginning. John will do the Children's Room next and then Ramsdell. There are still plans to get Mason on fiber as soon as we can.

❖ **Ramsdell Collection:** Margaret and I met and talked about the collection at Ramsdell and ways to highlight the classics and supplement the popular fiction with some choice items. We are doing some investigation and will be reporting back at future meetings on our plans.

❖ **Self-Check Out Information:** I found several manufacturers of the self-check out machines but the pricing ranges from $5,000 to $9,000 per kiosk.

   o Bayscan Self-Service Station (scanner, monitor, printer and software) $5,700
   o Biblioteca Self-Check 500 $8,895
   o Demco Desktop Self-Check Station $7,750
   o MeeScan Station, iPad, Antitheft and yearly subscription: $5,000
   o Envisonware $7,475

Most, if not all of these, require a yearly subscription for software, updates and maintenance. The yearly subscriptions average $2,000 per year.

❖ **After Hours Policy:** Updated policy is attached with changes from last meeting.

❖ **Art Exhibit Policy:** We need to work on a clearer policy for this. I've attached what we currently have.

❖ **Ramsdell Hours:** Samara and Talya took raw data from the records at Ramsdell over the past year and distilled it down. We met and talked about the trends, the consultant recommendations and local libraries' hours. What we came up with is below but in summary we are proposing to be open Saturday-Wednesday.

Ramsdell Days & Hours

Current days/hours and patronage:

Day	Tuesday	Wednesday	Friday	Saturday	Sunday
Hours	1-5pm	1-8pm	1-6pm	10am-3pm	1-4pm
# of hours	4	7	5	5	3
Jul-18	105	108	108	133	103
Aug-18	128	200	123	133	109
Sep-18	111	128	69	156	78
Oct-18	102	277	76	112	169
Nov-18	102	118	118	182	83
Dec-18	64	118	93	175	65
Jan-19	67	159	94	128	110
Feb-19	61	103	67	124	136
Mar-19	95	142	92	162	157
Apr-19	154	136	80	136	68
May-19	109	161	109	154	102
Jun-19	89	166	68	120	95
Total patrons	1,187	1,856	1,097	1,715	1,275
Average patrons	99	155	91	143	106
Average patrons by hour	6	6	5	7	7
	w/in 10 of average	above average	below average		

Tuesday — Wednesday — Friday — Saturday — Sunday
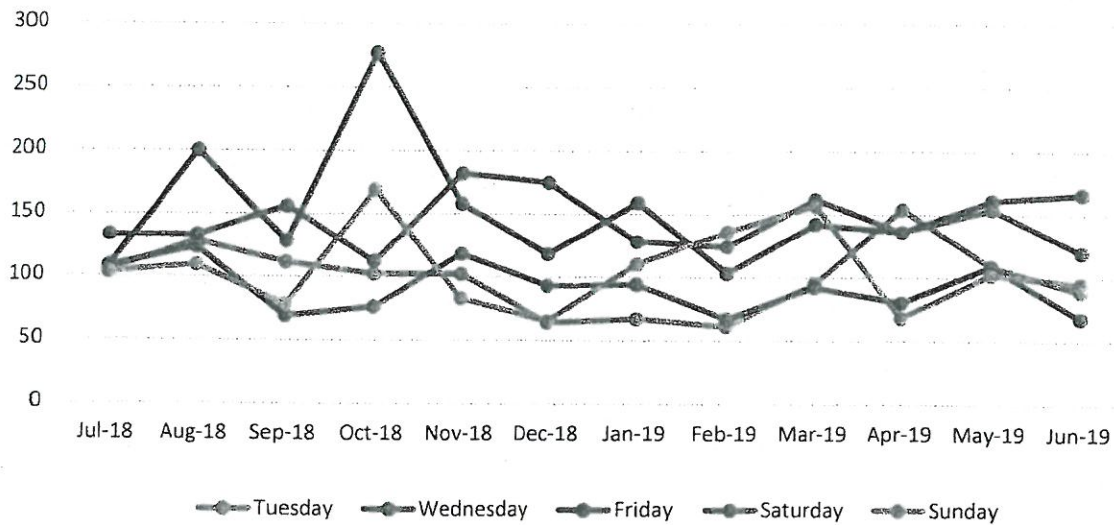
Area libraries' days/hours:

	Mason	W. Stockbridge	Sheffield	Egremont	Stockbridge	Lee	Lenox
Monday	10am-7pm	x	x	2pm-6pm	x	10am-8pm	x
Tuesday	10am-7pm	10am-5pm	10am-5pm	2pm-6pm	9am-8pm	10am-8pm	10am-8pm
Wednesday	10am-7pm	2pm-6pm	10am-5pm	x	9am-5pm	10am-5pm	10am-6pm
Thursday	10am-6pm	2pm-6pm	10am-5pm	2pm-6pm	9am-5pm	10am-8pm	10am-6pm
Friday	10am-6pm	2pm-6pm	10am-8pm	x	9am-8pm	10am-5pm	10am-6pm
Saturday	10am-6pm	10am-2pm	10am-5pm	9am-12pm	9am-2pm	10am-2pm	10am-5pm
Sunday	x	x	2pm-5pm	x	x	x	x

Proposal:
Monday: 2pm-6pm   4
Tuesday: 2pm-6pm   4
Wednesday: 2pm-6pm   4
Saturday: 9am-3pm   6
Sunday: 1pm-4pm   3   /21 open hours   26 hrs. a week: Staff
(Closed Thursday & Friday)

The community response portion of the consultant's report asked for consistent hours of operation, and hours in keeping with community needs, i.e. evenings and longer on weekends.

Additionally, Kimberly Bolan & Associates suggested less overlap with the Mason on weekends, as well as consecutive days.

These proposed days & hours meet all these requests and suggestions:

3

The days are consecutive, and the hours are consistent Monday-Wednesday; the weekday hours extend to 6pm allowing for afterschool and after work use.

Though Mason is open on Monday, most area libraries (including the nearby Stockbridge & West Stockbridge libraries) are not, and Tuesdays and Wednesdays are already moderate days for Ramsdell, with patronage declining after 6pm on Wednesday, other than the writing group, which could continue to meet on Wednesday at 6:30pm without the library open to the public.

Ramsdell gets the most patronage on the weekends. Opening at 9am on Saturday would extend the hours by one (patronage goes down toward 3pm) and Ramsdell would be open an hour earlier than Mason. The current Sunday hours seem to work very well. – Other than the Sheffield library, Ramsdell is the only area library open.

In the past, Ramsdell did not have high patronage on Thursdays, and Fridays currently have the lowest patronage. Special programs (music, drawing, etc.) can continue to take place outside of normal library hours with arrangements made.

GB Library RFP Draft

Summary:

The Great Barrington Libraries are accepting proposals to design, develop and host the libraries' website. This will be a concept to completion production. The purpose of this RFP is to provide a fair evaluation for all candidates and to provide the candidate with the evaluation criteria against which they will be judged.

The existing GB Libraries' website was originally designed and produced in 2010. The site is maintained with in-house resources.

Proposal Guidelines and Requirements:

This is an open and competitive process.

Qualified persons are requested to submit qualifications and proposals to the committee ~~September 26 2019~~ through the Library Director, Mason Library, 231 Main Street, Great Barrington, MA 01230 [or via email at adegiorgis@townofgb.org] no later than 4:00pm, DATE 2019. Proposals received after TIME/DAY, will not be considered and will be returned unopened. Questions should be submitted by email to Amanda DeGiorgis adegiorgis@townofgb.org. Questions will be answered by email and distributed to all known respondents of the RFP.

The price you quote should be inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

Contract Terms:

The GB Libraries/Town of Great Barrington will negotiate contract terms upon selection. All contracts are subject to review by the GB Libraries' legal counsel, and a project will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget and other necessary items.

