

Medway Library Board of Trustees Meeting
December 2, 2014
Medway Library
7:00 p.m.

Attendees:

Carol Brown
Diane Burkhardt, Vice Chairperson
Ed Duggan
Karen Kassel, Secretary
Chris Monahan, Chairperson
John Scott Smith

Margaret Perkins, Library Director

Meeting called to order 7:04 p.m.

A. Approval of Agenda

CB: Motion to approve agenda: CB1, JSS2, vote: unanimously approved.

B. Secretary's Report (November 4th)

CB: Motion to approve minutes from November 4, 2014 meeting as written: CB1, JSS2, vote: yes:5, abstain: 1 (DB was not present at 11/4/14 meeting).

C. Citizens Speak

None present.

D. Budget Report

Tuchinsky Fund

Margaret talked to the town Finance department about investing the Tuchinsky fund in a longer-term CD to get a slightly higher rate (1.15% vs 0.65%). The Finance department advised against this; they don't think it makes sense to tie up these funds for a longer term in case rates go up. CB: They are trying to stay flexible in case the rates go up. All the rates are very low right now.
This issue will be revisited in March.

E. Director's Report

DPS-related Issues

Margaret attended a Town Department Head meeting today. She talked to Dave D'Amico about the Library's DPS-related issues. Some have been resolved, while others are still in process:

- New lights have been installed along the side driveway
- The front still needs better lighting
- DPS will check the gutters over the upper-level ramp to see if they are contributing to the ice problems
- DD will get an estimate on covering the ramp to the upper-level door
 - ED: Before any cover is constructed, I would like to see a drawing of what it will look like
- DD will look into upgrading the downstairs door to make it handicap accessible
- DD will find a new contractor for the dehumidifier (the previous one backed out); This project needs to be done before the summer because the funding was allocated for this fiscal year
- The fire alarm system and smoke detectors will be replaced; the cost is about \$6000
- The DPS asked each department to submit a prioritized list of small projects. The top three items from the Library's list made it on to the final DPS list of small projects (see Director's Report) to be completed this fiscal year
 - ED: I think the outside lights are a safety issue and should be a higher priority than repointing the bricks. Can you discuss this with DPS?
 - MP: I submitted a longer list; these are the projects DPS chose and approved. These are being funded from DPS' budget, so they decide what makes the list. Also, the lighting is a more costly project (\$10,000 or more).

Automatic Door Opener for Lower-level Door

Ed did some research on this and distributed information to the Board. One proposal can work with our existing door and Ed received an estimate of \$4000 with labor. Margaret will pass this information on to Bobby McGee. Margaret noted that three estimates are required for any project.

New Carpeting

New carpeting is in the Capital Improvement Planning Committee (CIPC) budget. It is very expensive. The CIPC asked if we can replace portions of the carpet rather than all the carpeting in the library.

There are some rooms that don't need new carpeting (e.g., conference room, Margaret's office), but there's still a lot of carpeting that needs to be replaced.

One suggestion is to replace the carpet in the high-traffic areas only. And instead of trying to match the existing carpeting, which would be difficult, the new carpet could be a different pattern/color and create a pathway through the library.

[Children's and Teen's Services Report](#)

Mariah submitted a report of the children's and teen's- related activities for the month. There were 10 programs in November and 10 more planned for December.

F. Old Business

Open Basement Space

We continued the discussion of how best to use the open basement space. We will need to request items through the capital budget, such as a ventilation system and a dehumidifier. A dehumidifier for that space may be included in the existing plan for new dehumidifiers.

ADA Self-audit

Margaret and Chris have reviewed the lengthy ADA self-audit document. They plan to begin this audit later in December when Chris has some time off of work.

Medway Cable Access

John is not here to discuss this. Chris will follow-up with him separately.

G. New Business

Additional Weekday Hours

A top priority is to increase hours so that the Library is open Tuesday and Thursday mornings at 10:00 a.m. This is an increase of 8 hours per week and 16 person-hours per week.

The extra FY15 funding given at Town Meeting--\$20,000 at spring TM and \$9,200 at fall TM—is enough to cover the increased staffing for the remainder of FY15, but not for the long-term. This \$29,200 will be in FY16, but additional funding is in question as the governor has announced cuts to local aid. John Foresto said it is not wise to add staff right now.

One option is to open earlier on one day, adding just 4 more hours. The Trustees and Director are not in favor of this, as it does not add much value and will likely be confusing to patrons. We also do not want to add more staff hours when we are unsure if we'll be able to continue funding those hours in FY16.

Another use for the \$9,200 is materials. The materials budget should be around \$50,000, but it is \$35,000. The Library has been using funds from the Friends to buy more books. The Friends donations should be used for extra programs and materials, not for subsistence.

The Trustees and Library Director agree that using the \$9,200 to purchase materials is a good use of the money.

Changing Loan Period to 3 weeks

The Minuteman Library Network is trying to make library loan periods more consistent. They have proposed a set of rules (not mandatory) on fines and loan periods called "loan rules."

Margaret would like to change our loan periods to simplify and match what the Minuteman Network recommends: three weeks for books, CDs, books on CD, and TV series of DVDs. DVDs remain a one-week loan period. Margaret noted that this change may artificially reduce our circulation numbers.

CB: Motion to change the loan period for books, CDs, books on CD, and TV series on DVD to three weeks. CB1, DB2, vote: unanimously approved.

ED: please display appropriate signage up to let people know about this change.

Upcoming Business

CM: I would like to make a schedule of when things need to be done so we know which documents we need to work on and when. Here is a schedule for now:

- January meeting:
 - We will discuss the [Action Plan](#) that Margaret submitted; this plan is needed for the Library to apply for LSTA (Library Services and Technology Act) grants. **TRUSTEES:** review this plan before the January meeting.
 - Review [Library Director Evaluation document](#)
- February meeting: We will look at the Long-range Plan (on Library

website: Library Information—Library Trustees—link above table to Long-range Plan). After this, look at Medway 2020, if necessary.

- March meeting: Library Director evaluation

H. Special Programs, Fundraising, Sponsorships

None discussed.

I. Adjournment - next meeting January 6, 2015.

CB: Motion to adjourn. Vote: unanimously approved.

Meeting adjourned 8:47 p.m.

Medway Public Library
Director's Report
December 2, 2014

Programs (see also Children's/Teen Librarian's report)

- Internet Privacy and Security (for librarians) (35)
- Postcard History of Norfolk County (3) (filmed for viewing on Cable Access)
- Library Book Group

Medway Cable Access set up the camera so we could film the Internet Privacy and Security program for sharing with other Massachusetts libraries. It was very informative and many librarians emailed me afterwards to let me know that they thought it was a great program.

Special upcoming programs (see also Children's/Teen Librarian's report) include:

- Living with Coyotes
- Nutrition Book Group with Karen Kassel
- Ragtime Program with Deborrah Wyndham

The Library card sign-up program at T C Scoops has been postponed until spring, when the weather will be warmer.

Building

DPS replaced the lights on the driveway side, making it much brighter, as well as several interior lights.

The moveable wall in the Cole Room has been repaired. It was badly in need of lubrication, and the crank mechanism and several corner pieces had broken. It is now much easier to open and close, though it still requires some experience and some strength to move the sections into place.

Library projects on DPS's list of small projects are:

Library	Elevator Quote- hydraulic Fluid	\$1,800
Library	Repoint red brick/mortar joints	\$3,600
Library	Replace some Lights in Cole Room with LED	\$3,000

The Department of Public Services plans to submit another list of small projects for the next year as well.

The contractor that DPS was going to use to install the dehumidifiers has backed out. Bobby McGee has contacted a couple of other contractors. DPS is also looking into various options for the ramp in the back of the Library, including roofing, gutter repair, etc., and will get quotes for the automatic door opener.

Technology

After attending Plymouth Rocket's online demo of the Event Registration module, I subscribed. It is only about \$115 after the discount through Minuteman, and it will make

taking registrations and sending reminders much more efficient.