The Town of Great Barrington, with recommendation from the Board of Library Trustees, is the Awarding Authority. The Town reserves the right to reject any and all proposals and to waive any informalities or irregularities as it deems fit, in the best interest of the Town of Great Barrington.

The applicant shall be expected to comply with all federal, state, and local rules, regulations, and laws as they apply to the project.

The consideration of all proposals and the subsequent selection of the successful applicant shall be made without regard to race, color, gender, age, handicap, religion, political affiliation or national origin.

Purpose, Description & Objectives: NEXT MEETING

The GB Libraries currently has a web presence that is outdated in appearance, structure and presentation of content. An opportunity exists to re-engineer the site to better reflect the mission of the GB Libraries and incorporate the latest web technology. The GB Libraries serve a wide range of people who live, work and visit Great Barrington and Houastonic, Massachusetts. People visit the libraries' facilities as well as the website, social media presence and numerous programs.

The GB Libraries' website functions as a gateway to resources and information as well as a "virtual" branch library. It is used to market the libraries, promote library programs and services, provide information, access the libraries' catalog and e-resources, and communicate with patrons.

The overall goal is to develop an accessible, engaging and fully functional website. The new website will allow for easy use and access to a wide range of information from various platforms (mobile and desktop), will be easily maintained by library staff and will be responsive to the libraries' changing service needs.

Upon completion of the development of the website, the GB Libraries will assume full responsibility for website content, maintenance and administration. All content, coding and graphics will become the sole property of the GB Libraries of the Town of Great Barrington.

Timeline: [To be finalized]

Budget:

~~Our total budget for this project is $10,000~~. Hosting and maintenance are not included in that amount as that is handled elsewhere. We expect this project to include several phases, such as the following (provided for example only – your process may be different):

I. Discovery
II. Design
III. Development
IV. Testing
V. Training

Please list out the costs or cost ranges for each phase of the project.

The vendor MUST use the attached Price Form and provide all cost information, including costs to:

• Meet with Library staff during design, testing and deployment phases;
• Build, test and deploy the website;
• Onsite presentation of intermediate and final designs;

- Troubleshooting and technical support for one year from "live" date; and
- Any other costs not identified here.

Background of Organization:

Our Mission:
The mission of the Great Barrington Libraries is to serve all members of our evolving community in a welcoming manner.
We are dedicated to:
- Providing and promoting responsive, free, and ready access to printed and electronic resources.
- Developing collections and programming that include a broad spectrum of materials and services.
- Encouraging everyone to experience the joy of reading and learning.

Products and Services Overview:
The GB Libraries provides library and technology services to the town of Great Barrington and the village of Housatonic. The libraries provide programming for infants up to seniors. Programming ranges from toddler story time to book clubs to hands on craft and art courses.

In addition to programming the GB Libraries have a combined physical collection of 77,175 items. Our e-resources collection totals 83,202. We offer free computers for the public to use and provide printing and photocopying services.

Geographics:
Great Barrington and Housatonic are nestled in the Berkshires of Western Massachusetts. Both communities have a year round population that is supplemented with second home owners and vacationers in the summer. We are surrounded by many cultural sites and events.

Member Demographics:
The GB Libraries have a total of 6,621 patrons registered to our libraries. The bulk of our patron base is over the age of 50 but we do have a growing family base.

Scope and Guidelines:

Audience:
Current patrons, prospective patrons, volunteers, parents, employees, donors, community members, thru-hikers and seasonal visitors.

Design Parameters:
The website will use the current domain name and host. It must be:
- Vibrant and engaging in appearance;
- Easy to use for both experienced and inexperienced users;

- Easy for multiple Library staff with a range of technical skills to maintain and update content;
- Responsive to changing needs; and
- Fully functional from a wide range of standard mobile devices.