I visited the Media Maker Space at the Westborough Public Library and spoke with a staff person there. They offer a variety of Adobe software, including After Effects, Indesign, Photoshop, Illustrator, Premier Pro, Dreamweaver, Flash, Muse, and Audition. They also have a green screen, HD video cameras, an LED light kit, and a dubbing station. Patrons make appointments to use the Maker Space.

Free Learner's Permit practice tests are now available from the Library's website.

We have subscribed to Constant Contact, which will make sending out email newsletters more efficient.

Meetings

I attended the following meetings in November:

- Town of Medway Department Head Meeting
- Minuteman Library Network Board of Directors
- Massachusetts Library System Annual Meeting
- Minuteman Library Network Board of Directors
- Minuteman Library Network Membership (Directors)
- Minuteman Library Network Technology Interest Group
- Internet Privacy and Security Workshop (hosted at the Medway Library)
- Readers' Advisory Roundtable
- Innovation and New Technologies Working Group: Tablet Lending Program talk
- NELA/ITS meeting
- Toastmasters

Meetings and events in December include:

- Town of Medway Department Heads
- Minuteman Library Network Board of Directors
- Staff Meeting
- Toastmasters

MBLC

I submitted an Action Plan for FY16. This Plan uses Goals, Objectives, and Activities directly from the Long Range Plan, and is required in order to apply for an LSTA grant. Since the Library's Long Range Plan only goes through FY2015, the Board of Library Commissioners may ask for additional information at a later date. Mariah and I plan to apply for a "Science is Everywhere" LSTA grant (aimed at grades 3 - 8), and I submitted a Letter of Intent to the MBLC.

Other

The Stephen F. Austin State University is planning to seek a grant from the Institute of Museum and Library Services to foster collaboration among libraries, schools, community groups, museums, etc. to provide educational programs on controversial STEM topics. I attended a conference call and submitted a letter of support for this

proposal.

Simon & Schuster has eliminated its requirement for a “Buy It Now” button in order for libraries and consortia to purchase their ebooks, and Minuteman Library Network has removed this button from its Overdrive site.

During November, the lower level community space was used after hours for 9 meetings and 26 individuals.

The Girl Scouts will be selling cookies on three occasions at a table outside the Library.

Melanie, the Town Financial Officer/Treasurer/Collector said that it would not be a good idea to tie up the Tuchinsky Fund in a long term CD at the current rate of 1.15%, but will revisit this in March.

Margaret Y. Perkins
Library Director

Children's & Teen Services

November 2014

Collection Development

Acquisitions

On November 21st, I ordered 129 children's items for \$1,084.44 (price taken after discount is applied). This included: 79 picture books, 44 juvenile chapter books, 4 easy readers, and 3 graphic novels. This month I tried to acquire more series for early elementary readers because I've noticed a gap in that area in our collection. We received 7 YA books, ordered in September. In December I will begin ordering YA materials again.

As of November 30, 2014 33% of the Children's materials budget remains and 51% of the YA materials budgets remains.

Weeding

While I'm not sure exactly how many Juvenile books we have withdrawn, the project to weed the Juvenile collection continues.

Children's and Teen Programming

This month we held 9 programs for children and 1 program for teenagers. (The Teen Advisory Board meeting had 2 attendees.)

Program	Date	# Attendees
Innovation Station	11/4/2014	5
Paws-to-Read	11/5/2014	15
Toddler Jam	11/5/2014	28
Friday Story Time	11/7/2014	18
A Pumpkin for Thanksgiving	11/12/2014	5
Friday Story Time	11/14/2014	22
Hands-on Art History	11/18/2014	11
Toddler Jam	11/19/2014	40
Friday Story Time	11/21/2014	15
Burke-Memorial School Visits	11/26/2014	400

Total: 559

Hands-on Art History had 11 attendees. I am continuing this program in the spring and parents were very happy to get that news. We will be doing collages, traditional South African dolls, and printmaking.

I visited the Burke-Memorial School and did 4 assemblies on November 25th as part of their celebration of Literacy Month. I talked to them about upcoming library programs, library materials, getting a library card, taught them a few silly songs, and read a book out loud with them. I think the assemblies went over very

well because I had a few teachers tell me they had never seen their students so engaged. Hopefully this brings in more kids to the library and library programs!

2 teens attended the Teen Advisory Board (TAB) meeting this month. The TAB began painting the Awesome Box. I need to get more supplies though because what we have at the library is insufficient.

I need to incorporate more teen programming into library services but I am still struggling to find the best way to reach that particular audience. I am sending out a monthly newsletter with events to my teen listserv now that we have constant contact (yay!) and I will be sending out a weekly newsletter for children's events. My goal is to eventually have at least one event every week for children and at least two events every month for teenagers.

Upcoming Children's and Teen Programs

- Wed. December 3: Toddler Jam, 11 AM, ages 0-18 months
- Wed. December 3: MOMS Group Private Pre-school Story Time, 1-2 PM
- Wed. December 3: Paws-to-Read, 6-8 PM, grades K-2
- Fri. December 5: Friday Story time, 11 AM, 10 months-5 years
- Wed. December 10: Toddler Jam, 11 AM, ages 0-18 months
- Fri. December 12: Friday Story time, 11 AM, 10 months-5 years
- Sat. December 13: Gingerbread Festival, 10:30 AM-1 PM
- Tue. November 16: Teen Advisory Board Meeting, 7-8 PM, ages 12+
- Wed. December 17: Toddler Jam, 11 AM, ages 0-18 months
- Thur. December 18: Lego Club, 4 PM, grades K+

Social Media and Community Outreach

Our Facebook page received over 20 new "likes" this month, so Facebook continues to be a good way to advertise library programs, photos, and to connect with the community in general. Our posts are most effective when they include an image or a video along with information.

Accomplishments:

- Successful outreach to public schools
- Increased online presence through social media
- Caught up on ordering Juvenile Fiction

Goals:

- Finishing planning January-March programming and prepare calendars for community
- Begin a weekly children's email and monthly teen email

Library Name, Municipality Medway Public Library, Medway	YEAR 2016
Director's Name, Email Margaret Y. Perkins, mperkins@minlib.net	

Goal (from library's current Long-Range Plan)

Goal 1: Library services will be accessible, courteous and responsive to the needs of the community.

Objectives (if included in current Long-Range Plan)	Actions	Timeframe for Activity	By Whom (optional)
Develop, encourage, and sustain expertise, skill, commitment, and an innovative spirit in staff to offer the highest levels of customer service.	Provide in-person or webinar training to each staff member, through the Massachusetts Library System, conferences, or other sources at least twice a year.	FY2016	Director, Staff
Offer regular feedback opportunities for employees	Continue to hold monthly staff meetings	FY2016	Director, Staff

Goal (from library's current Long-Range Plan)

Goal 2: The Library will meet the public's needs for current and popular materials, information, education, culture, and entertainment.

Objectives (if included in current Long-Range Plan)	Actions	Timeframe for Activity	By Whom (optional)
Provide a quality collection of materials in current and emerging formats that reflect borrowing trends, interests, changing habits, and the use patterns of the community.	Use Decision Center software provided through Minuteman Library Network and other resources to help guide allocation of materials budget among children's, young adult, and adult materials, and between non-fiction and fiction.	FY2016	Director, Children's/Teen Librarian

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Support education, the development of reading for pleasure, and language and comprehension skills in children and young adults. Provide an environment rich in stories, literature, reading and research	Continue to provide a broad range of fiction and non-fiction at all reading levels.	FY2016	Director, Children's/Teen Librarian
	Continue to work with schools to encourage teachers to send research assignments to Library so sufficient materials for school projects can be provided	FY2016	Director, Children's/Teen Librarian
	Continue to participate in school sponsored Literacy Events	FY2016	Director, Children's/Teen Librarian
Foster interest in self-development among adults with timely, accurate, and reliable information to assist in school, work, and decision making.	Continue to offer career-related and educational electronic resources such as Career Cruising and Mango.	FY2016	Director
	Continue to maintain an up-to-date and comprehensive (within budget constraints) collection of career and self-help non-fiction.	FY2016	Director, Children's/Teen Librarian
Maintain functional and appealing library collections .	Continue to regularly and systematically weed books that are out-of-date or in poor condition.	FY2016	Director, Children's/Teen Librarian

	.Continue to use Decision Center software, patron request lists, and reviews to select materials.	FY2016	Director, Children's/Teen Librarian

Goal (from library's current Long-Range Plan)

Goal 3: Residents of all ages will regard the Medway Library as a prominent place to meet and interact with others in the community.