It also must use:
- Library branding design elements as well as graphics and photos;
- Standard, established nonproprietary content management;
- Option to use HTML coding when necessary; and
- Content from multiple sources (such as Office documents, spreadsheets and databases as well as pdf documents).

It must allow for:
- Approval of changes prior to publishing;
- Printer friendly version for printing pages;
- Streaming;
- Interaction with users (such as chat, RSS feeds, wikis, surveys, social media networks, and forms); and
- Integration of third party software.

And it must provide:
- Security;
- Easy access by Library staff to analytics/statistics on use (comparable to Google Analytics);
- Site map;
- Intuitive, clear, efficient navigation; and
- One year of website support (phone support and remote/onsite support hours) and CMS maintenance from the date the new website is "live" with an option to renew.

Usability Requirements

The primary users of the Library's website include Library staff and all ages of the general public. Online literacy skills vary widely among users. Other users include educators, small businesses and entrepreneurs, general information seekers, and other libraries. The Library also targets specific audiences including children, teens, adults, seniors, job seekers, small businesses and entrepreneurs, as well as teachers and students.

English is the primary language of users but there is a growing population of Spanish speaking residents. *Will need an overview of Library in Spanish*

The website must be compliant with current requirements for ADA and web content accessibility guidelines. It must be web-based and 100% PC and Mac-compatible. The website must display optimally in all browsers and most browser versions as well as be fully functional from a wide range of standard mobile devices.

Functional Parameters:

The website must provide access for users to a range of services including the online catalog, schedule of events, electronic databases, and information. It must allow for authentication of users, registration for programs/services, surveys/polls, chat and other social media interactions.

The website must integrate third party software as needed. The Library currently uses:
- Evergreen Circulation System
- Engaged Patrons
- Wowbrary
- Facebook
- MailChimp
- Flickr
- OverDrive/Libby
- Beanstack
- WordPress (Blogging)

It must also allow for integration of other third party software in the future such as e-commerce, Library staff or public forums and submission of online forms. The vendor may propose recommendations for changes or additional third party software or services. Users must be able to interact on the website with premium databases and resources currently available on the "Research Tools" page of the current Library website. Other premium databases and resources may be added in the future.

The website must allow multiple Library staff to easily upload content or media. Some content (such as hours of operation) should update automatically.

The vendor must provide a fully operational website, a comprehensive "full function" CMS software solution including, but not limited to, template creation, security and approval levels, content editor, versioning, content scheduling, etc. as well as training for 8 Library staff and documentation.

Technical assistance and support Monday-Friday 9am-5pm via telephone, email, remote or onsite visits as appropriate must be provided for one year from the "live" date with an option to renew.

Available technology resources/integration issues:

The new website must be user friendly to allow staff to update it regularly. We do not have a dedicated web master and as such there are multiple people who manage different parts of the website. The site must be easy to update, accommodate staff who do not know HTML and must be able to work with outside vendor plugins. The current list of plug-ins/apps it must be able to handle are: Facebook, Engaged Patrons, Flickr, Wordpress Blogs, Wowbrary, Evergreen, OverDrive/Libby, MailChimp, and Beanstack. We would like the flexibility to add additional vendor programs as needed (i.e. PayPal, fundraising software, etc.)

Staff resources:
Limited staff resources and time to maintain.

Qualifications:
Knowledge of website building, design and maintenance.

Understanding of libraries and services they offer and need to advertise.
Prior experience of administering project of this size.
Five (5) years of work on projects of similar scope and scale.