Objectives (if included in current Long-Range Plan)	Actions	Timeframe for Activity	By Whom (optional)
Make the library facility available to educational, civic, and cultural groups to foster and enhance a sense of community	Continue to publicize the availability of meeting rooms to community groups, town boards, and others, and encourage patrons to reserve rooms online	FY2016	Director, Children's/Teen Librarian

Goal (from library's current Long-Range Plan)

Goal 4: Residents will have access to a variety of innovative programs.

Objectives (if included in current Long-Range Plan)	Actions	Timeframe for Activity	By Whom (optional)
Expand current library programs and strengthen community outreach through targeted programming.	Increase adult and family programming by a minimum of two new programs annually involving areas from science to cultural traditions, customs, and holidays	FY2016	Director, Children's/Teen Librarian
	Encourage local artists and performers and authors to participate in programs	FY2016	Director, Children's/Teen Librarian
	Work with schools, family shelters, and nursing homes to identify unmet needs for those with special needs.	FY2016	Director, Children's/Teen Librarian

Goal (from library's current Long-Range Plan)

Goal 5: Library patrons will have access to high quality information technology

Objectives (if included in current Long-Range Plan)	Actions	Timeframe for Activity	By Whom (optional)
Medway Public Library will employ new technologies to deliver and facilitate access to library resources and services.	Identify and evaluate future technology needs; develop strategies to meet those needs through listservs and by attending programs and conferences sponsored by library associations and MLS, and relevant MLN interest group meetings,	FY2016	Director, Children's/Teen Librarian
	Acquire the hardware and software upgrades and replacements necessary to support public access to high-quality technology.	FY2016	Director
	Investigate feasibility of integrating emerging technologies into library services.	FY2016	Director, Children's/Teen Librarian
	Continue to utilize web and social networking tools and emerging on-line resources	FY2016	Director, Children's/Teen Librarian

Goal (from library's current Long-Range Plan)

Goal 6: The Library will develop a comprehensive public relations campaign to increase visibility and raise the public's awareness of the many services and opportunities available.

Objectives (if included in current Long-Range Plan)	Actions	Timeframe for Activity	By Whom (optional)
Develop, implement, and update a complete marketing plan to inform, support, engage, and excite the community.	Continue to issue timely press releases of library activities, special events, and programs.	FY2016	Director, Children's/Teen Librarian
	Continue to provide concise, attractive signs throughout the library.	FY2016	FY2016
	Continue to place promotional items in a variety of media.	FY2016	Director, Children's/Teen Librarian
	Continue to promote library services to schools and other community groups	FY2016	Director, Children's/Teen Librarian
	Promote coverage of library programs on local cable channel	FY2016	Director, Children's/Teen Librarian
	Work with the Council on Aging to investigate the feasibility of initiating homebound services. Initiate and publicize homebound services.	Winter & Spring, FY2016	Director

Investigate effective ways to provide library services to the underserved.	Solicit needs input through the schools, local home schooling networks, and business council.	Summer & Fall, FY2016	Director, Children's/Teen Librarian
	Discuss with the Council on Aging ways to serve seniors.	Summer & Fall, FY2016	Director
	Contact organizations and agencies who work with the disadvantaged.	FY2016	Director
	Investigate ways to provide transportation to the library for residents who do not have transportation.	Winter & Spring, FY2016	Director

Goal (from library's current Long-Range Plan)

Goal 7: Medway Public Library will be an inviting and safe part of the community.

Objectives (if included in current Long-Range Plan)	Actions	Timeframe for Activity	By Whom (optional)
Evaluate the facility, its systems, and procedures to increase safety and enhance efficiency.	Continue to maintain a clean environment with welcoming and inviting entrances.	FY2016	Director, Staff
	Continue to maintain emergency readiness status of all staff through appropriate training. Work with fire/police to conduct workshops to help employees respond to workplace emergencies	FY2016	Director, Staff

	Review annually all policies and procedures related to patron behavior, order, safety, and security	FY2016	
	Work with Town to develop a disaster plan, based on town-wide plan.	FY2016	Director
	Work with the Medway Emergency Planning Committee to ensure that the Library is available and equipped to serve as a staging area and/or shelter in the event of an emergency.	FY2016	Director

Goal (from library's current Long-Range Plan)

Goal 8: The library will explore creative ways to ensure fiscal sustainability of library services.

Objectives (if included in current Long-Range Plan)	Actions	Timeframe for Activity	By Whom (optional)
Use volunteers efficiently	Develop and update recruitment and evaluation criteria for all volunteers.	FY2016	Director
Pursue non-municipal funding sources	Support staff in seeking grant funding.	FY2016	Director, Children's/Teen Librarian
	Seek grants for special programs and projects	FY2016	Director, Children's/Teen Librarian

	Continue to encourage donations and bequests to the Library's Gift Fund	FY2016	Director
Identify, initiate, and foster collaborative ventures that maximize the use and distribution of library and community resources.	Identify partnerships and collaborative and cross-marketing opportunities.	FY2016	Director, Children's/Teen Librarian
	Develop a list of agencies, businesses, charitable and civic groups who will be possible program collaborators.	Summer & Fall, FY2016	Director, Children's/Teen Librarian
	Work with teachers and school librarians to provide coordinated efforts in awareness, programming, and collection development.	FY2016	Director, Children's/Teen Librarian
	Conduct library card drives at school and community events.	FY2016	Director, Children's/Teen Librarian, Library Assistants

Medway Public Library Director Evaluation

Approved 11/5/2013

The Medway Board of Library Trustees will conduct a formal, written evaluation of the Library Director each year in March.

Purposes of the Performance Evaluation

- To provide the director with clear understanding of the board's expectations.
- To ensure the director and the board are aware of how well the expectations are being met.
- To serve as a formal vehicle of primary communication between the board and director.
- To identify the board's actual concerns so that appropriate action can be taken. To demonstrate sound management practices and accountability to municipal officials and the community.

Expectations and Evaluation

Directors are held accountable to many varied and sometimes conflicting constituencies. The board and the director must recognize these groups and acknowledge the relationship with each one:

- The general public
- Elected officials and the appointed governing officer who supervises other municipal departments
- The library staff members who have diverse personal expectations for their director
- Public pressure groups who exert pressure on the director to respond to their concerns
- Friends of the Library groups
- Individual members of the board of trustees who have personal priorities for the library and the director.

Good communication, public relations, a written plan and clear policies will all help the board and director to deal with any conflicting expectations. The evaluation method and process can be designed to include input from all these groups, but the final responsibility rests with the board.

Definition of Rating Terms:

5: Outstanding: The Director's performance is exceptional in comparison to expectations.

4: Highly Effective: The Director always meets and frequently exceeds performance expectations.

3: Effective: The Director consistently meets performance expectations and performs in a professional and competent manner.

2: Needs Improvement: The Director meets only minimally acceptable levels of performance; the Director requires extra direction from the Library Trustees.

1: Unacceptable/Needs Substantial Improvement: The Director does not meet performance expectations, even at a minimally acceptable level; the Director requires significant extra direction and/or constant supervision from the Library Trustees. Need for immediate and significant improvement.

0: N/A: Not applicable to this situation.

Please rate the Library Director in the following areas using the above scale 5 (highest) to 1 (lowest) or N/A (Not Applicable) where appropriate:

1. Preparing and Managing the Budget

☐ Necessary work is completed in a timely manner prior to presentation to the Board.

☐ The budget covers all necessary expenses.