Format for Proposal:

Please respond fully to each requirement stated below:
1. State the complete name of your company, its website address, the primary contact person, all contact information, and the principal place of business.
2. Provide a brief company profile, including length of time in business and core competencies.
3. Provide a proposal narrative, including an understanding of the scope of work.
4. Describe experience in producing sites for non-profit and/or community-focused projects.
5. List three websites your company has produced that best reflect your work and relevancy to this project.
6. List reference information for three current or former clients.
7. Time frame: see above
8. Cost proposal: see above

Evaluation Criteria:

The following criteria will form the basis upon which the GB Libraries of the Town of Great Barrington will evaluate the proposals:
1. Suitability of the proposal: meets needs and criteria set forth in RFP
2. Expertise in recommending and communicating appropriate technical and aesthetic solutions
3. Aesthetic capabilities: prior work demonstrates artistic and innovative, user friendly interfaces that engage communities and viewers.
4. Candidate experience: successful completion of similar projects and qualifications necessary to undertake this project
5. Cost proposal: price is commensurate with the value

APPENDIX

GB Libraries' Website Survey Results

Respondents are primarily above the age of 55, use the library on a weekly basis, and have a library card.
- **Respondents:** 78
- **Age:** 55-64: 23%; 65-74: 23%; 35-44: 18%; 45-55: 13%; 25-34: 11.5%; 75+: 11.5%
- **Frequency:** weekly: 65%; monthly: 22%; daily: 8%; 1-2x/year: 5%
- **Library card:** have a library card: 88.5%; have a library card from another town: 11.5%

Respondents primarily use the website to access their account/the catalogue, and to view events and hours/contact info.
- Library account access: 54%; Book catalogue: 54%; Online catalogue for ebooks, etc.: 35% (grouped together because they are, essentially, the same thing)
- Events calendar: 58%
- Hours/phone/address: 55%
- Other: 6.5% (how to borrow ebooks, new arrivals, newsletter)
- Policies: 2.5%

On the home page, respondents primarily want direct access to their account/the catalogue, hours/contact info., and events.
- 68% and 46% responded that a Catalogue search button and a My library account button are very important (grouped together because they are, essentially, the same thing)
- 74% responded that Hours & contact info. are very important
- 49% responded that Events are very important
- Followed by: Museum passes: 26%, Reading recommendations: 21%, Library card application: 13%, Private room reservations: 7%

When asked about improving the website, most respondents' comments had to do with a cleaner, modern look; easier navigation, and mobile responsiveness. Several respondents addressed aspects covered in the home page question, mostly having to do with hours of operation, as well as a request for on-line museum passes, new books (and books by local authors), and event listings. Four respondents suggested photographs (one suggested photographs of the staff with bios), and two respondents suggested a link to the town website. One other suggested a site search button, and another a site map. Several respondents asked for elements that are already available (such as audio books, information on book availability, a catalogue app, clarification of digital and non-digital books, and online renewals and reserves) leading me to think that we need to look at the how-to sections to make sure these areas are covered, and covered clearly.

Full results: https://www.surveymonkey.com/results/SM-9LDJ2RVGV/

OUR WORK IN PROGRESS WISHLIST

Below is a list of ideas (w/ links) from other libraries' websites:
- That day's hours front & center: see Holyoke Library
- Account log-in front & center: see SPL (Seattle Public Library)
- Get a Library card: see SPL online application & select card; [note: include Spanish; talk to LitNet]
- Events: see SPL
- New & Noteworthy: see NYPL (New York Public Library)
- Staff Picks: see NYPL
- Personalized recommendations: Your next 5 books: see SPL
- Suggest a title: see SPL
- User-friendly how-to's: see Bushnell-Sage Library
- Beefier donation language & options: see Stockbridge Library, see the Lenox Library, see SPL volunteer opportunities
- Library Use Value Calculator: see Chelmsford Public Library
- Newsletter: see NYPB, BPL (Boston Public Library), Mesa, SFPL, Sudbury & Wellesly for variety & frequency -> can the website feed the newsletter & Facebook?; see Madison Public Library kids newsletter
- Online museum pass reservation: see BPL, see SPL
- Online room reservation: see BPL, see SPL
- Keep navigation simple
- Home page is the gateway
- Easy access to searching (both catalog and web)
- General search window (Type in a subject & results list materials, events, everything at your library): see SPL

Pricing Form

This form must be used as a proposal requirement to indicate separate cost information for individual aspects of the project including design, training, ongoing maintenance and other components as needed (such as additional hardware, software or licenses) as well as the total cost for all services.