☐ Funds are allocated or reserved for unanticipated contingencies.

☐ Funds are effectively allocated.

☐ Mid-course corrections are minimized.

☐ ARIS (August) and State Aid (October) reports are accurate and complete and submitted to the MBLC in a timely manner.

☐ Other funding sources are explored and applied for as appropriate.

Comments:

2. Managing the Staff

☐ Positive management/staff relations are maintained.

☐ Fair and equitable policies are proposed for board adoption and then fairly administered.

Comments:

3. Professional Awareness

☐ Innovative methods of service delivery and technical processes are studied thoroughly.

☐ Innovations are implemented only after they fit the needs of the institution and are proven to be cost effective.

☐ The director maintains an adequate knowledge of current library science practices.

☐ Staff are encouraged to maintain an awareness of technological advances in the profession.

Comments:

4. Collection development

☐ Collection development policy is up-to-date.

- ☐ Selection and weeding policies are systematically implemented.
 - ☐ Director determines user needs/wants and translates these into appropriate acquisitions and services.
 - ☐ Selection criteria have been established to enable the library to react systematically to changes in the budget.
 - ☐ The collection is current and reflects present community needs and interests.
- Comments:

5. Implementation of Board Decisions

- ☐ Board decisions are implemented on a timely basis.
 - ☐ Director displays initiative.
 - ☐ Director is objective in making the necessary decisions.
 - ☐ Director is consistent in decisions that affect the staff and/or public.
 - ☐ Director fully and enthusiastically supports board decisions.
 - ☐ Director sets an example for the staff through professional conduct, high principles, and a business-like approach.
- Comments:

6. Use of the Library

- ☐ Effectively communicates library services to the public.
 - ☐ A proper and realistic balance is maintained between promotion of services and budget constraints.
 - ☐ Circulation trends and in-house use are adequately analyzed.
 - ☐ Information about new services are effectively communicated to the public.
- Comments:

7. Development of Staff

- ☐ Potential managers are identified, encouraged to develop and assisted in their pursuit of career goals.
 - ☐ Internal candidates for promotion are competitive with outside candidates for management positions.
 - ☐ Director adequately justifies the need for staff development funds, actively campaigns for such funds, and adequately account for the use of such funds.
 - ☐ Cross-training is utilized to provide adequate service to the public.
- Comments:

8. Utilization of Staff

- ☐ Staff are aware of the separation of professional and clerical tasks and responsibilities.
 - ☐ Peak service hours have been identified and staff deployed accordingly.
 - ☐ Functions are analyzed periodically with the objective of combining, eliminating and/or creating new positions.
- Comments:

9. Community Development

- ☐ Director is active in the community.

- ☐ The Director is "visible" to large segments of the population.
 - ☐ The Director is available for speaking engagements in the community
- Comments:

10. Activity in Professional Organizations

- ☐ Director participates and holds office in professional organizations as appropriate.
- Comments:

11. Policy Recommendations to Board

- ☐ Adequate staff research is completed prior to presentation to the board.
- ☐ Policy recommendations are necessary and appropriate to the efficient operation of the library.
- ☐ Trustees are informed of new developments and important news reported in library correspondence and literature to provide them with the necessary background to make informed policy decisions.

Comments:

12. Friends of the Library

- ☐ Director actively promotes the maintenance of a Friends group.
 - ☐ Director and staff provide adequate support to the Friends organization.
 - ☐ Director delineates and/or helps define the role of the Friends group.
 - ☐ Friends group has adequate explanation of its role in relationship to the role of the board.
- Comments:

13. Maintenance and Construction of Physical Plants

- ☐ Buildings and grounds are adequately maintained within the imposed budgetary constraints.
 - ☐ Director has an ongoing program that provides adequate information on the need for new and/or remodeled facilities.
 - ☐ New and/or remodeled facilities are functionally appropriate and aesthetically pleasing.
 - ☐ New and/or remodeled facilities are constructed within budget allocations.
- Comments:

14. Establishing Priorities

- ☐ Director's recommended priorities are in concert with the library's plan as defined by the board.
- ☐ Priorities appropriately reflect community needs.
- ☐ Priorities reflect advanced planning.
- ☐ Director's accomplishments reflect and relate to the short and long range plans.
- ☐ Plans are updated on a continuous basis to reflect changing circumstances.
- ☐ Director provides adequate information to the board on the implementation and revision of short and long term planning.