Item	Number of Hours	Hourly Rate	Fixed Price (F) or Estimate (E)	Total One-Time Cost	Annual Costs
CMS Software*					
Design					
Development					
Porting					
Training					
Other					
One year support					
Totals					
Long term support					

*Describe the CMS Licensing (e.g. site license, # consecutive or concurrent licenses, etc.)

The vendor may add additional lines to the table above. Additional details regarding the above pricing components may be noted below. Any exemptions to this proposal must be noted and described separately.

Great Barrington Libraries
After-Hours Policy

Permitted uses of Mason Library After-Hours: Meeting room access is granted on an equal basis but priority is given to Town Committee and Board use. The Community Room is the only room available for meetings outside normal library hours. The Great Barrington Libraries will not allow revenue-generating activities hosted by for-profit entities on the premises. The library director reserves the right, in consultation with the Board, to decline room requests.

Fee and Application: Town Boards and Committees may use the space without incurring a fee. Otherwise the Town does assess a $35 building use fee. The Town Building Use Procedure form must be completed, signed and returned to either the Library Director or Assistant Director of Programming. Both the fee and form must be completed out four weeks prior to the event.

Occupancy: The occupancy of the Community Room is 75 standing or 50 seated. This occupancy limit must adhered.

Food: Light refreshments may be consumed in the Community Room with advanced notice but the group must clean up and dispose of the trash at the end of the evening. There are no alcoholic beverages allowed.

Set up and Clean-Up: Please be sure to return the area to the condition in which you found it. Any cleaning required after an event will be subject to a cleaning charge up to $250.

Security: The person requesting the use of the library's space is personally responsible for all damage, theft or vandalism that may occur to the library during the event/meeting.

Key Check Out: Upon successful completion of the Town Building Use Procedure form and acceptance from the library director, you will be contacted to schedule a walk through/key check out session during library hours. The key MUST be returned by placing it in the special return enveloped clearly identified for this purpose and dropping it in the book drop slot immediately after the building is secured. There is a fine of $50 for late key return and a lost key replacement charge of $150.

Important: at any time the library is closed you *must*:
  a) Make sure all entrances are locked within 20 minutes from the start of the event/meeting, or
  b) Station a greeter in the elevator lobby on the main floor at all times if the doors are left unlocked. DO NOT leave the library entrances unlocked and unattended.

Great Barrington Libraries
Display and Exhibition Policy

or in co-operative arrangement with the Friends of the GB Libraries

General Guidelines for Use

1. Displays are for the enjoyment, education or enlightenment of the ~~people~~ *patrons* of Great Barrington, or for the benefit of a Great Barrington based non-profit organization.

2. Although the display cases are locked and the building is protected by burglar and fire alarms, the owners of the displays (and any other artwork) are urged to make sure they have sufficient insurance to cover vandalism, theft or any other damage that might occur. The Library is not responsible for theft or damage of items.

3. ~~No~~ *Sale* prices may *not* appear on the items.

4. Holes may not be put in the walls.

5. Exhibitors are responsible for any sales *transactions* in the library.

6. The exhibitor is responsible for setting up and dismantling all exhibits in a time mutually agreed upon with staff members.

7. Applications must be submitted at least two weeks before desired use date.

8. A complete exhibit inventory must be submitted to the Assistant Director or Director ~~no~~ *2 weeks prior* ~~later than~~ the time of installation.

9. The library must be supplied with biographical material and descriptions of the display for use in library publications when space permits.

10. Special events related to any exhibit will be coordinated separately with the Assistant Director.

Large exhibits may to be approved by both Consent of Trustees

Something to advertise

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Application for Use of Library Exhibit/Display Space

Exhibitor Information

Name: _____

Contact Person, if a Group: _____

Address: _____

Telephone: _____

Exhibit Information

Title/Subject: _____

Medium: _____

Space Requirements: _____

_____

Number of Pieces: _____

Preferred Dates: _____ to _____

Signature and Date: _____

LIBRARY USE ONLY

Approved Dates: _____ to _____

Authorized Signature: _____

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Liability Waiver

Exhibit to be held in _____

Dates _____

I, _____, hereby lend the following works of art of other material to the Great Barrington Libraries for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release Great Barrington Libraries, the Town of Great Barrington and employees thereof from responsibility for any loss, damage, or destruction while they are in the possession of the library.

Description of materials on display:

_____

Signature _____ Date _____

Print Name _____

Address_____ Phone _____

Treasurer's Report for
August 2019

Appropriated

Account	Date	Mason Adult Start	Adult End	LP Start	LP End	Child Start	Child End	YA Start	YA End	Contin.	Ramsdell Start	Ramsdell End	LP Start	LP End	Total	Balance	total spent
Books/Subscriptions	7/31/2019	$30,150	$27,030.40	$6,800	$6,354.19	$17,525	$17,454.05	$3,675	$3,675.00	$1,500	$15,975	$13,619.56	$1,250	$1,152.43	$76,875	$70,785.63	[illegible]
Dues	7/31/2019	$1,010	$674.00												$1,010	$674.00	$336.00
Equipment Repairs	7/31/2019	$1,300	$557.00								$750	$750.00			$2,050	$1,307.00	$743.00
Non-Print	7/31/2019	$16,878	$16,337.41			$8,000	$7,613.26	$1,189	$1,189.00	$1,000	$7,783	$7,568.93			$34,850	$33,708.60	$1,141.40
Office Supplies	7/31/2019	$7,424	$6,660.82								$2,621	$2,621.00			$10,045	$9,281.82	$763.15
Program Supplies	7/31/2019	$825	$825.00			$1,625	$1,625.00				$625	$625.00			$3,075	$3,075.00	$0.00

Non-Appropriated In-Library

Account	Date	Balance Mason	Balance Ramsdell
Out of State Fees	7/31/2019	$0.00	$0.00
Copier Fees	7/31/2019	$307.60	$6.20
Fines	7/31/2019	$986.82	$31.87
Donations	7/31/2019	$19,037.43	$11,619.13

Non-Appropriated Trusts

Account	Date	Balance	Stipulations
Mason Trust	7/31/2019	$186.98	Spend interest only. Mason only.
Ramsdell Trust	7/31/2019	$2,579.20	Spend interest only. Ramsdell only.
Chesanow	7/31/2019	$618.70	Spend interest only. Literacy related
Wheeler	7/31/2019	$274.25	Unrestricted by library or purpose
Hollenbeck	7/31/2019	$143.45	Spend interest only. New books for Mason.
Dewey	7/31/2019	$179.91	Spend interest only. Nonfiction books for Mason
McKinley	7/31/2019	$4,505.94	Spend interest only. Traditionally for large print for Mason but otherwise unrestricted
Smith	7/31/2019	$1,275.69	Spend interest only. Traditionally for children's but no library specified

Capitol Accounts

Account	Date	Balance	Stipulations
M Capitol Donations	7/31/2019	$1,739.06	Mason only. For capital projects.
R Capitol Donations	7/31/2019	$5,118.00	Ramsdell only. $1000 earmarked for parking lot. For capital projects

State Aid

Account	Date	Balance Start	Balance Current
Mason Adult	7/31/2019	$1,000.00	$700.00
Mason Children's	7/31/2019	$2,300.00	$1,450.00
Ramsdell	7/31/2019	$1,200.00	$900.00
Other	7/31/2019	$500.00	$500.00
Total Allotted		$5,000.00	$3,550.00
Total in Account		$32,319.29	
Total Available after allocation			$28,769.29