Comments:

15. Staff Selection

___ Staff selection is accomplished at appropriate supervisory levels and with adequate use of staff resources.

___ Adequate emphasis is placed on Equal Opportunity Employment/Affirmative Action.

___ Selection process is designed to insure the selection of the best person for the job.

Comments:

Medway Public Library Budget Report 11/1/2014							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Current Month Expenditures	Materials Expenditures
Salaries - Full Time	5110	\$110,246	\$49,758.23	\$60,487.77	45.13%	\$10,346.48	
Salaries - Part Time	5111	\$80,487	\$24,963.64	\$55,523.36	31.02%	\$5,681.97	
Longevity	5150	\$1,200	\$900.00	\$300.00	75.00%	\$800.00	
Electricity	5211	\$19,300	\$8,136.28	\$11,163.72	42.16%	\$1,156.76	
Heating Fuel	5212	\$6,000	\$509.73	\$5,490.27	8.50%	\$249.75	
Trash	5232	\$1,671	\$683.44	\$987.56	40.90%	\$0.00	
Water & Sewer	5231	\$270	\$59.36	\$210.64	21.99%	\$0.00	
R & M Miscellaneous	5240	\$7,792	\$1,640.00	\$6,152.00	21.05%	\$440.00	
Telephone	5341	\$1,200	\$386.56	\$813.44	32.21%	\$59.22	
Supplies	5400	\$2,600	\$1,293.33	\$1,306.67	49.74%	\$346.30	
Postage	5343	\$250	\$4.57	\$245.43	1.83%	\$0.00	
OPS - (Minuteman bill)	5380	\$23,315	\$23,315.00	\$0.00	100.00%	\$0.00	
OPS - (programs)	5380	\$6,492	\$2,605.68	\$3,886.32	40.14%	\$514.33	
Media Materials	5427	\$6,000	\$2,365.77	\$3,634.23	39.43%	\$243.72	\$2,365.77
Books & Periodicals	5521	\$4,000	\$3,870.54	\$129.46	96.76%	\$309.79	\$3,870.54
Travel	5710	\$400	196.79	\$203.21	49.20%	\$90.76	
TOTAL - GENERAL FUND		\$271,223.00	\$120,688.92	\$150,534.08	44.50%	\$20,239.08	
TM: After Hours Staff		\$4,698.00		\$4,698.00	0.00%	\$0.00	
TM: Expenses		\$15,302.00	\$7,895.01	\$7,406.99	51.59%	\$3,644.01	\$7,895.01
TOTAL - TM		\$20,000.00	\$7,895.01	\$12,104.99	39.48%	\$3,644.01	
		Start Balance	Expen. To Date	Income to Date	Account Bal	Current Month Net	
Memorial Donations	5400	\$27,220.67	\$9,899.66	\$1,442.63	\$18,763.64	\$89.03	9,189.32
Tuchinsky Fund Interest		\$29,334.87		\$37.44	\$29,372.31	\$11.22	
Tuchinsky Fund Principal		\$102,869.11		\$225.51	\$103,094.62	\$56.88	

Library Restitution Fund	706-4773	\$50.17	\$127.29	\$577.47	\$500.35	\$5.00	
Copier & Printer Rev. Fund	722-4840	\$6,113.42	\$310.99	\$801.31	\$6,603.74	\$142.50	
Meeting Room Rev. Fund	723-4840	\$3,080.76		\$25.00	\$3,105.76	\$0.00	
Free Public Library	2017	\$6,802.08	\$6,146.39		\$655.69	(\$299.00)	\$6,146.39
TOTAL - OTHER FUNDS		\$175,471.08	\$16,484.33	\$3,109.36	\$162,096.11		\$29,467.03

